

MISSOURI STATE UNIVERSITY

ACADEMIC REGULATIONS

ACADEMIC INTEGRITY

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the University community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The policies and procedures described in the Student Academic Integrity Policy specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The *Faculty Handbook* states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with the University policy on student academic integrity. **The instructor must allow a student who has been charged with academic dishonesty to continue attending class until all appeals are resolved. If an academic integrity matter is pending at the end of a semester, the instructor will issue an Incomplete (I) grade to the student until the appeal process is completed.**

The complete Student Academic Integrity Policies and Procedures document, including information on the Academic Integrity Proceeding, is available from the Office of the Provost or the Academic Integrity website at www.missouristate.edu/academicintegrity/.

Definitions

Academic Integrity Council (AIC): The 23-member Academic Integrity Council (AIC) consists of ten voting student members and ten voting faculty members, plus the Provost or designee, who is the non-voting Chair of the Council. In addition, the Dean of Students (or designee) and the SGA Legislative Director for Academic Affairs serve as ex officio members (without voting privileges). The Council is charged with enforcing the Missouri State University academic integrity policy, including overseeing academic integrity proceedings. The Council is also responsible for organizing and conducting campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promoting a campus-wide climate of academic integrity.

Academic Integrity Proceeding: An Academic Integrity Proceeding is conducted by a five-member panel drawn from the AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred.

Academic Dishonesty: Any one of the following acts constitutes academic dishonesty:

- **Cheating.** The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).
- **Fabrication or other misconduct in research.** The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; "misconduct in research" refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.
- **Plagiarism.** The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.
- **Facilitating academic dishonesty.** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a

particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209. The Academic Integrity Council will not accept or act upon anonymous reports but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his or her identity revealed. If the act of academic dishonesty that is reported to the AIC is alleged to have occurred in a particular course, the AIC Chair will notify the course instructor of the allegation. If the instructor elects not to pursue sanctions, or if the reported allegation is not associated with any particular course, the AIC Chair may convene an Academic Integrity Panel to conduct an Academic Integrity Proceeding to explore the allegation, provided that at least one person making an allegation is willing to be identified and to participate in the proceeding.

Academic Dishonesty Not Associated With Enrollment In A Course

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

Revoking a Grade/Degree

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an “F” or “XF” grade for the course as a sanction for the academic dishonesty, the instructor must send written notification to the Chair of the Academic Integrity Council, with a copy to the instructor’s Department Head and Dean, and in the case of a graduate student, with a copy to the Dean of the Graduate College. In order for an instructor to be able to impose a sanction, the written notice must be received by the Academic Integrity Council within five calendar years of the last class meeting day of the class in which the alleged academic dishonesty took place. In the case of an act of alleged academic dishonesty not associated with enrollment in a class, written notification must be received by the Academic Integrity Council within five years of the date of the alleged act. After five years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The written notification from the instructor shall include a detailed description of the alleged academic dishonesty and the intended sanction. The Chair of the Academic Integrity Council will notify the student of the allegation by certified letter with return receipt. The student will be allowed full appeal rights as outlined in the following sections of this policy: “Addressing Alleged Academic Dishonesty and Notifying the AIC of an Alleged Incident” and “Student Request for an Academic Integrity Proceeding.” When the appeal process has been concluded, if the allegation is upheld and if it was brought forward within the five-year time limit, the instructor’s recommended sanction (“F” or “XF”) will replace the original grade. If the revocation of a course grade affects the student’s graduation status because the course was necessary for graduation, a degree that has been granted will be revoked.

The Academic Integrity Council can at any time and at its discretion recommend to the Provost that a degree be revoked even if all degree requirements have been met, in cases where the academic dishonesty, including misconduct in research, is egregious and/or occurred multiple times. A recommendation to revoke a degree even if all degree requirements were met requires an affirmative vote of at least 14 of the 20 voting members of the Council. The Provost’s decision to revoke a degree requires consultation with the Dean of the college which awarded the degree and, in the case of a graduate degree, consultation with the Dean of the Graduate College. The Provost’s decision to revoke a degree requires the concurrence of the President of the university. The decision to revoke a degree may be appealed by the student to the Board of Governors, which may, at its discretion, hear the appeal.

PERSONAL STUDENT INFORMATION

Address

Students shall verify that their addresses are correct at the time of registration either online or by reporting address changes to the Office of the Registrar.

The local address is generally used to contact students when classes are in session. The permanent address is used on billings, refunds and other items sent while classes may not be in session. The local and permanent address may be the same. Students are required to have a street address/PO Box number, city, state, and ZIP on the local and permanent addresses.

Change of a permanent address does not affect a student’s residency status for fee purposes. If a change of residency is appropriate, the proper forms must be completed in the Office of Enrollment Services, Carrington Hall 304.

MISSOURI STATE UNIVERSITY

Name Change

Students are required to provide their official legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests for applicants, current, and former students must be submitted in writing to the Office of the Registrar and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: the Office of the Registrar, Room 320 Carrington Hall, Missouri State University, 901 S. National, Springfield, MO 65897.

Documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States. Other forms of documentation may be considered on a case-by-case basis. When academic records are maintained on microfilm, the student's name cannot be updated on the microfilm. Students who attended Missouri State University before 1985 have microfilm records. A name change form (PDF format) is available at www.missouristate.edu/registrar/namechanges.html.

Student Name on Diploma and University Certificates

The student name listed on a diploma or certificate must match the official name on file at the University, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name. Students indicate the desired diploma name on the Application for Graduation form; and the certificate name on the Notification of Completion form.

If you have any questions regarding changing your name, please contact the Office of the Registrar at (417) 836-5520 or send an email to registrar@missouristate.edu.

Transcript From Missouri State University To Be Sent Elsewhere

Definition and Description

A transcript is a chronological listing of the student's academic record at Missouri State University printed on safety paper. An official transcript bears the University Seal and is mailed directly to another university or outside agency. If student is to receive the transcript, it is indicated unofficial or placed in a sealed envelope and may not be considered official by some agencies and institutions. All students are issued a transcript (stamped "Issued to Student") upon graduation.

Additional information regarding transcripts is provided below.

- Transcripts will not reflect a term's GPA calculation and student's academic status until the end of the semester- typically the day after final grades are due.
- Transfer credit will appear on the transcript indicating the number of credit hours awarded for each institution attended. Individual transfer courses are *not* listed if they were transferred prior to Fall 2009.

Transcript Fees and Holds

There is no charge for routine and reasonable transcript requests. A \$20 fee will be charged for transcripts or other documents sent via express or overnight mail within the continental U.S. The \$20 fee must be paid by check or money order made payable to Missouri State University and must accompany the transcript request form. An additional amount may be required when sending items outside of the country. Do not send cash, please.

Transcripts will not be released for students who have a University hold due to a financial-related obligation. Students may view their transcript online any time. Students with a hold may request an unofficial transcript from the Office of the Registrar.

How To Request A Transcript

Transcript requests are typically processed the same day or the following business day upon receiving the request. The University is open Monday-Friday, except for weekends and holidays. If someone other than the student is to request and/or pick up a transcript, that person must have a signed note from the student stating that the student (student name) gives Missouri State authorization to release the transcript to them (their name). The requesting person must also provide the student's photo ID (or a photo copy of the student's ID) and a photo ID of himself or herself. The following options are available for requesting transcripts.

Option 1. Order online (user ID required). If you do not have a user ID or if your transcript request requires special handling conditions such as overnight, fax, or pick-up at the Office of the Registrar, please see Option 2 below. Transcript requests made online by 4:00 p.m. on business days, are generally mailed the following business day.

Option 2. Print the transcript request form page available at www.missouristate.edu/registrar/transcripts.html. Complete and fax or mail the form to the Office of the Registrar. The fax number and mailing address are at the top of the form.

Option 3. Send a written request to: Transcripts, Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. Please include the following information:

- student's full legal name and any former names
- student identification number
- date of birth
- last semester of attendance at Missouri State
- student's current address including day phone number
- address to which transcript is to be mailed
- student's signature to authorize the release of the transcript

Option 4. Request and pick up transcripts in the Office of the Registrar, Carrington Hall, Room 320, by completing a Transcript Request Form and presenting a photo identification.

Web Transcripts

Web transcripts (unofficial) are available for viewing 24/7 (user ID required). Please call the Office of the Registrar at (417) 836-5520 if you have any questions regarding requesting a transcript

Commencement

Students who wish to participate in commencement ceremonies must do so in their semester of graduation. Students who cannot do this may apply through the Graduate College, Carrington Hall 306, to participate in a subsequent commencement ceremony. The listing of their names in the commencement program will remain in the semester of graduation. Students who complete a University certificate program do not participate in the commencement ceremony. These students will receive a "certificate of completion". Commencement information is available on our web site at www.missouristate.edu/commencement.

Diploma

The diploma is mailed to students approximately four weeks after the end of the semester of graduation. A hold will prevent the release of a student's transcript and diploma. The name used is the name provided by the student on the Application for Graduation and must match the name on the University system.

The diploma lists the degree earned and the major. Options within majors and minors are not recorded on the diploma but are on the transcript. Students completing multiple majors in the same degree will only receive one diploma listing all majors.

Reissued diplomas may be ordered by sending a written request and a check or money order payable to Missouri State University in the amount of \$20 to the Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. The written request must include the graduate's name, student identification number, date of graduation, mailing address, daytime phone number, signature, and exactly how the name is to be printed on the diploma.

All reissued diplomas and/or certificates produced on or after August 28, 2005, will bear the name Missouri State University.

In very rare cases, the university will consider requests for posthumous awarding of a degree. Contact the Office of the Registrar.

REGISTRATION INFORMATION

The University allows currently enrolled, admitted, and readmitted/reinstated students to register well in advance of the beginning of each semester. Students can check their registration status online. Mail and fax registration is available to evening and graduate students through the Adult/Commuter Student Services, The Extended Campus.

Students who are in good academic standing and plan to return under the same classification may be able to register without applying for readmission. Students indebted to the University are not permitted to register for any succeeding semester or summer term until the indebtedness has been paid.

Students are not permitted to attend classes unless they are officially enrolled in those classes. Students whose names do not appear on the instructor's official class list should contact the Office of the Registrar.

Once enrolled, students are required to withdraw from their courses if they will not be able to attend. Failure to do so will result in failing grades and continued financial obligations. See "Withdrawal Policies and Procedures" section.

MISSOURI STATE UNIVERSITY

Credit Hours and Semester System

The unit of credit used at Missouri State is the semester hour. The University follows the early semester system in which the academic year is divided into two instructional semesters with each having approximately 15 weeks of instruction plus a final examination period, and an 8 week summer session. Additional instructional periods such as intersession, blocks, sessions, short, and extended class periods are offered. The amount of credit hours awarded for courses is based upon the instructional time and the type (lecture or lab) of course. Lecture courses meet the equivalent of 50 minutes per week for 15 weeks (or 750 minutes total) for one semester hour of credit. Laboratory and studio courses meet for the equivalent of 100 minutes per week for 15 weeks (or 1500 minutes total) for one semester hour of credit. Courses which include both lecture and laboratory type meetings will utilize the appropriate combination of the above guidelines; as will all courses taken for credit, regardless of length.

College courses taught in a shorter period of time than regular semester courses described in this catalog shall meet the same number of hours for both lecture and laboratories as required if offered on a semester or summer session basis. Laboratory sessions and activity-type courses which are primarily characterized by hands-on, experimental, and skill-building activities shall be in session 30 clock hours for each hour of credit. Workshop courses may vary, depending on the situation. Some workshops fall into the hands-on, activity-type category while others are structured primarily as lecture classes taught in a more intensive, abbreviated format.

Enrollment Status

Enrollment status may be reported to external agencies such as the National Student Clearinghouse. **Audited classes are excluded when determining enrollment status.** For official reporting purposes, Missouri State uses the following definitions:

Full-Time: Graduate students carrying 9 or more credit hours in the fall or spring semester are considered full-time students. Graduate students carrying 6 or more credit hours during the summer session are considered full-time students.

Half-Time: Graduate students carrying 5-8 credit hours during a fall or spring semester are considered half-time students. Graduate students carrying 3-5 credit hours during the summer session are considered half-time students.

Less Than Half-Time: Graduate students carrying less than 5 credit hours during a fall or spring semester are considered less than half-time students. Graduate students carrying less than 3 credit hours during the summer session are considered less than half-time students.

Reduced Course Load Policy

The University complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. These laws mandate that the University provide academic accommodation for students with disabilities.

The purpose of the reduced course load policy is to allow for case-by-case consideration of requests that students with disabilities be considered full-time or half-time when taking a reduced course load due to their disability. Students must petition for this accommodation each academic year. Students obtaining approval under this policy will adhere to the current fee structure of the University, but will be considered full-time or half-time and entitled to all of the services, benefits, rights and privileges of their status. Students must be enrolled in a minimum of 6 credit hours to be approved for full-time status and 3 credit hours to be approved for half-time status.

Reduced course load requests, with supporting documentation, shall be submitted to the Director of Disability Services. Supporting documentation must include a diagnostic evaluation from an appropriate professional that permits evaluation of the current need for accommodation. The Director shall review potential consequences of reduced course load with the student, including slower progress toward graduation, changes in financial aid, and changes in University billing. The Director shall encourage the student to explore potential external consequences of a reduced course load, including changes in vocational rehabilitation funding and federally regulated financial aid.

The Director shall submit the student's request, with supporting documentation, to the Office of the Provost for disposition. If the request is approved, the Office of the Registrar shall ensure that enrollment status is accurately noted on the student's record and accurately reported.

Overload Permission

Permission must be obtained for hours taken over the maximum allowed as per the student's classification. Courses for which a student is enrolled on an audit basis are counted in overload hours.

Maximum Credit Hours for Graduate and Postbaccalaureate Students:

- Sixteen (16) hours for a fall or spring semester.
- Ten (10) hours for a summer session.

This includes both undergraduate and graduate courses. In addition, post-baccalaureate students (excluding those seeking teacher certification) may not enroll in more than nine (9) hours total of 600-900 level courses, including completed, in-progress, and registered, without overload permission from the Dean of the Graduate College.

Holds (formerly known as Encumbrances)

A hold may be placed on a student's record for a variety of reasons such as an unpaid bill or fine, failure to return books or equipment, or failure to submit appropriate forms within the specific time limit. Most holds will prevent a student from registering for upcoming semesters and the release of a student's transcript and diploma. A complete listing of hold code definitions and office contact information is available online at www.missouristate.edu/registrar.

Accelerated Masters Program

Students admitted into an approved Accelerated Masters Degree Program may have a limited number of 600-level or higher courses counted toward both the undergraduate and graduate degree. Before enrolling in a course to be counted as both undergraduate and graduate credit (mixed credit), an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate program advisor, department head of the undergraduate program, and the dean of the Graduate College using a Mixed Credit Form. All approvals must be completed prior to the end of the Change of Schedule Period for the course(s). A maximum of 12 credit hours may be taken as Mixed Credit, but many programs have lower limits. See departmental listing in this catalog for further information.

Change of Schedule (Add/Drop)

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a continued financial obligation. Refer to the "Costs and Fees" section of the catalog for additional information. Students who wish to drop *all* courses for a given semester should refer to the "Withdrawal Policies and Procedures" catalog section. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below.

Prior to the beginning of the semester *and* during the Change of Schedule Period (first five days of fall or spring semesters, first two days of summer session):

Adds, drops, and section changes may be processed online or at any authorized registration center. Students must complete a short form and present photo identification for in-person services. To add a course which requires permission, the student must first contact the instructor or department (as indicated on the class schedule) to obtain permission. If permission is granted, the student will then be able to add the course to his/her schedule.

After The Change Of Schedule Period:

To withdraw from a course: Withdrawing from one or more courses may be completed online or at an authorized registration center. See Withdrawal Policies and Procedures if student is dropping *all* his/her classes

To add a course: In general, only courses which have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the Change of Schedule Period has ended. Courses that have not yet begun may be added online or in person at an authorized registration center.

Department approval is required to add a first block or full semester length class beginning on day 6 of the fall or spring semester, and to add a second block class on day 3 or beyond of the second block period. The department may also require instructor approval.

Go to the department which offers the course to seek approval. If approval is granted the department office representative will affix the department signature and stamp to the Registration/Change of Schedule Form. Course Permission forms are not required during this period. Take the completed form to an authorized registration center with photo identification for processing.

MISSOURI STATE UNIVERSITY

To change sections: A section change should be completed during the Change of Schedule Period. Such changes are considered a drop and an add, and are treated as such in determining the refund or credit to be granted. Go to the department office of the course and request permission to change sections. The department may require instructor approval. If approved, the department will complete an Add/Section Change form and affix the department signature and stamp. Take the completed form and photo identification to an authorized registration center for processing.

Note: It is the student's responsibility to review their record for accuracy and to request corrections immediately. Students' schedules and transcripts are available for review online. When using the web registration system, it is recommended that students print their schedule of classes and retain it

Auditing A Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Office of the Registrar to drop the student from the class. Such drops will be graded with a "W" grade and will be subject to the normal fee refund policy.

Students may audit courses to the maximum authorized academic load. A person currently not enrolled at the University must be admitted in order to register as an auditor. Courses audited are counted in the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time). Audited classes are included when determining need for Overload Permission.

To audit a course (or to remove a course from audit) the student must complete a form in the Office of the Registrar, Carrington Hall room 320 anytime prior to the "W" grade deadline for that course. Students may not change from a credit basis to an audit basis or vice versa once the "W" grade deadline has ended.

Repeating A Course

A student may repeat any of the courses that he or she has taken at Missouri State University. All attempts at the course and the grades earned (including those resulting in W, I, and Z) appear on the transcript. The grade from the most recent attempt at the course (though not an W, I, or Z) will be the one that counts in GPA calculations. For example, if a student takes the course four times and gets a D, B, C, and W, in that order, then the C would be their official grade that would be used when calculating the student's grade point average. Also, a course that has been repeated will only be counted once in the student's total credit hours earned.

The repeat policy is applicable to transfer credit as well as credit earned at Missouri State. For example, if a student earns a C in a course at Missouri State and repeats an equivalent course at another institution, the C will be removed from the calculation of the Missouri State GPA. The transfer grade, however, will be included only in the transfer and combined grade point averages. See Grade Equivalencies in the "Transfer Credit Policy" section of the catalog for further information.

Students should be aware that even though a course prefix, number, and/or title changes, it is still considered the same course for repeat policy purposes. The Office of the Registrar maintains the complete listing of course prefix and number changes and should be contacted for such questions.

Students should also note that many graduate and professional schools recalculate GPAs taking into account every grade that appears on a transcript.

Students who are receiving financial aid must consider the impact of repeating classes on their eligibility for financial aid for future semesters. While repeated courses are counted when determining a student's enrollment status and annual satisfactory progress, students who fail to progress toward graduation (i.e., by increasing total hours earned) may exhaust their aid eligibility prior to graduation.

This repeat policy takes effect with the beginning of the fall 2009 semester. For courses taken prior to fall 2009, students were allowed to repeat courses in which they earned a grade of D or F. The second grade replaced the first grade in the calculation of grade point average. Beginning with courses taken during or after the fall 2009 semester, students may repeat any course with no limit on the number of repetitions. Only the final grade will be used in the calculation of the student's grade point average. These same policies will be applied to transfer credit based on when courses were taken.

Instructor Drop

If a student does not attend by the second class meeting of a semester or summer session, and has not informed the departmental office of the intent to remain in the course, the instructor may institute proceedings to drop the student from the class. This is generally only done when the space is needed for another student. A faculty member may not institute drop proceedings after the second week of class.

A student cannot drop a course merely by not attending. The student who is dropped by the instructor will be notified of such action by the Office of the Registrar.

Withdrawal Policies and Procedures

Students may withdraw from one or more of their courses online, or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776) Students who drop *all* their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the “Academic Calendar” on the web for specific deadline dates. The following is important information for students who withdraw from all of their classes during a semester:

Financial Aid. Recipients of financial aid, scholarships, or short-term loans for payment of fees or expenses for the semester of withdrawal must be approved by the Financial Aid Office before they will be allowed to complete the withdrawal process. Such students may also be required to participate in an exit interview.

Grades. Assignment of grades for withdrawing students are made on the basis of current grading policies detailed in the “Change of Schedule” section of this catalog. Deadlines are available at <http://calendar.missouristate.edu/>.

Meal Plans. Contact the Dining Services Office, Plaster Student Union 213, regarding their refund policy for meal plans which are independent of a housing contract.

Parking. Parking permits must be returned to the Parking Administration Office, 700 E. Elm, by students who wish to receive a refund of the parking permit fee. Full refunds are issued for withdrawals processed through the second week of the semester, 50 percent refunds are issued for withdrawals processed from the third through the ninth weeks of the semester, and no refunds are issued after the ninth week.

Refunds. Refunds are credited to a student’s account according to the University Policy. Refunds will be issued by the Financial Services Office approximately four to six weeks following the withdrawal. Prior to issuing a refund check, the office will deduct any outstanding financial obligation to the University from the refund amount. Refunds will be mailed to the permanent address of the student on file at the time the refund is issued. If a student withdraws from the University with outstanding financial obligations, the student’s transcript will not be released and the student will not be permitted to enroll for a future semester until the obligation is satisfied. For questions concerning financial obligations, please contact the Financial Services Office, Carrington Hall 113.

Residence Halls. Students living in University housing must terminate their housing contract and vacate their room or apartment within 24 hours of the date of the withdrawal. For information, contact the Office of Residence Life and Services.

Veterans. Recipients of veterans benefits must report withdrawals to the Veterans Certifying Official, Office of the Registrar, Carrington Hall 320.

ZipCard. Students who have a ZipCard Debit Account must complete a ZipCard Debit Account Withdrawal form which is available at the ZipCard Office, Plaster Student Union room 128, (417) 836-8409. This form will cancel the account and authorize a refund of the account balance.

Students Mobilized For Active Military Duty

Withdrawal Procedure

Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of the Registrar, Carrington 320, or writing a letter of withdrawal, the University shall accept notification from the student or a family member. The Office of the Registrar will verify all notifications.

Refunds

Students will receive 100% of their tuition & fees when they officially withdraw from one or more classes due to required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the Financial Aid office for more information. Students drawing VA educational benefits should contact Veterans Certifying Official of their withdrawal and orders to report to duty.

MISSOURI STATE UNIVERSITY

Graduate students who do not have assistantships and withdraw will be refunded 100% of their incidental fees.

For those graduate students who have assistantships and withdraw, the unpaid balance of the stipend will be returned to the assistantship budget.

Students shall receive a full refund for textbooks purchased at the University Bookstore and parking permits.

The housing refund will be prorated based on the actual number of days room and board was used.

Grading of Officially Processed Drops or Withdrawals

- Students who withdraw before a semester begins or during the first week of classes shall not receive a W or any grade on their transcript.
- Students withdrawing the second week of classes through the automatic “W” grade deadline (9th week) shall receive an “W” grade for each class in which they are enrolled in, except for completed intersession or first block courses.
- Students withdrawing or dropping individual classes after the automatic “W” grade deadline (9th week) shall receive an “W”.

Should students be mobilized at such a point in the semester that the course instructor believes that they have completed a majority of the material in their class(es), the instructor may assign a passing grade or initiate an “I” grade. Students will receive a 100% refund only for those classes that are officially processed as a withdrawal.

Removal of Incomplete Grades for a Student Mobilized for Active Military Duty

Any student (undergraduate or graduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework to remove any “I” grades pending at the time of mobilization or received as a result of mobilization.

GRADING INFORMATION

Grading and the Credit Point System

Grades are awarded to indicate the quality of a student’s work and are assigned as follows (point values per credit hour appear in parentheses): Consistent with the Faculty Senate action of February 14, 2008, Plus/Minus grading will be implemented beginning with the Fall 2009 semester. The following definitions apply:

- A (4.00) Outstanding work.** Outstanding achievement relative to the level necessary to meet course requirements. Performance was of the highest level. Excellence while meeting course objectives was sustained throughout the course. Not only was the student’s performance clearly and significantly above satisfactory, it was also of an independent and creative nature.
- A- (3.70) Excellent work.** Excellent achievement relative to the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.
- B+ (3.30) Near excellent work.** Achievement was significantly above the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.
- B (3.00) Very good work.** Achievement significantly above the level necessary to meet course requirements. Performance was very good, although not of the highest level. Performance was clearly and significantly above satisfactory fulfillment of course requirements (For undergraduates: B = meritorious: For graduates B = adequate).
- B- (2.70) Good work.** Achievement at a level just above that necessary to meet course requirements. Performance was notable.
- C+ (2.30) Slightly above satisfactory work.** Achievement that meets the course requirements. Performance was slightly more than adequate. Graduate students become ineligible to continue graduate studies if more than 9 hours of C+ or lower are earned in graduate courses.
- C (2.00) Satisfactory work.** Achievement that meets the course requirements. Performance was adequate, although marginal in quality (For undergraduates: C = adequate: For graduates: C = inadequate). Graduate students become ineligible to continue graduate studies if more than 9 hours of C+ or lower are earned in graduate courses.

ACADEMIC REGULATIONS

- C- (1.70) Slightly below satisfactory work.** Achievement that barely meets the course requirements. Performance has been slightly below satisfactory and was marginal in quality. Will not count toward a graduate degree. Graduate students become ineligible to continue graduate studies if more than 9 hours of C+ or lower are earned in graduate courses.
- D+ (1.30) Passing work.** Achievement below satisfactory in meeting course requirements. Student demonstrated below satisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit. Will not count toward a graduate degree. Graduate students become ineligible to continue graduate studies if more than 9 hours of C+ or lower are earned in graduate courses.
- D (1.00) Minimum passing work.** Achievement barely worthy of credit. Student demonstrated unsatisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit. Will not count toward a graduate degree. Graduate students become ineligible to continue graduate studies if more than 9 hours of C+ or lower are earned in graduate courses.
- F (0.00) Failed - no credit.** A failure to meet course requirements. The work of course objectives were either: 1) completed but not at a level of achievement that is worthy of credit, or 2) have not been completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete). Will not count toward a graduate degree. Graduate students become ineligible to continue graduate studies if more than 9 hours of C+ or lower are earned in graduate courses.
- I (0.00) Incomplete.** Grade assigned when due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. (See "Incomplete Grade.")
- IP (2.00) In-Progress course**
- NP (0.00) Not Pass.** Student did not pass the course under the pass/not pass system.
- P (0.00) Pass.** Student passed the course under the pass/not pass system.
- V (0.00) Visitor.** Student enrolled in and attended the course as an auditor.

- W (0.00) Withdrew.** Student withdrew from course without academic penalty.
- XF (0.00) Failure due to academic dishonesty**
- Z (0.00) Deferred–grade.** Assigned only to students enrolled in 600-level or higher courses, restricted to graduate theses, graduate problem courses, or graduate seminars which might not be completed within a semester.

Incomplete Grade

In each instance where an Incomplete (I) grade is assigned, the instructor of the course shall, at the end of the semester in which the I grade is given, indicate on the Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the appropriate department office, one copy must be given to the student, and one copy must be retained by the instructor. If a student needs to repeat a course or a significant portion of a course, a "W" or "F" should be assigned according to regulations governing the assignments of such grades. A "W" grade can only be assigned if the student has officially dropped the course within the semester deadlines.

An I grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, otherwise the I grade automatically becomes an "F" grade. An extension of the time limit to remove an "I" grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the department head for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form online or send a Form to the Office of the Registrar for processing. The grade may be changed from an "I" grade or from an "F" grade to the appropriate grade earned.

A "Z" is a deferred grade limited to a specific group of 600-900 level courses. This grade may be assigned when work on a graduate thesis, graduate problem course, or graduate seminar has not been completed within the semester of enrollment.

Removal of "I" and "Z" Grades: The student should make arrangements with the instructor or the department head for completion of a course. When the re-quired work for the course has been completed, the instructor will assign a grade and notify the Office of the Registrar

MISSOURI STATE UNIVERSITY

Pass/Not Pass Regulations

The Pass/Not Pass option is intended to provide students an opportunity to pursue specialized or outside interests without penalty or reduction of grade point average. It allows students a greater degree of participation in those courses than the audit system permits. Students earning a passing grade in courses for which they were enrolled on a Pass/Not Pass basis are given a "P" grade; those failing will receive a grade of "NP". Pass and Not Pass grades are not used in calculating grade point averages.

Caution: Prerequisite requirements of other courses may not be met with a course completed on a Pass/Not Pass basis. The decision to take a course on a Pass/Not Pass basis cannot be reversed.

Students may take courses on a Pass/Not Pass basis under the following conditions:

- A. The Pass/Not Pass option is not available to repeat courses in which the student earned a D or F grade prior to Fall 2009.
- B. The Pass/Not Pass option is not available to graduate students for graduate-level courses (600 or above). Departments may elect to offer certain non-didactic graduate courses (e.g., readings, special problems, independent study, clinical internships, research and thesis) on a Pass/Not Pass only basis.
- C. Courses which are graded Pass/Not Pass only are exempt from the limitations otherwise imposed upon students by Pass/Not Pass regulations.

Grade Point Average

A student's Missouri State grade point average is based only on courses completed at Missouri State. A combined grade point average, based on work completed at Missouri State and in transfer, is also maintained. This combined grade point average is used in determining a student's academic standing and eligibility for graduation.

Grade point average is calculated by dividing the total grade points earned by the total credit hours attempted. The semester grade point average is calculated by dividing the credit points earned for the semester by the credit hours attempted for the semester. See "Grading and the Credit Point System" and "Repeat Policy" sections for more details on grade point average calculation. The grade point average of graduate and postbaccalaureate students is based only on graduate level courses (those numbered 600 and above). If a graduate student enrolls in undergraduate courses, grades earned in those courses will be included in the calculation of the undergraduate grade point average.

Grading

Prior to the end of the Change of Schedule Period:

Dropped courses will not appear on the transcript.

After the Change of Schedule Period: Students may withdraw from courses through the "W" grade deadline for that course will receive a grade of "W". This is week 2 through 9 for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

After the "W" Grade Deadline: Courses dropped up through the Last Day to Drop or Withdrawal deadline for that course will have either a "W" or "F" grade assigned by the instructor at the end of the semester. A "W" indicates that the student was doing passing work at the time of the drop. An "F" indicates a failing grade for the course, and is calculated into the grade point average. This period is from the 10th week through the next to last week of the semester for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

No drops or withdrawals are allowed after the Last Day to Drop or Withdrawal deadline for the course.

Related Information: Students should use the drop procedure judiciously as dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship and immigration status for F-1 or J-1 students. Students dropping a class because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

Authorized Registration Centers

These offices may process registrations and schedule changes year round.

- Extended Campus, evening, graduate and adult students may process initial registrations/schedule changes at the Extended Campus Registration Services Office, Jim D. Morris Center for Continuing Education, Room 403, 301 South Jefferson.
- All graduate students may process registrations/schedule changes in the Office of the Registrar, Carrington Hall room 320.

Grade Reports

Final grade reports are produced each semester and are available online.

APPEALS AND GRIEVANCES

Attendance Policy

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

The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; or (3) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors. Any student who believes that his or her final grade for a course has been reduced unfairly because of attendance factors has the right to appeal that grade under the process outlined below.

Appeal Process For Attendance-Related Grade Reductions

The process of grade appeal based upon attendance factors is intended to render a timely and peer-based judgment and is outlined as follows:

1. The student should first attempt to resolve the grade conflict with the instructor on an informal basis. If satisfactory resolution is not reached, formal appeal should be initiated as outlined in (2) below.
2. The student initiates the formal appeal process as follows:
 - a. The student writes a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of his or her grade. The letter should include the following information: student's name and social security number; the course code, number, and section; the year and semester the course was taken; the instructor's name; and a clear statement of the grade change request and reasons which justify the request. This formal letter must be initiated no later than the end of the first semester after the grade in question is received (excluding summer semester).
 - b. The instructor (or the appropriate department head if the instructor is no longer on campus) must respond to the formal appeal within ten (10) school days of the receipt of the formal letter:

- i. If it is determined that the student's request is justified, the instructor (or department head, as appropriate) will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College.
- ii. If it is determined by the instructor (or department head, as appropriate) that the student's request is *not* justified, the instructor (or department head) will write a formal response to the student justifying his or her decision.
- c. Should the student desire to continue the appeal process, he or she may request a formal hearing before the Attendance Appeal Board (AAB) as follows:
 - i. The student will submit to the Office of the Vice President for Student Affairs a completed AAB Request for Hearing Form (including a release of information on grades awarded on examinations and assignments, and attendance data, for the specific course in question); the student's formal letter to the instructor (or department head, as appropriate); and the instructor's (or department head's) response.
 - ii. Upon receipt of the specified documentation, the AAB will determine if the grade reduction is attendance related and potentially unreasonable and/or at variance with the instructor's stated attendance policy. If it is so determined, the AAB will convene a hearing *at the earliest possible date* based upon the schedules of the involved parties. The hearing will be conducted in an attempt to determine the facts associated with the appeal and the intent is that a recommendation will be rendered by the end of the semester in which the appeal was filed.
 - iii. The AAB is advisory only. The Board will forward all documentation and its recommendation to the Provost. Based upon those data, the Provost will make a ruling to the extent that: (1) the grade should be changed including the new grade to be awarded; or (2) the grade should not be changed.

The Attendance Appeal Board will consist of five members as follows: The Board Chair will be the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs will also select one faculty member from among those serving on the Faculty Student Judicial Commission and three students from among those serving as Justices on the Campus Judicial Board. Students are not automatically dropped for non-attendance. Failure to properly drop or withdraw will result in F grade(s) and a continued financial obligation.

Students are not automatically dropped for non-attendance. Failure to properly drop or withdraw will result in F grade(s) and a continued financial obligation.

MISSOURI STATE UNIVERSITY

Class Disruption

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under "Grade Re-evaluation Based on Performance."

Academic Grievances And Grade Appeals

A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

1. write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. provide the following information in the letter: name and student identification number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the

Graduate College. A faculty member may not change an F grade to an N grade in those cases in which the student did not follow the proper procedures for dropping the course.

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

1. present the appeal first to the faculty member's department head;
2. then to the college dean;
3. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
4. then to the Provost, who may refer the appeal to his/her designee for a hearing and recommendation;
5. finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy

Requests for Grade Changes Made After an Extended Period

Appeals for changes in a student's academic record that are not made within one calendar year of receipt of grades must be submitted to the Office of the Provost. Those appeals with documented exceptional circumstances will be considered on a case-by-case basis by the Scholastic Standards and Revision of Records Committee, and the committee will make its recommendation to the Provost.

Grade Re-evaluations Based on Exceptions to University Policy

In those cases in which the grade received by the student is the result of the University policy (e.g., an F resulting from failure to remove an Incomplete grade in the time allowed or failure to officially drop a course) rather than a faculty member's evaluation of performance in a course, the student's written appeal must be directed to the Office of the Provost within one calendar year of receipt of grade(s). Such appeals will be considered by the Scholastic Standards and Revision of Records Committee, and the Committee will make its recommendation to the Provost.

This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Failure to Satisfy Academic Standards of University, College, or Department

The University's colleges and departments have authority to set standards for admission of students to their programs or may deny enrollment for failure to satisfy academic standards or course/program prerequisites, even though no violation of disciplinary standards is involved. Except to the extent that cheating or plagiarism is involved, such standards are beyond the primary scope of this document. The University *Undergraduate Catalog* and/or *Graduate Catalog* and relevant advisement centers or deans' offices should be consulted for academic standards and for the process of requesting a waiver(s) or appeal(s) of a decision(s) involving those standards.

Financial Aid or Scholarships

For disputes related to the awarding or renewal of financial aid or scholarships, the student should consult the Financial Aid Office or the particular college or department under which the award is granted to ascertain the appropriate channel of inquiry. Also the student should obtain a copy of the scholarship eligibility criteria. Such disputes can be referred for appellate review only upon the recommendation of the Vice President for Student Affairs or the Provost or their designee. Where the grounds for denial of a scholarship or financial aid involves academic dishonesty, the matter should follow the procedure described for "Academic Dishonesty by Student Enrolled in a Course."

A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

1. write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. provide the following information in the letter: name and student identification number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College. A faculty member may not change an F grade to an N grade in those cases in which the student did not follow the proper procedures for dropping the course.

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

1. present the appeal first to the faculty member's department head;
2. then to the college dean;
3. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
4. then to the Provost, who may refer the appeal to his/her designee for a hearing and recommendation;
5. finally, to the President of the University.

MISSOURI STATE UNIVERSITY

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy.