

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. Instructors should be sensitive to extraordinary requests from students about absences, such as religious observances, military duty, jury duty, and other similar events. Students are responsible for providing proof of needed absence from the appropriate authority. Instructors make the ultimate decision; however, students have the power to appeal to the department chair or dean. 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 12, Section V.A)

Academic Forgiveness Policy: Missouri S&T has an academic forgiveness policy to enable those students who did not perform adequately in their undergraduate enrollment at Missouri S&T to be given a second chance to pursue their undergraduate academic goals. Students returning to Missouri S&T to pursue an undergraduate degree after an extended absence may request permission to remove one or more complete academic terms from future degree and GPA considerations. Academic forgiveness is a policy of Missouri S&T and as such may not be recognized by outside institutions or agencies. (Page 17, Section VIII.K)

Adding Course(s): Advisor and instructor approval is required for adding courses. From the third through sixth week (second Student Academic Regulations

and third week of an eight-week summer session), a student may only add Research, Special Problem, or Seminar courses and must receive the permission of his/her advisor, the instructor of the course, and the chair of the department teaching the course. (Page 11, 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 9, Section II.L; Page 17, 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 11, Section IV.A.2)

Six-Thousand Level Courses: Undergraduates

are not permitted to register for 6000-level courses unless their cumulative GPA is 3.500 or better or if the student is enrolled in the honors program. (Page 7, Section II.F)

Grades: Undergraduate grades are: A, B, C, D and F. Delay grades are permitted for undergraduate research numbered 3099 or 4099. "S" and "U" grades are permitted only for orientation courses, special problems, special reading, seminars, research, independent study courses (numbered 1000, 3000, 4000, 4010 and 4099) and pass/fail courses (Page 13, 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 13, Section VIII.A)

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 15, 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 9, Section III.A; Page 10, 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 7, Section II.E; Page 11, Section IV.B; Page 13, 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 14, 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 11, 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 9, Section III.C; Page 9, Section III.D; Page 13, Section VIII.A ; Page 14, Sections 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 7, 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 8, 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 9, 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 7, 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 18, 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 11; 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 14, 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 9, 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. (*Page 17, Section VIII.J*)

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. Special rules apply to students who are called to active military service. The withdrawal process begins in the Office of the Registrar. (*Page 12, 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. Missouri University of Science and Technology abides by the FERPA policy set forth by University of Missouri System Collected Rules and Regulations section 180.020 Student Records. (Link: http://www.umsystem.edu/ums/rules/collected_rules/information/ch180/180.020_student_records)

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. Major field of study
 - e. Participation in officially recognized activities and sports
 - f. Dates of attendance
 - g. Degrees and awards received
 - h. The most recent previous educational agency or institution attended
 - i. Student level
 - j. 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.

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 by 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 6000-Level Courses.** In general, undergraduates are *not permitted to enroll for 6000-level courses*. However, an undergraduate may earn credit toward the bachelor's degree for courses normally taken by first-year graduate students (6000-level courses). Students are eligible to enroll if they are enrolled in an honors program or have a cumulative grade point average of 3.5 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 available on the web 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 registration. 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.

- #### 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.

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

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.

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), a student may only add Research, Special Problem, or Seminar courses and 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 any 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 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. Instructors should be sensitive to extraordinary requests from students about absences, such as religious observances, military duty, jury duty, and other similar events. Students are responsible for providing proof of needed absence from the appropriate authority. Instructors make the ultimate decision; however, students have the power to appeal to the department chair or dean. 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.

- E. **Withdrawals due to active military service.** Students who are called to active military service, as defined by Missouri Revised Statute 41.948.1, are entitled to either withdraw from school, or receive incomplete grades in all their classes. Withdrawal due to military service are allowed at any time during the semester (including during the last three weeks and final exam week). The student must process a specific form available, from the Office of the Registrar, for this purpose, and provide documentation of their military orders. Withdrawals due to military service will result in a full refund of all tuition and fees paid by the student, for that semester. Students who

withdraw due to military service may request either to have their academic record for the semester expunged of all classes, or may request that a special indication be made on their academic record to indicate the reason they withdrew from school.

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 six 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
- International Baccalaureate Program
- Departmental examinations

Further information about these programs may be obtained at the Admissions Office or the Testing 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.

F. Common Exams.

The period from 5:00 – 6:00 PM daily to be designated for common exams. If a class or other required academic activity is scheduled during common exam time, the instructor of the class that conflicts with the common exam will provide accommodations for the students taking the common exam. In all instances of common exams not at the designated time, the instructor administering the common exam is expected to provide reasonable accommodations to students with such conflicts.

IX. 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 3099/4099 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 3000, 4000, 4010 and 4099), 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.

Beginning with the Fall Semester 1992:

A student may not withdraw from courses in which he/she has received an "I" grade.

The purpose of the "I" grade is to allow a student to complete a course when due to illness, unavoidable absence, or active military service, would be otherwise unable to do so.

B. Incomplete Grades due to illness and unavoidable absence unrelated to active military service.

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 (unrelated to active military service) 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 approval form is retained in the departmental office. For the purpose of determining scholastic standing, the grade of "I" will not be used.

The student 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. A student may not withdraw from courses in which he/she has received an "I" grade.

C. Incomplete Grades due to active military service.

Students who are called to active military service, as defined by Missouri Revised Statute 41.948.1, are entitled to either withdraw from school, or receive a grade of "I" in all their classes. Students called to military service are entitled to an "I" grade regardless of when during the semester they are called to serve, and regardless of their prior academic performance in the class.

A form, obtained from the Office of the Registrar, must be completed, and the student must present documentation of their military orders. Once completed, this form is retained in the departmental office of the teaching department. For the purpose of determining scholastic standing, the grade of "I" will not be used.

The student must apply to complete the course work within six months of discharge or release from active military service, and then complete the work within one calendar year from the time the application is filed. The deadlines may be extended for medical reasons related to active military service. If the student fails to apply to apply, or fails to complete the course work by the applicable deadlines, a grade of "F" will be recorded.

The chair of the teaching department will determine what course work the student must complete to resolve the "I" grade. If it is impractical to have the student complete the original course, the chair may assign the student to an academically similar course.

The student may not enroll for a course in which he/she has a grade of "I" on file. A student may not withdraw from courses in which he/she has received an "I" grade.

~~E. **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.~~

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: