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INTERDISCIPLINARY AND PRE-PROFESSIONAL PROGRAMS

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INTERDISCIPLINARY PROGRAMS

The Honors College

The primary mission of the Honors College is to provide a more meaningful educational experience for select superior students. The Honors College curriculum at the freshman-sophomore level offers intellectually stimulating general education courses. The junior-senior level Honors College students become integrated into the Departmental Academic Honors program. The goals of the Honors College are:

- Provide a more rewarding general education experience for superior students.

- Attract and retain the superior student.

- Provide greater intellectual stimulation for the superior student.

- Expose the superior student to a variety of problem solving methods.

- Integrate learning techniques for the various disciplines.

- Develop critical thinking skills.

- Provide the superior student with a comprehensive background in the culture, ideas, and philosophy of the world around us.

- Encourage students to become problem discoverers as well as problem solvers.

- Encourage study skills that will enable the superior student to perform up to their capabilities.

- Provide a university support system that will respond to the special needs of the superior student, including: facilities, orientation, counseling, and social needs.

- Develop a program that will enhance the Departmental Academic Honors program.

- Provide experiences for the superior student that will facilitate the transition from the university environment to the practical world.

Honors College members are a carefully screened select group of scholarship recipients. Most enter the program their freshman year after formal application and acceptance. A small number of junior level transfer students are also admitted. Freshmen, to be eligible for application, must have a 28 composite ACT or equivalent, a minimum 3.5000 high school grade point average on a four point scale, and/or provide proof of adding multi-cultural diversity to the honors program. Students with lower than 30 ACT composite score need to demonstrate outstanding academic records to be seriously considered for Honors College acceptance. Transfer students must have completed 40 semester hours with a minimum grade point average of 3.7500 on a four point scale. A transcript verifying class standing and course preparation, a letter of application, a completed application form displaying activities and awards, and recommendation

forms comprise the application package. The deadline for high school applicants is March 1, transfer student deadline is April 1.

Application packets may be obtained from the Office of Academic Affairs, 206 Whitesitt Hall, or by contacting Dr. Christine E. Fogliasso, Director of the Honors College.

Most Honors College students receive either a Presidential or full tuition scholarship. Presidential scholars receive a full annual scholarship (tuition and fees, a living stipend, and a book stipend). University scholars and transfer scholars receive a full in-state tuition and fees scholarship and are eligible for other scholarship awards. These scholarships are renewable annually provided the student maintains a 3.4000 grade point average. Honors college graduates receive special recognition at commencement ceremonies and their college transcripts indicate completion of the university and applicable Departmental Academic Honors programs.

Members of the Honors College have the opportunity to enroll in select honors sections of the general education program. Freshman students in the Honors College will automatically be placed into an honors section of ENGL 103 English Composition and HONORS 100 Honors College Orientation during their first semester. Honors sections are generally limited to 25 students, which allows for increased student interaction and course enhancement.

HONOR 100. Honors College Orientation. 1 hour. Direction and goals for the Honors College, the study of the university as a resource for personal development, the use of study skills strategies, and planning for self-development in the university. Graded on a Pass/ Fail basis only. Prerequisite: Admittance to the Honors College.

Intensive English Program

The mission of the Intensive English Program is to help international students to achieve their academic and professional goals through the development of their English language skills.

The IEP is a full-time program featuring four eight-week sessions during the academic year and one eight-week session during the summer. Classes are offered at six levels, from beginning to advanced. Students spend approximately 20 hours per week in class, taking courses in grammar, reading, listening/speaking, writing, and academic preparation. The program is flexible, and every effort is made to meet individual student needs.

The successful completion of the highest level of the Intensive English Program (Academic Preparation Course) is the equivalent of a 550 TOEFL score and can be substituted for the TOEFL requirement.

All members of the Intensive English Program faculty hold at least a master's degree in teaching English as a foreign language. The instructors are full-time faculty with teaching experience both in the United States and overseas. Most faculty members have successfully mastered a foreign language, making them aware of the language learning process that their students face.

For further information contact Mrs. Christine Mekkaoui, Director, Intensive English Program, Mitchell Hall, telephone 316-235-4644.

IEP 011. Elementary Structure. 0 hours. The study of structures required for basic communication needs. Structures include simple tenses, simple sentence structure, and elementary parts of speech. Offered on Pass-No Credit basis only.

IEP 012. Elementary Composition. 0 hours. Writing using basic sentence structure. Simple mechanics of writing, including word order, capitalization, and punctuation. Offered on Pass-No Credit basis only.

IEP 013. Elementary Reading. 0 hours. Students read simple passages which contain basic structures and easy vocabulary. They begin to learn skills needed to understand the passages. Offered on Pass-No Credit basis only.

IEP 014. Elementary Listening/Speaking. 0 hours. Survival communication skills. Students learn reduced forms common in informal speech. Students learn the number system, time, wh-questions and common answers, key verbs, common nouns and pronouns, slow and fast speech. Offered on Pass-No Credit basis only.

IEP 021. Pre-Intermediate Structure. 0 hours. Students review simple tenses and study future tense, past and future continuous tenses, modal auxiliaries and count and noncount nouns. Conditional I complex sentences are studied, as well as comparative structures. Offered on Pass-No Credit basis only.

IEP 022. Pre-Intermediate Composition. 0 hours. Students learn to write simple paragraphs on familiar topics. The focus is on correct sentence structure. Offered on Pass-No Credit basis only.

IEP 023. Pre-Intermediate Reading. 0 hours. Students study relatively simple reading passages and add to their working vocabulary and reading skills. Offered on Pass-No Credit basis only.

IEP 024. Pre-Intermediate Listening/Speaking. 0 hours. Students develop communicative skills which reinforce their knowledge of structure and vocabulary. Extensive practice in listening/speaking is provided. Offered on Pass-No Credit basis only.

IEP 031. Intermediate I Structure. 0 hours. A continuation of knowledge of basic structures. Students study present and past perfect tenses and two-word separable and inseparable verbs. In addition, more complex structures are introduced, including gerunds and infinitives and connectors. Offered on Pass-No Credit basis only.

IEP 032. Intermediate I Composition. 0 hours. Students learn to write well-developed paragraphs which employ specific rhetorical patterns. Offered on Pass-No Credit basis only.

IEP 033. Intermediate I Reading. 0 hours. Students learn to understand moderately difficult passages by improving their reading skills, adding to their vocabulary, and increasing their reading speed. Offered on Pass-No Credit basis only.

IEP 034. Intermediate I Listening/Speaking. 0 hours. Students learn specific listening skills. These skills include predicting, making inferences, listening for general comprehension and listening for detail. Conversation skills are also stressed. Offered on Pass-No Credit basis only.

IEP 041. Intermediate II Structure. 0 hours. Students consolidate their previous knowledge of verb tenses and modal auxiliaries. They also study active versus passive voice and the article system. Students begin studying complex sentence structure, including phrases versus clauses and adjective clauses. Offered on Pass-No Credit basis only.

IEP 042. Intermediate II Composition. 0 hours. Students review paragraphs and begin writing multi-paragraph essays. They also learn some paraphrasing and summarizing skills. Offered on Pass-No Credit basis only.

IEP 043. Intermediate II Reading. 0 hours. Students learn to understand reading passages which contain moderately difficult vocabulary and complex sentence structure. They continue to apply the reading skills they are studying, increase their reading speed, and add to their working vocabulary. Offered on Pass-No Credit basis only.

IEP 044. Intermediate II Listening/Speaking. 0 hours. Further development of the listening skills introduced in the previous level: predicting, listening for main ideas and details, and making inferences. Students also examine language use and engage in discussions and debates. Students listen to authentic radio broadcasts and academic mini-lectures. Offered on Pass-No Credit basis only.

IEP 051. Advanced I Structure. 0 hours. Emphasis is on complex grammatical structures. Students start with a review of clauses/phrases, followed by detailed study of noun clauses, adverb clauses, conditional sentences of all types, comparative sentences, gerunds, and infinitives. Offered on Pass-No Credit basis only.

IEP 052. Advanced I Composition. 0 hours. Students write multi-paragraph essays using a variety of rhetorical patterns. They also refine paraphrasing and summarizing skills. Offered on Pass-No Credit basis only.

IEP 053. Advanced I Reading. 0 hours. Students learn to understand college freshman level reading passages with unrestricted vocabulary. They continue to apply reading skills, increase their reading speed and add to their working vocabulary. Offered on Pass-No Credit Basis only.

IEP 054. Advanced I Listening/Speaking. 0 hours. Students continue to add to their listening and speaking skills. They concentrate on listening and notetaking strategies. They listen to actual university level lectures on a variety of subjects. Offered on Pass-No Credit basis only.

IEP 061. Academic Preparation Text/Lecture. 0 hours. Students practice listening to and comprehending academic lectures, reading an academic textbook, making short oral presentations and participating in discussions. Course is closely modeled on an actual academic course. Offered on Pass-No Credit basis only.

IEP 062. Academic Preparation Writing. 0 hours. Prepares students for university level writing. Students learn to conduct extensive research, evaluate sources, and choose types of evidence. Students write two single-source essays and a multi-source research paper. Offered on Pass-No Credit basis only.

IEP 063. Directed Study by Appointment. 0 hours. TOEFL Preparation Class/Advanced Grammar (level 5)/APC Text Lecture (review). Offered only to Academic Preparation Course students who graduated during the first 8-week session of the fall or spring semester. Offered on Pass-No Credit basis only.

Kansas/Paraguay Exchange Program

The university is a member of the six Board of Regents universities in Kansas that have a reciprocal faculty and student exchange program with the two universities in Paraguay--the National University of Asuncion and the Catholic University of Our Lady of Asuncion. This program provides the opportunity for faculty and students to study, to do research, and to live in Paraguay, with students also having the opportunity to earn academic credit. This program is coordinated through the Office of the President, 207 Whitesitt Hall.

Minor in International Studies

"Globalization" and "Internationalization" have become watchwords in business, politics, communications and education. Today an understanding of international affairs is more than useful, it is essential for many careers in business, government and nongovernmental organizations. Every day international events impinge on United States domestic politics and the private lives of ordinary citizens.

A minor in international studies is designed to further enrich the student's learning experience and strengthen the student's credentials in search for employment in an increasingly interdependent economic environment. This minor complements a number of majors, such as business administration, communication, economics, foreign languages, history, and social science.

For more information contact the College of Arts and Sciences, 311 Grubbs Hall.

Students in this area would be required to have introductory knowledge of a foreign language (10 hours of one foreign language, or proof of a second language via having been required to take the TOEFL).

I. Core (15 hours required)		
HIST 102	World Civilization.....	3
SOSCI 106	World Regional Geography I or	
SOSCI 107	World Regional Geography II.....	3
SOSCI 224	Introduction to Comparative Politics.....	3
SOSCI 530	International Relations.....	3
HIST 500	History: Special Topics: Democracy's Origins and Global Prospects or	
SOSCI 504	Special Studies in Sociology: Democracy's Origins and Global Prospects.....	3
II. Electives (one course from two of the following areas) 6 hours		
<i>History</i>		
HIST 507	Modern Africa.....	3
HIST 510	Modern Middle East.....	3
HIST 527	Modern China.....	3
HIST 590	Soviet Russia.....	3
HIST 593	Post-Communist Russia	3
<i>Social Science</i>		
SOSCI 200	Introduction to Anthropology	3
SOSCI 506	Geography of Latin America.....	3
SOSCI 526	Politics and Government of Latin America	3
SOSCI 541	Geography of Europe.....	3
SOSCI 556	Geography of Asia.....	3
<i>Business and Economics</i>		
MGMKT 611	International Marketing*	3
MGMKT 639	International Business*	3
ECON 640	International Trade**.....	3
Total Required Credit Hours.....		21

*These courses have the following prerequisites:

1. ECON 326 Business Finance (Prerequisite: ECON 200, ACCTG 202)

Undergraduate Studies

UGS 100. The Freshman Experience. 2 hours. Development of critical thinking skills is an essential component. Topics covered include development of higher order thinking skills through exposure to a variety of problem solving methods; study skills; a study of the General Education curriculum and objectives of a liberal arts education; career choice and course selection; a discussion of social issues that impact on University life; PSU resources; health, time, and money management issues; and diversity topics. Offered on A, B, C, No Credit basis only.

UGS 101. The Freshman Experience. 1 hour. Students are introduced to college life in general, and to collegiate life at Pittsburg State University in particular. Goal setting and group building activities are essential components. Topics covered include PSU resources; health, time and money management issues; and diversity topics. Offered on Pass-No Credit basis only.

Women's Studies

Women's Studies is an interdisciplinary certificate program which examines the roles, status, and opportunities of women in society and history. The coherent picture presented of women's past and present contributions should affect the ways in which students view women's lives, work, and futures.

The requirements for a certificate are 15 hours, including a 6 hour core consisting of Women 200 Introduction to Women in Society and Women 299 Issues in Women's Studies. With the approval of the Women's Studies Program Coordinator and Committee, 9 hours of departmental courses on women will supplement this core.

Both Women 200 Introduction to Women in Society, and Women 299 Issues in Women's Studies can be used to fulfill general education requirements for the social and behavioral sciences.

Women 200. Introduction to Women in Society. 3 hours. An interdisciplinary survey of the images of women which reveal how society views women and how women of diverse backgrounds view themselves and others.

Women 299. Issues in Women's Studies. 3 hours. An interdisciplinary study of feminist theory and issues affecting women from diverse cultures.

Writing Across the Curriculum Program

The Writing Across the Curriculum program encourages faculty to use writing assignments in their courses at all levels and across the disciplines. Under the program, students take a series of composition and Writing To Learn (WL) courses in their first two years to develop and maintain their writing skills in preparation for additional writing assignments in their junior and senior classes.

The Writing To Learn Series of Courses

Central to the Writing Across the Curriculum program is the Writing To Learn series of courses. All students must take the Writing To Learn courses, unless they transfer to PSU with 55 passed credit hours or more or obtain a special waiver. The Writing To Learn courses are taught across-the-curriculum, in almost all of the university disciplines. A Writing To Learn course incorporates writing as an integral part of the course structure; therefore, students write frequently, both formally and informally, about course content. The purpose of the Writing To Learn classes is to develop the student's ability to organize

2. Managerial Accounting).
3. MGMKT 327 Organizational Theory and Behavior
3. MGMKT 330 Basic Marketing (Prerequisite: ECON 200)

**This course has the following prerequisites:

1. ECON 200 Economics (ECON 200 can satisfy General Education requirements).
2. ECON 201 Economics

Substitutions of course(s) can be made with the approval of the department which offers the course to be replaced, and with the consent of the respective Dean.

Minor in Multicultural Studies

We are experiencing a changing academic and cultural environment. The minor in Multicultural Studies is designed to satisfy the student's desire for a more flexible academic course preparation track, while answering calls from the Kansas Board of Regents for more multicultural academic programs.

The minor in Multicultural Studies can enrich the student's learning experience and strengthen the student's credentials in search for employment in our increasingly diverse economic and cultural environment. The minor in Multicultural Studies can complement a number of majors, such as, English, communication, history, social science, economics, foreign languages, business, psychology and education.

For more information contact the College of Arts and Sciences, 311 Grubbs Hall.

At least one course must be taken from four of the departments listed below.

HIST 101	World Civilization or	
HIST 102	World Civilization.....	3
ART 178	Introduction to Visual Arts.....	3
SOSCI 200	Introduction to Anthropology.....	3
WOMEN 200	Introduction to Women in Society.....	3
ENGL 220	World Masterpieces.....	3
WOMEN 299	Issues in Women's Studies.....	3
SOSCI 320	Religions of the World.....	3
SOSCI 341	Social Work and the Aged.....	3
SOSCI 412	Cultural Geography.....	3
SOSCI 443	Minority Groups.....	3
COMM 601	Intercultural Communication.....	3
PSYCH 720	Multicultural Issues in Psychology and Counseling.....	3

Total Required Credit Hours21

Science Education Center

As part of the College of Arts and Sciences, the Science Education Center coordinates the education out-reach and teacher training programs for the Department of Biology, Department of Chemistry, Department of Mathematics, and Department of Physics. The mission of the Center is to increase awareness and quality of science and mathematics education in the region through the sharing of expertise and resources with the area educators and agencies; designing model programs for K-16 science and mathematics education; presenting science education programs to the general public; providing university faculty enhancement seminars; and training highly qualified pre-service and in-service teachers for science and mathematics education. The Center staff is composed of members from each of the science and mathematics departments who offer a number of content-based courses specifically designed for educators. The Center also coordinates the scheduling of Kelce Planetarium programs, Chemistry demonstrations, Mathematical Musings presentations, and Nature Reach tours for elementary-level school children.

clearly-stated, well-reasoned responses to the course content. Students needing special assistance with word and sentence mechanics are referred to the Writing Center. General education courses comprise a vast majority of the Writing To Learn courses; however, no course at the 100 or 200 level is precluded.

The flow chart below shows the normal progression through the Writing To Learn series. ENGL 101 English Composition should be considered a prerequisite for the Writing To Learn courses. ENGL 101 English Composition and two Writing To Learn courses are a prerequisite for ENGL 299 Introduction to Research Writing. Students who have completed ENGL 102 English Composition or its equivalent cannot take ENGL 299 Introduction to Research Writing.

PRE-PROFESSIONAL PROGRAMS

Engineering and Pre-Engineering

Students preparing for careers in engineering have four kinds of programs available at Pittsburg State University:

- (1) Two-year pre-engineering;
- (2) The first three years of Five Year (3, 2) Cooperative Programs in chemistry or physics and engineering;
- (3) A chemistry or physics B.S. degree as preparation for graduate work in engineering.
- (4) An engineering technology B.S. degree as preparation for transfer to engineering B.S. program or graduate work in engineering.

Pre-Engineering

Pre-engineering is the name given to the first two years of study for students who plan to transfer to an engineering school. Unlike some "pre"-programs, pre-engineering is an engineering curriculum and not something taken before studying engineering.

The chairperson of the Department of Physics coordinates the pre-engineering curricula. These are administered by the Departments of Chemistry, Mathematics, Physics, and Engineering Technology. Advisers for specific engineering specialties may be contacted in these departments:

- Department of Engineering Technology
 - Architectural Engineering, Construction Engineering, Manufacturing Engineering and Plastics/Polymer Engineering
- Department of Chemistry
 - Chemical Engineering, Metallurgical Engineering, Nuclear Engineering and Petroleum Engineering
- Department of Mathematics
 - Civil Engineering and Mining Engineering
- Department of Physics
 - Mechanical Engineering, Electrical Engineering, Engineering Physics, Agricultural Engineering, Aeronautical Engineering, General Engineering, and Industrial Engineering

Students who have not yet chosen a particular specialty will be advised in the Department of Physics initially.

Five Year (3, 2) Cooperative Programs

Pittsburg State University has cooperative 3,2 programs with Kansas State University at Manhattan, Kansas, and the University of Kansas at Lawrence, Kansas. Students in the program receive a B.S. degree in chemistry or physics from Pittsburg State University after four years and a B.S. degree in engineering from KSU or KU after the fifth year. For details of the programs contact the chairperson of the Department of Chemistry or the Department of Physics.

Representative programs include:

- CHEMISTRY-CHEMICAL ENGINEERING-- With Kansas State University or the University of Kansas.
- CHEMISTRY-NUCLEAR ENGINEERING-- With Kansas State University.
- CHEMISTRY-PETROLEUM ENGINEERING-- With the University of Kansas.
- PHYSICS-NUCLEAR ENGINEERING-- With Kansas State University
- PHYSICS-METEOROLOGY-- With the University of Kansas.

Pre-Law Curricula

Law schools do not require any special preparation, other than the baccalaureate degree, for admission. The university recommends that students planning to enroll in law schools select as a major the undergraduate field most attractive to them. Many law schools suggest that courses in business, social science and speech be taken. The Department of Social Science has a program especially designed for pre-law students. Consult departmental advisor for details. The pre-law curriculum offered by the Department of Social Science is given on page 141.

Dr. Patricia A. Behlar, Department of Social Science, is the university's liaison with the Law School Admissions Council. She is available for consultation and advice to any student concerning the Law School Admissions Test, and law school admissions procedures. A library of current law school catalogues are maintained in her office for student use.

Pre-Medicine

The program of study for pre-medical students is designed to meet the course work requirements for application to most medical schools. While students may major in any field of study, most choose either biological or physical science. Most pre-medical advisors are in the Department of Biology or the Department of Chemistry. For a suggested program of study, see the pre-professional curriculums listed in the catalog sections for the Department of Biology and the Department of Chemistry or consult pre-medical advisors in the Department of Biology or the Department of Chemistry.

Pre-Dentistry

The pre-dental student may pursue either a Bachelor of Arts or a Bachelor of Science degree in a major of their choice, although most choose either a biological or a physical science. Although the minimum requirements for admission to approved schools of dentistry as established by the Council of Dental Education, American Dental Association provides for admission to most dental schools after the completion of two full years of college work, the applicants will find their chances of being accepted are increasingly

improved with the completion of the third or even the fourth year of college work. Early contact with a pre-dental advisor is imperative.

Pre-Pharmacy

The university offers pre-professional work in pharmacy. Details concerning this two year program can be obtained from

the Department of Chemistry. Following pre-pharmacy studies at Pittsburg State University, students must be admitted to a school of pharmacy to complete their training. Names and addresses of nearby schools of pharmacy are available.

Other Pre-Professional Programs

The Department of Biology offers pre-professional work in conservation, forestry, medical technology, physical therapy, optometry and veterinary medicine. Consult the chairperson of the department for details concerning these programs.

ACADEMIC REGULATIONS

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ACADEMIC REGULATIONS

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Student Status

Definition of a Student

Any person actively pursuing a course of study is considered to hold student status. For the purposes of these and other regulations, a student is further defined as one who is currently enrolled at the university or has completed the immediately preceding term and is eligible to enroll for the next term.

Duration of Student Status

In the broadest context, an individual is termed a student of Pittsburg State University from the time of admission in any status to the university until such time as formal association with the university ceases.

Undergraduate Students

Students enrolled exclusively in undergraduate courses will be considered undergraduate students.

Graduate Students

Students enrolled exclusively in graduate courses and who possess a baccalaureate degree will be considered graduate students.

In cases where a student is enrolled in both undergraduate and graduate courses and possesses a baccalaureate degree, he/she will be considered a graduate student. In cases where the student is in his/her last semester of undergraduate enrollment and does not possess a baccalaureate degree, the student will be considered an undergraduate.

Educational Equity

Pittsburg State University is committed to a policy of educational equity. Accordingly, the university admits students, grants financial aid and scholarships, conducts all educational programs, activities and employment practices without regard to race, color, religion, sex, national origin, sexual orientation, age, marital status, ancestry, or disabilities.

Access to Higher Education

In accordance with Kansas statutes and policies of the Board of Regents, the university is open to all persons who qualify according to the Pittsburg State University admission standards. These standards are defined and made available in the undergraduate and graduate section of this University Catalog.

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education

records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pittsburg State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

600 Independence Avenue, SW
Washington, DC 20202-4605

Privacy Rights of Students

The university from time to time publishes several bulletins, lists, brochures, catalogs, directories, yearbooks, annuals, guidebooks, news releases, sports information, honor rolls, etc., containing information that specifically identifies students and information about them. The university is authorized to publish, and will publish, such Directory Information, collectively or individually, unless a student within a reasonable time after the start of the semester notifies the Student Privacy Office (Registrar, 105 Whitesitt Hall) in writing that all of the categories listed below (designated Directory Information) should not be released without prior written consent. The following information is considered Directory Information.

1. Student name
2. Address
3. Telephone listing
4. Parents and next-of-kin information
5. Hometown address
6. Date and place of birth
7. Full or part-time status
8. Marital status
9. Classification
10. Class schedule
11. Major and minor field of study
12. Student advisor
13. Dates of registered attendance
14. Nature of any degrees granted and dates conferred
15. Previous educational institutions
16. Participation in officially recognized activities and sports
17. Sports-weight and height of athletic team members
18. Awards received
19. E-mail address
20. Photograph

Dishonesty in Academic Work

Academic Misconduct

Academic misconduct by a student shall include, but not be limited to, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports or other assignments; copying work from the internet; or knowingly misrepresenting the source of any academic work.

An instructor may, with due notice to the student, treat as unsatisfactory any student work which is a product of academic misconduct. If an instructor deems other judicatory action for academic misconduct by a student to be advisable, or if a student wishes to protest a grade based upon work judged by an instructor to be a product of academic misconduct, the case shall be reported to the dean of the college in which the course is offered, who may refer at the departmental level where feasible, appropriate mechanisms for acting upon such reports. Such mechanisms may include mediation by the chair of the department in which the student is enrolled. Failing this resolve, cases may be referred to the Academic Honesty Committee.

An Academic Honesty Committee is appointed yearly by the Vice President for Academic Affairs. This committee shall consist of seven members, four to be selected annually by the Faculty Senate Executive Committee to represent the university faculty and two chosen from the incoming senior class by the Student Government Association and one from the graduate student body by the Graduate Student Association to represent the student body.

The Academic Honesty Committee will use such rules of procedure as established for all due process hearings at the university. (See "Discrimination Grievance Procedure for Students" section in The Student Handbook.) The committee may receive complaints from the deans, investigate accusations, and render findings for admonition, warning, censure and reduction of grade.

The objectives of the Academic Honesty Committee are: to allow instructors to refer, and students to appeal, cases involving academic dishonesty whenever conditions warrant such action to provide a hearing whereby due process prevails in which any case concerning academic dishonesty may be heard.

More than one sanction may be imposed upon a student for the same offense or offenses. A judgment in each case will be rendered in writing to all parties concerned, including the chairperson of the department and the dean of the college, and reports made to the Academic Affairs Committee once each semester.

If a party to a charge of academic misconduct or to a protest of a grade judged by an instructor to be a product of academic misconduct is unsatisfied with the resolution of the matter at the college level, he or she may seek review by the university Vice President for Academic Affairs.

Every instructor shall make clear, at the beginning of each course, his or her rules for the preparation of classroom assignments, collateral reading notebooks, or other outside

work, in order that his or her students may not, through ignorance, subject themselves to the charge of academic misconduct.

The following sanctions may be imposed upon a student for academic misconduct by the Academic Honesty Committee:

Admonition: An oral statement that his or her present or past actions constitute academic misconduct.

Warning: An oral or written statement that continuation or repetition, within a stated period of actions which constitute academic misconduct, may be the cause of a more severe disciplinary sanction.

Reduction of Grade: Treating as unsatisfactory any work which is a product of academic misconduct. Reduction of grade may include the awarding of an F in the course.

Other sanctions which may not be imposed by the committee are as follows:

Disciplinary Probation: Exclusion from participation in specified privileges or extracurricular activities for a period not exceeding one school year.

Suspension: Exclusion from classes and other specified privileges or activities for a definite period not in excess of two years.

Expulsion: Termination of student status for an indefinite period. The conditions of re-admission, if any, shall be stated in the order of expulsion.

Because such actions may be taken only by the University Discipline Committee, the Academic Honesty Committee may forward recommendations for action to the Vice President for Student Affairs, who will convene the University Discipline Committee.

Any student shall have the right to appeal to the president of the university the findings and/or recommendations of the Academic Honesty Committee.

Financial Obligations

Pittsburg State University adopted the following practices concerning any student who has an outstanding obligation to the university. (1) The student will not be permitted to enroll for a new semester if he has an outstanding obligation due the university for a previous semester. (2) The student may not obtain a transcript nor have a transcript sent to any party if he has an outstanding obligation due the university. Students wishing to appeal a financial obligation decision may do so as outlined in the Office of Academic Affairs Memorandum 81-10.

Instructional Rights and Responsibilities of Students

Students have the right to know the goals, objectives, regulations, and grading practices of the course in which they enroll at the beginning of the course.

Students shall be free to take reasoned exception to the data or the views offered in any course of study but they are responsible for learning the content of any course in which they are enrolled.

Students have protection through orderly procedure against improper academic evaluation. Procedures for exercising the right of appeal are defined by the institution and made available to all members of the academic community through departmental chairpersons.

Class Attendance and Absence

Class Attendance

Students at Pittsburg State University are expected to attend class regularly and participate fully in the activities of that class under the guidance of a university instructor. The instructor is responsible for setting and communicating to the students the attendance requirements for each class.

Class Absence

Students are responsible for clearing their absences with each instructor. The Office of Student Affairs will maintain, as a source of reference, a list of students missing classes for university activities. The Office of Student Affairs will notify instructors of unusual circumstances of health or family problems if absences are in excess of three days.

If, in the judgment of the instructor, a student has been excessively absent from class, the instructor may report this to the Office of the Registrar, who shall withdraw the student from class and shall notify the student. An instructor may withdraw a student from a class at any time during the semester. If a student is withdrawn beginning with the 12th week of class, the student shall receive a grade of F.

Absence Due to Military Leave

Students are expected to schedule military training duty at times other than those that conflict with academic work.

In the event students must attend military reserve training duty during a semester or summer session, they must receive special permission to be absent prior to completing enrollment and from each instructor whose class will be missed. Instructors are not expected to give approval if they do not wish to do so. However, if absence from classes is granted, the instructor may make appropriate assignments in lieu of the classwork.

ENROLLMENT, WITHDRAWAL AND TRANSCRIPTS

Late Enrollment Fee

Students who enroll or pay fees after the last day to pay fees as listed in the Schedule of Classes will be considered as late enrollees and will be charged a late penalty fee of \$15.00. Exceptions are made for enrollment in classes not scheduled to begin at the time of regular classes or enrollment delay due to university procedures as determined by the registrar.

Addition of Courses

Changes from one course to another may be approved if sufficient reason can be given to justify the change. Such changes may be made within one week after the date of regular enrollment in a full semester, or by the end of the second day following enrollment in a summer session. On an Add card provided for this purpose, the student must obtain the signature of the faculty advisor. To make the addition of the course official, the student must present this properly signed card to

the Registrar's Office. A receipt will be given the student when the addition becomes official.

Withdrawal from Courses and the University

Notice of withdrawal from the university should be made in person to the Office of Student Affairs after counseling with the faculty advisor. If the student is unable to appear in person, the notice should be given by letter.

During the first ten class days, students may withdraw from classes without a notation on their academic record.

From the eleventh class day to the end of the eleventh week, a notation will appear on the student's academic record if the student withdraws while passing (WP) or if the student withdraws while failing (WF). Neither the WP or WF will be computed in the grade point average.

No withdrawals from courses will be accepted beginning with the twelfth week.

Students withdrawing from the university after the last day of the eleventh week will receive a WP for courses the student is passing, or an F for courses in which failing work is being done.

A student who does not officially withdraw from a course or from the university will be given an F grade in the course or courses concerned. These F grades will be included in the computation of the grade point average.

The dates for withdrawal from courses which run less than sixteen weeks shall be set to obtain proportionate time periods.

Exceptions to this policy may be appealed through the Withdrawal Appeals Board.

Enrollment as an Auditor

Each auditor must have a permit to audit from the university registrar authorized by the course instructor. A permit may be issued to regularly enrolled students, as well as students enrolled to audit only. Auditors will be charged a per credit hour fee when the permit is issued. This fee is not refundable. Persons over 60 years of age may audit, on a space available, no-fee basis. All persons who audit courses are admitted as listeners only and are not entitled to participate in class activities except as listeners. No transcript or record is made of audit enrollments.

Transcripts

The university permanent academic record of a student is a historical record of a student's academic progress at Pittsburg State University. A transcript is a certified, official copy of a student's permanent record. The transcript reflects courses and grades enrolled in by the student and recorded in accordance with academic regulations as listed in the University Catalog. The transcript cannot be altered at the request of a student to delete any part of the transcript. The entire transcript will be prepared each time a transcript is requested.

Transcripts may be requested from the Office of the registrar.

Transcripts are charged at the rate of \$3.00 for mailed transcripts and \$2.00 for transcripts picked up at the Registrar's window. No transcript will be provided without the student's signature for the authorization of such release. No transcript will be provided if the student has not met financial obligations to the university. Disciplinary actions are not recorded on transcripts.

UNIVERSITY CALENDAR

Calendar dates for the university, except beginning, ending, and holiday dates, which are set by the Kansas Board of Regents, are compiled by the registrar and approved by the Faculty Senate.

COURSE NUMBERING

Pittsburg State University courses are numbered as follows:

000-099	Non Credit Courses
100-299	Undergraduate, Lower Division
300-699	Undergraduate, Upper Division
700-799	Graduate I. Primarily for graduate students, although some upper level undergraduates can enroll.
800-899	Graduate I
900-999	Graduate II

Graduate I courses are at masters degree level. Graduate II courses, except in the MBA program, are at the post-master level.

Enrollment in Upper Division Courses

Students shall enroll for courses in an orderly sequence that recognizes the interdependence and progression of the acquisition of knowledge. Therefore, students must meet prerequisites as identified by the faculty for specified courses and must meet grade point requirements for admission to upper division courses as follows:

- Courses numbered 700-799 require 170 grade points. These courses are primarily for graduate students.
- Courses numbered 800-899 require admission to graduate studies.
- Courses numbered 900-999 require admission to postmaster graduate studies or admission to the Master of Business Administration program.

FINAL EXAMINATIONS

Final examinations will be given according to the schedule of examinations distributed by the Registrar each semester.

No tests or major assignments will be presented during the week prior to final examination week, unless identified in the course syllabus presented at the start of the semester.

GRADES AND THE GRADING SYSTEM

Awarding of Grades

Grades are earned by students and awarded by faculty. Grade changes can only be made by the instructor with the approval by the department chairperson and the dean of the college.

The Grading System

The Pittsburg State University grading system includes the following grades: A, B, C, D, P, F, IN, WP, WF and NC.

- A Excellent achievement, credit given, four grade points per semester hour.
- B Above average achievement, credit given, three grade points per semester hour.
- C Average achievement, credit given, two grade points per semester hour.
- D Below average achievement, credit given, one grade point per semester hour.
- P Passing work (equivalent to A, B, C, D achievement), credit given, zero grade points per semester hour. This grade is not used in the computation of the grade point average.
- F Failing work, zero credit given, this grade is given at the end of the semester or if the student withdraws from the university after the last day of the eleventh week and is doing failing work. Zero grade points given per semester hour. Counted as a course attempted. Included in computation of grade point average.
- IN Incomplete, zero credit given, zero grade points per semester hour. Temporarily recorded as a grade when a student is granted an extension of time to complete course work because course work could not be completed for reasons beyond the student's control. Credit is postponed and the course is not included in the student's grade point average. An incomplete course must be satisfactorily completed within one year from the date the IN was given. An incomplete not removed within one year shall be regarded as a failure and the IN grade will be changed to F and included in the computation of

the student's GPA. Graduate independent study courses (theses, problems, readings, etc.) are excluded from the one-year regulation.

- WP ~~Withdrawal~~ Passing, zero credit, zero grade points per semester hour. This grade is not computed in the grade point average. This grade is given under two conditions: 1) when a student withdraws from a course prior to the end of the eleventh week and is passing; 2) when a student withdraws from the university after the last day of the eleventh week and is passing.
- WF ~~Withdrawal~~ Failing, zero credit, zero grade points per semester hour. This grade is not computed in the grade point average. This grade is given when a student withdraws from a course prior to the last day of the eleventh week and is doing failing work.
- NC No Credit, zero credit given, zero grade points per semester hour. No credit given (does not necessarily imply failure).

Grade Point Average

Earned grade points are computed by multiplying the point value of A, B, C, D, and F grades earned by the number of credit hours of the course(s) in which the student was enrolled.

When a student repeats a course, only the last grade earned is computed in the student's GPA. Grades earned on the first attempt will continue to appear on the transcript but will be marked as a repeat and will not be calculated in the GPA. Grades of P earned in "Pass-Fail" courses are not used in the computation of the GPA. Grades of F earned in a "Pass-Fail" course are used in the computation of the GPA. Grades of IN, NC, WP and WF are not used in the computation of the GPA.

Mid-Semester Report of Low Grades

After the eighth week of the fall and spring semester, all mid-semester D and F grades are reported by the Office of the Registrar to the dean of the college having jurisdiction over the academic program in which the student is completing a major. The dean of the college informs, in writing, both the student and the student's academic advisor that the instructor has provided this mid-semester academic warning. No mid-semester report of low grades is distributed for the summer session.

Final Grade Report

At the termination of each course, a final grade report will be made by each instructor for each student. This grade report will follow reporting instructions issued by the Office of the Registrar. Grades awarded are to be only those as defined by the faculty of the university.

All grades earned by a student will be reported by the registrar to the student, the chairperson of the student's major department, the student's advisor, and the dean of the student's College.

Grade Appeals

Final course grades are to be awarded upon criteria knowledgeable to the student prior to the assignment of the grade. If the student believes that an error has been made in the assignment or recording of a grade, the student should confer with the instructor. If such a conference does not resolve the problem, the student should use the relevant departmental student grievance procedure.

CATALOG EXPIRATION DATE

A student must complete the degree requirements of the most recent Pittsburg State University catalog in effect at the time of the student's first matriculation at any college or university, provided that the catalog has not expired. A student may also select any subsequent catalog, provided that the catalog has not expired.

This 1999-2001 University Catalog will expire at the end of the 2005 summer session for students who take their first college course fall semester 1999 or before. Those students who take their first college course after fall 1999 will have six years to complete their degree under the 1999-2001 University Catalog.

COMMENCEMENT

Public conferring of degrees occur at commencement ceremonies held at the conclusion of the spring semester for spring and summer graduates and at the conclusion of the fall semester for fall graduates.

DIPLOMAS

Diplomas are dated and awarded to graduating students each semester and summer session upon graduation of the student. The diploma is imprinted with the name of the degree awarded and the student's major. Minors or emphases are not printed on the diploma. A replacement diploma may be issued upon a request from the original holder which certifies to the loss or damage of the original diploma.

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UNDERGRADUATE DIVISION

DESCRIPTIONS OF BACCALAUREATE DEGREES

BACHELOR OF ARTS

The Bachelor of Arts degree offers the student opportunity to become acquainted with a variety of subjects which provide the fundamentals of a liberal education. It enables the student to secure preparation for advanced work and provides opportunity for specialization in some areas. Persons completing this degree who plan to teach should see the teacher education section.

Requirements for a Major

Each student must select a major area of concentration from among the following departments or areas: biology, communication, English, foreign languages, geography, history, mathematics, physics, political science, psychology, social science, and sociology.

Requirements for a Minor

Each student must select one minor of at least 20 semester hours from among the following departments or areas: art, biology, business administration, chemistry, communication, computing, economics, English, foreign languages, geography, history, home economics, mathematics, military science, music, philosophy, physics, political science, psychology and sociology. Minors from other departments or areas may be selected if approved by the major department.

Special Regulations

(1) Not more than 23 hours of professional education courses may be counted toward this degree. (2) Not more than 6 hours in courses of a practice or shop nature may be counted and then they will reduce the 23 hours maximum allowed in education courses proportionately. (3) Ten hours of foreign language are required for the Bachelor of Arts degree. These 10 hours are to be in one language.

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration is a professional degree providing preparation for business careers through: (1) broad preparation in communication, social sciences, natural sciences, mathematics, and humanities; (2) a substantial knowledge of economics and the functional areas of business; and (3) a limited specialization selected from: accounting, economics, finance, information systems, management or marketing. Cooperative education courses offered outside the Kelce College of Business may not be applied

toward the BBA degree.

BACHELOR OF FINE ARTS

This degree is structured to provide a concentrated art experience for those students interested in a professional career in art and for those interested in specializing in a specific art form or study. Students with an interest in commercial art should consider this degree. Emphasis is placed on the study of historical and contemporary techniques and philosophies of art. A minor is not required.

BACHELOR OF GENERAL STUDIES

The objective and intent of the Bachelor of General Studies degree is to encourage students to define clearly their own objectives and to design a course of study which will best achieve their objectives. The Bachelor of General Studies degree is for students who wish to develop new combinations of courses to serve personal or occupational goals which are not met by traditional majors and minors. In consultation with faculty advisors, students may design four-year programs of study which combine courses from any department or college.

Basic Assumptions

This is a campus-wide degree which allows students to select courses as they wish and to organize them in logical, coherent programs of study which meet their defined objectives.

The degree may incorporate studies from any combination of fields of study, department, or colleges to serve specific personal or occupational goals. Students electing this degree option work very closely with their advisor to organize an academic experience that represents identifiable goals: it is not intended to be used as a means of circumventing the academic expectations associated with more traditional degree programs.

Students are responsible for the selection of the program which they take and for its use after graduation. Problems of transferring into other degree programs, admission to graduate school, and licensing and certification when required in some professions and occupations are the responsibility of the students.

Admission and Advisement

Admission to the degree program is made through the director of the BGS program, Dr. Celia Patterson, Assistant to the Dean, 311 GH, College of Arts and Sciences.

The conditions for admission to the Bachelor of General Studies degree are (1) the submission of an acceptable plan of study, and (2) agreement to complete a minimum of thirty (30) hours of study in the program after being admitted to it.

It shall be the responsibility of the advisor and students to develop statements of objectives, to plan programs, and to review the students' progress. Continuation in the program requires development of a final plan of study at the beginning of the junior year. Bachelor of General Studies student programs

shall include a minimum of 24 (twenty-four) semester hours in at least one specific discipline.

Degree Requirements

Students must complete 124 semester hours of selected courses and meet all other university requirements including general education requirements. A student will not complete a traditional major or minor. Students may count only 30 semester hours of Kelce College courses toward the minimum total hours required for this degree. Courses in computer science-information systems and lower division economics do not count against this 30 hour limitation.

BACHELOR OF MUSIC

The curriculum for this degree is highly specialized enabling the student to attain maximum performance potential on a major instrument together with skills in piano, music theory, history music, and conducting. A minor is not required.

BACHELOR OF MUSIC EDUCATION

The curriculum for this degree prepares the student to teach and supervise music in the schools from kindergarten through senior high school. The program requires thorough knowledge of an applied instrument together with conducting and basic techniques of keyboard, woodwinds, strings, brass and percussion instruments. Music theory, history of music and participation in organizations are also included. A minor is not required.

BACHELOR OF SCIENCE

The Bachelor of Science degree provides the fundamentals of a liberal education with opportunity for specialization. Persons completing this degree who plan to teach should see the teacher education section.

Requirements for a Major

Each student must select a major area of concentration from among the following departments or areas: biology, chemistry, computer science, home economics, mathematics, physics, psychology, recreation, social work, and sociology.

Requirements for a Minor

Each student must select one minor from among the following departments of areas: biology, chemistry, computing, economics, mathematics, military science, physics, psychology, sociology, recreation and technology. This minor must be in a different field from the major. The social work major does not require a minor. A major in home economics, computer science, or mathematics may take a minor in business administration. A major in home economics may take a minor in art. Minors from other departments or areas may be selected if approved by the major department.

Special Regulations

Not more than 10 hours of approved practice or shop courses may be counted toward this degree.

BACHELOR OF SCIENCE IN EDUCATION

The Bachelor of Science in Education degree is designed for students preparing to teach in elementary or secondary schools, or in vocational-technical schools offering work at the secondary level. The degree is also designed to serve students planning graduate preparation for school service positions and for those planning graduate preparation for teaching in community junior colleges and other institutions of higher education.

The degree requires a substantial program of work in general education to provide opportunity for the student to acquire the fundamentals of a liberal education. In addition, the degree requires specialized preparation, or concentration, in the areas, or fields to be taught, together with a sequence of courses in psychology and professional education designed to assist the individual to function effectively as a teacher. See teacher education section.

Requirements for a Major

Students preparing to teach in the elementary school major in elementary education and complete two fifteen-hour fields and one 16 hour field of concentration in specified subject matter areas.

Individuals preparing to teach at the secondary level select a major area of concentration from any one of the departments offering a teaching major. In most instances, it is recommended that the individual preparing to teach in a secondary school develop adequate breadth as well as depth in the major field.

Preparation to teach in higher education, including the junior college, requires depth of preparation in a teaching field and usually requires a fifth or sixth year of preparation.

Requirements for a Minor

The minor, when required on the student's degree program, must be selected with advisement as one appropriate to teacher preparation.

BACHELOR OF SCIENCE IN ENGINEERING TECHNOLOGY

Curricula offered under this degree are accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET) and are designed to prepare graduates for employment in industry. Students enrolled in these curricula have the opportunity to specialize in one of five engineering technology options. Graduates find employment in administrative and supervisory positions in industrial organizations and assume responsibilities in the areas

of product design and development, manufacturing and production, sales and distribution, maintenance and service and industrial training.

BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY

This degree is designed to prepare students for employment in clinical laboratories as medical technologists. The degree is necessary before a person is eligible to take the National Registry Examination for certification as a medical technologist. A minor in chemistry is required.

BACHELOR OF SCIENCE IN NURSING

The Bachelor of Science in Nursing degree is designed to prepare students for the practice of professional nursing in a variety of settings including hospitals, clinics and homes in the community. Persons receiving this degree are eligible to write the licensure examination required to become a registered nurse. No minor is required.

BACHELOR OF SCIENCE IN TECHNOLOGY

This degree is designed to prepare students for employment in business and industry in high level technical, managerial and supervisory positions. A minor is not required.

BACHELOR OF SCIENCE IN VOCATIONAL-TECHNICAL EDUCATION

The degree program is designed for those desiring positions as teachers and supervisors in vocational, industrial and technical education, and in health occupations. In addition, to meet curriculum requirements, the individual must meet work experience requirements established by the Division of Vocational Education, Kansas State Department of Education. A minor is not required.

ASSOCIATE DEGREE

The Associate of Applied Science degree is granted upon the completion of the following specified two-year program:

Department of Technology Studies
Air Conditioning, Heating and Refrigeration Technology
Automotive Service Technology
Electrical Technology
Wood Technology

CERTIFICATES

Two year certificates are granted upon completion of the following programs:

Department of Technology Studies
Air Conditioning, Heating and Refrigeration
Technology
Automotive Service Technology
Electrical Technology

Two Year Certificate
Two Year Certificate
Two Year Certificate

UNDECLARED MAJORS

Students who have not declared a major are advised through the undeclared major program coordinated through the Office of Student Support Services, Room 103A Whitesitt.

NON-DEGREE SEEKING

Students who do not wish to earn a baccalaureate degree from Pittsburg State University may be advised through the department of their choice.

REQUIREMENTS FOR ALL BACCALAUREATE DEGREES

1. Students must successfully complete a minimum of 124 semester hours of credit with an earned grade point average of 2.0000 for all hours attempted and included in the GPA computation. (A Bachelor of Science in Education degree in a secondary area requires a minimum grade point average of 2.5000; elementary education, a minimum grade point average of 2.8000).
2. Students must successfully complete a minimum of 45 semester credit hours outside the department in which they are enrolled as a major. The Department of Social Science is considered a multidiscipline department and students with majors in those disciplines must complete 45 semester hours outside their discipline. The College of Technology is considered one department and students majoring in the College of Technology must complete 45 semester hours outside of that college.
3. Students must have a grade point average of 2.0000 for all major and minor credit hours attempted; all Bachelor of Science in Education (elementary and secondary) students must have a minimum grade point average of 2.5000 in major credit hours.
4. A minimum of 40 semester hours of credit must be earned in upper division courses (numbered 300 to 799).
Upper division credit may be earned only through a four year institution.
5. A minimum of 30 semester hours of credit must be earned in residence (courses taken from Pittsburg State University) with a grade point average of 2.0000 for all resident hours attempted. These minimum resident hours must include eight semester hours of credit in the major department.
6. A two-year college transfer student must complete a minimum of sixty credit hours at an accredited four-year university or college.
7. A maximum of six semester hours of nonresident credit (correspondence courses, or work at another college or university) may be applied on the last thirty hours prior to graduation.
8. A maximum of 15 semester hours of correspondence credit may be applied on the baccalaureate degree.
9. **Freshman English**--Students must earn credit in 6 hours of English Composition/Research Writing (ENGL 101 and ENGL 103 or 299) with a grade of C or above.
10. **Speech Communication**--A student must earn credit in a course in basic speech communication.
11. Upon attaining 85 semester hours of credit (including current enrollment), the student must apply in writing for an official degree check, with the Degree Certification Office in the Office of the Registrar. Following the record analysis, the student will be provided with an outline of specific requirements which must be met before a degree can be granted. A copy of this official degree check is sent to the student's advisor.
12. Degrees are issued only at the close of each semester and summer session.
13. A student must complete the degree requirements of the most recent Pittsburg State University catalog in effect at the time of the student's first matriculation at any college or

university provided that the catalog has not expired. A student may also select any subsequent catalog provided that the catalog has not expired.

This 1999-2001 University Catalog will expire at the end of 2005 summer session for students who take their first college course fall semester 1999 or before. Those students who take their first college course after fall 1999 will have six years to complete their degree under the 1999-2001 University Catalog. 14. Additional minors or majors will not be awarded or posted to a transcript after a baccalaureate degree has been granted unless a second baccalaureate degree is earned.

15. A second baccalaureate degree may be granted in a major area other than that in which the first baccalaureate degree was granted provided the student has met all requirements for the second baccalaureate degree, including not less than thirty semester hours of Pittsburg State University credit with a minimum grade point average of 2.0000 after the first degree was granted.

Students seeking a second baccalaureate degree will not be required to meet general education requirements, except English Composition/Research Writing and Speech Communication requirements. Students are strongly encouraged to file for a degree audit with the Degree Checking Office as soon as they determine they will seek a second baccalaureate degree.

16. All students must successfully complete the Degree Specific Assessment Program prior to graduation.

17. Students must successfully complete the Writing To Learn requirement. See Writing To Learn section, page 32.

18. All international students from countries in which English is not their language of instruction must submit scores on the Test of English as a Foreign Language (TOEFL) of 520 or above.

The successful completion of the highest level of the Pittsburg State University Intensive English Program (Academic Preparation Course) is the equivalent of a 520 TOEFL score and can be substituted for the TOEFL requirement.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

1. The associate degree requires the successful completion of a minimum of 60 semester hours of credit, with at least the last 15 semester hours earned at Pittsburg State University.
2. The student must earn a grade point average of 2.0000 for total hours, for all hours in their area of concentration, and for all hours attempted at Pittsburg State University.
3. The associate degree has the same general academic policies and regulations that exist for baccalaureate degrees at Pittsburg State University.
4. The associate degree will not be granted after a baccalaureate degree has been granted.

GENERAL EDUCATION DEGREE REQUIREMENTS FOR ALL BACCALAUREATE DEGREES

The general education degree requirements consist of 49 credit hours of course work.

All baccalaureate students must meet general education requirements. Separate general education degree requirements have been approved for some departments. See each department section for specific requirements.

Courses meeting general education requirements may also satisfy major, minor, emphasis or program requirements.

The requirements for each of the six areas can be satisfied only by taking one of the courses or combination of courses listed. These courses have been selected by the academic departments and approved by the General Education Committee.

BASIC SKILLS

	Hours
Basic Skills.....	15
ENGL 101 English Composition.....	3
ENGL 103 English Composition or	
ENGL 299 Introduction to Research Writing.....	3
COMM 207 Speech Communication	3
MATH 113 College Algebra.....	3
HPER 150 Lifetime Fitness Concepts.....	1
CSIS 101 Computer Applications.....	2

CORE COURSES

Core Courses.....	17
ENGL 113 General Literature.....	3
HIST 201 American History.....	3
PSYCH 155 General Psychology.....	3
SOSCI 100 Introduction to Sociology.....	3
SOSCI 101 American Government.....	3
GT 190 Introduction to Technological Systems.....	2

NATURAL SCIENCES

Natural Sciences.....	8
BIOL 113 Environmental Life Science.....	3
PHYS 171 Physical Science.....	3
AND	
BIOL 114 Environmental Life Science Laboratory or	
PHYS 172 Physical Science Laboratory.....	2

LANGUAGES AND CULTURES

Languages and Cultures (choose one).....	3
FLANG 124 French I.....	5
FLANG 134 German I.....	5
FLANG 154 Spanish I.....	5
SOSCI 103 Basic Philosophy.....	3
SOSCI 106 Ethics.....	3
SOSCI 106 World Regional Geography I.....	3
SOSCI 107 World Regional Geography II.....	3
WOMEN 200 Introduction to Women in Society.....	3
WOMEN 299 Issues in Women's Studies.....	3

FINE ARTS

Fine Arts (choose one).....	3
ART 102 Introduction to Art Concepts (____).....	3
ART 103 Introduction to Art Studio (____).....	3
COMM 105 Performance Appreciation.....	3
COMM 205 Performance Studies I.....	3
MUSIC 120 Music Appreciation (____).....	3

ECONOMY AND SOCIETY

Economy and Society (choose one).....	3
ACCTG 201 Financial Accounting.....	3
ECON 191 Issues in Today's Economy.....	3
FCS 230 Consumer Education.....	3
MGMKT 101 Introduction to Business.....	3

TOTAL GENERAL EDUCATION REQUIREMENTS.....49

GENERAL EDUCATION DEGREE REQUIREMENTS FOR STUDENTS PREPARING TO TEACH ELEMENTARY SCHOOL

These requirements are for undergraduate students who are preparing to teach elementary school. The requirements as listed will meet general education degree requirements as well as teaching certification requirements.

The general education degree requirements consist of 54 credit

hours of course work.

Courses meeting general education requirements may also satisfy major and other program requirements.

The requirements for each of the six areas can be satisfied only by taking one of the courses or combination of courses listed. Refer to curriculum guides in the Department of Curriculum and Instruction, page 180 for additional course requirements specific to the major.

See page 174 for scholastic achievement required for common core general education courses for elementary majors.

General Education Components

(Courses underlined are general education core curriculum courses. A 2.75 GPA is required on the 35 hour general education core curriculum for admission to teacher education.)

BASIC SKILLS

Basic Skills.....	18
ENGL 101 English Composition*.....	3
ENGL 103 English Composition* or	
ENGL 299 Introduction to Research Writing*.....	3
COMM 207 Speech Communication.....	3
MATH 113 College Algebra*.....	3
An additional 3 hour mathematics course chosen from:.....	3
MATH 122 Plane Trigonometry.....	3
MATH 143 Elementary Statistics.....	3
MATH 150 Calculus I.....	5
MATH 153 Introduction to Analytic Processes.....	3
MATH 306 Development of the Real Number Systems.....	3
CSIS 101 Computer Applications.....	2
HPER 150 Lifetime Fitness Concepts.....	1

*Student must earn grade of "C" or higher in each basic skills course.

CORE COURSES

Core Courses.....	17
ENGL 113 General Literature.....	3
HIST 201 American History or	
HIST 202 American History.....	3
PSYCH 155 General Psychology.....	3
SOSCI 100 Introduction to Sociology**.....	3
SOSCI 101 American Government.....	3
GT 190 Introduction to Technological Systems.....	2

**One of these courses (SOSCI 100 or SOSCI 101) is required to be included in the core curriculum for the 2.75 GPA calculation.

NATURAL SCIENCES

Natural Sciences.....	10
BIOL 111 General Biology and.....	3
BIOL 112 General Biology Laboratory.....	2
or	
BIOL 113 Environmental Life Science and.....	3
BIOL 114 Environmental Life Science Laboratory.....	2
and	
PHYS 171 Physical Science and.....	3
PHYS 172 Physical Science Laboratory.....	2

LANGUAGES AND CULTURES

Languages and Cultures.....	3
SOSCI 106 World Regional Geography I or	
SOSCI 107 World Regional Geography II.....	3

FINE ARTS

Fine Arts.....	3
ART 311 Art Education.....	3

ECONOMY AND SOCIETY

Economy and Society.....	3
ECON 191 Issues in Today's Economy.....	3

TOTAL GENERAL EDUCATION REQUIREMENTS.....54

GENERAL EDUCATION DEGREE REQUIREMENTS FOR STUDENTS PREPARING TO TEACH SECONDARY SCHOOL

These requirements are for undergraduate students who are preparing to teach secondary school. The requirements as listed will meet general education degree requirements as well as

teaching certification requirements.

The general education degree requirements consist of 52 credit hours of course work.

Courses meeting general education requirements may also satisfy major, minor, emphasis or program requirements.

The requirements for each of the six areas can be satisfied only by taking one of the courses or combination of courses listed.

Refer to curriculum guides in the department of your major for additional course requirements, as well as common core general education requirements specific to your major.

See page 174 for scholastic achievement required for common core general education courses for secondary majors.

General Education Components

(Courses underlined are general education core curriculum courses. A 2.75 GPA is required on the 36 hour general education core curriculum for admission to teacher education.)

BASIC SKILLS

	<i>Hours</i>
Basic Skills	18
ENGL 101 English Composition*	3
ENGL 103 English Composition* or	3
ENGL 299 Introduction to Research Writing*	3
COMM 207 Speech Communication*	3
MATH 113 College Algebra	3
An additional 3-hour mathematics course chosen from:	3
MATH 122 Plane Trigonometry	3
MATH 143 Elementary Statistics	3
MATH 150 Calculus I	5
MATH 153 Introduction to Analytic Processes	3
MATH 306 Development of the Real Number Systems	3
CSIS 101 Computer Applications	2
<u>HPER 150 Lifetime Fitness Concepts</u>	1

*Must have a grade of "C" or better in each of the basic skills courses.

CORE COURSES	
Core Courses.....	17
ENGL 113 General Literature**.....	3
HIST 201 American History <i>or</i>	3
HIST 202 American History.....	3
PSYCH 155 General Psychology.....	3
SOSCI 100 Introduction to Sociology***.....	3
SOSCI 101 American Government***.....	3
GT 190 Introduction to Technological Systems.....	2

NATURAL SCIENCES	
Natural Sciences (one course must include a laboratory).....	8
BIOL 111 General Biology.....	3
BIOL 112 General Biology Laboratory.....	2
<i>or</i>	
BIOL 113 Environmental Life Science.....	3
BIOL 114 Environmental Life Science Laboratory.....	2
<i>and</i>	
PHYS 171 Physical Science.....	3
PHYS 172 Physical Science Laboratory.....	2

LANGUAGES AND CULTURES	
Languages and Cultures (choose one).....	3
FLANG 124 French I.....	3
FLANG 134 German I.....	3
FLANG 154 Spanish I.....	3
SOSCI 103 Basic Philosophy.....	3
SOSCI 105 Ethics.....	3
SOSCI 106 World Regional Geography I***.....	3
SOSCI 107 World Regional Geography II***.....	3
WOMEN 200 Introduction to Women in Society.....	3
WOMEN 299 Issues in Women's Studies.....	3

FINE ARTS	
Fine Arts (choose one).....	3
ART 102 Introduction to Art Concepts ()**.....	3
ART 103 Introduction to Art Studio ().....	3
COMM 105 Performance Appreciation**.....	3
COMM 205 Performance Studies I.....	3
MUSIC 120 Music Appreciation ()**.....	3

ECONOMY AND SOCIETY	
Economy and Society (choose one).....	3
ACCTG 201 Financial Accounting.....	3
ECON 191 Issues in Today's Economy.....	3
FCS 230 Consumer Education.....	3
MGMKT 101 Introduction to Business.....	3

TOTAL GENERAL EDUCATION REQUIREMENTS.....52

**One of these courses (ART 102, ENGL 113, COMM 105, MUSIC 120) is required for general education core curriculum GPA calculation.

***Two of these courses (SOSCI 100, SOSCI 101, SOSCI 106 or SOSCI 107) are required for general education core curriculum GPA calculation.

UNDERGRADUATE ACADEMIC POLICIES AND REGULATIONS

ACADEMIC SCHOLARSHIP

Requirements for Graduation

Since a C average is required on total hours attempted for graduation, on major courses, and courses taken in residence (see Requirements for All Baccalaureate Degrees), a student's record should reflect progress toward that level of achievement. A C average at Pittsburg State University requires two grade points for each hour attempted on recorded grades of A, B, C, D, or F, except those D or F grades that have been cancelled by a repeat enrollment. F grades earned under Pass-Fail are used in the computation of a student's grade point average. When a student repeats a course for the purpose of raising a C, D or F grade, only the last grade earned shall be counted and computed in the student's cumulative grade point average. Grades earned on the first attempt will continue to appear on the transcript but will be marked as a repeat and will not be calculated in the GPA. A student will lose credit for a C or D grade repeated with a grade of F, or a C grade repeated with a grade of D.

Academic Warning

A student will be placed on academic warning when the student is from 5-19 grade points below a C average on hours attempted. Academic warning is designed to alert the student that difficulty may be encountered in meeting graduation requirements.

Academic Dismissal

A student who is 20 or more grade points below a C average on hours attempted will be dismissed for poor scholarship.

Such a student is not making progress toward meeting graduation requirements and dismissal will provide time to reconsider and evaluate academic plans.

Academic Reinstatement

Students who are academically dismissed are not permitted to re-enroll at the university until one full semester (fall or spring) has elapsed after the date of the dismissal. At the conclusion of one full semester of dismissal, the student may petition for reinstatement to the dean of the student's college. Each petition will be considered on its own merit. Reinstatement is not automatic.

Academic Fresh Start

Academic fresh start is a policy which allows returning undergraduate students with poor or marginal academic records to resume work towards an undergraduate degree without the burden of poor past performance in college or university work. The calculation of grade point average (GPA) and credit hour totals is based solely on work completed after returning to the university. This policy is designed for prospective students who have gained maturity through extended experience outside of educational institutions and who have decided that a return to academic life would be beneficial. However, academic fresh start is not for every returning student. There are two requirements that a student must meet before being granted this option:

1. Separation from all institutions of higher education for at least four years

2. Formal application to the dean of the college in which the student wishes to major. This application should describe the reasons for the request and outline an academic plan which includes the declaration of a major.

If academic fresh start is granted, the student may resume his/her studies under this option. Academic fresh start may be granted only once. The student's permanent record will remain a record of all work, regardless of the institution at which that work was completed; however, the returning student will forfeit the use of all credit hours toward a degree earned prior to the four-year separation period. In addition, the student's record will carry a notation designating when the academic fresh start was granted and noting that the calculation of GPA and credit totals for degree purposes begins with that date. Students applying for admission under the academic fresh start policy must meet admission requirements established by the individual colleges.

ACADEMIC STANDING AND PROGRESS

Academic Good Standing

An undergraduate student in academic good standing is a student who has not received an academic warning nor has been dismissed for academic reasons and who has earned a total number of grade points that will average to within four grade points of 2.0000.

Satisfactory Academic Progress

Undergraduate students are considered as making satisfactory academic progress if they have not been academically dismissed or are not on academic warning. Undergraduate students who are enrolled full time are considered as making satisfactory academic progress if they are not on academic warning and complete at least a minimum number of semester hours credit permitting them to graduate in ten semesters if working toward a baccalaureate degree and five semesters if working toward an associate degree.

SCHOLASTIC AND ACADEMIC HONORS

University Scholastic Honors

There are three levels of University Scholastic Honors: Summa Cum Laude, Magna Cum Laude, and Cum Laude.

University Scholastic Honors are based on the student's cumulative grade point average at the time of the first baccalaureate graduation. To qualify for University Scholastic Honors, a student must have a cumulative grade point average equal to or greater than 3.9500 for Summa Cum Laude, 3.9000 for Magna Cum Laude, and 3.8500 for Cum Laude.

The Office of the Registrar, as an agent of the faculty, will determine the student's qualifications for University Scholastic Honors.

Deans' Scholastic Honors

To qualify for Deans' Scholastic Honors, a student must:

- a. Complete at least 12 semester hours (or at least 6 semester hours during a summer session),
- b. Receive a GPA of 3.6000 for all credit course work that semester or summer session, and
- c. Have no grade lower than B and no grade of I in any course during that semester or summer session.

The Office of the Registrar will compile the list of Deans' Scholastic Honors recipients and inform both the dean and the student of the award.

Deans' Scholastic Honors will be noted on the student's grade report and transcript.

All A Scholastic Honors

To qualify for All A Scholastic Honors, a student must:

- a. Be enrolled for at least 12 semester hours (or at least 6 semester hours during a summer session), and
- b. Receive a grade of A in all credit course work for that semester or summer session.
- c. Have no grade lower than A and no grade of I in any course during that semester or summer session.

All A Scholastic Honors are awarded each semester or summer session. The Office of the Registrar compiles the list of All A Scholastic Honors recipients and informs both the deans and the students of the award.

All A Scholastic Honors will be noted on the student's grade report and transcript.

Departmental Academic Honors

The Departmental Academic Honors Program is designed to challenge students with superior academic abilities. The program provides an opportunity to develop a deeper understanding of an academic area through independent study and close faculty-student association. Students who complete the requirements outlined below graduate with the distinction of "With Departmental Academic Honors" noted on their transcript.

Departmental Academic Honors are awarded to students who:

- a. Maintain a cumulative 3.5000 GPA.
- b. Complete a minimum of nine semester hours of credit

designated as taken for honors in the student's major department.

Students usually complete three courses to accrue the minimum of nine semester hours credit. In no case will a student receive honors credit for completing fewer than two courses.

Departmental faculty designate upper-division and senior-graduate courses which may be taken for honors and determine the nature of the honors work to be completed by the student. Eligible courses are designated by the notation "May be taken for honors" in the course description of the University Catalog. Independent Studies and/or Readings courses are not allowed to be taken for departmental academic honors.

A student may not enroll for departmental academic honors unless the student has at least a 3.5000 cumulative GPA.

Students enrolling in courses for honors will be expected to complete all of the regularly assigned course work and additional assigned work demonstrating scholarship, research, and/or creative endeavor.

The student and the instructor will develop a statement that will define the work to be completed in the designated courses.

Students are limited to one honors course per semester or summer session.

No project/paper and/or course shall be accepted with a grade less than B. Students must earn a letter grade of "A" or "B" in a class taken for honors to receive honors credit.

Students must formally elect to take a course for honors within the first one-fourth of the length of the course.

It is recommended that a grade of incomplete be allowed for the honors project of a course for a period not to exceed one semester and only under extenuating circumstances.

Any exceptions to the above guidelines must be approved by the Honors Committee of the Pittsburg State University Faculty Senate.

THE HONORS COLLEGE

For a description of The Honors College see page 29.

WRITING TO LEARN PROGRAM

For a description of the Writing To Learn Program see page 32.

ENROLLMENT REGULATIONS

Assignment of Academic Advisors

Each student is assigned an academic advisor by the chairperson of the student's academic department at the time the student first enrolls at the university.

Students who wish to change advisors but retain the same major should request the assignment of a new advisor from the department chairperson.

Students are required to consult with their academic advisor and to obtain the advisor's signature of approval on an enrollment form prior to enrolling for courses each semester.

Selecting and Changing an Academic Major

Students should select an academic major upon initial enrollment in the university.

Students who do not wish to declare a major upon enrollment must select a department for advisement, though such department may not be the student's final major department. Selection of the major should be made no later than the end of the sophomore year.

An undergraduate student can change a major by consulting the department chairperson of the major to be declared. The chairperson will assign the student an advisor and will request that the chairperson of the previous major forward the student's advisement folder to the new major department.

Courses previously taken may or may not be accepted as part of the new degree program as determined by the department in which the new major will be taken. The student will be expected to meet all regular requirements for the new degree program as defined by the catalog in force at the time of initial enrollment in the university and any subsequent catalog.

Required Courses for Freshmen

Considering the fundamental nature and value of the freshman courses in English Composition, it is the policy of Pittsburg State University that all full-time freshman students shall enroll in ENGL 101 English Composition unless given credit by examination.

Classification of Students

Sophomore	30 hours passed
Junior	60 hours passed
Senior	90 hours passed

Enrollment in Courses Above Freshman Sophomore Level

1. Admission to courses numbered 700-799 requires 170 grade points. These courses are primarily for graduate students.

2. Admission to graduate courses (numbered 800-899) requires admission to the Graduate School.

3. Admission to courses numbered 900-999 is open only to students with a master's degree, except for MBA courses.

Normal Academic Load

The normal academic load for an undergraduate student is 15 or 16 hours of credit per semester. An undergraduate student who has demonstrated superior academic achievement may exceed this academic load. The normal academic load for summer is eight hours of credit per eight-week session. A student who has demonstrated superior academic achievement may exceed this academic load.

Repeated Courses

Only courses in which C, D or F grades have been earned may be repeated. A course may be repeated only one time.

If a student twice fails a course required by the degree program in which there is no substitute, the student may petition the dean of the student's college for permission to take the course again.

Students may not repeat by correspondence study or credit by examination a course failed in resident study.

Grades earned on the second attempt will be used in computing the GPA. Grades earned on the first attempt will continue to appear on the transcript but will be marked as a repeat and will not be calculated in the GPA.

Duplication of Undergraduate Credit

Students may earn credit in courses which do not duplicate courses already completed.

Pass-Fail System of Grading

The Faculty Senate adopted the pass-fail system of grading certain courses under certain conditions.

I. Courses legislated on a pass-fail basis only may not be taken for a letter grade. These are noted in the course description.

II. Other courses:

Students may elect to take other courses with only a P or F grade being recorded. Such a system is advantageous to students since they may take courses that they may not otherwise attempt because of competition. Only free electives may be taken under this system of grading. The following conditions or restrictions apply:

A. Eligible students:

1. Those with at least junior standing (60 hours).
2. Those not on academic warning.
3. Those who have declared a major.

B. Courses which would be ineligible:

1. Courses used to fulfill the general education requirements.
2. Courses used to fulfill the student's major or minor requirements.
3. Supporting courses required by a student's major department.
4. Courses which have been attempted for a letter grade.

C. Other regulations:

1. A student is allowed one course per semester with a maximum of four courses on the pass-fail basis.
2. At the time of enrollment a student must apply to the registrar for approval to take a course on a pass-fail basis. The grading option may not be changed after the last day for adding new classes.
3. A student taking a pass-fail grading option would receive a grade of P or F for the course with a P (pass) being given for any grade of D or higher with respect to the rest of the class.
4. Grades of P earned under pass-fail are not used in the computation of a student's grade point average. Grades of F earned under pass-fail are used in the computation of a student's grade point average. Courses passed are counted in the total courses required for graduation.
5. A student who has received a pass in a course may not repeat the course for a letter grade.

CREDIT BY EXAMINATION

In General

Pittsburg State University grants credit by examination for three purposes: in order to enable a student to demonstrate that a body of knowledge or skill has been attained, to validate life experiences which parallel course work offered by the university, and to gain credit for work completed at an institution not accredited by a regional accrediting institution.

Students awarded credit by examination must be enrolled at Pittsburg State University.

Pittsburg State University accepts results of the College Entrance Examination Board Advanced Placement and College Level Examination Programs for credit by examination. Pittsburg State University is not a College Board Test Center,

thus, students who participate in these programs have their test results forwarded to the university.

Department curriculum committees recommend the courses and the number of credit hours in which credit by examination is awarded. Departments with no curriculum committee will function as committees of the whole. Recommendations for credit by exam must be ratified by the department faculty and chairperson.

The results of all tests administered for the purpose of credit by examination will be recorded as pass, fail, or letter grade on the students transcript. High school seniors taking Pittsburg State University departmental examinations may elect to accept or not to accept the grade assigned.

Courses receiving pass as a grade for credit by examination will not be used to determine students' GPA. Courses for which letter grades are awarded will be used to determine students' GPA.

The registrar will post credit by examination to the students' transcripts at the direction of the appropriate departmental faculty.

Advanced Placement Program of the College Entrance Examination Board (CEEBAP)

Students desiring advanced academic placement and university credit for those courses validated by such placement may do so using the CEEBAP examination.

Students completing the CEEBAP examination with a score of 3 or better will receive appropriate university credit recorded as pass. Also see page 22.

Departmental Examination

Any student may attempt to earn credit by examination for any course specified by the department curriculum committee by requesting a departmental examination.

Departments may administer examinations on a scheduled basis or by special arrangement.

The determination of the maximum number of credit hours that may be earned by taking departmental examinations will be determined by the department faculty.

Department faculty will determine the standards for awarding and determining grades. These standards may vary from year to year.

College Level Examination Program (CLEP)

Students with non-traditional educational experiences may have such experiences validated by the CLEP examination. There are two CLEP examinations: the general examination and the subject examination.

CLEP general examination. CLEP test results of students 20 years of age or under will not be accepted for credit by examination purposes.

The general examination may be used to validate life experience for academic credit.

Students completing the general examination with a score at or above the 50th percentile on sophomore norms will receive university credit with a grade of pass.

A maximum of 6 semester hours credit can be earned in each of the following areas: social science-history, natural sciences, humanities and mathematics.

No CLEP general examination credit will be allowed in any subject area in which college credit was earned prior to taking the examination.

There is no fee for evaluating or posting the results of the CLEP general examination.

CLEP subject examination. Academic departments determine the degree to which they participate in the CLEP subject examination program.

Academic departments determine the norm group and the percentile at or above which credit will be awarded. Students meeting the departmental criterion will be awarded university credit with a grade of pass.

The subject examinations will be used to validate life experience on a course-by-course basis.

No CLEP subject examination credit will be allowed for any course in which college credit was earned prior to taking the test.

There is no fee for evaluating or posting the results of the CLEP subject examination.