

STUDENT FINANCIAL AID

Note: The information contained in this section is subject to change, without notice, in order to comply with federal, state, or University requirements.

GENERAL INFORMATION

The Financial Aid Center at Mississippi University for Women administers and coordinates financial assistance from Federal, state, institutional and private sources. These funds are provided to insure educational opportunities to eligible students. The philosophy of the Financial Aid Center is to attempt to meet the documented financial need within funding limitations for all students who have completed the required applications.

MUW has available a comprehensive program of student financial aid in the form of scholarships, grants, loans, and part-time employment. The total amount available in these programs is limited, therefore, students are encouraged to apply early. Students applying for assistance for the fall semester should apply before March 1. Students applying before this date will be given first consideration for any available funds. Students applying for aid awarded on the basis of need must submit the Free Application for Federal Student Aid (FAFSA). This form can be obtained from any high school counselor, the MUW Financial Aid Center, or on the internet at www.fafsa.ed.gov.

MUW does not discriminate on the basis of race, color, religion, national origin, gender, disability (when reasonable accommodations can be made), age, creed, or economic status.

TERMS OF AWARDS

Terms and conditions of all awards are expressed in award letters issued by the Financial Aid Center. All financial aid awards are contingent upon the student being enrolled or accepted for enrollment at the University. All information contained in documentation and forms is held in confidence by the Financial Aid Center. Counseling for new and returning students regarding typical expenses, financial aid opportunities, money management, and packaging procedures is available. Inquiries and required forms should be directed to the Financial Aid Center in Room 107 of Welty Hall.

SCHOLARSHIPS AND AWARDS

To be considered for MUW scholarships, new students must submit both an application for admission and a scholarship application. Scholarships are not awarded until a student has been accepted to the University. Both forms are available from the Office of Admissions. Students must apply by April 1st to be guaranteed consideration for scholarships. Application for scholarships does not guarantee that an award will be given.

Most MUW scholarships are awarded for a period of one academic year (nine months) and are renewable for a maximum of eight semesters for entering freshmen; four semesters for transfer students; or graduation which ever occurs first.

Typically, MUW scholarship recipients are required to maintain continuous enrollment in at least 15 hours per semester at MUW and earn a minimum MUW cumulative grade point average (GPA) of 3.0 or as specified in the renewal criteria for their award.

Scholarships will be suspended for students who drop below fifteen hours during a semester or who fail to meet the specified MUW cumulative GPA at the end of the spring semester.

Academic Common Market Out-Of-State Scholarship/Out-Of-State Waiver

Students who are interested in a field of study not offered by any college or university in their home state may benefit from ACM. Through this program residents of 15 Southern states can enroll in selected programs in other states and pay the in-state tuition rate.

Air Force ROTC Scholarships

Students are eligible to apply for Air Force ROTC four-,three-, two-, or one-year college scholarships. Scholarships provide for full tuition costs, book allowance, and a monthly tax-free stipend. Applicants must pass the Air Force Officers Qualifying Test, have a cumulative GPA of 2.5 or higher, pass an Air Force administered physical exam and meet all physical fitness standards. Final selection is made by a Central Selection Board which considers all qualified applicants. There is no maximum number of scholarships awarded at any one school.

High school seniors who are interested in the four-year scholarships are encouraged to submit their applications by December 1st of their senior years. Applications can be secured from AFROTC/RRUC, Maxwell AFB, AL 36112 or on-line at www.afrotc.com.

Inquires about scholarship applications for Air Force ROTC scholarships may be made directly to AFROTC Detachment 425, P.O. Drawer AF, Mississippi State, MS 39762 or Det425@ra.msstate.edu.

Alumni Scholarship

In-state students whose parents are alumni are eligible to apply for this \$400 scholarship.

Alumni Children Out-Of-State Scholarship

Out of state students whose parents graduated from MUW are eligible to apply for this out-of-state tuition waiver.

Centennial Scholarship

The Centennial Scholars Program is designed to allow superior students to participate in intellectual endeavors without concern for cost. To be eligible to compete for this scholarship, entering freshmen must meet one of the following criteria:

ACT composite score of 24 or higher,

SAT of 1090 or higher,

3.5 or higher college prep curriculum grade point average.

Students must attend Scholars' Day. These renewable scholarships are designed to cover general course fees, out-of-state tuition (if applicable), room, board, and provide a \$600 per year allowance for books.

Community College Scholarship

Community College transfer students who meet admission requirements, have earned at least 60 semester hours of credit, have never attended a four-year college, and who have maintained a 3.00 or higher grade point average are eligible to apply for a scholarship valued from \$500 to \$1,500 depending on their grade point average.

Cultural Heritage Award

Students selected for Cultural Heritage Scholarships are eligible to apply for this scholarship. Selection is based on academic potential and scholastic/community activities.

Girl Scout Gold Award

MUW has established four \$1,000 scholarships for Girl Scout Gold recipients. The student must have a minimum of 21 on the ACT, a 970 on the SAT, or a 3.2 cumulative college prep GPA.

Hearin Leadership Scholarships

The Robert M. Hearin Leadership Scholarships, in the amount of \$2,500 per year, are based primarily upon demonstrated school and/or community leadership. First-time entering freshmen and community college transfer students who meet the requirements are eligible to apply and interview. Interviews are held during the Hearin Leadership Conference for freshmen and McDevitt Scholars' Day for community college transfer students.

HOBY Scholarship

Ten scholarships in the amount of \$500 are given to "first-time entering" students who have participated in HOBY. Students must have a 21 on the ACT or a 970 on the SAT and show proof of participation.

Junior Miss Scholarship

Winners of the Junior Miss competition are eligible for scholarships as follows:

In State: local winners receive \$500 per year for four (4) years; the state winner will receive \$1,000 per year for four (4) years.

Out-of-state: state winner receives \$1,000 per year for four (4) years.

McDevitt Scholarship

The McDevitt Scholarship program is designed to allow superior community college transfer students to participate in intellectual endeavors without concern for the cost of continuing their education. Community college transfer students who meet transfer admission requirements, have never attended a four-year institution and who have at least 60 transferable semester hours with a 3.5 or higher GPA are eligible to compete for the McDevitt Scholarships. The renewable scholarships are designed to cover general course fees, out-of-state tuition (if applicable), room, board and a \$250 per year allowance for books. Students must attend McDevitt Scholars' Day.

Phi Theta Kappa Scholarship

Students who meet admission requirements, have earned at least 60 semester hours of credit, have never attended a four-year institution, are members of Phi Theta Kappa, and have a cumulative 3.5 GPA are eligible to apply for this scholarship that covers tuition and out-of -state fees if applicable.

Presidential Scholarship

The stipend for renewable Presidential Scholarships is \$1,000 per year. Students who are selected as National Merit Scholarship Program semifinalists and National Merit Scholarships Program Achievement semifinalists are eligible to apply for this award.

Regional Scholarship

These renewable \$1,800 per year scholarships are awarded to "first-time entering" out-of-state students. Entering freshman students with a minimum ACT score of 21 or

SAT score of 970 or a 3.0 grade point average or better on their high school college prep curriculum are eligible to apply. Community College transfer students who meet admission requirements, have earned at least 60 semester hours of credit, have never attended a four-year college, and have maintained a 3.00 or higher grade point average are eligible to apply.

Reneau Scholarship

The amount of these renewable awards varies from year to year. To compete for this scholarship, entering freshmen must meet one of the following criteria:

- ACT composite score of 24 or higher;
- SAT of 1090 or higher; or
- 3.5 or higher college prep curriculum grade point average.

Students must attend Scholars' Day.

Salutatorian Award

An entering freshman that was the salutatorian of their graduating class is eligible to apply for the Salutatorian Scholarship. The scholarship is for one year and is valued at \$400.

University Scholarship

The amount of these renewable awards varies from year to year. To be eligible to apply for this scholarship, entering freshmen must meet one of the following criteria:

- ACT composite score of 24 or higher;
- SAT of 1090 or higher; or
- 3.5 or higher college prep curriculum grade point average.

Students must attend Scholars' Day.

University Transfer Scholarship

The amount of these renewable awards varies from year to year. Community College transfer students must meet the following to be eligible to compete for this scholarship:

- Meet transfer admissions requirements;
- Have never attended a four-year institution; and
- Have at least 60 transferable hours with a cumulative GPA of 3.5 or above.

Students must attend McDevitt Scholars' Day.

Valedictorian Award

An entering freshman that was the Valedictorian of their graduating class is eligible to apply for the Valedictorian Scholarship. The scholarship is for one year and is valued at \$500.

W Award of Excellence

W Award of Excellence Scholarships are awarded to "first-time entering" college students. Students with a minimum ACT score of 21 or SAT score of 970 or a 3.0 or better GPA on their high school college prep curriculum are eligible to apply for W Award of Excellence Scholarships. The amount of these renewable scholarships range from \$500 to \$2,500.

W Leadership Scholarship

This scholarship is a four-year (eight-semester) award for entering freshmen and a two-year (four-semester) award for transfer students.

Students must meet the following:

Have a minimum 2.5 high school GPA if entering freshmen or a 2.5 community college GPA if community college transfer,

Meet admissions criteria,

Submit a written essay on Leadership,

Freshmen must attend the Hearin Leadership Conference and interview for the scholarship and Community College Transfer students must attend McDevitt Scholars' Day and interview. The amount of this scholarship varies.

STATE OF MISSISSIPPI TUITION GRANTS

The Mississippi Resident Tuition Assistance Grant (MTAG)

The Mississippi Eminent Scholars Grant (MESG)

HELP Scholarship

Leveraging Educational Assistance Partnership Program (LEAP)

The Mississippi Resident Tuition Assistance Grant (MTAG):

This grant is awarded to all applicants who meet the following eligibility requirements and apply by the September 15th deadline each year. Students can apply on the Internet at www.mississippiuniversities.com, click on Financial Aid:

- First-time freshmen with a cumulative high school GPA of 2.5 calculated on a 4.0 scale; and a minimum score of 15 on the National ACT Test.
- Be a Mississippi Resident for one year prior to enrollment in college.
- Be accepted for full-time enrollment.
- Be receiving less than the full Federal Pell Grant as determined by the completion of the Free Application for Federal Student Aid (FAFSA).
- Have a completed application and a processed Student Aid Report (SAR) or a signed certification statement in lieu of the SAR and all supporting documents signed and on file with the Mississippi Office of Student Financial Aid by the above deadline date.

Note: First-time freshmen MTAG applicants who completed the GED or who completed Home Schooling should contact the Mississippi Office of Student Financial Aid at 1-800-327-2980 for additional eligibility requirements and required documentation. First-time MTAG applicants who are currently attending college must meet the same eligibility requirements as first-time freshmen applicants with the following exception; no ACT score requirement and the cumulative grade point average must be 2.5 on college credit hours earned.

Continuing MTAG applicants must:

- Have maintained continuous enrollment
- Have a minimum college grade point average of 2.5
- Continue to maintain Mississippi residency
- Be enrolled on a full-time basis at an eligible Mississippi institution

- Have a complete application, a processed Student Aid Report (SAR) or a signed certification statement in lieu of a SAR and all supporting documents signed on file by September 15th each year.

This program is administered by the Mississippi Office of State Student Financial Aid. Applications and complete eligibility requirements may be acquired by contacting the Office of State Student Financial Aid at 1-800-327-2980 or (601) 432-6663 in Jackson, Mississippi.

The Mississippi Eminent Scholars Grant (MESG):

This grant is awarded to all applicants who meet the following eligibility requirements and apply by the September 15th deadline each year. Students can apply on Internet the at www.mississippiuniversities.com, click on Financial Aid:

- Enroll as a “first-time-in-college” student. The “first-time-in-college” student is defined as the eligible high school senior who applies for the award during his/her last year in high school.
- Have a cumulative high school grade point average of 3.5 calculated on a 4.0 scale;
- Have a minimum score of 29 on the National ACT Test OR SAT equivalent of 1280 OR be recognized as a semifinalist or finalist by the National Merit Scholarship Program OR National Achievement Scholarship Program;
- Be a Mississippi resident for one year prior to enrollment in college;
- Have a complete application and all supporting documents signed and on file with the Mississippi Office of Student Financial Aid by September 15th each year.

This program is administered by the Office of State Student Financial Aid. Applications and complete eligibility requirements may be acquired by contacting the Office of State Student Financial Aid at 1-800-327-2980 or (601) 432-6663 in Jackson, Mississippi.

HELP SCHOLARSHIP

The Higher Education Legislative Plan (HELP) Scholarship for Needy Students is available to pay tuition at Mississippi’s institutions. Applicants for this grant/scholarship must be a resident of Mississippi enrolled full-time. Applicants must also meet the following basic requirements: a 2.5 grade point average in high school and a minimum ACT score of 20 as well as other academic criteria, have a processed FAFSA on file and a family two year average adjusted gross income of less than \$36,500.

This program is administered by the Office of State Student Financial Aid. Students can apply on Internet the at www.mississippiuniversities.com, click on Financial Aid. Applications and complete eligibility requirements may be acquired by contacting the Office of State Student Financial Aid at 1-800-327-2980 or (601) 432-6663 in Jackson, Mississippi.

LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP PROGRAM

Funds from the Leveraging Educational Assistance Partnership Program (LEAP) are used to assist in paying tuition for Mississippi residents at Mississippi universities. Funds awarded to students from this program vary depending on need and the availability of funds. Applicants must meet the following criteria:

- U.S. citizen or eligible non-citizen and Mississippi resident
- Be enrolled as a regular full-time student

- Have a high school diploma or its recognized equivalent
- Apply for federal aid
- Exhibit substantial financial need

FEDERAL PROGRAMS

Students applying for the following programs must have their eligibility determined by completing the Free Application for Federal Student Aid (FAFSA):

Federal Pell Grant
 Federal Supplemental Educational Opportunity Grant (FSEOG)
 Federal Stafford Loan
 Federal Perkins Loan
 Federal Plus Loan
 Alternative Loan
 Federal Work-Study

Students enrolling for the first time at MUW and are 21 years of age or older and admitted to MUW without an ACT score, are not eligible to receive Title IV Federal Student Aid Funds. These Students will become eligible after completing 12 semester hours with a 2.0 GPA, or meeting the regular admission standards, including the ACT score requirement.

FEDERAL PELL GRANT

Pell Grant is designed to act as the foundation of a student's financial aid package and will be awarded to all eligible students. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

Supplemental Educational Opportunity Grant provides awards of \$100 to \$600 per academic year to students with financial need who require such assistance to attend college. The grants may be received for the period of time required for completion of the first undergraduate degree.

FEDERAL PERKINS LOAN

Perkins Loan fund both undergraduate and graduate students who are enrolled for at least half-time study and who are making satisfactory progress toward graduation. The maximum amount an eligible student may borrow is \$4,000 per award year for a student who has not successfully completed a program of undergraduate education or \$6,000 per award year for a graduate student. Repayment begins nine months after the student graduates or ceases to be enrolled at least half-time. The student may be allowed up to ten years to repay the loan. During the repayment period, the student will be charge five percent (5%) interest on the unpaid balance of the loan principal. Information concerning cancellations, deferments, and repayment arrangements may be secured from the Comptroller's Office.

FEDERAL STAFFORD LOAN

Under the Federal Stafford Loan Program a student may borrow from a bank or other financial institution. Although the Free Application for Federal Student Aid must be completed, students who do not qualify on the basis of need for a subsidized loan may receive an unsubsidized loan. The subsidized loan is awarded on the basis of financial need and the student will not be charged interest before beginning repayment or during authorized periods of deferment. The federal government “subsidizes” the interest during these periods. A unsubsidized loan is not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until it is paid in full.

A dependent undergraduate student, can borrow annually up to:

\$2,625 if you are a first-year student.

\$3,500 if you have completed your first year of study.

\$5,500 if you have completed two years of study.

If you are an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan, you can borrow annually up to:

\$6,625 if you are a first-year student (only \$2,625 of this amount may be in subsidized loans).

\$7,500 if you have completed your first year of study (only \$3,500 of this amount may be in subsidized loans).

\$10,500 if you have completed two years of study (only \$5,500 of this amount may be in subsidized loans).

If you are a graduate student you can borrow up to \$18,500 each academic year (only \$8,500 of this amount may be in subsidized Stafford loans). The total debt you can have outstanding from all Stafford Loans combined is:

\$23,000 as a dependent undergraduate student.

\$46,000 as an independent undergraduate student (only \$23,000 of this amount may be subsidized loans).

\$138,500 as a graduate student (only \$65,500 of this amount may be in subsidized loan. The graduate debt limit includes any Stafford Loans received for undergraduate study.

Stafford Loan applications for transfer students applying for loan of \$5,500 will not be completed/certified by the University until after the Office of the Registrar has certified/recorded transfer hours which, when added to MUW hours, total 60 or more hours.

Transfer students with 60 or more hours entering the first or second year of the ASN or BSN Nursing programs are only eligible for first or second year amounts of \$2,625/\$3,500, since Stafford Loan eligibility is dependent on a student's actual progress in the current program of study at MUW.

Students are required to begin repayment of principal and interest on loans six months after they graduate, leave school, or drop below half-time status. All students are required to complete an entrance and exit loan interview relative to their repayment obligations. Additional loan information may be secured from the MUW Financial Aid Center.

FEDERAL PLUS LOAN

PLUS Loans are for parents who wish to borrow funds for their children's education. Parents may borrow an amount up to the cost of attendance minus other financial assistance. The interest rate is variable but cannot exceed ten percent. PLUS borrowers begin repaying the loan within 60 days of loan disbursement.

STUDENT WORK

There are numerous work opportunities on campus which enable selected students to earn a portion of their college expenses. These fall into three categories: office work in administrative and faculty offices, work as student assistants in the library and in residence halls. The pay rate is determined in accordance with federal regulations and legislation. Preference is given to students displaying need, provided they can perform the tasks involved.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal Student Aid regulations require recipients to maintain satisfactory academic progress to be eligible for assistance funded by the Federal government. Mississippi University for Women, monitors minimum standards of Satisfactory Academic Progress as it relates to each student's eligibility to receive Federal Student Aid funds, including grants, loans, and work-study funds.

MUW measures student progress by using the following criteria:

- the maximum time frame a student has to complete a degree,
- a minimum percentage of courses attempted must be passed and
- a minimum grade point average based on cumulative hours attempted.

Any student who loses eligibility for student aid funds based upon these Satisfactory Academic Progress Standards has the right to appeal. Please refer to the Satisfactory Academic Progress Appeal Process. These Satisfactory Academic Progress Policy standards supersede any award letter that a student might have received. This policy applies to all Title IV Federal Financial Aid Programs at Mississippi University for Women.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Undergraduate Students

Qualitative Standard

Students must maintain a minimum GPA on courses taken at Mississippi University for Women as listed below:

<u>Cumulative Semester Hours Attempted</u>	<u>MUW Must Pass</u>		<u>MUW Cumulative GPA</u>
0-29	67%	and at least a	1.00
30-59	67%	and at least a	1.50
60-89	67%	and at least a	1.75
90-128	67%	and at least a	2.00

Mississippi University for Women GPA is determined by the Office of the Registrar. MUW GPA calculation does not include course work transferred in from other institu-

tions, MUW remedial/developmental courses, or courses that are passed for courses graded in the pass/fail mode.

If all other eligibility criteria have been met, students can regain eligibility for student aid funds once the MUW GPA requirements have been met. However, a decision based upon an academic appeal in which a student, who is otherwise Suspended or Dismissed, is allowed by MUW to register for classes does not imply the automatic reinstatement of student aid eligibility. Please refer to the Satisfactory Academic Progress Appeal Process.

Quantitative Standards

Students are expected to complete the requirements for a degree within a reasonable time frame. The maximum number of hours a student is allowed to attempt for a first bachelor degree program is 192. This includes all course work attempted at MUW, including credit courses, remedial/developmental courses, pass/fail courses, and all transfer work from other institutions that is accepted by MUW.

Students must also pass 67 percent of MUW course work attempted as indicated in the above table. Students who lose student aid eligibility due to this standard can regain aid eligibility.

Federal regulations require a student to enroll in a minimum number of credit hours per term in order to receive federal student aid. With the exception of the Pell Grant Program, students attending MUW must enroll in at least 6 credit hours per term to be eligible. Students who enroll for the minimum number of hours and receive a disbursement must not drop below the 6 credit hour minimum prior to the last day to register during the add/drop period.

Satisfactory academic progress will be checked once per year after spring semester grades are reported. Students who are not in compliance with the Minimum Standards of Satisfactory Academic Progress will be placed on Financial Aid Suspension. Students on suspension are not allowed to receive financial aid.

Students can regain eligibility to receive financial aid by attending the University at their own expense to improve their grade point average or remove a deficiency. Reinstatement of financial aid eligibility is not automatic. It is the students' responsibility to notify the Financial Aid Center when the deficiency is removed. Students with mitigating circumstances may appeal the suspension of their financial assistance to the Financial Aid Appeals Committee (see Satisfactory Academic Progress Appeal Process below).

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS

Students have the right to appeal the suspension of their financial aid. Appeals may be made in cases of mitigating circumstances such as death in the immediate family, personal injury, illness, etc. as determined by the Financial Aid Appeals Committee. Appeals must be in writing. Appeal forms are available from the Financial Aid Center. All supporting documents must be attached to the student's letter of appeal. After the committee's review, students will be formally notified of the status of their eligibility. Students who re-establish eligibility may not retroactively receive funds for periods of enrollment in which they were ineligible. The University cannot adjust subsequent financial aid payments to compensate students for the loss of financial aid during any periods of ineligibility.

Withdrawal from The University

Students who choose to withdraw from the University prior to the end of an enrollment period must follow the University's guidelines for withdrawing from school. An

Official Withdrawal Form must be completed and submitted to the proper offices before a student can be considered officially withdrawn. Information concerning the details of withdrawal procedure can be found in this catalog.

Federal Student Aid recipients who begin attending classes and cease attending or performing academic activities prior to the end of the semester, and never complete an Official Withdrawal Form are considered to have unofficially withdrawn. If University records indicate that a student did attend classes, but subsequently unofficially withdrew, the University will consider the unofficial withdrawal date to be the midpoint of the semester unless documentation exists of a later date of academic activity by the student.

A Federal Student Aid recipient who withdraws, officially or unofficially, after attending at least one class will have a prorated portion of funds returned to the applicable Title IV Program from which funds were received. The student will also be required to repay a prorated portion of funds received based upon the Federally required "Return of Title IV" calculation.

If University records show a Federal Student Aid recipient never attended a class and/or never performed an academically related activity for a semester or term, then the recipient never established eligibility for any kind of aid funds that may have been disbursed for that semester or term. Also, any student aid recipient who withdraws and or drops all classes prior to the first day of classes for a semester or term did not establish eligibility for any aid funds that may have been disbursed for that semester or term. In either case, the student aid recipient must repay the entire amount of aid disbursed for that semester or term.

Return of Title IV (Federal) Funds when a student withdraws prior to completing 60% of the term:

Under the Federal Regulations, the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned.

If a student withdraws on or before the 60% point of the enrollment period, the percentage of aid earned is equal to the percentage of time completed. Conversely, the percentage of aid unearned, is equal to the percentage of time not completed, up to the 60% point. A student who remains enrolled beyond the 60% point of the enrollment period, has earned 100% of the aid for that period.

The school will return the lesser of:

- Total amount of unearned aid or
- Institutional charges multiplied by unearned percentage

The student will return:

- Remaining balance of unearned aid plus any amount the school returned that exceeds the amount of institutional charges that are credited back to the withdrawing student based upon the MUW Refund Policy calculation.

The unearned amount of financial aid is returned to the Title IV Programs in the following order:

- Unsubsidized Stafford Loan
- Subsidized Stafford Loan
- Federal Perkins Loan

Federal Plus Loan
Federal Pell Grant
Federal SEOG Grant
Other Title IV Aid

With the exception of any amount owed to the school, students and/or parents who are required to return a portion of their loan proceeds, are allowed to repay the unearned amount according to the terms of the loan.



STUDENT LIFE

PURPOSE

As an integral part of the University's educational process, the Division of Student Services is committed to the belief that education extends outside the formal classroom setting. The Division implements programs and services designed to complement this classroom experience and prepare students to be educated and productive members of society. The Division seeks to do this by providing opportunities to facilitate social, intellectual, physical, spiritual, and emotional growth, assisting students to become actively involved in campus life, serving as an advocate for student concerns to the University community, and by encouraging an environment responsive to individual differences and which is representative of the diversity of MUW's population. Through these services and programs, it is hoped that students will acquire, along with a sound intellectual competence, a maturing sense of values and responsibility.

HOUSING AND RESIDENTIAL LIFE

Living on campus places students in the center of the University community so that they can make the most of opportunities for involvement in both academic and co-curricular activities. Most students find that the residence halls are the right choice for making the most of their college career. By living on campus, they become part of a vital living-learning community and make friendships that will last a lifetime. Research conducted nationally indicates that living on campus is one of the strongest influences on successful completion of an undergraduate degree.

Nearly 700 MUW students in seven residence halls make their homes on campus. While every residence hall is unique, each offers a community that supports academic excellence at the University. Staff and student leaders live and work in the halls, coordinating services and programs that assist students in achieving success both in and out of the classroom. Referrals to academic support services on the campus, access to computing services, opportunities for student leadership training, participation in recreational activities, and availability of a listening ear are just a few of the services available to students living in the residence halls. In support of this total living-learning philosophy, all students are strongly encouraged to live in University residence halls.

General Information

When a student is accepted for admission to the University, the individual does not receive a room automatically. Rooms may be reserved **only** by filing an application with the Residence Life Office. Men and women who live in residence halls are required to participate in a meal plan. Charges for living expenses, which are payable during registration, can be found under Fees and Expenses in this *Bulletin*.

Facilities/Furnishings

Within the residence halls, a variety of living options are open to students, such as suite style, deluxe suite style (with kitchenettes), apartment style, and individual room assignments based on personal preference and availability. In all of the residence halls there are lounges equipped with televisions, pianos, and other recreational facilities. Kitchens and laundry rooms are provided in each residence hall. Study rooms, with computers, are located in each residence hall. Room furnishings include single beds with

innerspring mattresses, chests, desks, and chairs and microfridges or kitchenettes. Students are expected to furnish their own bed linens, blankets, pillows, curtains, towels, and any other articles for personal use or room decoration.

Telephone jacks are provided in each room. Residents should arrange to provide the telephone instrument of their choice. To place long distance calls, a calling card must be obtained from a long distance carrier who provides a number to dial to access long distance. Non-payment of any individual charges made to the University for phone calls may result in grades or transcripts being held.

Access to the fiber-optic computing system is available in each room. Residents should arrange to provide the computer of their choice. Computers are located in study rooms in the halls.

Custodial and facilities staff are responsible for routine repair and cleaning in common areas of the halls, including bathrooms, corridors, and walkways.

Procedures and Policies Governing Student Housing

Students who reside in University residence facilities are expected, as a condition of residence, to cooperate in the observance of the laws of Mississippi, University policies, and regulations set forth in the current MUW Student Guide.

Students who occupy residence hall rooms may be held responsible for any breakage or damage done to the room or to the equipment in the room. No pets (other than fish in an aquarium and guide dogs accompanying sight impaired persons), firearms, fireworks, extension cords (except multi-outlet with circuit breaker), or alcoholic beverages are allowed in the residence halls. All MUW residence halls are smoke-free environments.

The University is **not** responsible for loss or damage to personal property. Large sums of money or articles of value should not be left unsecured. Individuals are responsible for the physical condition of their room, as well as for their conduct and the conduct of others who visit them. Students are encouraged to carry appropriate insurance for their personal property.

The administration reserves the right to grant or refuse admission to the residence halls or to reassign or to terminate the residence of any student in any hall at any time.

Residence halls will be closed between Fall and Spring semesters, during Thanksgiving, Spring break, between the Spring and Summer semesters and between the Summer and Fall semesters. Halls may close during other University holidays. On-campus accommodations for residence hall students may be available at an additional cost during these periods. On these occasions, students are expected to check out of their residence halls immediately after their last examination or class. Students who find it necessary to remain on campus after their last examination or class must notify Residence Life.

Students are expected to be economical in the use of water, light, and heat and to keep their rooms in good condition.

Personalization

Residence hall students may, within guidelines, personalize their rooms. Personalization may take the form of painting, in colors approved by Residence Life, or personalization may involve construction such as lofts. Personalization request forms can be obtained from the hall staff. No work may commence until approval is granted.

How to Apply

To apply for residence halls, complete an MUW Application for Housing and a Housing Agreement and return them along with a check or money order for \$25.00 application fee to MUW Residence Life, 1100 College Street MUW-1626, Columbus, MS 39701-5800. Completed applications and the Housing Agreement, signed by the student, indicate acceptance of the terms and conditions outlined. **Please be aware that the agreement is for the full academic year, including both fall and spring semester.**

Room Assignments

Housing assignment priorities are based on the date of application. Roommates will be designated according to student preference and housing policy. Students who do not indicate a preference will be assigned a roommate. Should assigned roommates fail to enroll or request a change in their room assignment, there are three options: (1) secure a roommate for that room; (2) move to another room in which there is a vacancy; or (3) pay the rate established for a private room. Further information on this policy may be obtained from the hall staff, the Office of Residence Life, or the Student Guidebook.

Commuting Students

Limited overnight and weekend accommodations are available in the residence halls for commuting students. The conference housing policy outlines the stipulations of overnight and weekend housing. Contact the Office of Residence Life for further information by calling (662) 329-7127.

STUDENT SERVICES

CAMPUS HEALTH SERVICES

Ambulatory care and health education is the goal of the Campus Health Center. All students are eligible to use the Health Center.

No fee is charged for routine visits to the Health Center, though there is a nominal charge for medications, supplies and complete physical exams.

The Center, located on the first floor of Taylor Hall, is administered by the Head of the Division of Nursing. It is staffed by Nurse Practitioners. The Nurse Practitioners are master's prepared registered nurses who in their expanded role are licensed to diagnose and treat many common conditions. The protocols for treatment are developed in conjunction with the Mississippi Board of Nursing and a collaborating physician, who is available at all times for consultation and/or referral.

When the Health Center is closed the back up physicians' clinic, other local clinics or the emergency room at Baptist Memorial Hospital-Golden Triangle may be used by students requiring care. Students are expected to provide their own transportation except in cases of extreme emergency or hardship when a Public Safety officer or an ambulance is called. The student is responsible for all expenses incurred.

Student health insurance may be obtained through a commercial carrier. Applications and brochures explaining available coverage for students without health insurance may be obtained in the Health Center and the office of the Comptroller.

FOOD SERVICES

All students who reside in University housing must participate in a University meal plan. Computer programmed picture I.D.'s will be used by resident students. Non-resident students and guests of students may participate on a cash basis. A student requiring a spe-

cial diet must provide a diet prescription from a family physician to the Health Center for referral. The MUW Food Service Advisory Board, composed of students and food service staff, meet regularly to evaluate and to recommend changes to food service programs.

The MUW Food Service provides services in the following areas:

Nancy Hogarth Dining Center: Cafeteria-style service is provided seven days a week while school is in session. The cafeteria-style service offers unlimited seconds on a wide selection of salads, entrees, vegetables, desserts, and beverages, as well as grill and pizza choices.

Catering: The Dining Center provides a full range of catering services for the University community.

The Goose: A snack bar which offers short order foods, beverages and snack foods is located in the Hogarth Student Center.

Sodexo-Marriott Services, Inc. provides food services for the University.

COUNSELING AND TESTING

Counseling Center

The Counseling Center provides developmental, wellness, and remedial counseling to enrolled students, faculty and staff. The center offers professional and confidential services to individuals, groups and couples. The counseling center also provides campus psycho-educational programming on various mental health issues, such as stress management, test anxiety, self-esteem, alcohol awareness, depression, eating disorders, etc. Students who wish to access any of these services are urged to contact the center located in Reneau Hall.

Testing Services

The ACT, Residual ACT, CAAP Academic Profile, Praxis, and correspondence exams are administered by the testing coordinator on the premises of MUW at various announced locations. Information and registration packets for the GRE and LSAT are also available in the front lobby of Reneau Hall. Review books and CD-ROMS with interactive practice exams for the GMAT, GRE, and Praxis are located in the Career Services library in Reneau Hall, Suite 118. Testing times and schedules are regularly posted on the testing services website at <http://www.muw.edu/testing>. Call 662-329-7349 for further information.

OFFICE of CAREER SERVICES

The Office of Career Services operates year-round and provides students and alumni with the resources needed for career planning and development, and the job search process. The Office of Career Services offers career advisement to students and alumni to aid in assessing career interests, skills, and abilities. The Office of Career Services also offers a career resource library that houses many career development resources, along with internship and job announcements. Students can also take advantage of computerized assessments that assist with analyzing skills and abilities, selecting a major/minor and researching career opportunities.

The Office of Career Services hosts several career events for specific majors as well the entire student body. MUW also participates in regional career fairs and informs students of national career fairs that are open to all students.

The Office of Career Services facilitates a variety of workshops, that are free to stu-

dents, throughout each semester inclusive of: self assessment, how to choose a major, employment correspondence, interview strategies, business etiquette, dining etiquette, portfolio development, and various other topics. Students can also take advantage of many other resources including: videos and handouts that provide information about majors, careers, job search, internships, portfolio development and projecting a positive image.

The Office of Career Services is located in Reneau Hall, Suite 118.

HEARIN LEADERSHIP PROGRAM

The mission of the Hearin Leadership Program is to teach students basic leadership skills so that they can meaningfully participate in today's society by collaborating and cooperating with others and by thinking critically and creatively.

The Hearin Leadership Program is continually creating experiential education opportunities for student leaders. Students have the opportunities to lead various groups on campus to experience a leadership role firsthand. The Hearin Leadership Program also offers a variety of leadership programming to all students including exciting and interactive speakers, leadership workshops, and leadership activities on and off campus.

The Program strives to encourage student growth and development toward leadership skills. Any student on campus is invited to participate in the Hearin Leadership sponsored events.

The Program also offers students a leadership library which houses contemporary books on leadership theory and thought. The library is located in the Hogarth Student Center.

Leadership scholarship recipients have annual requirements to fulfill for scholarship renewal. Contact the Office of Student Life for additional information.

DIVERSITY EDUCATION AND PROGRAMS

The Office of Diversity Education and Programs provides a welcoming and supportive environment for minority and international students. This office serves as a link between culturally diverse students and the University community. The mission of the Office of Diversity Education and Programs is to provide support services for students, to assist in the achievement of life goals and increase academic, social, cultural, moral, and physical development. In addition, the director of Diversity Education and Programs is an advocate for the needs of the culturally diverse student population. More information may be obtained by contacting the office in the Hogarth Student Center.

ORIENTATION

DIRECTIONS is Mississippi University for Women's new student orientation program. The **DIRECTIONS** program provides new students at MUW with opportunities to familiarize themselves with academic requirements, campus activities, services, traditions, and meet with current students. In addition, students are advised by an academic advisor and participate in pre-selection of courses. All new students and their parents, spouses, and/or family members are required to attend prior to registering for classes. Sessions for transfer students and freshmen are held each summer. Students transferring or starting in the spring semester may attend the Spring Orientation session prior to registration for spring classes. For more information concerning orientation, please contact the Office of Student Life at (662) 241-6974 or visit www.muw.edu/orientation

Recreation and Fitness

MUW is building a brand new state of the art Recreation and Fitness facility that will be open in the fall of 2005. In the meantime, we have many exciting activities and opportunities for you to get out and exercise, compete, meet new people, or just have fun.

The tornado of 2002 destroyed the University's gymnasium, but we have a nice Fitness Center, and a Bubble facility with basketball courts and other indoor capabilities to temporarily serve our needs. Our outdoor facilities are some of the finest. We have new tennis courts, a newly created green space, a regulation intercollegiate softball field, a disc golf course, outdoor badminton courts, and intramural fields. We also offer a variety of cardio classes, swing and salsa dance classes, and swimming pool hours.

It is our goal to offer you a variety of intramural, open recreation, fitness and outdoor activities that will allow you to be physically and socially active throughout your time here at MUW.

All students are able to use any of the recreational facilities free of charge. For questions or information concerning any of the Recreation and Fitness programs please contact: Milly MacDonell, Executive Director of Recreation and Fitness, at (662) 241-7494 or email, mmacdonell@muw.edu.

STUDENT ACTIVITIES

A wide and varied program of experiences is necessary to develop the many facets of the well-rounded personality; therefore, MUW provides opportunities for organizational, social, recreational, cultural, and leisure experiences.

Through participation in student organizations, students can develop interpersonal and leadership skills, learn more about their capabilities, and learn varied approaches to problem solving and organizational complexities.

The Office of Student Life works with other offices and organizations to coordinate a variety of events throughout the year. From comedians and concerts, to fine art shows and theatre productions, there is always something to do on campus.

Tennis courts and a fitness room are available for leisure activities. MUW has an intramural program for all students to realize the fun and challenge of participating in their sports.

STUDENT ORGANIZATIONS

Involvement in student organizations provides students with opportunities to develop leadership skills, meet students with similar interests, gain professional contacts, and become well-rounded individuals. The Office of Student Life oversees the registration of over 75 student organizations each year. The Student Life staff is available to provide information and to assist students interested in forming new organizations. A current list of registered student organizations follows (this list is subject to change).

Departmental Organizations are associated with an academic division or specific major.

Art Students League

Bench and Gavel

Health and Kinesiology Club

Institute of Management Accountants

Minority Student Nurses Association

Mississippi Organization of Associate Degree Student Nurses

Mississippi Association of Student Nurses

National Student Speech Language Hearing Association

Phi Beta Lambda
Professional Association of Family and Consumer Science
Psychology Club
Society of Professional Journalists
Spanish Club
Student Advisory Committee
Student Mississippi Association of Educators
Student Nurses Association

Honorary Organizations select members on the basis of academic achievement and/or leadership and service. Students should contact the current president or advisor to obtain criteria for membership.

Accounting Honorary
Alpha Epsilon Delta
Beta Beta Beta
Hottentots Leadership Honorary
Kappa Delta Epsilon
Kappa Mu Epsilon
Lambda Tau: Chi Chapter
Lantern Honor Society
Mortar Board
Phi Alpha Theta
Phi Epsilon Kappa
Phi Theta Kappa: Epsilon of MS
Phi Upsilon Omicron
Psi Chi
Sigma Tau Delta
Sigma Theta Tau

Religious Organizations meet the needs of students with similar religious values. They are open to all students, regardless of denomination.

Baptist Student Union
Catholic Student Association
Ecumenical Council
Fellowship of Christian Athletes
Latter Day Saints Student Association
United Harmony Ministries
Wesley Foundation

Service Organizations provide a specific service to the entire campus community. The mission of these organizations includes improvement of campus life. This category includes all governing bodies.

Americorps
Class Council
Inter Residence Hall Association
Interclub
International Student Association
Minority Student Association

National PanHellenic Council
Student Alumni Ambassadors
Student Government Association
Student Orientation Assistants
Student Programming Board
W-Reps

Social Organizations provide social support, leadership development, and community service. Please contact The Office of Student life for Rush or Interest Party information.

Alpha Kappa Alpha
Beta Kappa Tau Fraternity
Blacklist
Coretta
Delta Sigma Theta
Dixie Belle
Highlander
Jester
Lockheart
Mam'selle
Masker
Phi Beta Sigma
Reveler
Rogue
Silhouette
Troubadour
Zeta Phi Beta

Special Interest Organizations serve students with similar extracurricular interests.

College Republicans
Imagine
Intramural Association
Lighthouse Leadership Society
Modeling Squad
Model United Nations Security Council
Older Wiser Lasting Students (O.W.L.S.)
Society of Professional Journalists
Student Culinary Association
TVA Investment

Performing Groups

Various performing groups are coordinated through the Division of Fine and Performing Arts. Please contact the Division Office at (662) 329-7341 for audition schedules and other requirements.

Chorale
Jazz Ensemble
Madrigals
New Horizons
United Harmony Gospel Choir

STUDENT PUBLICATIONS

The University publishes the campus newspaper, the *Spectator*, the *Meh Lady* yearbook, and the magazine, *Dilettanti*. These publications are staffed by students and provide experience in writing, editing, design, photography, advertising, and public relations. All students are encouraged to join the staffs.

The *Spectator* is distributed free on campus once weekly during the fall and spring semesters. A new editor is chosen each spring for the following year. *Meh Lady* is the most permanent and complete historical record of the people, events and environment of MUW in a given year. Although the yearbook is distributed in the succeeding fall, the production process goes on year round. The editor of the yearbook is chosen each spring.

Dilettanti serves as an outlet for creativity of all varieties. Published yearly, the magazine may include poetry, fiction and non-fiction, original art, and photography by students. Literary and art editors are chosen in the spring and serve for one year. Many staff members receive a small stipend or academic credit for their work on the publications.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) at Mississippi University for Women represents the mechanism through which students are afforded the opportunity to participate in University governance by ensuring an exchange of ideas and opinions between the student body and the administration. SGA was created in 1910 by the adoption of the SGA Constitution. Its organization is based on the pattern of our national government, with executive, legislative and judicial branches. SGA serves as the official voice of the student body, and also as a mediator between local, state, and federal governments. The association governs all students enrolled at MUW and strives to promote the welfare of each student and maintain the maximum personal, social, and political development of the Mississippi University for Women student, individually and collectively. Students are encouraged to become involved in SGA activities and to contact the SGA Office with any concerns arising from their enrollment at MUW.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Mississippi University for Women are members of a community designed to encourage academic excellence. Moreover, University students are citizens of the state, local, and academic communities, and are, therefore, expected to observe acceptable standards of conduct for each community. In most instances, students are also adults, having reached the legal age of majority. Thus, students are expected to take personal responsibility for their conduct. The University does not assume responsibility for the actions of individual students or groups of students.

Notwithstanding the above, admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition and furtherance of the relationship that exists between the institution and the academic community which it seeks to serve, the University reserves the right to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

MUW has developed a student judicial system that emphasizes personal accountability for misconduct but is also fair and consistent with student's rights to due process. More detailed information with regard to student conduct may be found in the *MUW Student Handbook* which is made available to every student.

STUDENT PROGRAMMING BOARD

The MUW Student Programming Board was formed in 1997 to replace the Union Advisory Cabinet (UAC). The purpose of SPB is to plan and promote campus activities. Our goal is to provide entertainment to meet the diverse needs of our student body.

The Student Programming Board is comprised of four committees: Concerts, Visual and Performing Arts, Publicity and Special Events. Each semester SPB recruits new members. Members of SPB are committed to providing valuable educational experiences outside the classroom and hope to serve the cultural, educational, recreational and social interests of many students. By becoming directly involved in planning and presenting these events, students have the opportunity to develop many life skills, including leadership, management, public relations decision-making, and creative thinking.

Each committee is responsible for different aspects of programming. Concerts committee oversees all of the concerts brought to campus and has at least one big concert or musical production a year. Visual and Performing Arts committee is in charge of attractions involving performers like hypnotists, magicians, comedians, public speakers and acoustic musicians. Publicity committee is over all aspects of promoting events on campus, the Internet, and off campus when necessary. Special Events committee organizes our big annual events such as Oktoberfest and Spring Fling. They also have events such as Extreme Air, Game shows, Fun Flicks, Wax Hands, Inflatables, and Dash for Dollars.

If you are interested in joining the Student Programming Board, stop by the Office of Student Life for more information. All students, including new students, are eligible to participate. The student life staff will be glad to discuss membership and answer any questions you have about programming.

For more information: Office of Student Life
2nd floor Hogarth Center
(662) 329-7416

ACADEMIC POLICIES AND PROCEDURES

The bulletin includes information which, at the time of printing, describes as accurately as possible the course offerings, policies, procedures, regulations, and requirements of Mississippi University for Women. The University reserves the right to alter or change any of its rules or regulations at any time to promote the best interest of the students or the institution. Many courses listed in the bulletin are offered only when there is sufficient demand for them. Consequently, not every course is offered every year. Course descriptions are accurate at the time of publication, but are subject to change.

ACADEMIC RIGHTS AND RESPONSIBILITIES

Student Responsibility

Students are responsible for knowing their standing with regard to the published rules, regulations, policies, and standards of the University and of their degree program.

Each academic program has procedures and degree requirements that must be satisfied for the degree to be awarded. While the University provides faculty and staff advisers to assist students in planning their programs of study, it is the student's responsibility to know the specific requirements and plan accordingly. The student is responsible for following procedures and meeting degree requirements.

Academic Dishonesty Policy

Students enrolled at Mississippi University for Women agree to abide by the university's Honor Code "to uphold the highest standards of honesty in all phases of university life" and, therefore, agree to refrain from any dishonest behavior in academics.

Academic Dishonesty includes cheating, plagiarism, fabrication, falsification, or other actions that violate commonly accepted intellectual and ethical standards within academic and scientific communities. **Any student who is party to academic dishonesty excluding plagiarism (see following section for the consequences of plagiarism), whether having given or accepted assistance, shall appear before the Academic Standards Board for appropriate action.** This policy applies to work in progress as well as completed work. Policy #3534 sets forth procedures for appeal to the Academic Standards Board.

Cheating is taking credit for work which has been done by another person. Examples include, but are not limited to (1) giving or using prohibited written and/or oral information during tests, quizzes, or examinations; (2) stealing, buying, selling or any other use of an examination before it has been administered; (3) copying ideas or facts from another's paper during a test situation; (4) obtaining or giving specific information which will be on a test before the test is administered; (5) deceitfully altering any assignments or the instructor's markings; (6) copying computer programs or writing computer programs for another student; (7) substituting for another person during an examination or allowing such substitution for oneself; or (8) stealing, buying, or selling essays, artwork, or other assignments.

Academic dishonesty includes any fabrication and falsification of laboratory and clinical experiences, internship records, attendance records, research data, survey results, research methods, research results, research conclusions, documentation of sources, and other information and processes in the collection and presentation of academic, scientific, and professional material.

Other examples of academic dishonesty include but are not limited to (1) misrepresenting, giving false information, or withholding information concerning admission requirements, enrollment or status in the university, financial aid applications, health records, or other material required by the university; (2) misrepresenting research data and results; (3) misappropriating privileged information or making use of information in breach of confidentiality; (4) interfering in any way with the research or academic performance of another student; (5) violating any federal, state, university, or program policies and regulations governing research and academic procedures, integrity, and misconduct; (6) obstructing the investigation of allegations of academic dishonesty.

Plagiarism is defined as the use of ideas, facts, phrases, or additional material (such as maps, charts, artwork, or computer programs) from any source without giving proper credit for such material. Any material in a paper, report, artwork, or computer program which is not acknowledged is understood to be the original work of the author, unless such material is considered general knowledge. Allowing another person to compose or rewrite a student's assignment or copying material previously used in class reporting and submitting it as the student's own work is considered plagiarism.

Students who are unsure whether they have used and documented source material correctly should consult with their instructors before turning in the assignment.

For **undergraduate students** the following procedures for dealing with plagiarism will apply:

A student who violates university, division, and/or course policies regarding plagiarism will receive a grade of "0" (zero) for the assignment. The grade for the assignment will be averaged in the final grade according to the grading policy defined in the instructor's syllabus.

The faculty member will notify the Provost/Vice President for Academic Affairs that the student has committed plagiarism in violation of university policies regarding academic standards. This notification will remain confidential according to policies protecting confidentiality of student grades.

If a student disagrees with the instructor's judgement that he or she has committed plagiarism on an assignment, the student should consult with the division head to try to resolve the disagreement. If a resolution is not achieved at the division level, the student may appeal directly to the Academic Standards Board through the Provost/VPAA.

There will be no further action for the first violation of the rules against plagiarism except as outlined in section 5 below. For any subsequent offense, the student must appear before the Academic Standards Board for a hearing and possible additional disciplinary action. The Provost/VPAA will initiate the hearing process.

Flagrant Act: For flagrant acts of plagiarism where the intent to plagiarize is clear, such as turning in another student's work as one's own or copying significant portions of published material without documenting sources, the faculty member may assign a grade of "0" on the work and request that the case proceed immediately to the Academic Standards Board for disciplinary action.

Academic Grievances

Students who wish to appeal the grade received for a project, paper, course, etc. should attempt to resolve the issue with their instructors. If satisfactory arrangements cannot be made, they should go to their Division Head. Grievances should be taken to the Provost/Vice President for Academic Affairs only after these channels have been followed. Any appeal of a grade must be submitted in writing within twelve months of the end of the

semester in which the grade was awarded. If a grievance hearing is required, the process will be initiated by the Provost/Vice President for Academic Affairs. The following grievance committees and procedures have been established to provide a hearing for students who feel their academic rights have been violated.

The Student Grievance Committee consists of faculty members and three students representing different Divisions appointed by the President of the University. Its purpose is to consider student academic grievances that have not been resolved at the program level and to make decisions.

Procedure:

1. Students who believe that their academic rights have been violated and their complaints have not been resolved to their satisfaction at the program level (i.e., via faculty person involved and Division Head) may petition the Student Grievance Committee to consider their complaints. Requests stating the grievance and the procedure the student has followed in trying to resolve the problem must be made in writing within twelve months of the end of the semester in which the alleged violation of academic rights occurred. Requests must be addressed to the Student Grievance Committee and submitted to MUW's Office of Academic Affairs.
2. If the grievance involves any member of the Committee, that member will abstain from participation on the Committee while that particular grievance is being considered. The Provost/Vice President for Academic Affairs will recommend a replacement.
3. Upon receipt of a request for consideration of a grievance, the Student Grievance Committee must meet within three regularly scheduled school days to determine what data and materials to request from the student and faculty member. Such requests for materials will be made in writing from the committee to the persons involved.
4. The Committee Chairman shall set a hearing time that does not conflict with the class schedules of any committee member, student, or faculty member involved. All persons shall be notified in writing of the hearing time at least three days prior to the date of the hearing.
5. Evidence and background material concerning a case should be submitted to the Committee at least three days prior to the hearing. This will allow the Committee adequate time to examine the facts prior to being required to make a decision on the matter.
6. At the time of the hearing, students appearing before the Grievance Committee have the right to have a representative or advisor of their choice with them at the meeting. However, students are expected to speak for themselves. Students and faculty members will be given full opportunity to present evidence and witnesses that are relevant to the issue at hand. Evidence introduced at the hearing must be confined to the particular ground or charge that has been predicated.
7. The decision of the committee must be based on sufficient and credible evidence. The decision will be made by the Committee in closed session. All persons involved in the grievance will be notified in writing of the decision of the Committee within one week of the hearing.
8. Decisions made by the Committee must be immediately enforced by both faculty and students; however, both students and faculty have "right of appeal."
9. The final level of appeal for both students and faculty members will be the President of the University.

Privacy Rights of Parents and Students

Mississippi University for Women complies with all provisions of the Family Educational Rights and Privacy Act of 1974, as amended. The records affected by this law, the student's rights and obligations, and the University's rights and obligations are published in the *Student Handbook*.

The University will release directory information about individual students upon request unless they have notified the Registrar in writing that they do not want any such information released. This written request must be filed within two weeks after the student registers each semester. It should be noted that such a request will be followed to the letter. Any future requests from non-university persons or organizations for such directory information will be refused.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, and other similar information.

SUMMER DEVELOPMENTAL PROGRAM AND YEAR-LONG ACADEMIC SUPPORT

The summer developmental program is an option for students who do not meet admission criteria of the University for fall term enrollment and wish to demonstrate basic academic competencies appropriate for entry in the fall term. The program consists of courses in developmental reading, developmental English, developmental mathematics, and a learning skills lab, totaling twelve (12) credit hours for the nine week term of instruction. Students must enroll for the entire 12 hour program. The credits earned in the summer developmental program do not count toward graduation. Students successfully completing the program and entering in the fall term will be required to enroll in and satisfactorily complete the year-long academic support program. Consult the Office of Admissions or the Office of Academic Affairs about program dates and other requirements.

TRANSCRIPTS

Current students or former students may receive transcripts of their MUW academic work by requesting these in writing from the Registrar. A charge of \$5.00, payable in advance, will be made for each copy. However, the University reserves the right to withhold transcripts for students who do not satisfy their obligations to the University. These obligations include, but are not limited to, the settling of all University accounts, payment of fines, and returning of books to the library. Transfer university/college transcripts may be reviewed in the Registrar's Office. Copies of such transcripts are not released by MUW, but may be obtained from the institution originally issuing the record.

REGISTRATION POLICIES

Academic Advising

New students are assigned a faculty adviser who will counsel them regarding their academic program, progress, and general academic welfare. Students with a declared major will be assigned a faculty advisor in their academic area by the appropriate academic division office. Students with an undeclared major will be advised by a faculty advisor in the Advising Center. The Advising Center in Reneau Hall is open daily for questions regarding academic schedules, programs and requirements.

Before each registration, students must consult with their faculty advisers to receive their Registration Access Pin (RAP). The RAP number must be used to add/drop classes. All MUW students should see their adviser not only for program planning prior to each registration, but also for discussion and evaluation at intervals throughout the school year.

Students who have questions regarding their major fields of interest or who want help with decisions are invited to consult their advisers or Division Head at any time during the school year.

Pre-scheduling

All students are encouraged to preschedule courses and must meet with their academic adviser for schedule approval before schedule entry. An advising and prescheduling period is published during the fall and spring semesters. See the Academic Calendar for specific dates.

Registration Procedure

Students who have previously been in residence at MUW, transfer students, and new students will schedule classes during the time allotted their class. Students prepare a tentative schedule and meet with their advisors to receive schedule approval and to receive their registration access pin (RAP). Students are responsible for entering their approved courses in the Banner system and for consulting with their advisors regarding schedule changes. The student finalizes registration by paying fees to the Comptroller. All fees and expenses are due at registration. Students who have registered for classes via Banner Web or by other means but who decide not to enroll must drop all of their classes by Registration Day of the appropriate term. Failure to drop all classes by Registration Day will result in the student being held responsible for payment of tuition and fees and failing grades received.

Each student, except under special conditions, should enroll for at least fifteen semester hours of course work. A full-time student may not enroll for more than a total of 19 hours without special recommendation from the Head of the Division.

Students will not be given credit for courses in which they are not properly registered.

Cross Registration

Cross registration with Mississippi State University is available during the fall and spring semesters for full-time students enrolled at either MUW or MSU who need a course not offered on their home campus. Students interested in cross registration should contact the Registrar on their home campus for more information. Hours taken at MSU may not be used to fulfill the required number of hours of enrollment for MUW scholarships.

Change of Registration

Courses may be added or dropped without penalty during the first days of classes in a semester. Students should check the academic calendar, student handbook, and/or the student activities calendar for all important dates concerning dropping a course, adding a course, or changing the status of a course.

Auditing

With permission of the Division Head, and on a space available basis, an MUW student may enroll in a course as an auditor. Auditors do not attempt examinations and do not submit written assignments. The fee charged for auditing is the same as if the student were taking the course for credit. Auditors must attend at least 70% of classes or a grade of NA (Non-Attendance) will be recorded on the transcript. Note: Audit classes carry no credit, do not count toward graduation and are excluded from total credit hours when certifying enrollment for VA, loans, insurance, etc.

Withdrawal from MUW

Students who wish to withdraw from the University must do so through the Office of Student Affairs. The last day to withdraw from the University is listed on the Academic Calendar.

Leaving the University without filing a formal withdrawal notice will result in a grade of F in all courses in which the student is registered.

Withdrawing from a residence hall is not the same as withdrawing from the University.

ACADEMIC FRESH START

Students who have not been enrolled in any post-secondary institution at any time for at least 48 consecutive months may request admission or readmission to Mississippi University for Women through the Office of Academic Affairs under the academic fresh start policy. The petition must be accompanied by transcript(s) from all post-secondary institutions attended. If the request is granted, all college credits earned prior to being granted academic fresh start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Mississippi University for Women. Prior grades (MUW and transfer) of former MUW students readmitted under the academic fresh start policy will remain on the transcript, but they will not be used to calculate the grade point average, and prior courses will not be applied to any MUW degree. Prior grades may be used to determine admission into professional programs and may be used for determining eligibility for scholarships. Prior grades will be used in calculating SAP (Satisfactory Academic Progress) for Federal Financial Aid.

Once a student has entered MUW under the academic fresh start policy, the student's status may not be changed to apply courses taken previously at MUW or any other institution toward a degree from MUW. The student's catalog of record will be the one in effect at the time of entry under the academic fresh start policy or any catalog in effect during the subsequent period of attendance at MUW, with the same limitations on time period applicable to a first-time freshman who entered at the same time. A student may enter MUW under the academic fresh start policy only one time.

Note: Under Veterans' Administration rules and regulations, students receiving VA educational benefits will not be eligible for Academic Fresh Start.

ACADEMIC SECOND CHANCE

Students may apply for academic second chance for one semester only during their academic career. Students applying for academic second chance must meet the following conditions:

1. The semester considered for academic second chance must have been completed at least one year before application.
2. The student must maintain at least a 2.5 GPA for the equivalent of two semesters of full-time study or at least 24 consecutive semester hours at MUW immediately before application.

Application for academic second chance must be filed with the student's academic Division Head at least one week before the registration date of a new academic term. Students may obtain an Academic Second Chance Request form from the Office of the Registrar. The Registrar will verify that the conditions stated above have been met. Application for academic second chance must include the request form and a letter from the student, explaining in detail the circumstances for which the second chance is necessary. The student must have the approval of his/her adviser, the program director (if appli-

cable), the academic division head and the Provost/Vice President for Academic Affairs.

If an application is approved, all courses of record and the grades earned for the semester will remain on the student's transcript. The courses for that one semester will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Mississippi University for Women. However, the grades may be used to determine admission into professional programs. In addition, the student must repeat any required courses from the semester. The following statement will be entered on the student's transcript. "This course qualifies for administrative council policy dated December 5, 1995, and is not used in MUW and cumulative quality point totals."

Academic second chance applies to courses taken at MUW or transferring institutions. In addition, it is the student's responsibility to make sure that he/she meets scholarship and/or financial aid guidelines.

LATE ADMINISTRATIVE WITHDRAWAL

While the University does not encourage late withdrawals, the University acknowledges that there are special circumstances for which a late withdrawal is appropriate. Students may apply for a late administrative withdrawal for one semester only during their academic career. The University will only take applications for late withdrawals for students who were unable to complete the semester because of special circumstances. It is the responsibility of the student to notify his/her adviser within four weeks of the next period of enrollment of the circumstance that interferes with his/her ability to complete the semester. Students who do not enroll in the University immediately following the semester in question will have a period of the next twelve months to apply for a late administrative withdrawal. The following circumstances are reasons for which a student may appeal for a late administrative withdrawal.

1. Medical (documentation must be provided).
2. Family relocation (documentation indicating the relocation was required by an employer must be provided).

Application for a late administrative withdrawal must include the following:

1. A letter from the student explaining in detail the circumstances for which the late withdrawal is necessary and appropriate documentation to support the request.
2. The student's last date of attendance must be noted by each instructor for courses taken during the semester for which the late withdrawal is requested.
3. Approval of his/her academic adviser, division head, program director (if applicable) and the Provost/Vice President for Academic Affairs.

Application for a late administrative withdrawal must be filed with the student's academic adviser at least one week before the registration date of a new academic term. The Student Scholastic Appeals Committee will decide if the documentation provided is appropriate and may request additional information from the student. The Committee rules on all requests for late administrative withdrawal. The decision of the Student Scholastic Appeals Committee is final.

If the application is approved, all courses of record and the grades earned for the semester will remain on the student's transcript. The courses for that one semester will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Mississippi University for Women. However, the grades may be used to determine admission into professional programs. In addition, the student must repeat any required courses from the semester. The following statement will be entered

on the student's transcript. "This course qualifies for administrative council policy dated December 5, 1995, and is not used in MUW and cumulative quality point totals."

Late administrative withdrawal applies only to courses taken at MUW. In addition, it is the student's responsibility to make sure that he/she meets scholarship and/or financial aid guidelines.

COURSE ADMINISTRATION

Class Attendance

Students are expected to attend all classes, laboratory periods, and other meetings which constitute a regular part of their University program. Parents cannot relieve students of the obligation to attend University classes and exercises without withdrawing them from the University. Excessive absences from classes can lead to dismissal from the University or loss of course credit.

Any division within the University may formulate a policy governing attendance in the division. An instructor may establish his or her own policy, subject to the approval of the Division Head. In no instance may a student who misses 50% or more of the class meetings receive course credit. Divisions or individual instructors, with approval of the Division Head, may set higher class attendance minimums. Any higher class attendance minimums established by divisions or individual instructors, with the academic consequences of failure to meet them, will be communicated to students in written course syllabi provided during the first week that a class meets.

Except in the case of illness, absences may be excused only by the Head of a Division, and the Division Head's approval must be secured in advance. After the Division Head has approved the absence, the student must consult the instructor concerning required makeup work. The student is held responsible for all work missed.

Grading Policy

The following grades are used in reporting students' records in their courses:

<u>GRADE</u>	<u>QUALITY POINTS PER CREDIT HOURS</u>	
A+, A, A-	Excellent	4
B+, B, B-	Above Average Competency	3
C+, C, C-	Average Competency	2
D+, D, D-	Below Average Competency	1
F	Failure	0
I	Incomplete	-
NA	Non-Attendance	-
NC	No Credit	-
P	Pass	-
W	Withdrew from Class	-
WP	Withdrew Passing	-
WF	Withdrew Failing	0

Grades once reported to the Registrar may not be changed except to correct a clerical error. The instructor must specify, in writing, the nature of the error.

Each semester's record stands alone. Students who make a grade of F on the work of the first semester cannot raise the grade to a passing point by counting in the work of the second semester and attaining an average for two semesters.

A grade of C gives the minimum average or number of quality points required for graduation.

Repeated Course

No credit is given for any course with a grade of F until and unless the course is repeated and the grade becomes a passing grade. A student who receives an F in a course in his/her required curriculum must repeat the course. Correspondence work and by-pass examinations cannot be used to pass a course that has been failed.

Any course not passed at MUW may be repeated at MUW or at another accredited college.

Repetition of a passed course, in an attempt to raise a grade, is permitted. Students may NOT repeat a course for credit if a grade of A has been earned (this includes transfer courses). The second grade will stand as the official grade, and both grades earned will be calculated in the cumulative quality point average. However, credit hours for the course will be counted only once in the total number of hours earned. Students may audit a course for which a grade of A has been earned, but audit hours do not count toward meeting scholarship/financial aid requirements. This policy does NOT apply to courses designated as repeatable in the bulletin (see individual course descriptions).

Incomplete Grade

A grade of I, for Incomplete, indicates that the student, for reasons satisfactory to the instructor and the instructor's Division Head, has been unable to complete the requirements of the course by the end of the semester. For credit in an undergraduate course, the work must be completed within four weeks of the beginning of the next period of enrollment at MUW; otherwise the grade of I is automatically calculated as an F. Students who do not enroll in the University immediately after receiving an I on a course will have a period of the next twelve months in which to take the examination or complete the work. After the lapse of that time, if the course is not completed, the grade of I automatically becomes an F.

For credit in a graduate course, the work must be completed within a period of one year, or it is automatically changed to an F. Thesis research is the only exception to the incomplete policy.

Until a grade of I has been removed from the student's record, it is evaluated as F in computing the student's quality point average for the semester. Students who receive a grade of I in the work of a given course and complete this work within the prescribed time may receive any grade deserved by their performance in the course.

Any student who has not completed all of the work of a course by the end of the semester and whose reasons are not satisfactory to the instructor and to the instructor's Division Head, must receive a grade of F in the course.

Withdrawal Grade

A grade of W, indicating that the student has withdrawn from the course, will count neither for nor against the student, provided the course is dropped by the date indicated in the academic calendar. After that time, any student withdrawing from a course in which the current grade is below the minimum grade allowed for a pass, will be assigned a grade of WF for the course. A student withdrawing from a course in which the student's current grade is above or equal to the minimum grade allowed for a pass, will be assigned a grade of WP for the course. A date is established in the Academic Calendar beyond which a stu-

dent may not withdraw from a course without special permission from the Head of the Division and the Provost/Vice President for Academic Affairs.

Pass-Fail Grading

With permission of the Division Head, a student of junior or senior standing who has a 2.0 cumulative quality point average may instruct the Registrar during registration to designate courses as pass/fail. A passing grade is recorded as “P” and carries credit toward graduation. It is not used in computing the grade point average. A failing grade is recorded as “F” and is computed in the quality point average in the same manner as other failing grades. A student may not request or apply pass-fail grading in any course in the student’s major or minor program, in any course used to meet a specific requirement of the University, in any course required for teacher certification, or in any course requiring a grade of “C” or higher. A student may not request pass-fail grading in a course in which a grade, including a grade of “I”, has been received.

No Credit Grade

A student will receive a grade of NC, No Credit, when the student does not earn a C or higher in specific courses whose designated grading scale is A, B, C, No Credit. An NC grade earns no credit toward graduation and is not calculated into the grade point average. If a course uses the NC grade, it will be noted in the course description.

Non-Attendance Grade

Auditors who do not attend 70% of the audited class periods will be assigned a grade of NA, Non-Attendance. This grade is recorded on the student's transcript, but is not computed in the grade point average.

Intermediate Courses

ED 100 Reading for College, EN 100 Basic Writing and MA 100 Intermediate Algebra are considered developmental courses. Unless exempt through performance on an authorized placement exam, all entering freshmen enrolled with an ACT Mathematics subtest score of 16 or below will be required to take MA 100 during their first semester of enrollment; all entering freshmen enrolled with an ACT English subtest score of 16 or below will be required to take EN 100 during their first semester of enrollment; and all entering freshmen with an ACT Reading subtest score of 16 or below will be required to take ED 100 during their first semester of enrollment. In addition, students taking two or more intermediate courses must enroll in and satisfactorily complete the year-long Academic Support Program and will not be permitted to take more than 15 semester hours per semester, including intermediate courses and the Academic Support Program. While each intermediate course carries 3.0 hours of enrollment credit, no academic credit is earned. These courses cannot be used to satisfy any graduation requirements, including total hours required for the degree.

Note: Students must continue to enroll in the required intermediate course(s) until a satisfactory grade is earned.

ACADEMIC STANDING

Classification

FRESHMAN: a student who has completed fewer than 30 semester hours of academic work.

SOPHOMORE: a student who has completed as many as 30 but fewer than 60 semester hours.

JUNIOR: a student who has completed as many as 60 but fewer than 90 semester hours.

SENIOR: a student who has completed as many as 90 but fewer than the number of hours required by the curriculum for graduation. Classification as a senior gives no assurance of graduation at a particular time.

Sophomore Evaluation

As a part of the assessment of outcomes of the curriculum for accreditation purposes, MUW has instituted a sophomore evaluation. The Collegiate Assessment of Academic Proficiency (CAAP) Test is used for this purpose. All students who have completed 43 to 64 semester hours are required to take this test. If a student fails to take the test, the student will be given a chance to complete the test in the subsequent semester. If the test is not taken in the subsequent semester, the student cannot take upper level courses until the test is completed. For information regarding the CAAP, contact the Office of Academic Affairs.

Senior Evaluation

As a second part of the assessment of student outcomes for purposes of accreditation, MUW will administer the Academic Profile to graduating seniors. The results of the Academic Profile exam will reflect our students' general knowledge base and the strength of our curriculum. Seniors must take the exam prior to graduation from MUW. It is a graduation requirement. For information regarding the Academic Profile, contact the Office of Academic Affairs.

Academic Honors

Recognition for outstanding academic achievement is granted to full-time students each semester during the regular academic year. The levels of recognition are:

President's List— To be eligible for the President's List, a student must be full time and must have a GPA of 4.0.

Dean's List— To be eligible for the Dean's List, a student must be full time and must present a GPA of 3.5 to 3.99.

Probation and Suspension

All students, whether part-time or regularly enrolled, are expected to maintain a quality of work necessary for reasonable progress toward graduation. In order to graduate, a student must show a total number of quality points that is at least twice as great as the total number of academic credit hours attempted. Accumulation of fewer quality points than this ratio at any time in a student's college experience indicates subnormal progress toward a degree.

Probation

Students whose cumulative MUW GPA is less than 1.90 will be placed on academic probation. Students who have served one period on probation with a semester GPA of less than 2.0 who fail to meet the following MUW Cumulative GPA will be placed on academic suspension.

Cumulative Semester Hours Attempted <i>(Including Transfer Work)</i>	MUW Cumulative GPA
0 - 29.99 (Freshmen)	1.00
30 - 59.99 (Sophomores)	1.30
60 - 89.99 (Juniors)	1.70
90 & above (Seniors)	1.90

Veterans' Academic Status

Veterans and other VA eligible students will be limited to two semesters of probation, after which they will not be certified to the VA.

Suspension

Students on probation with a semester GPA of less than 2.0 who fail to meet the following MUW Cumulative GPA will be placed on academic suspension.

Cumulative Semester Hours Attempted <i>(Including Transfer Work)</i>	MUW Cumulative GPA
0 - 29.99 (Freshmen)	1.00
30 - 59.99 (Sophomores)	1.30
60 - 89.99 (Juniors)	1.70
90 & above (Seniors)	1.90

A student's first academic suspension shall be for at least one regular (fall or spring) semester. Readmission to MUW will be automatic following the first suspension period. The student will be placed on academic probation when readmitted to the institution. A student who has one academic suspension and who does not earn a current semester GPA of 2.0 or higher and has less than the required Cumulative GPA will be suspended from the University for one calendar year. Readmission to the University after this second suspension period requires the approval of the Student Scholastic Appeals Committee. If the Committee allows the student to re-enter the University and he or she fails to earn a current semester GPA of 2.0 or higher and has less than the required Cumulative GPA after the first readmission semester, the student will be suspended for a period of three calendar years. Readmission to the University after this three-year suspension period will again require the approval of the Student Scholastic Appeals Committee. If the Committee again approves readmission, and the student fails to meet the requirements listed above, the student will be suspended for a five-year period.

A student who has been suspended for academic reasons may not again be admitted to MUW until the expiration of the penalty period. Academic credit earned during the penalty period will not count toward degree requirements. Under unusual or extenuating circumstances, however, any student who has been suspended for academic reasons may request a review of the case by the Student Scholastic Appeals Committee.

The student's appeal shall consist of a letter, in her/his own words, addressed to the Scholastic Appeals Committee in care of the Academic Affairs Office. It should contain salient information detailing possible reasons and explanations for sub-standard academic performance, any extenuating circumstances, etc. In addition to the student's own letter, any letters of support for the student from outside parties should also accompany the

letter. The deadline for receiving appeals shall be the working day prior to the published registration date for the semester for which the student intends to register.

In the event the Student Scholastic Appeals Committee votes to readmit the student following the appeal, regardless of the length of the suspension period, no further appeals on the part of the student will be necessary so long as the student continues to meet the minimum semester and Cumulative GPA for each semester in attendance at MUW or a 2.0 (calculated by MUW standards) at any other accredited college or university. Failure at any time to meet these requirements will automatically result in suspension from MUW for the next most severe penalty period.

Once a student has appealed a suspension to the Student Scholastic Appeals Committee, and the Committee votes not to readmit the student, no further appeals on behalf of the student will be accepted until the end of the suspension period, regardless of length.

Special circumstances may arise in certain cases of academically deficient transfer students, or students who attended this or any other university several years ago and compiled records of substandard academic performance. In these instances, the Provost/Vice President for Academic Affairs may petition the Student Scholastic Appeals Committee to review the student's past academic performance and determine if the student should be admitted to MUW. Students who are allowed to enter MUW under these circumstances will automatically be placed on academic probation.

Mississippi University for Women makes every effort to quickly inform any student who has been suspended for academic reasons. This is done in the following manner.

A letter from the Head of the Division, mailed to the permanent address as indicated by University records, will give reasons for suspension and inform the student as to the date for re-entering Mississippi University for Women.

It is the responsibility of the student to supply Mississippi University for Women with an accurate, up-to-date, permanent mailing address and telephone number for each semester in attendance. Mississippi University for Women cannot be held responsible for failure to notify a student regarding possible suspension if the University's records contain either inaccurate and/or incomplete information about mailing addresses or telephone numbers.

Students may be suspended for reasons of conduct as well as for academic deficiency. However, only academic suspensions are noted on a student's academic record. All students are held responsible for the regulations printed in the *Student Handbook*. The retention of students must be considered by the University authorities as in keeping with the best interests of the University.

ADVANCED STANDING

A student may obtain advanced standing through the acceptance of transfer credit, credit for military experience, and standardized and institutional examination. Professional credit may be awarded according to standards set by the American Council of Education and the New York Board of Regents. MUW does not award credit for experiential learning.

Transfer Credit

General Guidelines

All academic credit is evaluated in the Office of the Registrar according to current standards and policies of Mississippi University for Women. Academic credit is accepted

only from university parallel programs offered in institutions which are accredited, at the time of coursework completion, by a regional accrediting association. MUW uses recognized guides which aid in the evaluation of credit. These guides are published by the American Council on Education, and the American Association of Collegiate Registrars and Admissions Officers. If the transfer institution uses a 4.0 or modified 4.0 grading scale, then academic credit is transferred and quality points are assigned accordingly. Other grading systems are converted to the 4.0 scale. Transferable community/junior college coursework is accepted at the freshman and sophomore level and may not be used to satisfy junior and senior level requirements. Credit earned by correspondence from another institution is considered transfer credit. Transfers from a community/junior college must earn at a senior institution at least 50% of the semester hours required for a specific degree program, including 25% of the semester hours at MUW, to be eligible for any baccalaureate degree. No more than 64 semester hours of community/junior college coursework may be applied to any baccalaureate program. MUW does not award credit for technical or vocational courses.

MUW Students Attending Other Institutions

Credit may be given students for work done at another accredited college or university, provided the credits claimed meet the requirements of this institution.

Students planning to take courses at other institutions should secure the approval of the Head of the appropriate division in advance to ensure that these courses will be acceptable to MUW.

Official transcripts of credits for this course work must be filed with the Registrar at the end of the term of enrollment. Students are responsible for requesting these transcripts and for paying all charges assessed for them.

Credit for Military Experience

Credit for military experience may be awarded in accordance with guidelines published by the American Council on Education. Students need to submit copies of their military transcripts or Form DD214 to the Office of the Registrar. A student may earn a maximum of 27 hours for military experience.

Correspondence Work

Not more than six semester hours of credit earned by correspondence may be applied toward graduation from MUW. Such work must have advance written approval of the Head of the appropriate division. Correspondence courses taken while a student is in residence may not be used to fulfill any part of the residence requirement. Correspondence work cannot be used to pass a course that has been failed. English 101 may not be taken by correspondence.

Credit by Examination

Upon completion of appropriate requirements, an undergraduate student may earn as many as sixty semester hours of credit toward graduation in certain courses by examination. Credit earned by examination is not considered residence credit. This amount of possible credit by examination must be reduced by the number of semester hours earned by correspondence courses. Further information concerning the requirements for earning credit by examination may be obtained by writing the Head of the division in which the student wishes to be tested. All entering freshmen are automatically considered for advanced standing in English.

CLEP tests, by-pass examinations, and any form of advanced placement tests may not be used to pass a course that has been failed. No student will be allowed to take by-pass examinations who has not first submitted a completed application form and a fee of \$10.00 for each examination. Application forms may be obtained from the office of the Head of the appropriate Division. **Note:** The total number of hours earned through a combination of examination credit and community/junior college credit cannot exceed 50% of the semester hours required for a specific degree.

Advanced Placement Program

Mississippi University for Women will grant credit to students for a score of 3 or higher on the College Entrance Examination Board (CEEB) Advanced Placement Program offered through their high schools.

CLEP Examinations

Credit is awarded for an acceptable performance on certain general and subject examinations of the College Level Examination Program (CLEP) according to MUW standards. A ten dollar (\$10) fee is required before CLEP credit can be recorded on the student's transcript. Transfer students must have copies of CLEP scores sent by the CLEP Testing Center to MUW for evaluation. CLEP scores are evaluated by the office of the Provost/Vice President for Academic Affairs, and a list of acceptable CLEP exams may be obtained from this office. Any CLEP credit may be used as a free elective.

By-Pass Examinations (Advanced Standing)

By-pass examinations may be allowed, upon approval by the Division Head. Arrangement for the examination will be made by the division head in consultation with the student's adviser and the registrar. A grade of P is entered on a student's record when credit is awarded by examination; credit is withheld until a student has earned 3 hours credit at MUW. In order to receive a grade of P, the student must earn a grade of C or better on the advanced standing examination. Credit must have been earned in any or all courses prerequisite to the course to be by-passed. A course may not be by-passed after credit has been earned by CLEP tests, or any form of advanced placement tests in the respective subject area. One may not take an advanced standing examination for a course in which he/she is currently enrolled. A student will be expected to furnish evidence of laboratory or field experiences in order to by-pass a course in which these experiences are required.

A student who wishes to take by-pass examinations (advanced standing) before the first semester registration must submit a completed application and the \$10.00 fee to the office of the Head of the division in which the by-pass examination is being given no later than August 15. No fee is charged an entering freshman who takes an advanced standing examination by invitation of a department during the orientation period.

A student who wishes to take a by-pass examination before the second semester registration must submit a completed application and the \$10.00 fee no later than December 5.

A student who wishes to take a by-pass examination before the summer school registration must submit a completed application form and pay the \$10.00 fee no later than April 3.

REQUIREMENTS FOR UNDERGRADUATE DEGREES

Curriculum and Achievement Requirements

Academic Program Requirements: For conferral of degree, a student must complete satisfactorily all core and general degree requirements as well as requirements of the selected major.

Credit Hours: In order to receive an undergraduate degree from Mississippi University for Women a student is required to earn at least the minimum number of credit hours required in the chosen curriculum, never to be less than 128 credit hours for the baccalaureate degree and 60 credit hours for the associate degree. For specific curriculum requirements, see "Academic Programs" in this catalog. In addition, the academic standards of the university must be maintained. Completion of academic work gives no assurance of graduation at a particular time unless all requirements for graduation have been met.

Grade Point Average (GPA): Any student who receives an undergraduate degree or certificate from Mississippi University for Women must present a minimum 2.0 grade point average on all college work attempted, on all the work attempted at Mississippi University for Women, and on all the courses attempted in the major field (see appropriate division section for specific grade point average requirements).

Transfer Credit Policy: Students transferring to Mississippi University for Women from another accredited college will be given all quality points to which their transferred grades may entitle them according to the transfer evaluation policy of MUW. Credit earned by correspondence from another institution is considered transfer credit. Transfers from a community/junior college must earn at a senior institution at least 50% of the semester hours required for a specific degree program, including 25% of the semester hours at MUW, to be eligible for any baccalaureate degree. Transfer students who wish to receive a degree from Mississippi University for Women must take at MUW at least 50% of the credit hours in each major they wish to declare. Transfer students who wish to declare a minor must complete a minimum of 50% of the credit hours at MUW in each minor declared. No more than 64 semester hours of community/junior college coursework may be applied to any baccalaureate program.

Catalog of Record: Students may select only one catalog to follow during their period of attendance at MUW. All the requirements of that catalog must be completed. Students who first enter a community/junior college and transfer to MUW without an intervening period may graduate under the terms of the MUW catalog that applied to the first semester they entered community/junior college.

Students may have five years from the date on which they normally would have been graduated to meet the requirements of that date (nine years from the first date of enrollment). **After a lapse of five years from the normal date of graduation, the bulletin in effect for the current date of graduation must be followed.**

Effective December 2003, all students graduating from MUW must meet the core curriculum requirements published August 2000 or later.

Residence Requirements

First Baccalaureate Degree: To qualify for an undergraduate degree, all students must earn through coursework at MUW at least 25% of the semester hours required for a specific degree program. Correspondence courses cannot be used to satisfy any portion of the residence requirements, nor can credit gained by advanced standing exams. Twenty-four hours of credit must be taken in the senior year unless the student has completed 60

hours at MUW. In this event, the student may earn a minimum of 15 semester hours at MUW during the senior year.

The only exception to this residence requirement is that those students who are admitted to approved schools of law, medicine, dentistry, engineering, and medical technology on the completion of three years of college work need earn in residence at Mississippi University for Women only thirty hours of credits after having attained junior classification.

Second Baccalaureate Degree: In order to qualify for a second baccalaureate degree, a student must earn through coursework at MUW at least 25% of the required program hours in residence after completing the first bachelor's degree and meet all academic requirements for the second degree.

Financial/Administrative Requirements

The student is required to satisfy all financial and administrative responsibilities prior to conferral of the degree. These responsibilities include, but are not limited to, the settling of all University accounts, payment of fines, and returning of books to the library. The University reserves the right to withhold diplomas or transcripts for students who do not satisfy their obligations to the University.

Application for Degree

A student must complete an application for a degree in order for a diploma to be ordered. Applications are available in the Registrar's Office or at registration each semester or summer term. Students may graduate in December, May, or August, depending upon the completion date of requirements. Should a student not complete graduation by the date indicated, another application must be filed. See the Academic Calendar for deadlines.

Degree with Honors

Students who establish throughout their academic careers both an overall (includes MUW and any out-of-residence work) and an MUW quality point average of 3.50 *are graduated cum laude*; those who establish a quality point average of 3.80 *are graduated magna cum laude*; those with a quality point average of 3.95 *are graduated summa cum laude*. Only students earning their first baccalaureate degree are eligible for these honors.

In addition to the general Latin honors listed above, the University awards departmental honors to students who have been enrolled in the Honors College and have maintained the required quality point average in their major fields. They must also complete satisfactorily the Honors Curriculum, and be approved by the Director of the Honors College.

VETERANS AFFAIRS

School Standards of Progress

Minimum Requirements Established By The State Approving Agency For Students Receiving Educational Benefits From The Department of Veterans Affairs

Examination of Records: The Office of the Registrar will maintain a list of all veterans and persons enrolled at the University who have applied for VA Benefits. School standards relating to academic records and attendance records will be on file in the Registrar's Office and financial records will be found in the Office of the Comptroller. The Registrar is responsible for academic and attendance records, and the Comptroller is responsible for financial records.

Entrance Requirements: Proof that entrance requirements have been met is maintained in the Admissions Office. See the section of this catalog pertaining to University admission requirements.

Previous Education and Training Records: Date of high school graduation, in the case of freshmen, and evaluation of all previous college work, in the case of transfer students, are part of the permanent record. The amount of credit for previous education and training is entered on all Enrollment Certificates submitted to VA. Students will not be certified for more than two semesters without filing all transcripts of previous work.

Progress Records: A permanent record maintained in the Registrar's Office shows final grades for each course taken during the semester. The MUW grading system (see "Grading Policy") provides for the assigning of grades of WP and WF after a period of six weeks from the beginning of a semester, with a WF being averaged in to the semester average and a WP being disregarded. For terms of probation see "Probation and Suspension." To remove probation a student receiving VA benefits must meet the academic standards of the University.

Attendance Records: Determination of a student's last attendance in a class is based upon the student's completion of a drop or withdrawal slip. The Head of the Division will report to the Registrar any student who has dropped a course or has withdrawn from the University without having used a drop or a withdrawal slip. Cumulative attendance data are maintained in the Registrar's Office in the form of copies of mid-term grade reports and semester grade reports, on which absences reported by all teaching faculty are recorded.

Reports to the Veterans Administration: Any change in status of a student from the last certification will be reported to the VA.

Responsibilities of Students Receiving VA Benefits: The student must follow the curriculum for selected major which is outlined in the MUW catalog. Any student desiring continuous enrollment should notify the VA certification official in the Registrar's Office two months prior to the date of registration.

ACADEMIC PROGRAM REQUIREMENTS

Academic programs are administered through the following academic units, providing courses in the specified subject areas:

Business and Communication

(Accounting, Business Administration, Communication)

Education and Human Sciences

(Education, Family Studies, Psychology, Sociology, Speech-Language Pathology)

Fine and Performing Arts

(Art, Music, Theatre)

General Education

(University Courses)

Health and Kinesiology

(Health, Health and Kinesiology)

Humanities

(English, Film, French, Geography, History, Paralegal Studies, Philosophy, Political Science, Religion, Spanish, Women's Studies)

Interdisciplinary Studies

(Culinary Arts, Food and Nutrition)

Nursing

(Associate, Bachelors, Masters Degree Programs)

Science and Mathematics

(Biology, Microbiology, Mathematics, Chemistry, Physical Science).

Additional program opportunities include Air Force ROTC, Army ROTC, Continuing Education, the Honors College, the Pre-College Enrichment Program (PEP), the Mississippi Governor's School, and the Summer Developmental Program.

DEGREES OFFERED

Mississippi University for Women offers the following degrees: Associate of Science in Nursing; Bachelor of Arts; Bachelor of Science; Bachelor of Science in Nursing; Bachelor of Music; Bachelor of Fine Arts; Master of Education; Master of Arts in Teaching; Master of Science; Master of Science in Nursing.

Graduate Majors

Differentiated Instruction
Education

Gifted Studies
Health Education
Nursing
Reading/Literacy
Speech-Language Pathology

Undergraduate Majors

Students may select from the following academic majors:

Accounting
Art Education
Biology
Business Administration (with concentrations in Management Information Systems, General Business, Management, Marketing, and Information Resource Management)
Chemistry
Communication
Culinary Arts (with concentrations in Culinary Entrepreneurship, Food Journalism, Food Art, and Nutrition/Wellness)
Elementary Education
English
Family Studies (General and with Teacher Certification in Family and Consumer Sciences)
Fine Arts (with emphases in Graphic Design, Interior Design, Studio Arts, and Theatre)
History
Kinesiology (with concentrations in Teaching Certification, Sports Management, Exercise Science, Exercise Science-Physical Therapy, and Pre-Occupational Therapy)
Mathematics
Microbiology
Music (with emphases in General Music and Commercial Music)
Music Education
Music Therapy
Nursing (including ASN and BSN degree programs)
Paralegal Studies
Physical Sciences
Political Science
Psychology
Social Sciences
Spanish
Speech-Language Pathology/Audiology

CORE REQUIREMENTS FOR BACCALAUREATE DEGREES

In all programs of study at MUW certain courses are required, and others are electives. It is the responsibility of the student to make certain that the program followed includes all of the courses required in the chosen curriculum. Faculty advisers are available to assist students in planning their academic work. The University is not responsible for conflicts in schedules that result from a student's not taking courses as they are offered during alternate semesters or years, a student's accelerating, or the like.

In addition to meeting the division's minimum standards, all students must have a minimum of "C" in EN 101 and EN 300. To be unconditionally enrolled as a junior in a major, the student also must have an overall 2.0 quality point average upon completion of 60 semester hours of course work. Students are encouraged to complete most of the liberal arts based core curriculum during the freshman and sophomore years. Students should consult with their advisers about the standards for their majors.

Associate degree requirements are outlined in the Division Curriculum for the Major.

CORE CURRICULUM

Mississippi University for Women strongly believes in a core curriculum that prepares students to be active citizens in a continually changing world. The General Education Core is built upon a solid foundation designed to provide a common body of knowledge; strengthen essential skills; and explore self, relationships, and values. A liberally-educated individual should have an understanding and appreciation of many areas of intellectual tradition. Knowledge is enhanced through exposure to historical, literary, artistic, scientific and cultural ideas and events that have shaped societies. An understanding of cultures, languages and ideas other than one's own, shows students the interconnected nature of the world and the diversity of cultures in both western and non-western societies.

A liberal education also should expand the skills that are necessary for living in a rapidly-changing environment. MUW's core curriculum blends basic knowledge with the essential skills of writing, speaking, and thinking, while emphasizing that modern technology demands proficiency in these areas. All individuals should be able to reason critically and to express themselves clearly through both writing and speaking. Furthermore, computer and quantifying skills are needed in an increasingly-technical world. A liberal education should teach students to access information and to use appropriate technologies in academic and career settings. Each of the critical skills is introduced through core courses and also reinforced throughout the major.

A liberal education also helps students to transform themselves into independent and responsible contributing members of society, with the ability to make discriminating moral and ethical judgements. MUW's goal is to produce well-educated individuals prepared for a life of fulfilling personal successes in the larger context of a better society.

Core Curriculum

I To Develop Knowledge for a Changing World 23-26 hrs.

A. World Heritage (15 hours)

History of Civilization (6 hours)

HIS 101 History of Civilization I

HIS 102 History of Civilization II

Literature and Fine Arts (9 hours)

At least one course from Literature and one course from Fine Arts.

Literature Survey (3 or 6 hours)

EN 201 Survey of English Literature
EN 202 Survey of English Literature
EN 203 Survey of American Literature
EN 204 Survey of American Literature
EN 231 Survey of World Literature
EN 232 Survey of World Literature
FLF 311 Survey of French Literature
FLF 312 Survey of French Literature
FLS 311 Survey of Spanish Literature
FLS 312 Survey of Spanish Literature

Fine Arts History/Appreciation (3 or 6 hours)

ART 102 Art Appreciation
ART 211 Art History Survey I
ART 212 Art History Survey II
DAN 110 Dance Appreciation
MUS 100 Music Appreciation
MUS 105 Introduction to Music Literature
TH 175 Theatre Appreciation

B. Natural Sciences with Laboratory (8 hours)

BSB 101 General Biology I with lab
BSB 102 General Biology II with lab
BSB 201 Humans: Origins and Ecology with BSB 102 lab
BSB 230 General Genetics with lab
BSM 131 General Microbiology with lab
PSC 111 General Chemistry I with lab
PSC 112 General Chemistry II with lab
PSP 211 General Physics I with lab
PSP 212 General Physics II with lab
PSP 213 General Physics I (calculus based) with lab
PSP 214 General Physics II (calculus based) with lab
SM 101 Environmental Science I with lab
SM 102 Environmental Science II with lab

C. Intercultural Studies (0-3 hours)

This area may be satisfied by taking one of the following courses. These courses also may meet requirements in another part of the core:

EN 231 Survey of World Literature
EN 232 Survey of World Literature
GEO 101 Elements of World Geography
Language Course (non-English course)
REL 213 Religions of the World
Approved study-abroad course

II To Strengthen Skills for Living and Working in a Changing World (18 hours)

A. Critical Thinking Skills (3 hours)

PHL 201 Introduction to Philosophy
PHL 202 Aesthetics
PHL 204 Ethics
PHL 205 Logic
PHL 206 Sport Ethics
PHL 306 Business Ethics
PHL 307 Medical Ethics

B. Written Communication (6 hours)

EN 101 English Composition
EN 300 Advanced Composition

C. Oral Communication (3 hours)

COM 101 Oral Communication

D. Quantifying and Technology Skills (6 hours)

Mathematics (3)

MA 113 or higher (excluding MA 123: Statistics)

Other (3)

Additional mathematics above MA 113, computer applications, or computer programming course (3)

III To Explore Self, Relationships and Values (8-9 hours)

A. Meeting the Challenge of College (*0-1 hr.)

UN 101 Introduction to College Life

* Students transferring to MUW with 12 hours earned are not required to take UN 101.

B. Developing Personal Well Being Through Physical Activities (2 hours)

HKC (1)

HK Activity course or additional HKC (1)

C. Social Institutions (3 hours)

BU 201 Principles of Economics I

BU 202 Principles of Economics II

GEO 101 Elements of World Geography

POL 101 Basic Concepts of Political Science

POL 201 American Government

D. Human Behavior (3 hours)

PSY 101 General Psychology

PSY 206 Human Growth and Development

SOC 201 Principles of Sociology

Total 49-53 hours

See sections below for additional degree requirements.

POST-BACCALAUREATE CORE

In order to qualify for a second baccalaureate degree, a student must earn, through course work at MUW, at least 25 percent of the required program hours in residence after completing the first bachelor's degree and meet all academic requirements for the second degree. Note: 50 percent of the major hours must be earned at MUW.

Students entering MUW in pursuit of a second undergraduate degree must meet the following core requirements:

English (9 hours)

English Composition I
English Composition II
Literature

Lab Science (8 hours)

Biological or Physical

College Algebra or above (3 hours)

Oral Communication (3 hours)

Philosophy (3 hours)

History (3 hours)

Fine Art (3 hours)

Math above College Algebra or Computer Science (3 hours)

And a minimum of four additional hours of liberal arts courses

ONE-CREDIT COURSES

One-credit courses may be used toward elective hours for graduation requirements. However, no accumulated credit hours from one-credit elective courses may be used to satisfy a requirement of the University Core Curriculum.

PROFICIENCY IN ENGLISH

Students are expected to be able to communicate effectively in standard English. Students deficient in the use of the English language may be referred by their instructors to the Division of Humanities or Academic Support Services for assistance in correcting the deficiency. English Composition proficiency is required of all students.

The ACT score in English required of all entering students is used to determine the course at which each student should begin English composition. All entering freshmen with an ACT English subtest score of 16 or below will be required to take EN 100 during their first semester of enrollment.

EN 101 may not be taken by correspondence for credit at MUW. After a student enrolls at MUW, he or she cannot complete composition core requirements at another college or university.

ENGLISH COMPOSITION REQUIREMENT

A student must earn a grade of at least C in English 101 and English 300 to satisfy the English composition requirement. Transfer students may satisfy the English composition requirement with the transfer of two semesters of freshman composition with a grade of C or higher, provided both were taken prior to enrollment at MUW. Students who have not fulfilled core composition requirements before entering MUW must do so by taking the appropriate courses at MUW.

HEALTH AND KINESIOLOGY REQUIREMENT

A total of two semester hours of credit in Kinesiology is required for graduation with a bachelor's degree from the University, and must be taken upon a student's entrance at MUW and continue until the requirement is fulfilled. As part of the two-semester requirement, each student must take one semester of a course which has a health-related physical fitness component. Courses which will fill this requirement are designated HKC. Credits in Kinesiology transferred from other colleges are accepted. Exemption from the Kinesiology requirement is granted to students for medical reasons; the request for exemption based on the latter must be made by a physician and should be mailed to the Division Head of Health and Kinesiology.

A total of one semester hour of credit in Kinesiology is required for graduation in the Associate of Science in Nursing Program. This course must have a health-related physical fitness component which is designated as an HKC.

SPECIAL REQUIREMENTS OF THE DIVISION OF NURSING

In addition to the University core, the Division of Nursing has special requirements concerning grades and the acceptance of transfer credit. Please see "Division of Nursing" in this catalog for these requirements.

MAJOR AND MINOR REQUIREMENTS

Declaration of a Major

Degree seeking students who have earned 60 or more cumulative hours must select a major before they may pre-schedule or register for additional coursework. Degree seeking students will not be allowed to remain classified as Undeclared after completing 60 cumulative hours. After students have declared a major, they may change majors, but may not change back to Undeclared. Declaring a major means that students must complete appropriate paperwork with their respective divisions.

Change of Major

Students will be permitted to submit a change of major each semester from the first day classes begin until the last day that students can drop a course without penalty for that semester. See the Academic Calendar for specific dates.

GENERAL REQUIREMENTS

Major course requirements may total not less than 30 semester hours. Requirements for a minor may total not more than 24 and not less than 18 semester hours. The academic hour requirements for a major and minor must be satisfied without any courses being counted for both.

For specific major and minor requirements, see the appropriate divisional listing in this catalog. In planning a program, students should consult their faculty adviser for guidance and advice. A student preparing to teach on the secondary level also must fulfill certification requirements stated for the subject area under the appropriate curriculum in the "Division of Education and Human Sciences."

SPECIALIZED CURRICULA

In addition to the majors offered under general BA and general BS curricula, the University offers majors in various specialized fields of study, such as the Bachelor of

Fine Arts and Bachelor of Music degrees. Students electing any one of these specialized curricula pursue the course of studies as indicated in the divisional section. A student registered in a specialized curriculum must take EN 101 during the first year of enrollment.

MAJOR AND MINOR REQUIREMENTS FOR TRANSFER STUDENTS

Transfer students who wish to receive a degree from Mississippi University for Women must take at least fifty percent of the credit hours in each major they wish to declare at MUW.

Transfer students who wish to declare a minor must complete a minimum of fifty percent of the credit hours in each minor declared at MUW.

DOUBLE MAJORS

Students may major in more than one area of study. If these majors are within the same academic division, the academic hour requirements for each major must be satisfied without any courses in each major area being counted for both majors. If a student is completing courses in two majors that involve two different degrees, the first major listed will be comparable to the degree received. The second major will be recorded on the transcript.

BACHELOR OF SCIENCE REQUIREMENTS

A student registered in this curriculum must take EN 101 during the first year of enrollment. Students completing a B.S. degree must include the following courses in their program of study:

Lab Science	8 semester hours
MA 113 or higher (excluding MA 123)	3 semester hours
Science and/or Mathematics	6 semester hours
Additional mathematics above MA 113, or computer applications, or computer programming course	3 semester hours

Any computer course used to meet BS degree requirements must be a language course or a computer applications course.

A minimum of 128 semester hours is required for graduation under this curriculum; however, some programs of study may require more than 128 semester hours for graduation.

BACHELOR OF ARTS REQUIREMENTS

A student registered in this curriculum must take EN 101 during the first year of enrollment. Students completing a B.A. degree must include the following courses in their program of study:

Foreign Language 101-102	8 semester hours
Foreign Language 201-202	6 semester hours

Note: These courses must be in the same foreign language.

A minimum of 128 hours is required for graduation under this curriculum; however, some programs of study may require more than 128 semester hours for graduation.

To fulfill the language requirement for the B.A. degree, a student must earn a minimum of six hours of college credit in a foreign language at the 200 level or above in the language chosen. For information on foreign language placement, see "Division of

Humanities" in this catalog. If a student has the background to complete 201-202 successfully, he or she does not have to take 101-102.

BACHELOR OF FINE ARTS REQUIREMENTS

For the prescribed course of study, see "Division of Fine and Performing Arts" in this catalog. A total of 134 - 137 hours is required for graduation under this curriculum, depending on the chosen area of emphasis.

BACHELOR OF MUSIC/MUSIC EDUCATION REQUIREMENTS

In addition to the general core requirements, the student must complete the prescribed course of study in Music Education (see "Division of Fine and Performing Arts"). A total of 143 semester hours is required for graduation under this curriculum.

ASSOCIATE OF SCIENCE IN NURSING REQUIREMENTS

The Associate of Science in Nursing Program is two years in length. The program is designed to provide high school graduates and graduates having a practical nursing license with the opportunity to obtain an Associate of Science degree in nursing. Both nursing and general education courses are included in each semester of the two-year curriculum (72 semester hours), which consists of approximately 50% general education credits and 50% nursing credits. Upon successful completion of the program, the student receives an Associate of Science in Nursing degree and is recommended for the State Board of Nursing licensure examination. The successful completion of this examination entitles the nurse to be called an RN (Registered Nurse). Please see "Admission Plans-Nursing" in the undergraduate admission section of this Bulletin for additional information regarding eligibility for licensure by the Board of Nursing. For curriculum information, see "Division of Nursing" in this catalog.

BACHELOR OF SCIENCE IN NURSING REQUIREMENTS

The Bachelor of Science in Nursing Program is four years in length (132 semester hours) and combines general education and nursing education in an academic setting. The program is designed to provide the high school graduate and graduates with a diploma or associate degree in nursing with the opportunity to obtain a baccalaureate degree in nursing. Upon successful completion of the program, the student receives a Bachelor of Science in Nursing degree and is recommended for the State Board of Nursing Licensure Exam. The successful completion of this examination entitles the nurse to be called an RN (Registered Nurse). Please see "Admission Plans-Nursing" in the Undergraduate Admissions section of this Bulletin for additional information regarding eligibility for licensure by the Board of Nursing. Graduates of this program are prepared for professional nursing positions, function in a variety of settings, and have the foundation for graduate study. For curriculum information, see "Division of Nursing" in this catalog.

PROGRAM OPPORTUNITIES

Academic Support Services

The goal of Academic Support Services is to facilitate the academic progress of all students. Advanced students are provided with opportunities to develop mentoring and teaching skills and to enhance their study techniques prior to graduate or professional school. Students in need of academic assistance are aided with a variety of services to increase their chances for success.

Academic Support Services offers peer tutoring, supplemental instruction and individual academic counseling. Group workshops are regularly scheduled on topics, such as test taking, note taking, and time management. Help is also available for preparation for graduate school exams, such as the MCAT and GRE.

Academic Support Services maintains a collection of study guides, study skills books, computer tutorials, video tapes, and handouts dealing with effective learning and study strategies. Students receive individual instruction in learning how to use the computer tutorials and in implementing new study techniques.

Another function of Academic Support Services is to ensure that students with disabilities have an equal opportunity to learn and express their knowledge. MUW students with disabilities who are requesting accommodations should contact the Coordinator of Academic Support Services at (662) 329-7138.

Degree Credit for Professional Studies

Students who complete the junior year at Mississippi University for Women and immediately thereafter enter approved schools of law, medicine, or dentistry, may qualify for the BA or BS degrees from Mississippi University for Women by transferring to this university credits earned during the first year of the professional school. It is understood, however, that all other university requirements for these degrees must have been met. The Heads of the Divisions and faculty advisers will assist students interested in this program in planning their work in order to meet requirements for admission to the professional schools of their choices.

Pre-Professional Programs

MUW offers the courses necessary to enable students to meet the requirements in the following fields: Pre-legal, Pre-pharmacy, Pre-dental, Pre-physical therapy, Pre-occupational therapy, Pre-medical, and Pre-veterinary medicine.

The University will assist students in planning their program to meet the requirements of the institution in which they plan to receive their degree in law, dentistry, medicine or pharmacy.

First Year Program

The First Year Program is designed to acquaint first-year students with various aspects of college life and to assist them in clarifying and planning academic and career goals. The one semester credit course, UN 101 Introduction to College Life, is required of all first-year students and students who transfer in with fewer than twelve hours. Special emphasis is placed on monitoring and tracking the academic progress of the student during the first semester.

Women's Emphasis

Founded as America's first public college for women, MUW has a century-long tradition of preparing women for leadership by providing a learning environment rich with female role models and opportunities for achievement. The W was an early national leader in providing professional preparation for women along with liberal arts education. Given projections for the work force of the future, the education and leadership development of women has never been a more compelling national priority. MUW's women's emphasis creates an equity-oriented environment for all students and a climate in which diversity is appreciated and embraced. Our goal is to continue commitment to the unique educational needs and leadership development of women.

Women's Studies Minor

Please see "Division of Humanities" in this bulletin for specific minor requirements.

International Education

MUW provides international education opportunities for students through recruiting international students, arranging study abroad experiences, sponsoring international events on campus, and enriching the curriculum with global perspectives.

The admissions office actively recruits students throughout the world and helps notify MUW students of study abroad opportunities. The Office of Diversity Education and Programs assists international students with campus adjustment and involvement and coordinates several activities to heighten multicultural awareness. International students and interested American students at "The W" form the International Student Association, an organization to provide students from foreign countries with an outlet for both social and educational interests.

Students interested in study abroad programs should contact Dr. Eric Daffron, Coordinator of Study Abroad Programs, in the Division of Humanities. Opportunities to study abroad are available with colleges and universities in England, Scotland, France, Japan, Korea, and Mexico as well as other countries.

International Studies Minor

Please see "Division of Humanities" in this catalog for specific minor requirements. Students interested in the International Studies minor may consult Dr. Michael Burger in the Division of Humanities.

Second Degrees

A student who already has a bachelor's degree may earn a second degree by completing in residence at MUW, after completion of the first degree, at least 25% of the semester hours required for a specific program and by satisfying all requirements for the second degree and the core curriculum.

HONORS PROGRAMS

JAMES KELLER, Director of the Honors College

ROBERT SENEY, Director of Governor's School

Honors College

Mississippi University for Women has an Honors College for students who rank high in ability and scholarship. Successful completion of the college entitles students to graduate from the institution with honors in their major area of study.

Required of Centennial and University Scholars, but open to application from other academically strong students, the Honors College is a means of adding depth to undergraduate education by encouraging curiosity and initiative and by providing an opportunity to apply learning to significant projects. Honors students are expected to exhibit academic excellence, not only in terms of their grades, but also in their willingness to pursue knowledge in various fields other than their chosen majors.

All students participating in the Honors College are required to take special Honors sections of core classes. They may choose three from the following six courses: EN 101 - English Composition, HIS 101 - History of Civilization I, HIS 102 - History of Civilization II, BSB 101 - General Biology I with Lab, BSB 102 - General Biology II with Lab, or any Math at or above MA 130 - Pre-Calculus. An alternative selection to replace Biology I & II is Calculus Based Physics (PSP 213-214). Honors students also must com-

plete the equivalent of one year of foreign language and four semesters of Honors Forum (HO 101). In the junior year, Honors students are required to take two Special Topics Seminars (HO 303), and during the senior year, participants enroll in Independent Study I & II (HO 401/402). In order to complete upper-level work and be certified for graduation with Divisional Honors, a student must submit an acceptable written account of the Independent Study and present an oral report in a seminar attended by other Honors students and faculty.

Entering freshmen may be invited to participate in the Honors College if they have a composite ACT score of 24 (or equivalent on other entrance exams). After their first semester in residence, students may enter the Honors College on the basis of a quality point average of at least 3.30 on at least 15 semester hours of credit. Sophomores must present a 3.50 GPA on at least 30 semester hours of credit. Juniors must present a minimum GPA of 3.70. Endorsements from faculty members will be required of sophomores and juniors.

Participants must maintain a GPA of at least 3.0 to remain in the Honors College. Students entering the Independent Study (HO 401/402) must have a GPA of at least 3.30.

Courses Required for the Honors College:

HO 101 Honors Forum (4 semesters)

Foreign Language (2 semesters)

HO 303 Special Topics (2 sections)

HO 401 Independent Study

HO 402 Independent Study

Select 3 of the following:

Honors EN 101 English Composition

Honors HIS 101 History of Civilization I

Honors HIS 102 History of Civilization II

Honors BSB 101 General Biology I with Honors BSB 101L General Biology I Lab

Honors BSB 102 General Biology II with Honors BSB 102L General Biology II Lab

PSP 213 General Physics (Calculus Based)

PSP 214 General Physics (Calculus Based)

MA 130 or above

Pre-College Enrichment Program (PEP)

The PEP program permits highly capable young students to engage in college work a year before graduation from high school. A PEP student may participate in the program during one term of a summer session and earn from seven to nine semester hours credit by attending the full session of summer school. To receive credit, the student must meet MUW's entrance requirements (see "Undergraduate Admissions" for admission procedures). Full scholarships are provided for those accepted into the program. PEP students are required to live in the residence hall so that they may fully experience the richness of campus life.

The program is designed to supplement and enrich the educational experience of the academically talented high school student with college-level courses, to stimulate the student's intellectual development and potential leadership through association with other academically gifted students, to facilitate adjustment to college, and to allow a student to accelerate higher education by earning college credit prior to high school graduation.

This program for superior high school students is scheduled for the summer term so that full-time attendance is possible and students may experience residence hall life as well as the cultural and social life of the campus and community.

Students must enroll in a special PEP colloquium, HO 101 PEP Seminar, for which admitted students will earn one hour of college credit for one five-week term of participation. The colloquium is conducted by the PEP director and consists of selected readings, special lectures, films, and group discussions of the issues and problems of our times. At least one off-campus field trip will be taken as part of this academic program.

In each term of the program admitted students must enroll in two regular university courses in addition to the colloquium. These courses may not be substituted for high school credits to meet university entrance requirements nor may they be equivalent to courses which the student is expected to take during the senior year of high school.

MUW invites applications for admission to the Pre-College Enrichment Program from students who have completed their junior year in high school, who have a composite score of 24 (25 enhanced score) or above on the American College Test, and who are recommended by their high school for participation in the program. Participants in the program are housed together in an air-conditioned residence hall and are under a special curfew of 10 p.m. Sunday through Thursday nights and midnight on Friday and Saturday nights. Limited use of personal vehicles is allowed. PEP students are included in the recreational program for the regular summer students. Applications are accepted from October through May.

Mississippi Governor's School

The Mississippi Governor's School is a summer residential honors program established at MUW by the Governor. The School is designed to provide academic, creative and leadership experiences for a limited number of rising high school juniors and seniors from all sections of Mississippi who have shown high intellectual and creative potential. Three semester hours of Honors credit is awarded to those participants who meet the qualifications established by the State Board of Trustees of Institutions of Higher Learning and the entrance requirements of MUW (see "Undergraduate Admissions" for admission procedures). The program is financed through legislative appropriations and private donations to the MUW Foundation. There is no cost to participants.

CONTINUING EDUCATION

PATRICIA BROCK, Director of Continuing Education

The Office of Continuing Education and Distance Learning (CEDL) provides many non-credit opportunities in various formats to meet community needs and support economic development. Working with business, industry, and school districts, CEDL offers many activities throughout the year providing ongoing personal enrichment and professional development courses to constituent groups, such as retirees and teachers. CEDL also provides summer camp activities for youth.

Distance Learning

The Office of Continuing Education and Distance Learning manages the distance learning activities of the university. Both credit and non-credit online opportunities are overseen by CEDL to meet community needs. MUW offers academic credit courses as well as non-credit personal enrichment and professional development courses via the

Internet. The Mississippi Interactive Video Network (MIVN) is also managed by CEDL. This statewide network enables live audio and video conferencing used primarily for course delivery to students who cannot get to the campus. The network also is used for meetings and conferences.

ROTC

The Reserve Officers' Training Corps (Air Force and Army) are under the administrative and academic supervision of the College of Arts and Sciences at Mississippi State University.

AIR FORCE ROTC

COLONEL JOHN C. POWELL, Professor of Aerospace Studies

Requirements of other divisions can be combined with the Air Force Reserve Officers Training Corps (AFROTC) program to provide a commission as an Air Force Second Lieutenant upon the successful completion of both AFROTC and degree requirements. Air Force requirements are for 12 hours of upper division AFROTC courses and completion of a four or six-week summer program. All courses must be taken on Mississippi State University campus.

Air Force ROTC was established in the Fall of 1979 at the W and provides another career opportunity for its graduates.

Four-year Program

Entering freshmen can take one AS course each semester with no obligation during the first two years. These two-credit-hour courses allow interested freshmen and sophomores to receive a basic orientation of the organization and history of the Air Force and air and space power while learning how their academic majors are used in the Air Force. These credit hours can be used as free electives.

A four-week Field Training is required for entry into the Professional Officer Course (POC) which is the final two years of AFROTC. Held at active duty Air Force bases, it is normally attended between the sophomore and junior years. This program is designed to provide maximum opportunity for students to participate in flying and other Air Force activities in a military atmosphere. Emphasis is placed on observation and participation in leadership activities rather than formalized instruction.

The POC classes carry three-hours credit and cover leadership, management, national security affairs, and preparation for active duty. Students who enroll in POC classes for a commission are obligated by written agreement with the Air Force to complete the courses and to accept a commission, if tendered. All these students receive at least a \$350 monthly stipend during the junior and senior years as well as pay and travel for Field Training.

Two-year Program

Students who did not take the first two years of AFROTC on campus can attend a six-week Field Training program which must be completed prior to beginning the POC. The Field Training is similar to the four-week session for four-year students but also includes the academic classes not taken during the first two years.

Leadership Laboratory

There is a Leadership Laboratory scheduled for every Tuesday at 2 p.m. on the MSU

Campus. In addition, up to three hours of mandatory physical training per week is required. This is a non-credit Lab and is a requirement for each AFROTC class.

Uniforms and Equipment

A complete Air Force uniform is issued to each student. In addition, all textbooks and equipment required for AFROTC courses are provided free of charge. Uniforms, books and equipment must be returned when the student leaves the program. Students who are commissioned will receive a uniform at nominal charge.

Pay and Allowances

Each contract student in the junior and senior year receives either \$350 or \$400 per month, respectively, during the school year.

Scholarship students in all four years of AFROTC receive at least \$250 per month along with tuition, fees and an annual book allowance of \$510 per year to cover all required courses. The AFROTC College Scholarship Program is covered in the financial aid section of this bulletin.

ARMY ROTC

Lieutenant Colonel Mark A. McManigal, Professor of Military Science

Purposes and Objectives

The general objective of the Reserve Officers' Training is to develop in each student: (1) a basic understanding of associated professional knowledge; (2) a strong sense of personal integrity, individual responsibility and honor, and (3) an appreciation of the requirements of national security.

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

The Army ROTC Basic Course is designed to give the first and second year ROTC student an introduction to the Army and its career opportunities without incurring any obligation on the part of the student. The Advanced Course (third and fourth years) stresses the military skills and knowledge, and interpersonal skills required of commissioned officers of the Active Army, Army Reserve, or Army National Guard.

Courses

The **Basic and Advanced Courses** consist of 4 semesters each as shown below. See "Description of Courses" in this catalog for further information.

Basic Course: MS 1112, 1122, 2113, 2123

Advanced Course: MS 3113, 3123, 4114, 4124

Laboratory: MS

Requirements for commissioning as a Second Lieutenant in the United States Army include a 32 day Advanced Camp (normally attended during the summer between the junior and senior years), completion of the Advanced Course, satisfactory academic progress, and the recommendation of the Professor of Military Science.

Entrance Requirements

Basic Course. The Army ROTC Basic Course is an elective course requiring only that the individual be of good moral character, a full-time student, a legal U.S. citizen in

acceptable physical condition, not previously disenrolled from an officer training program. ROTC credit hours earned at other universities are transferrable.

Advanced Course. Entrance into the Army ROTC advanced program is on a selective and competitive basis. The primary requirements for entry into the advanced program are: academic junior or graduate student, satisfactory completion of the basic course or equivalent, good academic standing, demonstrated leadership ability, and an approved physical examination. Before students complete the Advanced Course and receive their commission, they must complete the Professional Military Educational requirements. These requirements fall under the general categories of;

- one semester of Military History
- one semester of Written Communications
- one semester of Human Behavior
- one semester of Computer Literacy
- one semester of Math Reasoning

The Professor of Military Science or his representative can tell students what specific classes meet the Professional Military Educational requirements.

Laboratory. A student enrolled in either the Basic or Advanced Course is required to attend the Leadership Laboratory.

Two-Year Program. Students who will have 54 credit hours or more may obtain equivalent credit for the basic course for direct enrollment in the advanced course, based on any one of the following:

- (a) Satisfactory completion of a 28 day Leaders Training Course. This summer internship is primarily intended for students who could not obtain the basic ROTC course during their freshman or sophomore years.
- (b) At least 180 days of honorable service or active duty for training with the U.S. Armed Forces or Coast Guard.
- (c) Substitute credit, which in varying amounts may be derived from attendance at service academies and National Defense Cadet Corps training.
- (d) Successful completion of Basic Combat Training for service with the Army Reserve or National Guard.

Interested students should consult the Professor of Military Science to determine eligibility for the two year program.

Simultaneous Membership Program (SMP)

Students who are members of a National Guard or Army Reserve unit may qualify for direct entry into the Army ROTC Advanced Course once they have completed 54 hours or more. Consult the Professor of Military Science for additional information concerning the financial benefits of this program.

Veterans

Students with two or more years active duty and 54 credit hours or more may qualify for direct entry into the Army ROTC Advanced course. Call the Professor of Military Science for more details.

Summer Camp

The Army Leaders Training Course can be used by students desiring to enter the Advanced Course who are not eligible for Advanced Course placement under any other process (e.g. Basic Course, veteran, completion of Basic Combat Training, etc). The camp is 28 days long and will provide placement credit into the Advanced Course.

The 32 day Leadership Development Assessment Course (LDAC) is required of all students enrolled in the Advanced Course.

Uniforms and Equipment

Basic Program Students. A complete uniform will be issued to each student enrolled in the Army ROTC program.

Advanced Program Students. Army ROTC cadets will be issued a uniform provided by the Army. All equipment must be returned to the University upon departure of the student, and any such article lost or damaged other than by fair wear and tear must be paid for by the student.

General. Each student enrolled in ROTC is responsible for the maintenance of his/her uniform. Students who fail to clear their accounts before leaving the institution will have their academic records withheld.

Pay and Allowances

At School. Each student enrolled in the Army Advanced Course is paid a monthly subsistence allowance by the Federal Government, at a rate fixed by the Secretary of Defense, for a period up to 20 months (Army). At present this rate is \$300 per month. This allowance is not paid to students while at Summer Camp.

At Camp. While at the Summer Camp, the student will receive a stipend and is provided with necessary uniforms, rations and quarters, and medical attention.

Scholarships

General. The Army awards ROTC scholarships to outstanding students each academic year. Army ROTC scholarships are for periods of either two, three, or four years. They pay for tuition, fees, books, and laboratory expenses incurred by the cadet and provide a monthly stipend starting at \$250 and capping at \$400 per month to the cadet for the duration of the scholarship (except during summer camp). Room and board must be provided by the cadet. Both men and women are eligible to apply for these scholarships.

Four-Year Scholarships. High school seniors and college freshmen may apply. High school students should see their guidance counselor for applications or call Army ROTC at MSU, (662) 325-3503.

Two and Three-Year Scholarships. College freshmen, sophomores, juniors, and graduate students may apply. Students must have two or three years of undergraduate or graduate work remaining. The application period begins in November, and applications must be complete no later than February 15.

ROTC Extracurricular Activities

Society of American Military Engineers (SAME). Promotes engineering for the national defense. Fosters the relationship between civilian and military engineering. Do not have to be enrolled in ROTC to be a member.

National Society of Scabbard and Blade. A national military honor society for cadets who excel academically and demonstrate outstanding leadership potential. Selection for membership is by invitation. Student must have 2.5 GPA or higher and be a second semester sophomore to be eligible.

Blades. A women's auxiliary to Scabbard and Blade which supports and promotes Army ROTC in the University and community. A campus-wide rush is conducted during fall semester.

Bulldog Battery. A cadet artillery battery who fires a 75 millimeter cannon at sports events, pep rallies and exhibitions. Members are trained and function as crews.

S. D. Lee Rangers. A voluntary training program which concentrates on individual and small unit tactics, adventure training and physical fitness.

Ranger Challenge Team. Ranger challenge is a national ROTC team event that tests

mental and physical endurance and teamwork. With eight grueling events that take place over a 36-hour period, it is considered one of the most demanding sports on campus.

Color Guard. A ceremonial unit which presents the colors at sports events and special occasions such as football games and Veterans Day. Members are trained in precision drill and ceremony and function as a five member group.

Active Duty Obligations

Those individuals who complete the Army ROTC Program and are commissioned may request one of the following options:

- a. Three years of active duty, followed by 5 years of duty in the Inactive Reserves.
- b. Eight years' service in the Reserves or National Guard including a period of 3 to 6 months active duty to attend specialization training.

