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# Introduction

Academic Regulations are approved by the voting members of the Missouri S&T Faculty Senate. They are written in eleven sections:

- I. Notifications**
- II. Registration**
- III. Schedules**
- IV. Changes in Schedules**
- V. Absences**
- VI. Withdrawals**
- VII. Examinations**
- VIII. Undergraduate Grades**
- IX. Unsatisfactory Work**
- X. Probation**
- XI. Discipline**

Regulation changes approved during the academic year are implemented at the beginning of the following fall term, unless otherwise specified by Faculty Senate. The Office of the Registrar publishes an *Academic Dates & Deadlines* in the *Schedule of Classes*, which provides the dates associated with appropriate deadlines for each semester. These publications, as well as this document, are available through the Office of the Registrar's home page: (<http://registrar.mst.edu>).

Students should be aware of the following policies and procedures, which are all available through the Office of Student Affairs.

- **Discrimination Grievance Procedure for Students**
- **Rules of Procedures in Student Disciplinary Matters**
- **Judicial Procedures for Recognized Student Organizations**
- **Student Council Constitution**
- **Recognition of Student Organizations**

The *Quick Reference* publication provides an appropriate cross-reference to the location of the full description in the regulations. Students are responsible for knowing and meeting the complete regulations. However, the *Quick Reference* should provide answers to the more common questions about the regulations.

Regulation deadlines are met when approved documents are submitted to the Office of the Registrar within the stated time frames allowed by the regulations (*see the Reporting Schedule for appropriate dates each semester*). Students are responsible for scheduling conferences with their advisors with sufficient time allowed to meet all deadlines.

# Quick Reference

*The Quick Reference guide may provide answers to some of the more common questions about academic regulations. However, the user is directed to read the official regulations for full details. Advising is required at Missouri S&T and forms available in the Office of the Registrar direct as to the required signatures. Deadlines for the 8-week summer terms are one-half the time intervals of 16-week semesters referenced in the following descriptions.*

**Absences:** Administration of attendance policy lies with the individual instructor for each course. The individual instructor determines the number and nature of absences allowable in each course. Sanctions may be imposed for excessive absences up to and including dismissal from the course. If the instructor intends to attach a formal sanction (grade reduction or dismissal from the course) to inadequate attendance, he/she must include in the course syllabus the specific expectations and steps to be taken in such cases. Such steps will include an academic alert initiated in time to provide due warning before the absence which will give rise to the drop. (Page 17, section V.A)

**Adding Course(s):** Advisor and instructor approval is required for adding courses. From the third through the sixth week the approval of the teaching department chair is also required. Lecture, recitation and laboratory courses cannot be added after the sixth week of a semester [3 weeks of an eight-week summer session]. (Page 16, Section IV.A.1)

**Audit Courses:** See Hearer Status.

**Deficiency-Scholastic:** A student is considered to be scholastically deficient if he/she has two or more semesters of scholastic probation. Also, he/she is immediately considered scholastically deficient at the end of any semester in which he/she has one or more "U" or "F" grade and no grade higher than a "D". The student's records will be referred to his/her academic department for a decision on continued enrollment at Missouri S&T, with the results forwarded to the student by the Office of the Registrar. Students can appeal denied enrollment by the department to the provost. Students that have preregistered and paid fees will be

allowed to keep their schedule, with appropriate modifications, if readmitted to the University. (Page 14, Section II.L; Page 21, Section IX.A.2)

**Directory Information:** Student directories are published each fall. Students that wish to restrict their name from appearing in such directories must notify the Office of the Registrar within the first two weeks of class. (Page 6, Section I.C.2)

**Dropping Course(s):** No courses can be dropped in the last three weeks of class or during finals week. No transcript record is made if the course is dropped within the first six weeks; a "WD" is posted on the transcript if dropped after six weeks. (Page 16, Section IV.A.2)

**Four-Hundred Level Courses:** Undergraduates are not permitted to register for 400-level courses unless their cumulative GPA is 3.500 or better or if the student is enrolled in the honors program. (Page 12, Section II.F)

**Grades:** Undergraduate grades are: A, B, C, D and F. Delay grades are permitted for undergraduate research numbered 390. "S" and "U" grades are permitted only for orientation courses, special problems, special reading, seminars, research, independent study courses (numbered 100, 200, 300, 350 and 390) and pass/fail courses (Page 18, Section VIII). "Y" grade represents no grade available. Students cannot repeat courses in which they have received a grade of "C" or better, unless the course is a "repeatable course" such as special problems, seminars, undergraduate research, etc. (Page 15, Section III.H)

**Grade Appeal:** Only students who allege they were subjected to capricious grading may use the grade appeal procedure. It is not to be

used to review the judgment of instructors in assessing the quality of students' work or for questioning the stated grading criteria by the instructor. (Page 20, Section VIII-I)

**Grade Point Averages:** Students earning a degree from Missouri S&T must have a GPA of at least 2.000 in courses taken at Missouri S&T and an overall cumulative GPA in all courses of 2.000. Students in engineering departments also have a GPA requirement in their major field of study of 2.000. All courses and grades from other institutions are shown on the Missouri S&T transcript and used in the calculation of the cumulative GPA. (Page 14, Section III.A; Page 15, Section III.G)

**Hearer Status:** Students are required to pay full fees for classes in which they register as a "hearer." None of the work will be graded and the student is not entitled to credit in the course. The student is required to attend class and may receive a "WD" grade if attendance is not to the satisfaction of the instructor of the class. The course credit will be included in all certifications of enrollment. Hearer status must be declared prior to the end of 6-weeks of class. (Page 12, Section II.E; Page 16, Section IV.B; Page 18, Section VII.D)

**Honor Roll:** Students completing at least 12 credit hours with all passing grades and a semester GPA of at least 3.200 are placed on the semester honor roll. (Page 19, Section VIII.E)

**Honors at Graduation:** Honors at graduation are printed in the commencement program and shown on the student's diploma. Honors based on the University of Missouri cumulative GPA are:

- **Summa Cum Laude** — 3.800 or better
- **Magna Cum Laude** — 3.500 to 3.800
- **Cum Laude** — 3.200 to 3.500.

(Page 16, Section III.I)

**Incomplete Grades:** Incomplete grades are only to be used to assist the student in completing the course in the case of illnesses or unavoidable absence in the last 3 weeks of class and during finals week. Effective Spring Semester 2001, students must complete the work in which they are deficient within one calendar year from the close of the semester in which the "I" grade

was recorded. Incomplete grades that are not removed within one calendar year will be changed to an "F" grade by the Office of the Registrar. (Page 14, Section III.C; Page 14, Section III.D; Page 18, Sections VIII.A ; Page 19, VIII.B, VIII.C)

**Late Registration:** Students registering after the period designated for that purpose will be charged a late fee equal to one undergraduate credit hour. Registration is closed after two weeks of class. Exceptions denied by the Registrar can be appealed to the Admissions and Academic Standards Committee. (Page 12, Section II.D)

**Major Changes:** Undergraduate students requesting to change majors (degree programs) should fill out an application with the Office of the Registrar. Graduate students should make an application with the Admissions Office. Records will be forwarded to the receiving department for approval. (Page 13, Section II.J)

**Maximum Schedules:** The normal maximum schedule is 19 credit hours per semester. Additional hours can be taken according to the following schedule:

- 1 extra hour if cumulative GPA is 2.500 or above
- 2 extra hours if cumulative is 2.750 or above
- 3 extra hours if cumulative is 3.150 or above.

Additional hours require approval of the student's department chair. (Page 14, Section III.B)

**Pass/Fail Course(s):** Grading options cannot be changed after the end of 2 weeks of class. "S" and "U" grades are used for pass/fail courses and are not used in GPA calculations. Only one pass/fail course per semester is permitted. Degree requirements specified by discipline cannot be taken pass/fail. Graduate students cannot take courses pass/fail. See departmental policy for other possible restrictions. (Page 12, Section II.G)

**Probation-Scholastic:** A student is placed on scholastic probation if his/her current semester or cumulative GPA is less than 2.000. If the cumulative GPA is less than 2.000 and the current semester GPA is above 2.200, the student will not be placed on probation. A student on probation is

restricted to 13 credit hours and may not hold office in any organization. (*Page 21, Section IX.A*)

**Repeated Course(s):** If a course is repeated, the last grade will be used in determining satisfaction of degree requirements. Students cannot repeat courses in which they previously received a grade of "C" or better (*Page 15; Section III.H*)

**Repeat Course GPA Adjustment:** Effective with Missouri S&T coursework repeated Fall of 2001 or later, when a grade of "D" or "F" is received in a Missouri S&T course, the grade may be replaced in the calculation of the GPA if the course is repeated at Missouri S&T. No more than 15 semester hours will be dropped from the calculation of the student's GPA and a repeated course may only be used to replace one previous grade in that same course in the GPA calculation. Grades of "I", "W", "HR" or "Pass/Fail" will not replace the previous grade. All grades earned will appear on the student's transcript. A statement of the repeat policy will be included on the transcript to explain the calculation of the GPA. After repeating a course, the student must submit a Repeat Course GPA Adjustment form to the Registrar's Office to have the GPA changed. The new grade will replace the old grade in all GPA calculations in which the previous grade was used, with the exception of the UM GPA used for calculation of graduation honors. If a student does not submit the Repeat Course GPA Adjustment, both grades will be used in GPA calculations. The scholastic standing of a student for a past semester will not be changed as a result of repeating a course. This policy applies to undergraduate students only and may not be applied once the student has graduated. (*Page 19, Section VIII.G*)

**Residency Requirements:** Undergraduate students are required to complete the last 60 credit hours in residency at Missouri S&T. Academic departments can approve waivers of up to 15 credit hours. Further exceptions must have the approval of both the department and the provost. All approvals must be on file in the Office of the Registrar prior to graduation. (*Page 14, Section III.E.1*)

**Transfer Credit Policy:** Missouri S&T accepts college-level (not remedial) course credits. All grades, quality points and credit hours are transferred and computed in the cumulative GPA. Grades not included in the transfer institution's GPA due to a repeat or forgiveness policy may be removed from the Missouri S&T cumulative GPA upon verification to the Registrar's Office. No more than 15 semester transfer hours will be dropped from the calculation of the student's cumulative GPA.

College-level (not remedial) course credit earned while enrolled in high school (dual-credit) shall follow the same policy as transfer credit.

**Withdrawals:** If a student leaves school without officially withdrawing, he/she will still be considered enrolled in all courses in which he/she is registered. Withdrawals cannot be made in the last 3 weeks of the semester or during final exam week. The withdrawal process begins in the Office of the Registrar. (*Page 17, Section VI*)

# Student Academic Regulations

## I. Notifications

1. **Students are expected to** read and are held responsible for the notices posted on official school bulletin boards.

Students are expected to keep the Office of the Registrar informed of any changes in his/her local mailing address, local telephone number, home address, marital status, and curriculum in which he/she is enrolled. Notices mailed to the address on file in the Office of the Registrar will be considered delivered, and the student will be held responsible for knowledge of such notices.

If the student is contacted by one of the school offices, he/she is expected to respond promptly. Failure to do so will render the student liable to discipline.

2. **Missouri University of Science and Technology Policy on Student Records:**

Confidentiality Policy The Family Educational Rights and Privacy Act of 1974

### A. General.

1. This policy is based on the University of Missouri Policy on Student Records adopted by the Board of Curators on February 28, 1975, as amended on March 18, 1977.
2. This Missouri S&T policy supersedes the Missouri S&T Policy on Student Records, which was effective July 1, 1975.

- B. **Purpose.** The purpose of this regulation is to set forth the guidelines governing the protection of the privacy of student records and to implement The Family Educational Rights and Privacy Act of 1974. (Buckley Amendment; Public Law 93-380, as amended.)

## C. Definitions.

1. Attendance at Missouri S&T includes, but is not limited to:
  - a. Attendance in person
  - b. Attendance by correspondence
  - c. The period during which a person is working under a work-study program.
2. Directory Information [Public Information] A student's directory information includes:
  - a. Name
  - b. Email address
  - c. Address and telephone listing (both local and permanent)
  - d. Date and place of birth
  - e. Major field of study
  - f. Participation in officially recognized activities and sports
  - g. Weight and height of members of athletic teams
  - h. Dates of attendance
  - i. Degrees and awards received
  - j. The most recent previous educational agency or institution attended
  - k. Student level
  - l. Full or part-time status

All students must inform the Office of the Registrar before the end of the two-week period following the first day of classes that any or all of the information should not be released without the student's prior consent. The information listed above will become directory information as of the first day of classes following a one-week period during an eight-week summer session.

3. Disclosure is defined as permitting access, release, transfer or other communication of education records of the student or the personally identifiable information contained therein, orally, in writing, by electronic means or by any other means to any party.
4. Education Records are those records, files, documents and other materials that contain information directly related to a

student and are maintained by Missouri S&T or by a party acting for Missouri S&T. These records are protected under The Family Educational Rights and Privacy Act of 1974. Education Records include:

- Financial aid records
- Cumulative advisement file
- Health records
- Disciplinary records
- Personnel folder
- Cumulative scholastic record.

Education Records do not include:

- a. Records on instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute. For the purpose of this definition a "substitute" means an individual who performs on a temporary basis the duties of the individual who made the records, and does not refer to an individual who permanently succeeds the maker of the record in his or her position.
- b. The records and documents of the Missouri S&T Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction, provided that the educational records maintained by Missouri S&T are not disclosed to the Missouri S&T police department.
- c. In the case of persons who are employed by Missouri S&T but who are not in attendance at Missouri S&T, records made and maintained in the normal course of business which relate exclusively to such person and that person's capacity as an employee where the records are not available for any other purpose.
- d. All records on any Missouri S&T student which are created and maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her

professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

- e. Records of Missouri S&T that contain only information relating to a person after the person is no longer a student at the University. An example would be information collected by Missouri S&T pertaining to the accomplishments of its alumni.
5. Eligible Student is an individual who is or has been in attendance at the Missouri University of Science and Technology (Missouri S&T) as a student.
  6. Parent refers to natural parents, adoptive parents, legal guardians or an individual acting as a parent in the absence of a parent or guardian. Both parents shall have equal rights unless revoked by court order or law.
  7. Party is an individual, agency or organization.
  8. Personally identifiable is data or information that includes the following:
    - Name of a student
    - Name of student's family
    - Student's parent or other family member
    - Address of the student
    - A personal identifier such as the student's social security number or student number
    - A list of personal characteristics which would make the identify easily traceable
    - Other information which would make it possible to identify the student with reasonable certainty.
  9. Record is information or data recorded in any medium, including, but not limited to, handwriting, print, tapes, film, microfilm and microfiche.

10. Student refers to any person who is attending or has attended Missouri S&T where Missouri S&T maintains education records or personally identifiable information on such person. It does not refer to a person who has not been in attendance at Missouri S&T.

D. **Notification by Missouri S&T.** Missouri S&T shall inform its eligible students annually, by including in the undergraduate and graduate catalogs, with reference to it on the Office of the Registrar Website, with Class Offering Information, the following information:

1. The types of education records and information currently maintained by Missouri S&T.
2. The title and office address of the official currently responsible for the maintenance of each type of record.
  - a. The persons who have access to those education records.
  - b. The purpose for which those persons have access to the education records.
3. The current Missouri S&T policy for reviewing and expunging education records.
4. The current Missouri S&T procedure established for providing student access to education records.
5. The current Missouri S&T procedure for requesting a hearing to challenge the content of education records.
6. The cost which will be charged to the student for reproducing copies of the education record.
7. The categories of information which Missouri S&T has designated as directory information/public information.

E. **Waive Right to Access.** Missouri S&T shall not require eligible students to waive their rights to access of their records. However, a student or person applying for admission may waive his/her right to access confidential statements on admission, employment or honorary recognition by complying with the procedures set forth in Section G except that

such waiver shall apply to recommendations only if the student is, upon request, notified of the names of all persons making confidential recommendations and such recommendations are used solely for the purpose for which they are specifically intended. A waiver shall not be valid unless in writing and signed by the student. Waivers will not be required as a condition for admission, receipt of financial aid or receipt of any other services or benefits offered by Missouri S&T. A waiver under this section may be revoked with respect to any actions occurring after the revocation. Any revocation under this section must be in writing.

F. **Access to Education Records.** Missouri S&T shall provide students who are or have been in attendance at Missouri S&T access to education records except as provided in Section G. Missouri S&T shall comply with a request within a reasonable period of time, but in no case more than 45 days after the request has been made.

G. **Limitations on Access.** The University will not make available to students the following materials:

1. Financial records of the parents of students or any information contained therein.
2. Confidential letters and statements of recommendation which were placed in education records prior to January 1, 1975, if such letters or statements are used only for the purpose for which they were specifically intended and so long as the letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality.
3. Confidential letters of recommendation and statements of recommendation which were placed in the student's education record after January 1, 1975, respecting admission to Missouri S&T, application for employment and receipt of an honor or honorary recognition, provided the student has signed a waiver of the student's rights of access as provided in Section E.

H. **Access Rights.** The right to access as specified in Section F shall include:



1. The right to be provided a list of the types of education records that are maintained by the institution and are directly related to students.
  2. The right to inspect and review the content of those records.
  3. The right to obtain copies of those records which may be at the expense of the student but not to exceed the actual cost of reproduction. Students desiring reproduction of copies of educational records will be charged at the rate of \$.10 per page. Official copies of transcripts are \$7.00 per copy.
  4. The right to a response to reasonable requests for explanation and interpretations of the education records.
  5. The right to an opportunity for a hearing to challenge the content of those records.
  6. If any material or document in the education record of a student includes information on more than one student, the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material.
- I. **Destruction of Records.** Missouri S&T may destroy any records if not otherwise precluded by law, provided that if a student has requested access to such records prior to the destruction of such record, the student shall be provided a copy of such record. Explanations placed in the education record under Section J shall be maintained as part of the student's educational record for as long as the educational record to which it pertains is maintained.
- J. **Hearings.**
1. Students who are or have been in attendance at Missouri S&T may have an opportunity for a hearing to challenge the content of such student's education records in order to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of such student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.
  2. If, as a result of the hearing, Missouri S&T decides that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, they shall inform the student of his/her right to place in his/her education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of Missouri S&T. If the education records of the student or the contested portion thereof are disclosed by Missouri S&T, the explanation shall also be disclosed by Missouri S&T to that party.
- K. **Informal Proceedings.** The Missouri S&T official charged with custody of the records will attempt to settle informally any disputes with students regarding the content of Missouri S&T's education records through informal meetings and discussions with the student.
- L. **Formal Proceedings.** Upon the request of the Missouri S&T official charged with custody of the records or the student, the hearing required by Section J shall be conducted.
1. The request for a hearing shall be submitted in writing to the Chancellor of Missouri S&T who will appoint a hearing officer or a hearing committee to conduct the hearing.
  2. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the time and place of the hearing.
  3. The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who do not have a direct interest in the outcome of the hearing.
  4. The student shall be afforded a full and fair opportunity to present evidence relevant to the hearing and may be assisted or represented by individuals of

his/her choice at his/her own expense, including an attorney.

5. The decision of Missouri S&T shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.
  6. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
  7. Either party may appeal the decision of the hearing official or officials to the Chancellor of Missouri S&T. Appeal from the Chancellor's decision is to the President. Appeal from the President is to the Board of Curators.
- M. **Consent.** Missouri S&T shall not permit access to or the release of education records with personally identifiable information contained therein (other than directory information/public information) without the written consent of the student to any party other than the following:
1. Other Missouri S&T officials, including teachers within Missouri S&T, who have been determined by Missouri S&T to have legitimate educational interests.
  2. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student is notified of the transfer, receives a copy of the record if requested, and has an opportunity for a hearing to challenge the content of the record.
  3. The Comptroller General of the United States, the Secretary of Education or the Commissioner, provided that access was necessary in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of or compliance with the federal legal requirements which relate to these programs. Except when the consent of the parent or student has been obtained under this section or when the collection of personally identifiable information is specifically authorized by federal law, any data collected by officials listed herein shall be protected in a manner which will not permit personal

identification of students and their parents by other than those officials. Personally identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of or compliance with the federal legal requirements.

4. In connection with a student's application for or receipt of financial aid, provided that only that personally identifiable information from the education records of the student may be disclosed as may be necessary to determine the eligibility of the student for financial aid, to determine the amount of financial aid, to determine the conditions which will be imposed regarding the financial aid or to enforce the terms or the conditions of the financial aid.
5. State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to a State statute adopted prior to November 19, 1974.
6. Organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction. If such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations, and such information will be destroyed when no longer needed for the purpose for which the study is conducted.
7. Accrediting organizations in order to carry out their accrediting functions.
8. A dependent student's parent as defined in Section 152 of the Internal Revenue Code of 1954.
9. In compliance with the judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders or subpoenas in advance of the compliance therewith by Missouri S&T.

10. The disclosure to an alleged victim of any crime of violence, as the term is defined in Section 16 of title 18, United States Code, of the results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime with respect to that crime.

N. **Content of Consent.** Where the consent of an eligible student is required for the release of education records, it shall be in writing, signed and dated by the student and shall include:

1. A specification of the records to be released
2. The reason of such release
3. The names of the parties to whom such records will be released. A copy of the records released shall be provided to the student on the student's request.

O. **Release of Information for Health or Safety Emergencies.** Missouri S&T may release information from the education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The factors that will be taken into account in determining whether the records may be released under this section include the following:

1. The seriousness of the threat to the health or safety of the student or other persons
2. The need for such records to meet the emergency
3. Whether the persons to whom such records are released are in a position to deal with the emergency
4. The extent to which time is of the essence in dealing with the emergency

P. **Records of Access.** Missouri S&T shall maintain a record kept with the education records of each student which will indicate all parties, except Missouri S&T officials, who have requested or obtained access to a student's education records maintained by Missouri S&T. Such record will also indicate

specifically the legitimate interest that each party has in obtaining the information. This record of access shall be available only to the student, the school official and his/her assistant who are responsible for the custody of the records, to Missouri S&T officials who have a legitimate educational interest and to those charged with responsibility of auditing the operation of the system.

Q. **Transfer of Information by Third Parties.** Missouri S&T should not release personal information on a student except on condition that the party to whom such information is being transferred will not permit any other party to have access to such information without the written consent of the student. Missouri S&T shall include with any information released to a third party a written statement that informs such party of the requirement and that it may not be released without the written consent of the student.

R. **Conditions for Disclosure of Directory Information.**

1. Missouri S&T may disclose personally identifiable information from the education records of a student who is in attendance at Missouri S&T if that information has been designated as directory information. Missouri S&T shall give public notice of the categories of personally identifiable information with respect to that student as directory information, and the period of time within which the student must inform Missouri S&T in writing that such personally identifiable information is not to be designated as directory information with respect to that student.
2. Missouri S&T may disclose directory information from the education records of an individual who is no longer in attendance at Missouri S&T without following the procedures stated under Section R.1 of this section.

## II. Registration

A. **Preregistration.** The students are requested to preregister for the spring, fall and summer terms during the designated periods.

Complete rules and dates for preregistration are printed in the schedule of classes for that semester. Missouri S&T utilizes an on-line registration system called Joe'SS for preregistration. Priority access to Joe'SS is based on the level of the student and the total number of hours completed at that level in the following order:

- Graduate
- Senior
- Junior
- Sophomore
- Freshman

B. **Provisional Registration.** The Director of Admissions may allow a student to register provisionally while awaiting receipt of credits from another school. Such registration shall be for a limited time and shall be canceled if credits from other schools do not substantiate statements made the student.

C. **Admission to Classes.** A student is not considered enrolled until his/her fees for the semester have been paid. No student will be admitted to any class until the instructor in charge of the class has received notification that registration is complete from the Registrar.

D. **Late Registration.** If a student registers later than the day designated for that purpose, he/she will be charged a late registration fee equal to one credit hour of undergraduate educational fees. Absences from classes because of late registration may be charged against the student by the faculty. Registration is closed after two weeks of the semester have elapsed. Exceptions may be made by the Registrar under unusual circumstances. The student has the right to appeal the Registrar's decision by written petition to the Admissions and Academic Standards Committee. Late registrants must follow the procedures for adding course work as specified in Section IV-A, Procedure for Adding or Dropping a Course.

A student presenting a check to the University in payment of student fees which is returned unpaid and remains unpaid *after the close of the regular registration period* shall be considered a late registrant and shall pay the late Registration fee.

E. **Registration as a Hearer.** If a student wishes to attend any class as a hearer,

he/she must obtain the permission of the instructor in charge of the course, permission from his/her advisor and must register as a hearer through the Office of the Registrar. The only requirement is that the student must attend class. Failure to attend class may result in a "WD" grade recorded on the student's transcript. A hearer student is not entitled to credit for the course and none of the work will be graded. The regular credit for which the course is taught is used in determining the appropriate fees and in determining whether the student has met or exceeded his/her maximum semester hour load. If a student registers a course for credit and later wishes to change it to hearer status, he/she must submit a completed grading option change form to the Office of the Registrar prior to the end of six weeks of classes for a regular semester (three weeks for an eight-week summer session). See *Section IV-B, Effect on Grade of Dropping Courses*.

F. **Registration in 400-Level Courses.** In general, undergraduates are *not permitted to enroll for 400-level courses*. However, an undergraduate may earn credit toward the bachelor's degree for courses normally taken by first-year graduate students (400-level courses) if the student is enrolled in an honors program or has a cumulative grade point average of 3.500 or better and has the necessary prerequisites for the course to be taken.

G. **Registration Under Pass/Fail Grading Option.** The following rules concerning the Pass/Fail grading option are:

1. No student shall apply the Pass/Fail Grading option to more than one course in any one semester nor to more than 20 percent of the credit hours toward graduation.
2. The term Pass/Fail Elective refers to any course to be used toward graduation which a student's department specified by an hourly requirement only and is not specified to come from a specific discipline. For example, requirements such as "4 hours of a modern language," or "3 hours of social sciences" would both be Pass/Fail electives. Requirements such as "3 hours of mathematics" or "6 hours of English" would not be Pass/Fail

electives. Any block of Pass/Fail electives falling under the above definition may be declared by the department granting the degree unacceptable for credit toward graduation. However, any student who has used the Pass/Fail option on such a course prior to his/her department's declaration may not be denied use of that course toward graduation unless he/she took it when enrolled in a different department.

3. All Pass/Fail electives may be taken pass/fail when not in conflict with Sections 1 and 2 above.
4. Any course may be declared as acceptable for credit toward graduation when taken Pass/Fail with the consent of all departments in which a student may claim to have depth (i.e. minor, option program, emphasis, etc.).
5. Any course not used for credit toward graduation may be taken Pass/Fail.
6. No student shall be required to take any course Pass/Fail.
7. At least five school days before preregistration for a semester begins, each department shall post its Pass/Fail policies and provide each advisor with an ample supply of copies of these regulations to be given to his/her advisee.
8. After the policy is posted, any changes in the department's policy shall apply only to those semesters that follow the semester for which those regulations were posted.
9. A student may register a course as Pass/Fail by first registering the course for credit through Joe'SS registration. Then the student must submit the appropriate Pass/Fail approval form from the *Schedule of Classes* to the Office of the Registrar prior to the end of two weeks of classes.
10. When a course is taken pass/fail, a grade of "A," "B," "C" or "D" shall be recorded as an "S" by the instructor. An "F" grade shall be recorded as a "U" by the instructor.
11. After the end of the second week of a semester (one week during an eight-week

summer session) no student shall change the grading option of any course.

12. Credit for courses taken under the Pass/Fail option will not be used in calculating grade point averages.

H. **Registration Schedule is Official.** The schedule made out and approved on registration day is the student's official schedule for the semester except when changed as provided herein. Grades will be recorded only for subjects appearing on this schedule or passed by special examination. The student will be held responsible for all courses appearing on his/her schedule and grades will be reported for all such courses except those attended as a hearer.

I. **Changes in Official Schedule.** Any change in the official schedule must be made through the Office of the Registrar (*see Section IV, Changes in Schedule*).

J. **Change of Major Department.**

1. If a student wishes to change majors, he/she must make a written application to the receiving department. The receiving department may place reasonable academic conditions upon the application and also may require that the student work closely with a departmental advisor or take advantage of the academic skills program at the Counseling and Career Development Center. Any such conditions negotiated by the department and the student must be explicitly noted on the student's application for a change in major and will be regarded as binding.

2. Transferring students, whether from within or outside the University system, shall have their transcripts evaluated by the receiving department. All courses with their grades will be shown on the transcript. The receiving department will determine which courses will satisfy its degree requirements.

K. **The Advisors.**

1. The chairs of the various degree-granting departments (or their appointees) serve as advisors to all students in their respective departments. Freshmen who have not selected a department will be

referred by the Office of the Registrar to the proper department for advisement.

2. The student's schedule must be approved by his/her advisor before it becomes official. After which it may be changed only as provided in this document.
3. The student is required to consult with his/her advisor and complete an Advising Agreement form prior to gaining access to Joe'SS. An Advising Hold must be removed by the advisor prior to accessing Joe'SS for registration. The advisor will guide the student in scheduling back work and required work in preference to electives and will offer advice in regard to irregularities such as conflicts. The advisor also will guide the student in preparing petitions for permission to schedule courses when he/she has not had the prerequisites and in preparing petitions when he/she desires to schedule more than his/her permissible schedule.

- L. **Cancellation of Registration for Students who are Scholastically Deficient.** If a student is denied readmission as a result of scholastic deficiency, his/her registration will be canceled prior to the first day of class, and fees paid for canceled courses will be refunded in full.

### III. Schedules

- A. **Definition of Credit Hour and Grade Point.** A credit hour is the credit obtained for satisfactorily passing a course of approximately 16 classroom hours. Three laboratory hours are considered the equivalent of one classroom hour. Grade points for each credit hour are assigned as follows:
- A - Four (4)
  - B - Three (3)
  - C - Two (2)
  - D - One (1)
  - F - Zero (0)

No grade points are assigned to credit earned for courses taken under the Pass/Fail option. Credit hours scheduled under this option are not used in calculating grade point averages.

- B. **Permissible Schedules.** The normal undergraduate schedule consists of not more than 19 credit hours. If the student has a grade point average of 2.500 or higher (see *Section VIII-H, Determining Scholastic Standing*) he/she may, with the permission of his/her advisor, take extra hours according to the following schedule:

- Cumulative GPA **2.500 or above - 1 extra hour**
- Cumulative GPA **2.750 or above - 2 extra hours**
- Cumulative GPA **3.150 or above - 3 extra hours**

For additional hours or for any schedule exceeding 23 hours, including military courses, the student must petition his/her department chair.

- C. **Prerequisites.** Students will not be admitted to any course (except as a "hearer") unless he/she has fulfilled all of the prerequisites or co-requisites stated in the catalog, or have obtained permission of the instructor to waive the prerequisites or co-requisites for the course. A course in which the student earned an "I" grade cannot be used for the purpose of satisfying prerequisites.
- D. **Back Work to be Scheduled First.** In making out a schedule of studies back work must be scheduled first. Then required work, advanced work and electives can be scheduled in the order named. Incompletes cannot be scheduled, but the student must arrange with the instructor concerned to do whatever work is necessary to remove the incomplete (see *Section VIII-B, Time Limit for Removing Incompletes*).
- E. **Credit Required for Degree.**
1. **Residency Requirement (Last 60 Hours).** An undergraduate student may be granted an earned degree only if he/she completes the last 60 hours toward the degree in residence at Missouri S&T. A student may, with departmental approval, take up to 15 of this 60 hours off campus. If the student wishes to exceed 15 hours (of the last 60) taken off campus, the student must obtain approval from the provost upon recommendation of the student's department chair.

2. **Total Credit Hours.** In order to receive a bachelor's degree, the student must obtain credit in all of the required subjects listed in one of the curricula and sufficient additional credit in approved electives. The total credits required for the Bachelor's degree varies depending on the degree program, with no program consisting of less than 120 credits.

3. **Dual Degrees.**

a. **Bachelor of Science.** Combination curricula leading to two baccalaureate degrees can be arranged in any two fields. The amount of additional credit required for the second baccalaureate degree will be based on the student's educational background and determined for each case by the academic department which offers the curriculum leading to the second degree. The chair of the department will submit a list of the specific course and credit hour requirements along with the student's transcript to the provost for approval. This list will then be forwarded to the Registrar and will constitute the official requirement for the second degree. A student entering Missouri S&T with a baccalaureate degree must take a minimum of 30 hours to receive another baccalaureate degree. Students are directed to the *Missouri S&T Catalog* for course requirements and regulations concerning the catalog to be used for degree programs.

b. **Bachelor of Arts.** Since the BA degree is unspecified as to major, there will be no dual Bachelor of Arts degree offerings.

c. **Awarding of Degrees.** When requirements for a degree in two departments have been completed without either degree being awarded, both degrees may be awarded at the same commencement.

F. **Registration for Credit in Excess of Graduation Requirements.** Undergraduate students may take courses in excess of undergraduate requirements even if they are not dually enrolled on the recommendation of the student's advisor. Such courses shall be

so designated on the student's official schedule and transcript. The student may later request consideration from a Graduate School for use of these courses toward a degree. *However, the student is advised that credit in excess of undergraduate requirements normally may not be applied toward a graduate degree at Missouri S&T or other campuses of the University of Missouri System except under dual enrollment.* It is recommended that the student consult the catalog of the graduate school of his/her choice relative to the requirements of such transfers. One such requirement may relate to limitation on maximum allowable credit hours taken during the semester concerned.

1. The student must obtain the recommendation of his/her department at the time of preregistration or registration to declare a course in excess of undergraduate requirements. Departmental approval should be noted in the remarks column on the student's schedule card.

2. Courses that are approved in excess of undergraduate requirements will be so footnoted on the student's transcript at the end of the semester. Courses will be included with all other undergraduate courses taken that semester in calculating both the semester and cumulative grade point average.

3. No attempt will be made by the Registrar to notify the instructor of courses that have been designated in excess of undergraduate requirements.

G. **Grade Points Required for Degree.** In order to receive the bachelor's degree the student must have a cumulative grade point average of at least 2.000. All students transferring to Missouri S&T must achieve a cumulative GPA of at least 2.000 in courses taken at Missouri S&T for graduation. In order to graduate, students must achieve a cumulative grade point average of 2.000 in courses taken in their major department. In departments that offer more than one major, the 2.000 must be in the major discipline within that department.

H. **Repeated Course Grades.** A student may not enroll in a course for credit if he or she has completed the course at Missouri S&T in a previous semester and earned a grade of "C"

or higher. Students are allowed to enroll in such courses as a "hearer." This rule does not apply to courses that are officially designated as "repeatable courses." The Office of the Registrar maintains a list of which courses are repeatable. If a course is repeated, the last grade will be used in determining the satisfaction of degree requirements.

**I. Public Recognition of High Scholarship.**

On the commencement program will be listed the following:

1. Names of students graduating *Summa Cum Laude*, having a UM cumulative GPA of 3.800 or better.
2. Names of students graduating *Magna Cum Laude*, having a UM cumulative GPA of 3.500 to 3.800.
3. Names of students graduating *Cum Laude*, having a UM cumulative GPA of 3.200 to 3.500.
4. Membership lists of Honorary Societies Phi Kappa Phi, Tau Beta Pi, Sigma Gamma Epsilon and Sigma Xi.

Only course work earned at UM will be used in the calculations to qualify for graduation honors.

**J. Statement of Credits.** A student in good financial standing may obtain from the Registrar at any time a certificate stating the studies pursued and the grades obtained.

## **IV. Changes in Schedule**

**A. Procedure for Dropping or Adding a Course.** No change of any sort in an approved schedule will be considered official unless made through the Office of the Registrar and recorded in that office. If a student wishes to make changes in his/her schedule, they must consult the Office of the Registrar for the proper forms and procedures.

1. If a student wishes to add a course to his/her schedule during the first two weeks (first week of an eight-week summer session) of a semester, he/she must receive the permission of his/her

advisor and the instructor of the course. From the third through sixth week (second and third week of an eight-week summer session), the student must receive the permission of his/her advisor, the instructor of the course and the chair of the department teaching the course. Students may not add lecture, recitation or laboratory courses after the sixth week (third week of an eight-week summer session) of the semester.

2. If a student wishes to drop a course from his/her schedule, he/she must consult with his/her academic advisor and the instructor in charge of the course. Detailed instructions are available on the ADD/DROP form provided by the Office of the Registrar. A copy of this form is returned to the department by the Office of the Registrar after the drop slip is processed. Permission to drop a course will not be given until all laboratory or other equipment has been checked in to appropriate persons, nor until lockers and other storage space have been vacated. A student may be dropped by the instructor if he/she does not have the prerequisites for the course. In all such cases the instructor shall notify the Office of the Registrar in writing. The Registrar shall change the student's official schedule accordingly and will then notify the student.

**B. Effect on Grade of Dropping Courses.**

Courses dropped during the first six weeks of a semester (three weeks of an eight-week summer session) will not be recorded on the transcript. If a student officially drops a course after six weeks of a semester but prior to the last three weeks of classes (fifteen class days), a WD (Withdrawal) will be recorded on his/her permanent record by the Registrar.

A student may not drop a course during the last three weeks of class (fifteen class days) or during final examination week.

A change from credit to "hearer" status in any course cannot be made after the end of six weeks of a semester (three weeks during week of an eight-week summer session).



## V. Absences

- A. Administration of attendance policy lies with the individual instructor for each course. The individual instructor determines the number and nature of absences allowable in each course. Sanctions may be imposed for excessive absences up to and including dismissal from the course. If the instructor intends to attach a formal sanction (grade reduction or dismissal from the course) to inadequate attendance, he/she must include in the course syllabus the specific expectations and steps to be taken in such cases. Such steps will include an academic alert initiated in time to provide due warning before the absence which will give rise to the drop.
- B. If the student accrues sufficient absences to warrant dismissal in accordance with the course syllabus, he/she will be dropped from that class by the Office of the Registrar at the written request of the instructor. No grade will be recorded if this action takes place prior to the end of six weeks (three weeks during an eight-week summer session). During the period after six (6) weeks of a semester and prior to three (3) weeks before the end of classes, a withdrawal will be recorded on the transcript if the instructor drops the student from the course. The instructor may not effect a withdrawal from the course during the last three (3) weeks of classes or during Final Examination Week.
- C. Any work missed for any reason must be made up to the satisfaction of the instructor concerned.
- D. Each department may adopt absence regulations in addition to those of the individual instructor. These regulations should be either posted on department bulletin boards or incorporated as part of each course syllabus.

## VI. Withdrawals

- A. **Permission Required.** If a student desires to withdraw from school, he/she must process a specific form available, from the Office of the Registrar, for this purpose. Withdrawals from school must be completed three weeks

(fifteen class days) prior to the last day of class.

If a student leaves school without officially withdrawing, he/she shall still be considered enrolled in the courses for which he/she is registered.

- B. **Before Two Weeks Past Mid-Semester.** If a student withdraws from school, with permission, prior to two weeks past mid-semester (one week during an eight-week summer session), he/she shall receive no grade in any subject scheduled for that semester.
- C. **After Two Weeks Past Mid-Semester.** If a student withdraws from school, with permission, after two weeks past mid-semester, he/she may receive credit for courses that have actually been completed at the time of withdrawal. In other courses, no grades shall be recorded.
- D. **Academic Status.** If a student withdraws, his/her academic status will be the same as his/her status at the beginning of the semester in which he/she withdrew. However, if he/she is on academic deficiency, he/she must reapply for admission.

## VII. Examinations

- A. **Entrance Examinations and Examinations for Advanced Standing.** Entrance examinations and examinations for advanced standing shall be given at such times and under such circumstances as the chair of the department in which the subject is taught shall prescribe, except that placement examinations shall not be accepted in lieu of entrance examinations. Special examinations for credit in a foreign language will not be permitted when the foreign language is the student's native tongue.
- B. **Credit by Examination.** If a student is a registered student at Missouri S&T and has learned enough about a subject to pass an examination on it — without taking the course — he/she may be able to get college credit for this knowledge. There are five different programs included in Missouri S&T's credit by examination policy. They are:

- Advanced Placement Programs
- College-Level Examination Program
- Missouri Colleges Testing Program
- Military experiences
- Departmental examinations

Further information about these programs may be obtained at the Admissions Office or the Counseling and Career Development Center.

C. **Rescheduling of Instruction, Tests and Examinations.**

Scheduling of classes relative to time and space should be carefully considered as to need prior to the specific semester and only under the most serious conditions should changes be made during the semester. *Care must be taken that such scheduling does not infringe unduly on the rights of the student* and all rescheduling must have the written approval of the department chairperson and be coordinated through the Office of the Registrar. Such changes must be initiated by students or instructors.

D. **Examinations in Courses Attended as Hearer.**

If a student is attending or has attended a course as a "hearer," he/she is not entitled to an examination for credit in that course (see Section II-E, *Registration as a Hearer*).

E. **Examinations of two hours' duration**

at the end of a semester may be given at the option of the instructor in all lecture and laboratory courses. No special final examinations shall be given except on written permission from the provost. If a student has a conflict between two final examinations, the subject regularly scheduled for the year in which he/she is classified shall take precedence and the department teaching the other subject shall arrange a special examination for the student upon verification of the Registrar. If a student has three final examinations scheduled on the same day he/she may request that the examination falling in the second period on that day be moved to a different date. (If no examination is scheduled in the second period, the examination in the fourth period will be moved.) If a student has four examinations scheduled on the same day he/she may request that the second and/or fourth examination be moved to another date. All of the above requests are to be made in the Office of the Registrar at least one week

before the beginning of the final examination week.

## VIII. Undergraduate Grades

(Graduate grading is covered in the Graduate Catalog under "Scholastic Requirements")

A. **Significance of Undergraduate Grades.**

The grades reported are as follows:

A	Excellent
B	Superior
C	Medium
D	Inferior
F	Failure
I	Incomplete
S	Satisfactory - Indicates credit has been earned for the course scheduled.
U	Unsatisfactory - Indicates credit has not been earned for the course scheduled.
DL	Delayed - Permissible for undergraduate research 390 and must be removed at the end of the next semester or a "U" grade will be assigned by the Registrar.
Y	No grade available

Grades of "S" and "U" are permitted only for orientation courses, seminars, special problems, special readings, independent study courses (Numbered 200, 300, 350 and 390), education laboratories, research, and Pass/Fail courses. Standard grades also may be used for all of the above courses except the Pass/Fail courses.

The purpose of the "I" grade is to allow a student to complete a course when, due to illness or unavoidable absence within the last four weeks (three weeks of classes plus finals weeks) of a Fall or Spring semester, or within the last week and a half plus the final exam period of an eight-week summer session, he/she would otherwise be unable to do so. The intent is to provide a means for completing a course without having to retake the entire subject for lack of fulfillment of one or two requirements of the course.

The grade of "I" will be given only at the end of a Fall, Spring or Summer Session and only if the student has been prevented from completing a course due to sickness or unavoidable absence within the last four weeks (three weeks of classes plus finals

week) of a Fall or Spring semester, or within the last week and a half plus the final exam period of an eight-week summer session, and then only if the student has a passing grade in the course up to the time of such sickness or unavoidable absence.

A form, obtained from the Office of the Registrar, must be completed, recommended by the instructor of the course and approved by the chair of the department responsible for teaching the course before the grade of "I" can be given. This approved form is retained in the departmental office. For the purpose of determining scholastic standing, the grade of "I" will not be used.

- B. **Time Limit for Removing Incompletes.** If a student receives an "I" in any course, he/she must complete the work in which he/she is deficient within one calendar year from the close of the semester in which the "I" grade was recorded. Failure to do so will result in a grade of "F" being recorded for the student. The student may not enroll for a course in which he/she has a grade of "I" on file.

Incomplete grades recorded prior to Spring Semester 2001 must be completed by the tenth week (five weeks of an eight-week summer session) of the next term enrolled. Failure to do so will result in a grade of "F" being recorded for the student. The student may not enroll for a course in which he/she has a grade of "I" on file.

- C. **Dropping Incompletes.** Prior to the Fall Semester 1992: At any time during the interval specified in Section VIII-B, Time Limit for removing Incomplete, a student may drop, without a final grade, a course in which he/she has received a grade of "I", by securing written permission from the chair of the department responsible for teaching the course, and by filing such permission with the Office of the Registrar.

**Beginning with the Fall Semester 1992:** A student may not withdraw from courses in which he/she has received an "I" grade.

- D. **Grades Reported Twice During Each Semester.** All grades, except for Summer Session, will be reported to the Registrar both at mid-semester and at the end of each

semester or term. Except for grades in undergraduate and graduate seminars and Special Problems courses, which need not be reported at mid-semester. At the end of each semester or term all grades will be recorded.

- E. **Semester Honor Roll.** At the end of the semester all undergraduate students who meet all of the following conditions will be designated as honor students for that semester:

1. Obtained semester GPA of at least 3.200.
2. Completion of 12 (6 during an 8-week summer session) or more semester hours of work.
3. Obtained passing grades in all courses for that semester.

- F. **Changes in Grades.** A faculty member may change grades that he/she reported at the end of any semester or term provided such changes are submitted on the form for this purpose provided by the Office of the Registrar and signed by the instructor and the department chair.

- G. **Repeat Course GPA Adjustment.** Effective with Missouri S&T coursework repeated Fall of 2001 or later, when a grade of "D" or "F" is received in a Missouri S&T course, the grade may be replaced in the calculation of the GPA if the course is repeated at Missouri S&T. No more than 15 semester hours will be dropped from the calculation of the student's GPA and a repeated course may only be used to replace one previous grade in that same course in the GPA calculation. Grades of "I", "W", "HR" or "Pass/Fail" will not replace the previous grade. All grades earned will appear on the student's transcript. A statement of the repeat policy will be included on the transcript to explain the calculation of the GPA. After repeating a course, the student must submit a Repeat Course GPA Adjustment form to the Registrar's Office to have the GPA changed. The new grade will replace the old grade in all GPA calculations in which the previous grade was used, with the exception of the UM GPA used for calculation of graduation honors. If a student does not submit the Repeat Course GPA Adjustment, both grades will be used in GPA calculations. The scholastic standing of a student for a past semester will not be

changed as a result of repeating a course. This policy applies to undergraduate students only and may not be applied once the student has graduated.

#### H. **Determining Scholastic Standing.**

1. **Semester Grade Point Average.** At the close of each semester, the semester average for each student is computed as the total grade points earned during that semester divided by the total number of credit hours scheduled (except courses taken under the "Pass/Fail" option).

2. **Cumulative Grade Point Average.** (Effective for new students entering fall of 1972 or later): A student's cumulative grade point average is calculated by dividing cumulative total grade points by cumulative total credit hours attempted using all courses taken for college credit for which a letter grade (or equivalent) has been given except courses taken under the "Pass/Fail" option. This grade point will be used by the Registrar to determine a student's eligibility for *Honors* at the time of graduation (see *Section III.I*). The cumulative grade point average will be used for the purpose of ranking students at the time of graduation.

3. **Academic Grade Point Average.** Students who entered the University in the Fall semester 1972, or later, but prior to the Fall semester 1983, shall have the option of substituting the academic grade point for the cumulative grade point average except for determining eligibility for *Honors* and for the purpose of ranking students. A student's academic grade point average shall be computed using only the last grade earned in each course (all F's will be included until removed). For those students formally requesting the use of the academic grade point, both the cumulative and the academic shall show on the transcript. The cumulative GPA must be shown on the transcript.

#### I. **Grade Appeal Procedure**

1. The grade appeal procedure is available only for review of alleged capricious grading, not for review of the judgment of the instructor in assessing the quality of students' work or for questioning the

stated grading criteria selected by the instructor. Only a student who alleges he/she was subjected to capricious grading may use the grade appeal procedure.

2. **Capricious grading**, as used here, consists only of any of the following:

a. The assignment of a semester grade to a particular student on some basis other than those related to academic performance in the section

b. The assignment of a semester grade to a particular student by more exacting or demanding criteria than were applied to other students in the same section. (NOTE: Additional and/or different grading criteria may be applied to graduate students enrolled for credit in a course numbered below the 400 level)

c. The assignment of a semester grade by criteria that represents a substantial departure from the instructor's previously announced criteria.

3. **The grade appeal procedure** shall consist of the following steps:

a. The initial step in the grade appeal procedure shall be for the student to review with the section instructor the semester grade, the stated grading criteria and how the stated grading criteria were applied to determine the student's semester grade. This step must be initiated within 30 days after the first class day of the succeeding regular academic semester. If the student and the instructor fail to reach a mutually satisfactory decision during this discussion, then the student may proceed to step b.

b. The student shall contact the chair of the instructor's department and request his/her service as a mediator during a discussion between the student and the instructor. If the student and instructor fail to reach a mutually satisfactory decision during this discussion, the student may then proceed to step c.

- c. The student shall inform the Vice Chancellor for Student Affairs at this point that a grade appeal is in process. The student shall request, in writing, that the department chairperson inform the instructor and convene an ad hoc review group composed of the following: the chairperson (or designated representative) of the instructor's department, the provost (or the provost's designated representative), and a third member to be appointed by the provost from the faculty. The student and instructor shall be allowed to appear before the ad hoc review group. The decision reached by the ad hoc review group on the question of alleged capricious grading shall be binding and final on both the student and the instructor.

4. If capricious grading is substantiated by the ad hoc review group, the student shall be assigned a grade consistent with the stated grading criteria. A report of the ad hoc review group, with the student's semester grade, shall be forwarded by the department chairperson to the Office of the Registrar.

- J. **Transfer Credit Policy.** Missouri S&T accepts college-level (not remedial) course credits. All grades, quality points and credit hours are transferred and computed in the cumulative GPA. Grades not included in the transfer institution's GPA due to a repeat or forgiveness policy may be removed from the Missouri S&T cumulative GPA upon verification to the Registrar's Office. No more than 15 semester transfer hours will be dropped from the calculation of the student's cumulative GPA.

College-level (not remedial) course credit earned while enrolled in high school (dual-credit) shall follow the same policy as transfer credit.

## IX. Unsatisfactory Work

- A. **Average Grade Requirements.** If a student's work is of unsatisfactory character, he/she is initially placed on scholastic probation, a penalty which carries with it exclusion from participation in certain extracurricular activities. If a student is on scholastic probation he/she is not required to resign from any organizations in which he/she is already a member, but he/she may not hold office in any organization, nor may he/she join any other organization. If his/her record is not sufficiently improved after a reasonable time, scholastic probation will be followed by suspension for general deficiency.

1. If a student is on scholastic probation at the end of a semester, he/she shall be limited to a maximum schedule of 13 hours for the next semester in school (six hours for an eight-week summer session). Action with respect to deficiency and probation is taken as follows:

- a. Dropped from the University if record includes one or more F's or U's and no credit hour grade higher than D

- b. Probation if semester or cumulative GPA is less than 2.000

- c. If current semester average is above 2.200, the student will not be placed on probation.

- Item (a) eliminates at once the student who completely neglects his or her work.

- Item (b) places on scholastic probation a student whose semester or academic grade point average falls below a specified minimum.

- Item (c) provides for cases in which the academic record is below normal, but where improved current performance warrants special consideration.

2. A student will be considered scholastically deficient if he/she is placed on scholastic probation two or more times. If the student is declared scholastically deficient at the end of a semester, appropriate

records will be submitted immediately by the Office of the Registrar to the chair of the department in which the student is majoring (or to the appropriate advising authority for students with unspecified majors) to determine whether he/she shall be allowed to continue his/her program of study or be dropped by the University for scholastic deficiency. If the student is allowed to continue his/her studies, he/she must immediately reschedule any courses specified as a condition for his/her readmission (see *Section II.L. Cancellation of Registration and Preregistration of Students Who Are Scholastically Deficient*).

3. A student may remove scholastic probation at the close of a Fall or Spring semester by raising his/her grade point average to meet the minimum requirements for the semester in which he/she is registered, provided a minimum of nine (9) credit hours is passed.
  - a. Credit earned in courses taken during an eight-week summer session, intersession or during a co-op work period shall not be used to change probationary status at the end of the summer session, intersession, or co-op work period. Only credits earned at Missouri S&T during a Fall or Spring semester may be used to remove scholastic probation.
  - b. Part-time students who cannot meet the nine-hour requirement may appeal to the Office of the Registrar by written petition to waive this requirement upon the recommendation of the student's department. The Department Chair and the Registrar's decision may be appealed by written petition to the Admissions and Academic Standards Committee.
  - c. If a student has been dropped for scholastic deficiency, he/she may continue his/her enrollment during a summer session but will not be allowed to enroll for a Fall or Spring semester without permission of the chair of the department in which he/she is majoring. If he/she desires to change departments and apply for readmission, the department to which

admission is desired must be specified and admission is contingent upon his/her acceptance by that department and upon his/her pursuing the prescribed program of course work toward a degree in that department. Subsequent transfer to another department, whether with scholastic deficiencies or not, must be approved by that department. (If the student has not declared a major, the provost will make a decision about the readmission.)

4. In all cases of scholastic deficiency, if the student is so affected, he/she may appeal to the provost.
5. Students who have been denied readmission to the department in which they were majoring may be granted readmission to the University by the provost into a temporary status called "restricted". Restricted students are permitted to register on scholastic probation and are normally limited to a maximum schedule of 12 semester hours. Academic advising is done by an advisor assigned to the student by the provost. Readmission as a restricted student is normally with the understanding that the student will complete testing and counseling as prescribed by the Missouri S&T Counseling and Career Development Center. At the end of the first semester in a restricted category, future registration is permitted only if the student has either cleared scholastic probation or has been granted readmission to an academic department. Restricted Students are eligible for graduation from an academic department only after admission to that department.
6. A student in the Freshman Engineering Program who has completed the required core courses but who has not been admitted to any department, or who has been in the Freshman Engineering Program for four semesters but has not completed the core courses, will no longer be eligible for advising from the Freshman Engineering Program. In order to continue to receive advising for registration purposes at Missouri S&T such a student must either:

- a. Be admitted to a department and pursue a degree in that department
- b. Successfully appeal to the director of the Freshman Engineering Program to be allowed to continue in that program in an effort to improve his or her performance to the level necessary to be admitted to a department
- c. Be accepted by the provost in a non-degree category. Part-time Freshman Engineering Program students will be evaluated by the director of the Freshman Engineering Program to determine when they should be expected to complete the program. Such students will then, after that expected completion date, be subject to the conditions of eligibility for advising for full-time students who have exhausted the four-semester time limit. All decisions of the Freshman Engineering Program director may be appealed to the provost.

If a student is on scholastic probation, he/she may not hold office in any student organization. He/she is not required to resign from organizations in which he/she is already a member, but he/she may not pledge, be initiated into or join any other organization. Appeals related to that part of the regulations concerning holding an office in student organizations may be initiated in the Student Activities Office.

Failure to submit the completed appeal form within 10 school days following notification of the probationary status by the Student Activities Office will result in automatic denial of the appeal.

**B. Penalty for Failure to Comply with Terms of Probation.**

1. **Disciplinary Probation.** If a student fails to comply with the terms of a disciplinary probation, he/she is liable to suspension or expulsion.
2. **Scholastic Probation.** If a student fails to meet the requirements of a scholastic probation, he/she will be dropped from the university. He/she shall be reported to the provost who shall decide whether or not the student may be readmitted, and if so, under what conditions.

## X. Probation

**A. Definition of Probation.**

1. **Disciplinary Probation.** If a student is placed on disciplinary probation, he/she is ineligible to participate in any student activity for the period of probation. This is interpreted to mean that if the student is on probation, he/she is not required to resign from student organizations in which he/she is already a member, but he/she may not hold office in any student organization nor join any other student organization. If a student is on disciplinary probation, he/she may not represent the institution in any way. Additional restrictions may be imposed upon the student by the authority imposing the probation.
2. **Scholastic Probation.** Scholastic probation is covered by the rules regarding unsatisfactory work in this manual (see *Section IX.A, Average Grade Requirements*).

## XI. Discipline

### Student Disciplinary Matters Rules of Procedures in Student Conduct Matters

**A. Preamble.**

The following rules of procedure in student conduct matters are hereby adopted in order to insure insofar as possible and practicable (a) that the requirements of procedural due process in student conduct proceedings will be fulfilled by the University, (b) that the immediate effectiveness of Article V of the Bylaws of the Board of Curators relating to student conduct and sanctions may be secured for all students in the University of Missouri, and (c) that procedures shall be definite and determinable within the University of Missouri.

**B. Definitions.**

As used in these rules, the following definitions shall apply:

1. **Primary Administrative Officers.** As used in these procedures, "Primary Administrative Officer" is charged with the responsibility for the administration of these student conduct procedures and refers to the person or persons on each campus designated.
2. **Student Panel.** A panel of students appointed by the Chancellor, from which shall be selected by the Chair, upon the request of a student charged before the Student Conduct Committee. No more than three students shall serve with the Student Conduct Committee.
3. **Student.** A person having once been admitted to the University who has not completed a course of study and who intends to or does continue a course of study in or through one of the campuses of the University. For the purpose of these rules, student status continues whether or not the University's academic programs are in session.
4. **Student Conduct Committee.** As used in these procedures, "Student Conduct Committee," hereinafter referred to as the Committee, is that body on each campus that is authorized to conduct hearings and to make dispositions under these procedures or a hearing panel of such body as herein defined.

### C. Sanctions.

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code. More than one of the sanctions may be imposed for any single violation:
  - a. **Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. **Probation.** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional

regulation(s) during the probationary period.

- c. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
  - d. **Restitution.** Compensation for loss, damage or injury to the University of University property. This may take the form of appropriate service and/or monetary or material replacement.
  - e. **Discretionary Sanctions.** Work assignments, service to the University or other related discretionary assignments.
  - f. **Residence Hall Suspension.** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - g. **Residence Hall Expulsion.** Permanent separation of the student from the residence halls.
  - h. **University Dismissal.** An involuntary separation of the student from the institution for misconduct apart from academic requirements. It does not imply or state a minimum separation time.
  - i. **University Suspension.** Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - j. **University Expulsion.** Permanent separation of the student from the University.
2. **Temporary Suspension.** The Chancellor or designee may at any time temporarily suspend or deny readmission to a student from the University pending formal procedures when the Chancellor or designee finds and believes from available information that the presence of a student on campus would seriously disrupt the University or constitute a danger to the health, safety or welfare of members of



the University community. The appropriate procedure to determine the future status of the student will be initiated within seven calendar days.

**B. Records Retention.** Student conduct records shall be maintained for five years after University action is completed.

**C. Policy and Procedures.**

**1. Primary Administrative Officers.** The Chief Student Affairs Administrator on each campus or designee is the primary officer except in cases of academic dishonesty, where the Chief Academic Administrator responsible for administering the Student Conduct Code or designee is the primary administrative officer.

**2. Preliminary Procedures.** The Primary Administrative Officer shall investigate any reported student misconduct before initiating formal conduct procedures and give the student the opportunity to present a personal version of the incident or occurrence. The Primary Administrative Officer may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by the Primary Administrative Officer. The Primary Administrative Officer, in making an investigation and disposition, may utilize student courts and boards and/or the provost.

**3. Informal Dispositions.** The Primary Administrative Officer shall have the authority to impose appropriate sanctions and shall fix a reasonable time within which the student shall accept or reject a proposed informal disposition. A failure of the student either to accept or reject within the time fixed shall be deemed to be an acceptance and, in such event, the proposed disposition shall become final upon expiration of such time. If the student rejects informal disposition it must be in writing and shall be forwarded to the Committee. The Primary Administrative Officer may refer cases to the Committee without first offering informal disposition.

**4. Formal Procedure and Disposition.**

**a. Student Conduct Committee:**

i. The Committee shall be appointed by the Chancellor and shall have the authority to impose appropriate sanctions upon any student or students appearing before it.

ii. The Committee, when appropriate or convenient, may be divided by the Chair of the Committee into Hearing Panels, each panel to be composed of at least five Committee members, which may include a maximum of two students, present at the hearing, including a designated chair. A Hearing Panel has the authority of the whole Committee in those cases assigned to it. The Chair of the Committee or of a Hearing Panel shall count as one member of the Committee or Hearing Panel and have the same rights as other members.

iii. Each Chancellor shall appoint a panel of students, to be known as the Student Panel. Upon written request of a student charged before the Committee, made at least seventy-two (72) hours prior to the hearing, the Chair of the Committee or Hearing Panel shall appoint from the Student Panel not more than three students to sit with the Committee or two students to sit with the Hearing Panel (as stated in 4.a.ii) for that particular case. When students from the Student Panel serve at the request of a student charged, they shall have the same rights as other members of the Committee or Hearing Panel.

**b. General Statement of Procedures.**

A student charged with a breach of the Student Conduct Code is entitled to a written notice and a formal hearing unless the matter is disposed of under the rules for informal disposition. Student conduct proceedings are not to be construed as judicial trials and need not wait for

legal action before proceeding. However, care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The Office of the General Counsel shall be legal advisor to the Committee and the Primary Administrative Officer.

c. **Notice.** The Primary Administrative Officer shall initiate student conduct proceedings by arranging with the Chair to call a meeting of the Committee and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of the alleged violation and the date, time and place of the hearing before the Committee. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the student to have a current correct local address on record with the University shall not be construed to invalidate such notice. The notice shall be given at least seven consecutive days prior to the hearing, unless a shorter time is fixed by the Chair for good cause. Any request for continuance shall be made in writing to the Chair, who shall have the authority to continue the hearing if the request is timely and made for good cause. The Chair shall notify the Primary Administrative Officer and the student of the new date for the hearing. If the student fails to appear at the scheduled time, the Committee may hear and determine the matter.

5. **Right to Petition for Review.** (Other than University expulsion, University dismissal or University suspension).

a. In all cases where the sanction imposed by the Committee is other than University expulsion, University dismissal, or University suspension, the Primary Administrative Officer or the student may petition the Chancellor or designee in writing for a review of the decision within five calendar days after written notification. A copy of the Petition for Review must also be served upon the

nonappealing party within such time. The Petition for Review shall state the grounds or reasons for review, and the nonappealing party may answer the petition within five calendar days.

b. The Chancellor or designee may grant or refuse the right of review. In all cases where the Petition for Review is refused, the action of the Committee shall be final. If the Chancellor or designee reviews the decision, the action of the Chancellor shall be final unless it is to remand the matter for further proceedings.

6. **Right of Appeal.** (University expulsion, University dismissal or University suspension only).

a. When a student is expelled, dismissed or suspended from the University by the Committee, the Primary Administrative Officer or the student may appeal such decision to the Chancellor or designee by filing written notice of appeal with the Chancellor within ten calendar days after notification of the decision of the Committee. A copy of the Notice of Appeal will contemporaneously be given by the student to the Primary Administrative Officer to the student. The appealing party may file a written memorandum for consideration by the Chancellor with the Notice of Appeal, and the Chancellor may request a reply to such memorandum by the appropriate party.

b. The Chancellor or designee shall review the record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify each party in writing of the decision on the appeal. The action of the Chancellor shall be final unless it is to remand the matter for further proceedings.

7. **Status During Appeal.** In cases of suspension, dismissal or expulsion where a Notice of Appeal is filed within the required time, a student may petition the Chancellor in writing for permission to attend classes pending final determination of appeal. The Chancellor may permit a

student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the University or constitute a danger to the health, safety or welfare of members of the University community. In such event, however, any final sanctions imposed shall be effective from the date of the action of the Committee.

8. **Student Honor System.** Forums under the student honor systems established for investigating facts, holding hearings, and recommending, and imposing sanctions are authorized when the student honor code or other regulations containing well defined jurisdictional statements and satisfying the requirements of Article V of the Bylaws of the Board of Curators have been reduced to writing and have been approved by the Chancellor and the Board of Curators and notice thereof in writing has been furnished to students subject thereto. Procedures shall satisfy the requirements of the Board of Curators' Bylaws, Article V, and shall contain procedures herein before stated insofar as appropriate and adaptable to the particular situation and shall be approved by the Chancellor and the General Counsel. Students subject to student honor systems shall have the rights of appeal as set forth in Section 200.020 E.6 and 7 of the Collected Rules and Regulations.

#### D. **Hearing Procedures.**

1. **Conduct of Hearing.** The Chair shall:
- Preside at the hearing
  - Call the hearing to order
  - Call the roll of the Committee in attendance
  - Ascertain the presence or absence of the student charged with misconduct
  - Read the notice of hearing and charges
  - Verify the receipt of notices of charges by the student
  - Report any continuances requested or granted
  - Establish the presence of any advisor or counselor of the student
  - Call to the attention of the student charged and the advisor any special or

extraordinary procedures to be employed during the hearing and permit the student to make suggestions regarding or objections to any procedures for the Conduct Committee to consider.

#### a. **Opening Statements.**

- i. The Primary Administrative Officer shall make opening remarks outlining the general nature of the case and testify to any facts the investigation has revealed.
- ii. The student may make a statement to the Committee about the charge at this time or at the conclusion of the University's presentation.

#### b. **University Evidence.**

- i. University witnesses are to be called and identified or submit written reports of evidence introduced as appropriate.
- ii. The Committee may question witnesses at any time.
- iii. The student or, with permission of the Committee, the advisor or counselor may question witnesses or examine evidence at the conclusion of the University's presentation.

#### c. **Student Evidence.**

- i. The student shall have the opportunity to make a statement to the Committee about the charge.
- ii. The student may present evidence through witnesses or in the form of written memoranda.
- iii. The Committee may question the student or witnesses at any time. The Primary Administrative Officer may question the student or witnesses.

- d. **Rebuttal Evidence.** The Committee may permit the University or the

student to offer a rebuttal of the other's presentation.

e. **Rights of Student Conduct Committee.** The Committee shall have the right to:

- i. Hear together cases involving more than one student which arise out of the same transaction or occurrence, but in that event shall make separate findings and determinations for each student
- ii. Permit a stipulation of facts by the Primary Administrative Officer and the student involved
- iii. Permit the incorporation in the record by a reference of any documentation, produced and desired in the record by the University or the student charged
- iv. Question witnesses or challenge other evidence introduced by either the University or the student at any time
- v. Hear from the Primary Administrative Officer about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee
- vi. Call additional witnesses or require additional investigation
- vii. Dismiss any action at any time or permit informal disposition as otherwise provided
- viii. Permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case, provided that in such event, the Committee shall grant to the student or Primary Administrative Officer such time as the Committee may determine reasonable under the

circumstances to answer or explain such additional matters

- ix. Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair of the Committee
- x. Suspend summarily students from the University whom, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chair of the Committee on any procedural question or request of the Chair for order.

2. **Rights of Students Upon Hearing.** A student appearing before a Committee shall have the right to:

- a. Be present at the hearing
- b. Have an advisor or counselor and to consult with such advisor or counselor during the hearing
- c. Have students from the Student Panel sit with the Committee or Hearing Panel
- d. Hear or examine evidence presented to the Committee
- e. Question witnesses present and testifying
- f. Present evidence by witnesses or affidavit
- g. Make any statement to the Committee in mitigation or explanation of the conduct in question
- h. Be informed in writing of the findings of the Committee and any sanctions it imposes
- i. Request review or appeal to the Chancellor as herein provided.

3. **Determination by the Student Conduct Committee.** The Committee shall then make its findings and determinations in executive session out of the presence of the Primary

Administrative Officer and the student charged. Separate findings are to be made as to the conduct of the student and on the sanctions, if any, to be imposed. No sanctions shall be imposed on the student unless a majority of the Committee present is reasonably convinced by the evidence that the student has committed the violation charged.

4. **Official Report of Findings and Determinations.** The Committee shall promptly consider the case on the merits and make its findings and determination and transmit them to the Primary Administrative Officer and the student charged forthwith.
5. **Other Procedural Questions.** Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chair, whose ruling shall be final unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
6. **General Rules of Decorum.** The following general rules of decorum shall be adhered to:
  - a. All requests to address the Committee shall be addressed to the Chair.
  - b. The Chair will rule on all requests and points or order and may consult with Committee's legal advisor prior to any ruling. The Chair's ruling shall be final and all participants shall abide thereby, unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
  - c. Rules of common courtesy and decency shall be observed at all times.

# Conduct of Students

Amended Bd. Min. 3-20-81; Bd. Min. 8-3-90, Bd. Min 5-19-94; Bd. Min. 5-24-01.

## 200.010 STANDARD OF CONDUCT

A student enrolling in the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution.

### A. JURISDICTION OF THE UNIVERSITY OF MISSOURI

generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students for conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors.

### B. CONDUCT for which students are subject to sanctions falls into the following categories:

1. **Academic dishonesty**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

a. The term **cheating** includes but is not limited to:

- i use of any unauthorized assistance in taking quizzes, tests, or examinations
- ii dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving

problems, or carrying out other assignments

- iii acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff
- iv knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

b. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

c. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. **Forgery, alteration, or misuse** of University documents, records or identification, or knowingly furnishing false information to the University.

3. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

4. Physical abuse or other conduct which threatens or endangers the health or safety of any person.

5. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
6. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.
7. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.
8. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.
9. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
10. Failure to comply with directions of University officials acting in the performance of their duties.
11. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.
12. Misuse in accordance with University policy of computing resources, including but not limited to:
  - a. Actual or attempted theft or other abuse.
  - b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - c. Unauthorized transfer of a file.
  - d. Unauthorized use of another individual's identification and password.
  - e. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
  - f. Use of computing facilities to interfere with normal operation of the University computing system.
  - g. Knowingly causing a computer virus to become installed in a computer system or file.

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