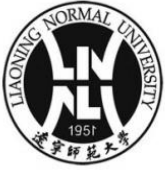


LNU – MSU Student Handbook 2025 – 2026





辽宁师范大学国际商学院

LNU-MSU College of International Business



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Students are expected to read and comply with the regulations, policies, and requirements described herein. Requirements, curricula, regulations, policies, courses, and other matters described in this publication are subject to change. Should any changes be necessary, appropriate notice will be given.

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Declaration of University Community Principles

Preamble

Community, civility, and the search for knowledge and understanding are the essence of university life. A community is a group of people who hold something fundamental in common. A university is a community whose common purpose is the creation, preservation and sharing of knowledge and understanding. The search for knowledge and truth requires a rational discourse. This, in turn, requires honesty and civility. Civility springs from the concept of respecting the rights of individuals; the community helps to protect the rights of the individual. Thus, the three are connected as the community promotes the civility necessary to engage in the pursuit of truth.

The primary participants of this community are administrators, students, faculty, and staff, who themselves come from a variety of external communities. Before becoming a part of the community of scholars that is LNU – MSU, whether as a member of the student body, faculty, administration, or staff, one should understand the full nature of that choice. The community derives its strength from each individual. Each individual derives strength from his/her association with the community. The individual must sustain the community in order for the community to protect and sustain the individual. Behaving civilly implies acting in a manner consistent with these principles, and encouraging these behaviors in others. Choosing to accept the direction of the principles strengthens both the individual and the community, but only when the choice is not forced. Discovering the natural benefit of these principles is a virtue. These principles are of little use in themselves; they must be practiced.

LNNU – MSU History

The partnership that founded LNNU-MSU College of International Business started in June 2000. The college is a joint program between Liaoning Normal University and Missouri State University. While Liaoning Normal University is named after its home province, and Missouri State University is named after its home state, the former is located in the People's Republic of China and the latter in the United States of America. **The Associate of Arts degree** program has formal approval from the governing bodies of both universities – the Bureau of Education of Liaoning Province and the MSU Board of Governors.

As an educational cooperation partnership between the two universities, the goal is to increase cultural and educational exchange and to promote friendship and understanding between the United States and China.

In May 2004, Missouri State University's College of Business began offering a Bachelor of Science degree in General Business at LNNU – MSU College of International Business. The Bachelor of Science degree program received formal approval from China's central government.

Principles

The community of scholars that is LNNU – MSU is committed to developing educated persons. It is believed that educated persons will accept responsibility to act in accordance with the following principles:

- Practicing personal and academic integrity
- Being a full participant in the educational process, and respecting the right of all to contribute to the "Marketplace of Ideas."
- Respecting foreign cultures and acting as an ambassador from your country
- Treating all persons with civility, while understanding that tolerating an idea is not the same as supporting it
- Being a steward of the shared resources of the community of scholars

Choosing to accept these principles suggests that each participant of the community refrains from and discourages behavior that encroaches on the freedom and respect each member deserves.

LNUU – MSU Vision Statement

LNUU-MSU College of International Business is a joint program between Missouri State University and Liaoning Normal University dedicated to providing quality business education in the spirit of international cooperation.

LNUU – MSU Mission Statement

LNUU-MSU College of International Business is committed to the goal of producing qualified business professionals with a global perspective and skills suitable for the twenty-first century global business environment by developing an understanding of interdependence and cooperation within a unique program of higher learning.

LNNU – MSU Governance

The college is under the general control and management of the Joint Management Committee. The committee consists of 9 members – 5 members appointed by LNNU and 4 members appointed by MSU. One member from LNNU serves as the Chairman and one member from MSU serves as the Vice Chairman.

The Dean is the chief executive officer of the college, responsible to the Joint Management Committee for the administration of institutional policies and operations. The Associate Dean advises the Dean and is responsible for academic policies and procedures. The Associate Dean of Operations advises the Dean and is responsible for administrative operations of the campus.

Syllabus

This is essentially a contract of what is expected between both faculty member and student. The course syllabus provides students with a road map for success for the course in which they are enrolled. It also provides important information regarding relevant university policies and with additional policies followed by individual instructors. In addition to the policy statements and course description, most syllabi include schedules with assignment and examination deadlines.

Attendance

Because class attendance and course grade are demonstrably and positively related, the University expects students to attend all classes in which they are enrolled. Each faculty member has the responsibility to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the first day of class, each faculty member will make available to each student a written statement of the specific attendance policy for that class.

More details about the attendance policy can be found at this website:

<https://wp.missouristate.edu/Catalog/policy-attendance.htm>

Grades

Evaluation of student performance and assignment of final course grades are the responsibility of the faculty.

Important Dates

Please consult the published Academic Calendar for this information. Important dates and deadlines will also be disseminated by regular communication via Associate Dean or Assistant Dean of Academic Affairs.

Online Courses

At LNU-MSU, all classes are conducted face-to-face on campus. If a faculty member is temporarily not available on campus, then that class may transition to an online mode of instruction for a limited time period. In this case, there is no additional cost for taking a course that is presented online for a limited time by LNU-MSU.

Only students who have already earned the Associate of Arts (AA) degree from MSU West Plains can be given permission to enroll in online courses. If approved, the student needs to be aware that the cost of any additional online course is not included in the tuition paid to LNU-MSU. Any additional fee for an online course is the responsibility of the student and must be paid for in addition to the tuition. It is the student's responsibility to enquire about whether there is an additional cost for an online course, and how much it is.

Students should pay careful attention to the requirements of the online courses. For example, exams may be in-person proctored examples. Students must ensure that the devices used for the course meet the course requirements to ensure that participation in the course is possible.

Academic Standings

The following terms describe academic standings for students at Missouri State University-West Plains.

Good Standing:

- A student who has a cumulative grade-point average (GPA) of 2.0 or above at Missouri State University-West Plains is considered to be in good standing. A student must maintain at least a 2.0 cumulative grade point average to graduate.

Probation:

- The purpose of scholastic probation is to remind students that the quality of their overall academic work is unsatisfactory and to provide support to the student for improvement.
- A student who has maintained a cumulative GPA of 0.00 to 1.99 is placed on academic probation. The student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (fall or spring).

Admitted on Probation:

- A student who is transferring credits to Missouri State University-West Plains with a cumulative GPA between 0.00 and 1.99 is admitted on probation. A student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (fall or spring).

Re-admitted on Probation:

- A student who has attended Missouri State University-West Plains and is returning after an absence of more than two semesters with a cumulative GPA of 0.00 to 1.99 will be re-admitted on academic probation. A student must make at least a 2.0 GPA in subsequent semesters or they will be suspended for one academic semester (fall or spring).

Suspension:

- A student who is placed on academic probation but does not maintain a term GPA of at least 2.0 in subsequent semesters (excluding withdrawals) until Good Standing is achieved will be suspended for one academic semester (fall or spring).

- A student who has been re-instated from suspension must maintain a term grade-point average of 2.0 or above in subsequent semesters, or the student will be suspended for one academic semester (fall or spring).

Appeal of Suspension:

- A student wishing to appeal a suspension should submit the appropriate form to the office of academic affairs. The Academic Concerns Committee will determine if the appeal is granted

Reinstatement from Suspension:

- A student suspended for academic reasons is eligible to apply for re-reinstatement after remaining out of school for a minimum of one semester (fall or spring). The student must meet with the Academic Concerns Committee to be reinstated.

Academic Integrity

The community of scholars that is LNU – MSU is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from, and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars and that all members of the community share the responsibility for fostering academic integrity.

The LNU – MSU Faculty Handbook states that course policy statements must include a statement of the instructor’s policies concerning cheating and plagiarism, including the range of possible sanctions. An instructor’s policies on academic integrity issues, while they may reflect the instructor’s personal views, must also be consistent with MSU policy on student academic integrity.

Definition: Academic Dishonesty

Any one of the following acts constitutes academic dishonesty. Students need to review the following (Source January 2026: [Academic Integrity - Missouri State University West Plains](#)):

Cheating

The term “cheating” refers to using or attempting to use unauthorized technology, materials, information or study aids in any academic exercise (whether intentional or

not) or taking any action designed to obtain unearned credit (points) in the class. When in doubt about what is authorized, students should consult their teachers.

Fabrication or Other Misconduct in Research

The term “fabrication” refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; “misconduct in research” refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.

Plagiarism

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement, (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.

Self-Plagiarism: The term “self-plagiarism” refers to submitting work in whole or part that has already been submitted to and evaluated by one instructor to another instructor without permission from either of the two (or more) instructors. This includes work completed at another school or college.

Misuse of Generative Artificial Intelligence:

Generative Artificial Intelligence (AI) includes a number of software products that produce text, videos, graphics, and other products in response to a user prompt. In the classroom, it is the instructor’s prerogative to allow or prohibit use of AI in course assignments or assessments of student learning. This includes using generative AI to produce text for a writing assignment without proper citation of the prompt, software used, and text generated; using generative AI to paraphrase source text(s) without proper citation of the source material, software used, and suggested paraphrasing; using generative AI to **translate source text(s) in any language** without proper citation of the source material, and software used; using generative AI to edit/revise writing (including tools that automatically correct grammar and punctuation) without proper citation of the software used and the extent of changes made by the tool; using generative AI for graphic design assignments without proper citation of the prompt, software used, and generated images; and using generative AI to complete coding work without proper citation of the prompt, software used, and the generated code.

Facilitating Academic Dishonesty

Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Definition: Academic Integrity Council (AIC):

The Academic Integrity Council is charged by the Associate Dean to: (1) enforce the LNUU – MSU (Missouri State University-West Plains’) academic integrity policy, following the procedures stated here in; (2) periodically review and amend these policies and procedures, subject to approval of substantive changes by the academic dean, Faculty Senate, Student Government Association, and/or Board of Governors; (3) organize/conduct campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promote a campus-wide climate of academic integrity.

The 13 - member Academic Integrity Council (AIC) consists of:

- four voting student members;
- seven voting faculty members;
- Chair of the Academic Integrity Council (or designee), who is the nonvoting chair of the council;
- The Assistant Dean of Academic Affairs and/or Associate Dean, *ex officio* (without voting privileges)

Definition: Academic Integrity proceeding:

An academic integrity proceeding is conducted by a five-member panel drawn from the voting AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred. An academic integrity proceeding is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems, nor does it serve the same function. A proceeding is not a court or tribunal. Rather, it is an academic process unique to a community of scholars.

Definition: Academic Integrity Council Panel (AIP):

An academic integrity panel consists of five members: five voting panelists drawn from the membership of the AIC, plus the chair of the AIC, who is a non-voting member of the panel and responsible for assembling the panel and conducting the proceeding. Five voting panelists constitute a quorum for a proceeding, and at least two but not more than three panelists must be students. This panel only meets when needed.

Reporting Academic Dishonesty

Any student who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that

occur in the classroom may be reported directly to the course instructor, Academic Regulations & Integrity Coordinator, and/or the Associate Dean. Incidences of apparent academic dishonesty may also be reported directly to the Academic Integrity Council by contacting the Chair of the Council. Anonymous reports will not be accepted, but the identity of any person reporting a suspected instance of academic dishonesty will be held in strict confidence.

Academic Dishonesty not associated with Enrollment in a Course

Any incident of alleged academic dishonesty by a student not enrolled in a particular course (for example, taking a test for a duly enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at LNU – MSU outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

IMPORTANT NOTE: The student charged with an academic integrity violation must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted.

No grade–related sanction may be imposed until a student admits misconduct and/or forgoes appeal right or is found in violation after a formal proceeding. If an academic integrity matter is pending at the end of a semester, the instructor must assign an incomplete in the course until the matter is resolved. Every sanction should be in writing, copy on file with AIC. **A student cannot avoid a failing grade by dropping the course. The instructor can impose a sanction of F or XF even if the student drops the class, including drops that occur prior to the no-penalty drop deadline.**

Sanctions available to Instructors

1. Denying credit on the assignment/exam
2. Requiring additional assignments/exams
3. Lowering assignment/exam grade
4. Lowering the student's course grade
5. Issuing a failing course grade of F
6. Issuing a failing course grade of XF, indicating failure due to academic dishonesty. The XF grade functions just like the F in GPA calculations and is recorded on the student's academic transcript.

Academic Integrity Procedures – Summary

1 Instructor / Student Discussion: Ideally, in the first step, the instructor and student meet face-to-face as soon as possible to discuss the alleged violation of the AI policy. The instructor is strongly advised to have another instructor present during the meeting. In this meeting, the

instructor presents the student with allegation of academic dishonesty and any evidence supporting that allegation, and informs the student of intended sanction. The instructor can impose only those sanctions that are specified in the instructor's course policy statement, either by explicitly listing the sanctions or by a direct reference to the Missouri State University-West Plains academic integrity policy, including directions for obtaining the policy on the web. The student presents evidence of his/her innocence. [GO TO #2]

2A No AI Violation Occurred: If, after this meeting, the instructor believes that no violation had occurred, the allegation(s) will be dropped. [STOP]

Or

2B A Violation of the AI Policy Occurred: If the instructor still believes that the AI policy has been violated by the student, he/she must provide the student with a written summary of the alleged incident and the intended sanction(s), with copies sent to the Assistant Dean of Academic Affairs and the Chair of the Academic Integrity Council, to be maintained as part of Academic Integrity Council (AIC) records and so that repeat offenders may be identified. Instructor MUST use the official student notification form provided by the Assistant Dean of Academic Affairs.

When a report of academic dishonesty is received by the Chair of the Academic Integrity Council, the student will receive another letter, copied to the instructor and the Assistant Dean of Academic Affairs. This letter will verify that a report has been received from the instructor and indicate how it will be used, affirm the confidentiality of the report, reiterate the student's right to appeal, and recommend that the student review the university's AI policy. [GO TO #3]

Note: The student must be allowed to continue attending the class in which dishonesty has been alleged until the right of appeal has been exhausted (if the semester ends before this occurs, an "I" grade must be given).

3A No appeal to the Assistant Dean of Academic Affairs: Records are maintained, but the case ends here. [STOP]

Or

3B Appeal to Assistant Dean of Academic Affairs: Within one week of receipt of the instructor's written summary of the allegation, the student who wishes to appeal must submit to the Assistant Dean of Academic Affairs his/her own written summary of the grounds for appeal or review. Upon receipt of the student's written appeal, the Assistant Dean of Academic Affairs will meet separately with the student and the instructor. The Assistant Dean of Academic Affairs must notify the instructor and the student in writing of his/her decision, and must inform the instructor and the student that either may appeal the decision (in writing) to the Chair of the Academic

Integrity Council within fifteen (15) academic days (days when classes are in session) from the date of the decision. The Assistant Dean of Academic Affairs must send a detailed report of his/her decision along with pertinent documents to the Chair of the Academic Integrity Council. [GO TO #4]

4A No appeal to the Chair of the Academic Integrity Council: Records are maintained, but the case ends here [STOP]

Or

4B Appeal to the Chair of the Academic Integrity Council: The Chair of the Academic Integrity Council will assemble a five-member panel of faculty and student members of the Council to hear the appeal, and will notify the student, the instructor, the Assistant Dean of Academic Affairs, and Associate Dean, Mike Coutts, in writing a minimum of fifteen (15) academic days prior to the proceeding, and will provide them with information about the proceeding. An Academic Integrity Proceeding is an academic process unique to a community of scholars and is not modeled on criminal or civil legal proceedings; however, a student against whom an allegation has been lodged may be accompanied by an advisor. The advisor may be an attorney. [STOP]

ASSIGNING THE "XF" GRADE:

To issue a course grade of "XF" the instructor must send a request to the Dean of Academic Affairs of Missouri State University (MSU)-West Plains in writing that he/she intends to impose this sanction. The request is to be made only after the student foregoes appeal or the sanction has been upheld after the student has exhausted the appeals process. The instructor should send the "XF" request as soon as possible with the occurrence of the foregoing event(s). The Associate Dean (LNNU-MSU), Assistant Dean of Academic Affairs (LNNU-MSU) and the Chair of the Academic Integrity Council (LNNU-MSU) should be copied on the email request to the Dean of Academic Affairs of MSU-West Plains for issuance of an "XF" grade. The Dean of Academic Affairs of MSU-West Plains will then notify the Records Office in West Plains and the instructor upon approval. The instructor should forward the email approval from the Dean of Academic Affairs of MSU-West Plains to Theresa Combs at MSU-West Plains to ensure the "XF" has been placed on the student's transcript. Theresa Combs will provide the instructor with

confirmation. *Please note the approval of the "XF" grade is within the discretion of the Dean of Academic Affairs of MSU-West Plains.*

Multiple academic integrity violations or serious academic integrity violations along with other serious violations of LNNU-MSU student rules can be brought before the academic concerns committee or an academic integrity panel, and further sanctions may be applied.

REMOVING THE "XF" GRADE:

After a time period of at least twelve months has elapsed since the grade of "XF" was imposed, a person who has received a grade of "XF" (whether or not currently enrolled as a student at Missouri State University-West Plains) may file a written petition to the Chair of the Academic Integrity Council (LNNU-MSU) to have the grade of "XF" removed from the transcript and permanently replaced with the grade of "F." Three letters of reference deemed relevant by the Chair of the Academic Integrity Council must be submitted along with the petition. The decision to remove the grade of "XF" and replace it with an "F" shall rest in the discretion and judgment of a majority of the entire Academic Integrity Council (AIC), which will undertake a review of the record of the case. (The Chair of the Academic Integrity Council is a non-voting member) The AIC will attempt to certify that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at Missouri State University or another institution. Generally, the grade of "XF" ought not to be removed for acts of academic dishonesty requiring significant premeditation, or involving repeated offenses, or accompanied by illegal, threatening or disruptive behavior. The decision of the AIC at initial review shall not be subject to subsequent AIC review for four years, unless the AIC specifies an earlier date on which the petition may be reconsidered. AIC determinations pertaining to the removal of the "XF" grade penalty may be appealed to the Dean of Academic Affairs of MSU-West Plains.

REVOKING A GRADE/DEGREE:

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an F or XF grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with copy to the Assistant Dean of Academic Affairs and the Associate Dean. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five (5) calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five (5) years of the date of the alleged act. After five (5) years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged

academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The above AI summary is solely intended as a quick reference guide for the instructor. It is the responsibility of the instructor to be familiar with academic integrity policies and procedures of MSU-West Plains. Questions regarding policies and procedures can be directed to the Assistant Dean of Academic Affairs (LNNU-MSU).

The complete Student Academic Integrity Policies and Procedures can be found at the link below: <https://wp.missouristate.edu/catalog/policy-academic-integrity.htm>

Policy on Use of Unauthorized Electronic Devices in Classes and Exams

As a member of the LNNU-MSU College of International Business learning community, each student has a responsibility to other students who are members of the community. When students use cell phones or cell phones ring and students respond in class or leave class to respond, it disrupts the class. Therefore, LNNU-MSU College of International Business prohibits the use by students of cell phones or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent (vibrate) mode and not be taken out during class. Exceptions to this policy may be granted at the discretion of the instructor.

The student is expected to comply with rules of the University and all reasonable rules of the course instructor. The instructor may choose to impose a penalty for noncompliance with rules. It is also within the course instructor's authority to deny a student who violates University rules or is disruptive the right to attend the class.

In testing situations, use of cell phones or similar communication devices, or any other electronic or data storage device, may lead also to a charge of academic dishonesty and additional sanctions under the *Student Academic Integrity Policies and Procedures* (<http://www.missouristate.edu/provost/22102.htm>).

There are two appeal processes available to students. A sanction for class disruption may be appealed using the appeal process stated in the Class Disruption policy; however, a violation that involves a charge of academic dishonesty must be appealed using the process described in the *Student Academic Integrity Policies and Procedures*.

Academic Honors

Special distinction is awarded at graduation to students who demonstrate high scholarship in completing an associate degree. Academic honors will be granted if a student has attained an overall grade point average calculated based on all college work at LNNU – MSU (Missouri State University-West Plains and transfer combined). The following designations indicate a consistently high level of academic achievement throughout a student's entire academic career and will be acknowledged in the academic transcript and at commencement:

- Summa Cum Laude: overall GPA of 4.000
- Magna Cum Laude: overall GPA of 3.700-3.999
- Cum Laude: overall GPA of 3.400-3.699

Honors Program

The honors program is expressly designed for the student-scholar who enjoys active learning. Interdisciplinary in nature and in focus, the Honors Program strives to foster an educational experience that lays a foundational understanding of the world's most influential ideas, stimulates creative and critical thinking, and cultivates the growth of a learning community on and off campus and in and out of the program itself.

- Our program fosters a learning environment of interactive and collaborative learning, where your fellow students are just as curious and serious as you are.
- Our program lays an intellectual foundation that will enable you to pursue whatever subject area you choose with excellence.
- Our method is to make you think outside of the box. We stress critical and creative thinking in our joint adventure to pursue truth.

Enrolling in the LNU-MSU-CIB Honors Program

Any student enrolled at LNU-MSU-CIB who has a 3.0 or higher cumulative GPA after completing their first semester of study at LNU-MSU-CIB is eligible to apply to join the honors program.

Applicants need to complete an interest form sent to all students in late fall semester by the Honors Program Director.

The top 25 to 30 applicants based on GPA will be enrolled in **HRN 150 Honors I Seminar** the following spring, and **HRN 250 Honors II Seminar** the following fall.

LNU-MSU CIB Honors Program Coordinator:

- **Dr. Javier Taillefer**
- Contact: JavierTaillefer@MissouriState.edu

Academic Record and Transcript of Credits

A record (transcript) is permanently maintained for each LNU – MSU student at Missouri State University-West Plains. This record includes a list of courses in which the student has enrolled (except for those dropped during the Change of Schedule period or Add/Drop week), as well as the credits and grades earned in those courses. For students with transfer credit, an entry will appear on the transcript indicating the number of credit hours awarded for each institution attended.

All students are issued an official copy of their transcript upon graduation. Requests for additional copies must be submitted in writing on a transcript request form available at the registration and records office or at <https://wp.missouristate.edu/recreg/transcript-information.htm> or by providing the following information:

1. student's full name and any former names
2. student's BearPass number or date of birth
3. last semester of attendance
4. student's current address and daytime phone number
5. address to which transcript is to be mailed
6. student's signature to authorize the release of transcript

Transcripts will not be released for students who owe \$25 or more to the MSU – West Plains. Such debts must be paid in full before the transcript can be released. No fee is charged for transcripts issued to the student or sent via regular mail. A \$25 fee will be charged for transcripts sent via express or over-night mail. Students will find additional transcript information and may view an unofficial copy of their transcripts by clicking on the MyGrizzlyDen icon on the Missouri State University-West Plains homepage at <http://wp.missouristate.edu> and following instructions to the secure website.

Adding and Dropping a Class

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a possible financial obligation. Students who wish to withdraw from all courses for a given semester should review the withdrawal procedure described later in this section. Students are not withdrawn from classes until they have completed this process. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below.

Drop deadline policy & procedure:

- **There will be NO dropping period for 1Y students. They must remain in their cohort and complete their classes to the best of their ability.**
- **2Y, 3Y & 4Y students enrolled in 1Y or 2Y classes** will only be able to drop these classes using the [Add/Drop form](#) that will open in the middle of the 8th week of class and close on Monday of the 9th week at 8AM.
- Students with a passing grade who decide to drop the course will receive a "W" grade.
- Students with a failing grade who decide to drop the course will receive a "F" grade.
- The first day of the 9th week at 8AM is **the last day to drop any course**.
- Students who drop courses will **not** be given priority for retake the following term.
- Specific Add/Drop deadlines for each term are listed on the [LNU-MSU CIB Academic Calendar](#)

- *The drop policy does not apply to **reinstated students** and any intention to drop a course for reinstated students must first be discussed with the Assistant Dean to Academic Affairs.*

Grading Dropped Courses :

1. Courses dropped before the end of the change of schedule period will not appear on the transcript.
2. Courses dropped before the Automatic Drop Deadline for drop/withdrawal, pass/not pass, (see academic calendar for specific dates) for that course will be assigned a final grade of W.
3. After the automatic W grade for drop/withdrawal, students may still drop a course during the Penalty Drop Period (see academic calendar for specific dates). Students who drop during the penalty period will have a W assigned if passing the course. If the student is not passing the course an F grade will be assigned. A W indicates the course was dropped without penalty. An F grade is calculated in the grade point average.
4. No drops or withdrawals are allowed after the Penalty Drop Deadline (see academic calendar for specific dates).

Students should use the drop procedure judiciously as numerous W grades on their transcripts may be construed by some to indicate an inability of the individual to persist when challenged. Dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time enrollment status (12 credit hours) may jeopardize the Chinese student visa for international students. Students who drop because of a concern regarding their grade in a course are strongly encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with the academic advisor / class coordinators prior to dropping.

To Add a Course:

In general, only courses that have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the change of schedule period for the regular term has ended. In cases of extenuating circumstances, to add a full semester-length class after the change of schedule period for the regular term, follow these steps:.

1. Obtain a change of registration form from (Wendy) Wen Tan, Registrar, and enter the information on the form.
2. Take the form to the instructor whose signature and date of signature indicate approval to add the course after the change of schedule period
3. Take the form to the Assistant Dean of Academic Affairs or Associate Dean whose signature and date of signature indicates approval to add the course after the change of schedule period.

4. Return the completed form to (Wendy) Registrar. If space is available, the student will be added to the course.

Change of Schedule:

1. Students must obtain a registration form from (Wendy) Wen Tan, Registrar, and enter the required information on the form.
2. Student must have the Assistant Dean of Academic Affairs or Associate Dean sign the form before returning it to the Registrar.
3. Students take the completed form to the Registrar. No change of schedule is official until received and processed by the registration and records office at West Plains. The date of the drop shall be the date the student submits an official drop request to the Registrar.

Withdrawal from University

Students who wish to withdraw from all courses for a given semester should follow the withdrawal procedure below. Withdrawal means dropping all classes for the term. Students are not withdrawn from classes until they have completed this process.

Students must initiate the withdrawal process electronically (through University email) by contacting Theresa Combs at: WPRRChina@MissouriState.edu Students cannot withdraw from the University through *My Grizzly Den* as the system will not drop a student's last class. Individuals taking only one class who wish to drop that class must withdraw from the University.

If a student withdraws prior to the Last Day to Drop/Withdraw, Pass/Not Pass, Change to Audit deadline (see Academic Calendar for specific dates), he or she will have a final grade of 'W'. This deadline is approximately one week prior to the end of the fall or spring semester and approximately two days prior to the end of the summer semester. A 'W' indicates the course was dropped without penalty.

The last day for withdrawing from school is one week prior to the last day of the semester (see the Academic Calendar for the specific date). Withdrawal is not complete until the registration and records office has processed the paperwork. The date of withdrawal will be the date the withdrawal request is submitted to the registration and records office.

If academic dishonesty is substantiated after a student has withdrawn from the University or after a student has dropped a class, the 'XF' grade can still be assigned.

Administrative Withdrawal:

Students will be administratively withdrawn for the following circumstances:

Reported as Never Attended by the

- 10th class day of the 16-week or longer term
 - 7th class day of the 8-week term
 - 4th class day of the 5-week and 4-week term
 - 2nd class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate prerequisite course
 - Are academically suspended and have not been reinstated through the academic appeal process

Student who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded according to the LNU-MSU College of International Business refund policy.

Grade Appeals

A student who believes he/she has reason to request a grade change, has one academic year to file the change, following the term in which the grade was assigned. To request a grade change, the student must:

1. Write a formal letter to the instructor (or to Assistant Dean of Academic Affairs if the instructor is no longer on campus) requesting a re-evaluation of his/her performance in the course; and,
2. Provide the following information in the letter: Name and student ID; course number, title, and section; semester and year taken; name of instructor; a clear statement of the grade change request; and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records and respond in writing to students in a timely fashion. If it is determined a student's request is justified, the faculty member will prepare a grade change authorization and submit it to the Assistant Dean of Academic Affairs who will forward it to Terri Combs, the Registration and Records Assistant in West Plains. A faculty member may not change an F grade to a W in those cases in which the student did not follow the proper procedures for dropping the course.

A student may appeal a negative decision of the faculty member to the Assistant Dean of Academic Affairs and, if necessary, to the Associate Dean or his/her designee. They together shall attempt to resolve the issue through mediation, but the responsibility for the student's grade remains with the faculty member. In cases that cannot be resolved, the student may appeal to

the Academic Concerns Committee. The faculty member who assigned the original grade will be informed of any action taken and reasons for such action.

Requests Based Upon Exceptions to University Policy:

In those cases in which the grade received by the student is the result of University policy rather than a faculty member's evaluation of performance in a course (e.g., an F resulting from failure to remove an I grade in the time allowed or failure to officially drop a course), the student's written appeal should be directed to the Assistant Dean of Academic Affairs.

Requests for Grade Changes Made After an Extended Period:

Appeals for changes in a student's academic record must be submitted to the Assistant Dean of Academic Affairs prior to the end of the first semester of enrollment following the term in which the grade was assigned. Appeals made after an extended period will be considered by the Academic Concerns Committee only if there were extenuating circumstances.

Grade Re-Evaluation

A student may request an assigned grade be changed provided the change is requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.

Requests Based Upon a Re-evaluation of Performance:

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for all grades assigned to students, and, therefore, each faculty member will maintain records to support student evaluations and grades. This means that faculty should retain grade sheets and final exams for at least one semester after the course is finished.

Grading and the Credit System

Grades are awarded to indicate the quality of a student's work and are assigned as follows (point values per credit hour appear in parentheses):

A (4) = Excellent work.

B (3) = Superior work.

C (2) = Satisfactory work.

D (1) = Minimum passing work.

F (0) = No credit is given.

W (0) = Course dropped without penalty.

P (0) = Course passed under the Pass/Not Pass system.*

NP (0) = Course not passed under the Pass/Not Pass system.*

I (0) = A small portion of a course, such as a term paper or final examination not completed.

AU (0) = Audited with no credit.

Z (0) = Deferred grade to be given only to students enrolled in specific courses which may not be completed within a semester. If a Z grade is not removed within two calendar years (whether or not the student is enrolled), the grade becomes a W.

E (0) = No credit – Academic Renewal.

XF (0) = No credit is given. Failure due to academic dishonesty.

*P and NP grades are not calculated in the grade point average.

Incomplete Grades

An incomplete grade can be assigned by an instructor when a small portion of course work has not been completed. In each instance where an I grade is assigned, the course instructor shall, at the end of the semester in which the I grade is given, indicate on an assignment of incomplete grade form what the student must do to complete the course and how the completed work will affect the final grade. The original copy must be filed with the registration and records office at West Plains, which will then send a copy to the student.

If a student needs to repeat a course or a significant portion of a course, a W or F should be assigned according to regulations governing the assignments of such grades. A W grade cannot be assigned if the student has not officially dropped the course within the semester deadlines.

An “I” grade must be removed by the end of the following semester or earlier as specified by instructor; otherwise, the grade of I automatically becomes an F grade. An extension of the time limit or other necessary arrangements to remove an I grade will be made only if a student makes a written request for such extension and the extension is approved by the instructor and the Associate Dean or his/her designee. An approved request for extension of time for removal of an I grade must be placed on file in the registration and records office at West Plains. The student should arrange with the instructor for the completion of the work. When the work is completed, the instructor will complete a grade change authorization form which is sent by email from the registration and records office. The student will be sent a copy of the form with a letter indicating the adjusted grade point average

The Academic Center: Empowering Success through Improved Writing Skills

The Academic Center is a welcoming place for students to gain advice on any writing assignment regardless of the course or topic. Whether you are just beginning an assignment or are in the final stages of a project, we can help.

During a session, the tutor, using a facilitative approach, focuses on the academic quality of the paper, aiding the writer in achieving college-level technique. Instead of merely proofreading, the tutor enhances the author’s work by asking questions, making suggestions, and guiding the

author to a greater understanding of the paper at hand and of writing in general. Tutors can aid in every part of the writing process, including brainstorming, researching, drafting, revising, and organizing a paper. Tutors also assist writers with grammar, punctuation, and the citation methods of the Modern Language Association (MLA), the American Psychological Association (APA), the American Medical Association (AMA), and the Associated Press (AP), among others.

The Academic Center asks students to bring in a project well before it is due and, if possible, to bring the class assignment sheet to the appointment, making it easier for the tutor to interpret the particular demands of the paper. Every paper is different, and a writer's needs differ from paper to paper. The focus of the session is to empower the author in becoming a better writer; thus, the tutor offers advice on critical thinking and the writing process. It is the Academic Center's philosophy that improved writing skills lead to educational and professional success in college and beyond.

Student Code of Conduct

The following list of rights and responsibilities related to academic issues shall apply to students at LNNU-MSU College of International Business. These regulations shall not be construed (interpreted) to deny or disparage (reduce) other rights retained by students in their capacity as members of the LNNU-MSU College of International Business.

Article I: Educational Environment

- 1.1 All students shall have the right to be protected from prejudiced academic evaluations unrelated to academic performance based on the student's views or the instructor's biases based on the character of the student. Furthermore, all students shall have the right to appeal a grade to the instructor, the Associate Dean, Assistant Dean of Academic Affairs, or the Academic Concerns Committee. All grade remedies under other existing policies shall be protected under this Code.
- 1.2 All students have a right to be offered reasonable protection from retaliation, intimidation and/or harassment. Students who believe they have experienced retaliation, intimidation, and/or harassment are encouraged to seek assistance. Students may seek assistance from the Associate Dean or Assistant Dean of Academic Affairs.
- 1.3 The LNNU-MSU College of International Business (CIB) has the right to issue appropriate rules and regulations for the orderly conduct of University business and the protection of the health and safety of the University community. Students are expected to comply with all published and stated rules and regulations.

Article II: Student Responsibilities

- 2.1 Academic integrity and honesty are the foundation of the LNNU-MSU CIB community. Students are expected to practice academic integrity in all assigned work. Students are expected to be honest in all interactions with other students, faculty, and staff.
- 2.2 Students must comply with reasonable requests of faculty and staff while on the campus, attending class, or conducting University business.
- 2.3 The search for knowledge can only take place within an atmosphere of open exchange. Open exchange can only take place in an environment of respect and civility. LNNU-MSU CIB has a culturally and ethnically diverse population. Students are expected to respect differences of culture. Additionally, students are expected to behave in a manner that is both respectful and civil.
- 2.4 Individual compliance with LNNU-MSU CIB rules and regulations can only partially insure an orderly environment. Students are expected to participate in the process of

adjudicating violations of LNNU-MSU CIB expectations, rules, and/or regulations. This implies that students will report violations for which they have knowledge and participate in the conduct process as necessary.

- 2.5 Attending classes becomes a responsibility of students when they are admitted to the University and for as long as they are in good standing. Students are expected to attend class in accordance with the rights and responsibilities afforded them by LNNU-MSU CIB.
- 2.6 The primary interaction between faculty and students, which produces educated persons, is in the classroom in the individual course setting. Requirements of participation in classroom discussion and submission of written exercises are consistent with this document.
- 2.7 The student is expected to comply with rules of LNNU-MSU CIB and all reasonable rules of the course instructor. The instructor may choose to impose a penalty for noncompliance with rules. It is also within the course instructor's authority to deny a student who violates University rules or is disruptive the right to attend the class.

Article III: Proscribed Conduct

Any student found to have committed any of the following misconduct is subject to administrative disciplinary action. The University cannot develop a list of acts of misconduct that can accurately describe or anticipate every possible act of a student. The authority to determine if a specific act is subject to consequences shall be left with the Associate Dean or Assistant Dean of Academic Affairs.

Acts of dishonesty that are related to a student's academic performance, and any incident of alleged academic dishonesty committed by any student at LNNU-MSU College of International Business outside of the context of enrollment in any particular course, are governed by the Student Academic Integrity Policies and Procedures and are not governed by this Code.. This document is available at <https://wp.missouristate.edu/catalog/policy-academic-integrity.htm>

- 3.1 Non-Academic Acts of Dishonesty are acts of dishonesty not related to a student's academic performance. Non-Academic Acts of Dishonesty may include, but are not limited to, the following:
 - a. Furnishing false information to any University official, faculty member, or office;
 - b. Forgery, alteration, or misuse of any University document (e.g., student ID card), record, or instrument of identification;
 - c. Tampering with the election of any student organization
- 3.2 Disruption or obstruction of teaching, research, administration, conducts proceedings, other University activities.

- 3.3 Harassment, which is unwelcome conduct toward another person or an identifiable group of persons which is severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.
- 3.4 Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
- 3.5 Failure to comply with directions of University officials acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 3.6 Unauthorized possession, duplication, or use of keys to any LNNU-MSU CIB rooms or office or unauthorized entry to or use of LNNU-MSU CIB premises that have restricted access. (e.g., copy room)
- 3.7 Abuse of computing resources, including but not limited to:
 - a. Sharing a University account password with others, allowing anyone else to use your account, or use someone else's account;
 - b. Copying, sharing, uploading, downloading, sending, or knowingly receive copyrighted or trade/service marked materials without authorization;
 - c. Fraudulently accessing and interfering with computer systems, resources, data or other users;
 - d. Examining, altering or attempting to examine or alter another computer user's private files or electronic communications without authorization;
 - e. Using or altering electronic communications to hide identity or impersonate another party;
 - f. Disrupting, attempting to disrupt, or supporting the disruption of LNNU-MSU College of International Business or external information technology services, systems, or users;
 - g. Violating LNNU-MSU College of International Business -Information Technology Policies
- 3.8 Physical Misconduct, including but not limited to:
 - a. inflicting bodily harm or unwanted physical contact upon any person;
 - b. taking any action for the purpose of inflicting harm upon any person.

Article IV: Conduct Policies

- 4.1 Any member of the LNU-MSU College of International Business community may file a report against any student for misconduct. The report shall be in writing and directed to the Associate Dean or Assistant Dean of Academic Affairs. Any report should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than one calendar year from the date the person knew or should have known the facts.

- 4.2 The Student Conduct Committee will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. In the event of an informal resolution, such disposition shall be final and there shall be no subsequent proceedings. In most circumstances, cases shall be concluded within 60 days from the date of filing the report.

Article V: Student Conduct Hearing

- 5.1 When a student enrolls at the University, s/he does so voluntarily and in so doing accepts certain obligations of performance and behavior established by the University, as defined in this Code and other official University publications. The development of self-discipline is a goal of education, and the conduct process is intended to be educational in nature. The conduct system is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under criminal code. Therefore, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. The procedures outlined below are designed to balance the rights and responsibilities of the student accused of wrongdoing with the rights of the accuser, other students, and members of the academic community. Hearings shall be conducted in order to provide a fair opportunity for hearing of the student's position, explanations, and information according to the following guidelines:
 - a. Hearings normally will be conducted in private.

 - b. Admission of any person to the hearing shall be at the discretion of the Chair of the Student Conduct Committee. The person filing the report and the accused student must each inform the committee who they intend to have provide information at the hearing at least 24 hours in advance of the hearing. The Student Conduct Committee may determine that there are other relevant persons who know information about the situation and invite them to participate in the hearing to share their information.

 - c. The Chair of the Student Conduct Committee may cause to be removed from the hearing any person, including the accused student, who disrupts or hinders the

- investigation, or who fails to adhere to the rulings of the Student Conduct Committee. The Student Conduct Committee may direct that persons, other than the accused student or the person filing the report, who are to be called upon to provide information, be excluded from the hearing except for that purpose. The members of the Student Conduct Committee may conduct private deliberations at such times and places as they deem proper.
- d. The person filing the report must appear in support of the charge(s) before the Student Conduct Committee. If the person who filed the report fails to appear, charges may be dropped at the discretion of the Chair of the Student Conduct Committee.
 - e. If the accused student has been properly notified of the hearing, but fails to appear, the hearing may take place in his/her absence and will be binding on the accused student. Only upon showing of exceptional circumstances (to be determined by the chairperson of the hearing authority) will the accused student be granted a new hearing on the basis of absence. In conduct hearings and/or meetings, it shall be presumed that the notice of a hearing/meeting has been received if the notice is sent to the student's university email address.
 - f. In hearings involving more than one accused student, the Chair of the Student Conduct Committee, at his or her discretion, may recommend the hearings concerning each student be conducted separately. The decision to conduct the hearings separately is at the sole discretion of the Chair of the Student Conduct Committee.
 - g. Presenting information and challenging presented information at a hearing are rights available to both the accused and the person filing the report. However, direct questioning by the person filing the report or the accused student is not a right and in certain cases may be denied by the committee.
 - h. It is the responsibility of the person desiring the presence of a witness before a hearing to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot reasonably be expected to appear. Any written statement must be dated, signed by the person making it, and witnessed by an LNU-MSU CIB administrator. The work of the committee will not, as a general practice, be delayed due to the unavailability of a witness.
 - i. The committee will accept for consideration all information which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious, irrelevant, or personally abusive information should be excluded.

- j. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the committee.
- k. All procedural questions are subject to the final decision of the committee.
- l. After the hearing, the committee shall determine (by majority vote if the hearing body consists of more than one person) whether the student has violated University policy.
- m. The committee's determination shall be made on the preponderance of evidence, on the basis of (whether it is more likely than not) that the accused student violated University policy.
- n. If a disability prevents a student from speaking, an advisor may speak on behalf of that student. This does not preclude the student from being directed to testify and to reply to questions directed to him/her.
- o. There may be a circumstance in which the person filing the report may request to be separated from the Accused student in a hearing situation. Accommodations for this will be considered on a case by case basis and granted at the discretion of the Chair of the Student Conduct Committee.

Article VI: Consequences

- 6.1 The following educational consequences may be imposed upon any student found to have violated the LNU-MSU CIB Student Code of Conduct.
 - a. Warning: A notice in writing to the student that the student is violating or has violated the Code;
 - b. Discretionary Consequences: Work assignments, service to the University, or other related discretionary assignments which may include, but are not limited to, an apology, a research paper or written statement, or other consequences deemed appropriate;
 - c. Probation: Serves as both a second chance and a final warning to the student. It is imposed for a specific period of time and affects the student's good standing in the University. If found responsible for a violation of the Code while on probation, this may result in suspension or dismissal;
 - d. Denial of Privilege to Re-enroll: This permits the student to complete the current semester barring further violations, but prohibits the individual from enrolling for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified

- e. Suspension: Separation of the student from LNNU-MSU CIB for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- f. Dismissal: Permanent separation of a student from LNNU-MSU CIB.

6.2 More than one of the consequences listed above may be assigned for any single violation.

Article VII: Appeals

7.1 Within five (5) University business days of the initial decision letter being emailed by the Chair to both the complainant and student, the person who filed the report or the accused student may appeal the conduct decision by submitting a written request for appeal to the Associate Dean that is signed by the appealing party, dated, and explains the reasons for appeal.

- a. Upon receipt of an appeal request, the Associate Dean may choose a designee to review the appeal.

7.2 Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. Procedural Error: To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present information that the Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. Unsupported Conclusion: To determine whether the decision reached regarding the accused student was based upon a preponderance of evidence.
- c. Disproportionate Consequence: To determine whether the consequences assigned were appropriate for the violation(s) of the Code which the student was found to have committed.
- d. New Information: To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

7.3 In the event the one appealing a decision or a consequence wishes to review the verbatim record of the Hearing, the student may make an application to the LNNU-MSU

Chair of the Student Code of Committee to do so. The verbatim record will remain in the possession of the University during the review. Under no circumstances will a copy of the recording be released. The period for appealing the decision of the Student Code of Conduct will not be extended for purposes of reviewing the verbatim record.

- 7.4 In the event a verbatim recording is not available due to mechanical failure or otherwise, the absence of the verbatim record shall not, in itself, be cause for appeal. In such cases the Associate Dean will contact the Chair of the Student Conduct Committee. The Chairperson will issue a record, which will include the finding, what information was considered, and the basis for the finding. This record shall be considered sufficient for review by an appeal authority.
- 7.5 The appeal authority reviewing the appeal may do any of the following:
- a. Remand the matter to the original hearing authority for re-opening of the hearing to allow consideration of the original determination and/or consequence(s);
 - b. Affirm the finding of responsibility or no responsibility;
 - c. Reverse the finding of responsibility or no responsibility;
 - d. Modify the consequences that have been assigned;
 - e. Deny the appeal because it does not fall within the parameters of or comply with the requirements set forth in this Code; or
 - f. If a finding of responsibility or no responsibility is reversed on appeal or if an appeal is dismissed, the matter shall be considered resolved and the decision by the person deciding the appeal shall be considered final and binding upon all involved.

LNNU-MSU Program Withdrawal Policy

In full consideration of the development of the LNNU-MSU program, this policy is formulated in accordance with the relevant regulations on student management and school roll administration.

I. General Principles

The withdrawal policy shall adhere to the following principles:

1. Fairness and transparency
2. Voluntary application by students
3. Considering the scale of enrollment and program conditions
4. Ensuring the long-term sustainability of the program

II. Withdrawal Requirements

The students who meet at least one of the following criteria shall be eligible to withdraw from the program:

1. The students applying for withdrawal before the start of the 5th or 6th semester shall satisfy the following conditions simultaneously:
 - The students shall be required to provide evidence that they have utilized all support services provided by the LNNU-MSU College of International Business, including tutoring sessions, faculty consultations, and participation in academic center programs, etc..
 - Having a GPA below 2.4
 - Having completed and passed all courses of the first and second academic years.
2. The students applying for withdrawal before the start of the 7th semester shall satisfy the following conditions simultaneously:
 - Having taken all courses prescribed in the 5th semester curriculum of the LNNU program.
 - Having completed the student status change procedure and currently taking courses in accordance with the curriculum setup for the fifth semester of the LNNU program.

- Having failed at least 3 of the following courses (with no passing result after retaking), while having completed all other courses from the first and second academic years.
 - ✓ ACC201, ACC211, ECO155, ECO165, LAW231, QBA237, MGT286
- 3. Having enlisted in military service and been honorably demobilized.
- 4. Being unable to continue their studies due to health reasons, with medical certification issued by a first-class hospital required.

III. Procedures

The students applying for withdrawal from the MSU program shall follow the following procedures:

1. Relevant details shall be released prior to the start of the 5th, 6th and 7th semesters.
2. The supervisors shall conduct a preliminary assessment of applicants' status.
3. If the number of applicants is insufficient to form a class, no withdrawals shall be permitted, and applications shall be resubmitted one semester later.
4. All applications shall be reviewed by the Academic Affairs Office, which shall compile a list of candidates eligible for program withdrawal. Applicants shall be required to notify their parents and obtain their signatures on the necessary documents.
5. The students who withdraw shall be grouped into new sections and take courses offered by the LNNU program.

IV. Curriculum and Teaching

The curriculum of the LNNU program is developed based on the LNNU-MSU joint program. Any adjustments thereto shall be subject to the joint program, and there is no requirement to prove the rationality of the curriculum or credit transfer. The LNNU program shall adhere to the following principles:

1. Follow the current LNNU-MSU curriculum
2. Increase total teaching hours appropriately
3. No prerequisite courses required. Course study is no longer restricted by the prerequisite and subsequent order.
4. Same evaluation criteria as the LNNU-MSU program

V. Grades and requirements for graduation

All students who withdraw from the program shall be awarded the diploma and bachelor's degree certificate by Liaoning Normal University, provided that they have completed the internship program, passed the thesis defense, and fulfilled all course requirements as well as passed all examinations prescribed by the LNNU program.

This policy shall take effect starting from the undergraduate students of the 2025 cohort in LNNU-MSU College of International Business. In the event of any discrepancy, the interpretation of LNNU-MSU College of International Business shall prevail.

Course Descriptions for AA Program

Course Description for English as a Second Language program

All new first year students are enrolled in four English as a Second Language (ESL) courses during their first two semester of studies.

These ESL courses are designed to develop the students' English language skills and support their learning in the foundation content courses taught in the AA program: ENG 101, COM 115, ENG 110, & IDS 110.

ENG 097

English for Academic Purposes (EAP) Speaking (Non-Credit) S

Development of fluency and accuracy of spoken sentence structures, grammar, and vocabulary. Further development of interpersonal communication skills through pair work. Enhancement of academic speaking skills through short presentations and individual recordings.

This course is designed to support students enrolled in COM 115. The ENG 097 final score counts for 10% of COM 115 overall score.

ENG 098

English for Academic Purposes (EAP) Listening (Non-Credit) F

Development of oral comprehension through the identification of common vocabulary and expressions used at the university level. Development of strategies to understand the features of spoken English in an academic context. Enhancement of academic listening skills through note-taking activities.

This course is designed to support students enrolled in IDS 110. The ENG 098 final score counts for 10% of IDS 110 overall score.

ENG 190

English Grammar for ESL Writers

3(3-0) F

Development of grammar skills in writing for English as second language students. Not a composition course.

This course is designed to support students enrolled in ENG 101.

RDG 107

Critical Reading & Study Skills in Academic Texts

2(1-2) S

Introduction to college reading designed to help ESL students acquire and improve critical reading comprehension skills of academic texts necessary for college-level coursework. Provides intensive reading instruction in comprehension, vocabulary development, reading rate, reading efficiency techniques, and reading study strategies.

This course is designed to support students enrolled in ENG 110.

Course Descriptions for first- and second-year students

ACC 201

Introduction to Financial Accounting

3(3-0) F, S

Prerequisite(s): Eligibility for ENG 110 and eligibility for MTH 103 or MTH 111 or a grade of C or better in MGT 130.

Methods and procedures employed in financial accounting with emphasis on development and interpretation of financial statements.

ACC 211

Introduction to Managerial Accounting

3(3-0) F, S

Prerequisite(s): ACC 201.

Methods and procedures employed in managerial accounting with emphasis on the use of accounting data for decision-making. A grade of C or better is required in this course in order to take ACC 301, 311, 321, or 331. This course may not be taken pass/not pass

CHI 101

Elementary Chinese I

3(3-1) D CBE.

Essentials of grammar through aural-oral practice, dictation, reading, and writing. Course conducted in Mandarin Chinese as far as practicable. International and Intercultural component.

CIS 101

Computers for Learning

3(2-2) F, S

Use of the computer including the use of operating systems, e-mail, surfing the Web, word processor software, desktop publishing, spreadsheet software, and database management software. Course may be waived by proficiency exam.

CIS 201

Computer Applications/Business

3(2-2) F, S

A study of the use and applications of computer information systems concepts in business and public organizations. The course emphasizes the use of spreadsheet software to plan, analyze, design, develop and test business solutions.

COM 115

Fundamentals of Public Speaking

3(3-0) F, S

Principles of public speaking. Preparation and delivery of speeches. Emphasis on informing and persuading audiences.

The Honors component would be a project prepared by the student that would result in a 30 to 60 minute program to educate the audience on a topic approved by the instructor. The program would be presented to a live audience or over community cable. A **B** grade or higher must be earned in order for the Honors Program student to receive the Honors "H" designation on his/her transcript.

ECO 155

Principles of Macroeconomics

3(3-0) F, S CBE.

Prerequisite(s): ACT Reading score of 18 or greater or an Accuplacer reading score of 85 or higher or SAT verbal score of 440 or greater or 'C' or higher in ENG 100 or IDS 150.

This course prepares the student to understand the economic structure of the United States and its place in the world economy, to interpret common economic measures, to understand the processes of governmental fiscal and monetary policies, and to evaluate individual decision-making from an economic perspective.

ECO 165

Principles of Microeconomics

3(3-0) F, S CBE.

Prerequisite(s): Appropriate placement score or a grade of C or higher in ENG 100.

Basic principles of economics with a particular emphasis on the nature and application of those bearing on decision making within a household, firm or industry; including consideration of problems respecting the composition and pricing of the national output, distribution of income, pricing and output of factors of production and foreign trade.

ENG 101

Integrated Reading and Writing

4(4-0) F, S

This course will satisfy the requirements for English 100. The purpose of this course is to prepare students for English 110 and increase their reading proficiency for all other content courses. Students will engage in the reading and writing processes. They will also learn how to independently read and understand academic texts, and critically respond to the ideas presented in those texts via well-organized, coherent written essays. Required of first-year students who score 13-14 on their reading ACT subscore and whose directed self-placement survey recommends ENG 100. Students must receive a grade of C or better in this course in order to progress to ENG 110.

ENG 110

Writing I

3(3-0) F, S

Prerequisite(s): A grade of C or better in ENG 100 or placement into ENG 110.

A critical reading and writing skills applicable within and beyond the college community. Emphasis on composition processes, argumentation of diverse issues, and collaborative learning, such as peer review. A grade of C or better is required in this course in order to take ENG 210 or ENG 221.

ENG 210

Writing II: Academic Writing

3(3-0) F, S

Prerequisite(s): A grade of C or better in ENG 110 and 24 credit hours.

Study of the practice of the discourse conventions of academic writing about public affairs from the perspective of an educated person. Preparation for writing within disciplines. Additional course work will be required for students taking as an Honors course, and a B grade or higher must be earned in order for the student to receive an Honors designation.

ENG 230

Introduction to Reading in Literature

3(3-0) F, S

Prerequisite(s): ENG 110.

Reading and enjoying poetry, fiction and drama written in English. Writing will be required on the works read. Taught for non-literature majors. Not open for credit on any English degree.

ENV 105

Environmental Science

4(3-2) F, S

Prerequisite(s): ACT Reading score of 18 or greater or an SAT verbal score of 440 or greater or a grade of C or better in RDG 125 or NelsonGDenny score of 11.0 or higher.

The study of global geological cycles, biodiversity trends, human population dynamics, sustainable land and water usage, pollution impacts, energy challenges, climate change and future predictions for a cooperative global effort toward a habitable planet. The course includes a laboratory component. Partially fulfills the general education requirements in the natural sciences.

HST 121

Survey of US History before 1877

3(3-0) F,S CBE.

Covers the history of the formation of the United States and its civilization from the Age of Discovery through the Reconstruction Era, with emphasis on the influence of the Frontier and the Native American, European and African heritages; the constitutional development of the federal government; the evolution of the nation's economic system, social fabric and diplomatic experiences.

HST 122

Survey of US History since 1877

3(3-0) F, S CBE.

Modernization of the United States and its role in the world affairs from the late 19th Century to the present, with emphasis on industrialization and urbanization and their impact on socioeconomic and international developments. Additional course work will be required for the students taking this as an Honors course, and a **B** grade or higher must be earned in order for the student to receive an Honors designation.

IDS 110

Student Success

2(2-0) F, S

This course introduces the overall goal of general education. Students are expected to become involved as they learn time management, decision making, critical thinking and skills necessary to complete a college education through the textbook and classroom activities.

IDS 297

Topics in Globalization

2-3(2-0 or 3-0) F, S

Prerequisites: Completion of 40 credit hours including COM 115, ENG 110, ENG 210, MTH 135 and IDS 110; or completion of 40 credit hours including COM 115, ENG 110, ENG 210, IDS 110, and concurrent enrollment in MTH 135 ; or 40 credit hours including COM 115, ENG 110, IDS 110, MTH 135, and concurrent enrollment in ENG 210.

Required of all students seeking the AA in General Studies and of selected AAS degree programs (students should review the catalog description of degree programs to see which degree programs require this course). This course provides a culminating experience for the general education program and includes some non-course educational experiences. The course is a variable content course which uses an interdisciplinary approach to present topics related to global issues from the perspectives and interactions among multiple fields. This course is communications and/or writing intensive. Students will be required to participate in the CAAP and possibly the CLA and must submit a student learning portfolio. Although no points will be awarded for these activities, failure to complete any of them will result in an automatic grade of **F** in this course. If extenuating circumstances exist, you may apply for an incomplete. See your student catalog for more information about applying for an incomplete. May be repeated a maximum of 6 hours with content change on a space-available basis.

LAW 231

Legal Environment of Business

3(3-0) F

Prerequisite: 24 credit hours.

Ethical and legal issues in the domestic and international regulatory environment of business. Foundations of legal reasoning, case analysis, legal dispute resolution and reporting, court systems, and sources of law. Substantive areas of torts, contracts, sales, products liability, and consumer rights and remedies. Contemporary legal issues explored in such areas as regulation of environmental practices, deceptive advertising, debt collection, employment, antitrust, and computer law.

MGT 286

Business Communications

3(3-0) F, S

Prerequisite(s): ENG 110.

Managerial business communication theory and practice that includes speaking to large groups, interacting within small groups, improving listening skills, composing messages, writing reports based on library research, making ethical decisions, and communicating with other cultures and nationalities.

MTH 136

Pre-Calculus I: Algebra

3(3-0) F, S

Prerequisite(s): Grade of C or better in MTH 103 or MTH 113 or appropriate placement score.

Focus is on the analytic, graphical and numerical representations of functions along with higher algebraic reasoning. Topics include: the library of algebraic functions (polynomial, rational, exponential and logarithmic functions), conic sections, systems of equations and inequalities and matrices. Intended to prepare students for fields of study that would require a high level of algebraic reasoning or Calculus. A student who takes MTH 136 and MTH 138 receives credit toward graduation for only one of the courses. Satisfies the general education requirements for Quantitative Literacy for the Associate of Arts in General Studies degree but will not count toward a mathematics major or minor. A grade of C or better is required in this course to take MTH 137, MTH 285 or MTH 287

MTH 285**Calculus for Business and the Social Sciences****3(3-0) D**

Prerequisite(s): C grade or better in MTH 135 or MTH 138.

Short review of algebra, absolute value and inequalities followed by elements of geometry, limits, the derivative, anti-derivative, and their applications. A student can receive credit for only one of MTH 285 and 287. A student taking MTH 285 and MTH 261 receives credit only for MTH 261.

PHI 110**Introduction to Philosophy****3(3-0) F, S**

Prerequisite(s): Appropriate placement score or completion of IDS 150.

This course explores various ways of understanding the human self and its relation to the world. Through a consideration of what can be known, what is worth valuing, what reality is, and what the nature of the Self may be, the course deals with central themes that arise from the human quest for deeper self-understanding. Additional course work will be required for the students taking this as an Honors course, and a 'B' grade or higher must be earned in order for the student to receive an Honors designation.

PHY 102**Survey of Physics****3(3-0) F, S**

Prerequisite(s): Eligibility for MTH 130 or higher.

Description of nature as seen by physicists; effects that new scientific discoveries will have on society. Students may not receive credit for both PHY 100 and PHY 102.

PLS 197**Topics in Political Science****3(3-0) F, S**

A variable credit lecture/discussion and/or lab course. Content varies with topics identified by title in the course schedule. The course may be repeated if the topics differ; however, no more

than 6 credits may count as elective credit toward any degree. Check with the appropriate department head to see if credit for this course will count toward the major or minor.

PSY 121

Introductory Psychology

3(3-0) F,S CBE.

Principles of human behavior; human growth and development; motivation; behavior organization; related research methods. Additional course work will be required taking this as an Honors course, and a **B** grade or higher must be earned in order for the student to receive an Honors designation.

QBA 237

Basic Business Statistics

3(3-0) F, S

Prerequisite(s): MTH 135

Collection, analysis, interpretation, and presentation of data related to business, measures of central tendency and dispersion, elementary probability, probability distributions, sampling, standard error, interval estimation, hypothesis testing. Computer statistical packages will be utilized in analysis of a variety of applications problems.

Course Descriptions for third- and fourth-year students

ECO 346 - International Economic Development

Credit Hours: 3

Theory of economic growth and development, with emphasis on developing economies and the techniques for understanding and promoting development.

Prerequisite: ECO 155 and ECO 165; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

ECO 514 - Game Theory

Credit Hours: 3

This course serves as an introduction to game theory, the study of strategy. The field has applications in economics, business, military strategy, political science, sports, biology, and poker. Possible topics include games vs. decisions, dominance, Nash equilibrium, and others.

Prerequisite: ECO 101 or ECO 165; and C- grade or better in MTH 130 or higher; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

FIN 380 - Financial Management

Credit Hours: 3

An introduction to topics in corporate financial management, including financial markets, time value of money, asset valuation, risk and return, financial analysis and forecasting, capital budgeting, sources, and costs of capital. May be taught concurrently with FIN 600. Cannot receive credit for both FIN 380 and FIN 600.

Prerequisite: 54 hours including ACC 201 and ACC 211 and ECO 155 and ECO 165; and QBA 237 or equivalent; and undergraduate business majors must be admitted to degree program.
Lecture contact hours: 3

ITC 429 - Applications of Current and Emerging Technologies in Business

Credit Hours: 3

This course is a study of how information technology is utilized in business organizations. Topics include enterprise systems, systems development, networking, databases, business intelligence, e-business, competitive advantage, artificial intelligence, information security, and cloud computing.

Prerequisite: ITC 201; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

MGT 340 - Principles of Management

Credit Hours: 3

A study of individual, interpersonal, and group behavior within organizations and the behavioral implications of management processes. The interaction of human, technological, structural, global, ethical, and environmental factors are also discussed. Cannot be taken Pass/Not Pass. Public Affairs Capstone Experience course.

Prerequisite: 54 hours, including PSY 121; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

MGT 345 - Human Resources Management

Credit Hours: 3

Developing competitive advantage through people by establishing strategic human resource programs including staffing, training, performance management, and compensation initiatives, with a focus on human resource metrics in decision-making and program evaluation.

Prerequisite: MGT 340 and QBA 237; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

MGT 487 - Strategic Management and Policy

Credit Hours: 3

Integration of specialized areas of business administration; coordination of various business functions from the standpoint of the formulation, implementation and control of business objectives, strategies and policies.

Prerequisite: 102 hours including FIN 380 and MKT 350 and MKT 364; Marketing majors may substitute MKT 450 for MKT 364; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

MKT 350 - Principles of Marketing

Credit Hours: 3

Structure, functions, principles and methods employed in discovering and translating consumer needs and wants into product and service specifications and then transferring these goods and services from producers to consumers or users.

Prerequisite: 54 hours and PSY 121; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

MKT 364 - Operations Management

Credit Hours: 3

Exploration of competitive priorities to improve performance in a variety of business environments. Application of analytical tools to manage processes and projects within and across business functions. Flexible content to reflect trends in the occupational marketplace.

Prerequisite: MGT 340; nonbusiness majors QBA 237 or equivalent; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

MKT 450 - Supply Chain Management and Sustainability

Credit Hours: 3

This course emphasizes the adoption of a supply chain orientation to achieve competitive advantage and value creation through efficient and effective inter-firm buyer/seller relationships and logistical processes. In addition to traditional supply chain management topics the course will emphasize social, economic and environmental dimensions of sustainability throughout all aspects of the course including: raw materials, procurement, production, transportation, packaging, distribution, marketing, facilities location and retail store design.

Prerequisite: MKT 350 or BUS 510; and undergraduate business majors must be admitted to degree program.

Lecture contact hours: 3

RMI 211 - Principles of Risk Management and Insurance

Credit Hours: 3

An introduction to the nature of risk and strategies for managing personal and enterprise risks. Analysis of insurance coverage including life, health, retirement, property, and liability and the use of insurance in the risk management process.

Prerequisite: 15 hours.

Lecture contact hours: 3

Appendix

Academic Vocabulary and Glossary

Audit

Grading option that allows completion of a course without receiving credit or a traditional grade. An audited course cannot be used to fulfill a degree requirement.

Change of Schedule (Add/Drop)

Students who wish to add or drop selected regular semester courses may fill out a form at the registration center. Check the class schedule with your advisor for applicable deadlines. Each semester there will be a deadline (usually in the ninth week, just after mid-terms) for dropping a course and receiving an automatic **W** (Withdrawn). Dropping after this deadline may result in a grade of **F**. Consult with your advisor before changing your schedule.

Classification

Undergraduate students are classified by the number of credit hours earned: freshmen = 0–29; sophomores = 30–59; juniors = 60–89; seniors = 90+.

Course Code

Each department has a specific three-letter code. For example, the Communication Department code is COM. These codes are used along with course numbers when registering for classes.

Course Numbers

Each individual course has a specific course number. For example, Fundamentals of Public Speaking is commonly referred to as COM 115. General rules when looking at course numbers:

100–199	Lower division courses designed for, but not limited to, freshmen
200–299	Lower division courses designed for, but not limited to, sophomores
300–399	Upper division courses designed for, but not limited to, juniors
400–499	Upper division courses designed for, but not limited to, seniors
500–599	Upper division courses designed for seniors, post baccalaureate, and graduate students
600–899	Graduate students only

Credit hours

Each class is designated a number of credit hours. The number of hours relates to the amount of time spent in class each week. Lecture courses meet fifty minutes per week for a semester to earn one hour of credit. Most lecture courses are three credit hours and usually meet 50 minutes on Monday, Wednesday, and Friday or one hour and 15 minutes on Tuesday and Thursday. Laboratory and studio courses are different; they meet 100 minutes a week for a semester to earn one hour of credit. A minimum of 125 credit hours is required for graduation.

Degree Audit

Advising tool designed to assist in tracking a student's progress towards his or her program of study. It lists the general education, major, minor, and other academic requirements of the University.

Dual Enrollment

Typically refers to high school students who are receiving high school credit while also being enrolled in college-level credit. This term can also refer to students who are concurrently enrolled in two or more higher education institutions.

Full-time student

In the fall and spring semesters, undergraduates who carry 12 or more credit hours are considered full-time. All students who carry six or more hours in the summer semester are considered full-time. An international student at LNNU – MSU must be enrolled in at least one course to be considered a student in China.

Good standing

To stay in good academic standing at LNNU – MSU, a student must maintain a grade point average of at least 2.0 at LNNU – MSU and on LNNU – MSU work combined with transfer grades. A student who is not in good standing will be placed on scholastic probation or suspension. A student could also be placed on warning if the overall GPA remains above a 2.0, but the semester GPA indicates academic problems.

Grade reports

Grade reports are provided to students on the MSU website via the "My Information" link.

Incomplete grade

An I grade can be assigned by an instructor when unusual circumstances prevent a student from completing a small portion of a course. An I grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, or the I grade becomes an F.

The remaining work to be completed and associated deadline shall be communicated in writing to the student.

Instructor drop

If a student does not attend class by the second class meeting of a semester, and has not communicated with the instructor or department, the instructor may drop the student from the class. A student who wishes to drop a course must complete a change of schedule form on the web or in person and not expect to be dropped from class merely by not attending.

Intent to Graduate

Form completed by students who believe they are in their final semester of coursework. This form triggers a review of the student's academic record, inclusion in the commencement program, and diploma ordering.

Intersession courses

Special courses taught between fall and spring semester, between spring semester and summer session, or between summer session and fall semester.

LNU – MSU

Liaoning Normal University – Missouri State University College of International Business

Overload

The maximum number of credit hours a student may take in the fall or spring semester is 19. Ten hours is the maximum number for summer session. Students wishing to take more hours must apply for an overload from the Associate Dean or Assistant Dean of Academic Affairs.

Prerequisites

A prerequisite is a requirement that a student must meet before he/she can enroll in a course. The undergraduate catalog lists all prerequisites.

Repeat

A student may repeat a course to improve his/her GPA under certain circumstances. If a D or F grade is earned on the first attempt, the course can be repeated. Whatever grade is earned on the second attempt replaces the D or F grade in the calculation of the GPA. The first grade will always show on the transcript.

Section numbers

Each course is scheduled in one or more sections. The section number separates courses into different meeting times and places. You must identify section numbers when registering.

Transcript

Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions, and disciplinary expulsions also appear on the transcript.

Withdrawal

Withdrawing from LNU – MSU University means dropping all courses. Students wishing to withdraw must submit a written request to withdraw to the Office of the Registrar. Check the class schedule or the LNU – MSU Web site for applicable deadlines.