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Introduction

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

- I. Notifications**
- II. Registration**
- III. Schedules**
- IV. Changes in Schedules**
- V. Absences**
- VI. Withdrawals**
- VII. Examinations**
- VIII. Undergraduate Grades**
- IX. Unsatisfactory Work**
- X. Probation**
- XI. Conduct of Students**
- XII. Rules of Procedures in Student Conduct Matters**

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

None of the rules, regulations or policies contained in the student handbook are intended to be terms and conditions of a contract between the University of Missouri and any student or students to which those rules, regulations or policies apply. The University of Missouri reserves the right to add, delete and/or amend such rules, regulations or policies at any time without advance notice to the student or students.

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

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

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

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

Quick Reference

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

Absences: Administration of attendance policy lies with the individual instructor for each course. The individual instructor determines the number and nature of absences allowable in each course. 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 13, 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 19, Section VIII.K)

Adding Course(s): Advisor and instructor approval is required for adding courses.

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. (Page 12, 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 10, Section II.L; Page 20, 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 7, 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 12, 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 8, 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 15, 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 17, 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 10, Section III.A; Page 11, 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 8, Section II.E; Page 12, Section IV.B; Page 14, 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 16, 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 12, 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 10, Section III.C; Page 10, Section III.D; Page 14, Section VIII.A ; Page 15, 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 8, 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 9, 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 10, 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 8, 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 19, 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 12; 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 16, 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 10, 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 18, 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 13, 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. If a

student wishes to make changes in his/her schedule, they must consult the Office of the Registrar for the proper forms and procedures.

1. If a student wishes to add a course to his/her schedule during the first two weeks (first week of an eight-week summer session) of a semester, he/she must receive the permission of his/her advisor and the instructor of the course. From the third through sixth week (second and third week of an eight-week summer session), 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. Withdrawals 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.

VIII. Undergraduate Grades

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

A. **Significance of Undergraduate Grades.**

The grades reported are as follows:

- A Excellent
- B Superior
- C Medium
- D Inferior
- F Failure
- I Incomplete
- S Satisfactory - Indicates credit has been earned for the course scheduled.
- U Unsatisfactory - Indicates credit has not been earned for the course scheduled.
- DL Delayed – Permissible for undergraduate research 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, 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 obtained 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 the 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 the 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, 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.

D. Grades Reported Twice During Each Semester. All grades, except for Summer Session, will be reported to the Registrar both at mid-semester and at the end of each semester or term. Except for grades in undergraduate and graduate seminars and Special Problems courses, which need not be reported at mid-semester. At the end of each semester or term all grades will be recorded.

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

1. Obtained semester GPA of at least 3.200.
2. Completion of 12 or more semester hours of work.
3. Obtained passing grades in all courses for that semester.

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

G. Repeat Course GPA Adjustment. Effective with Missouri S&T coursework repeated Fall of 2001 or later, when a grade of "D" or "F" is received in a Missouri S&T course, the grade may be replaced in the calculation of the GPA if the course is repeated at Missouri S&T. No more than 15 semester hours will be dropped from the calculation of the student's GPA and a repeated course may only be used to replace one previous grade in that same course in the GPA calculation. Grades of "I", "W", "HR" or "Pass/Fail" will not replace the previous grade. All grades earned will appear on the student's transcript. A statement of the repeat policy will be included on the transcript to explain the calculation of the GPA. After repeating a course, the student must submit a Repeat Course GPA

Adjustment form to the Registrar's Office to have the GPA changed. The new grade will replace the old grade in all GPA calculations in which the previous grade was used, with the exception of the UM GPA used for calculation of graduation honors. If a student does not submit the Repeat Course GPA Adjustment, both grades will be used in GPA calculations. The scholastic standing of a student for a past semester will not be changed as a result of repeating a course. This policy applies to undergraduate students only and may not be applied once the student has graduated.

H. Determining Scholastic Standing.

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

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

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

transcript. The cumulative GPA must be shown on the transcript.

I. **Grade Appeal Procedure**

1. The grade appeal procedure is available only for review of the final grade in a course that the student alleges was graded capriciously, not for review of the judgment of the instructor in assessing the quality of students' work or for questioning the stated grading criteria selected by the instructor. Only a student who alleges he/she was subjected to capricious grading may use the grade appeal procedure.
2. **Capricious grading**, as used here, consists only of any of the following:
 - a. The assignment of a semester grade to a particular student on some basis other than those related to academic performance in the section.
 - b. The assignment of a semester grade to a particular student by more exacting or demanding criteria than were applied to other students in the same section. (NOTE: Additional and/or different grading criteria may be applied to graduate students enrolled for credit in a course numbered below the 5000 level).
 - c. The assignment of a semester grade by criteria that represents a substantial departure from the instructor's previously announced criteria.
 - d. The assignment of a semester grade in whole or in part on the basis on the student's race, color, ancestry, religion, sex, gender identity, gender expression, sexual orientation, national origin, age, disability or protected veterans status.
3. **The grade appeal procedure** shall consist of the following steps:
 - a. Except as provided in sections 5, 6 and 7, the initial step in the grade appeal procedure shall be for the student to review with the section instructor the semester grade, the stated grading

criteria and how the stated grading criteria were applied to determine the student's semester grade. Any appeal under this policy shall be filed within thirty (30) days following the academic semester in which the grade is assigned. If the student and the instructor fail to reach a mutually satisfactory decision during this discussion, then the student may proceed to step b.

- b. The student shall contact the chair of the instructor's department and request his/her service as a mediator during a discussion between the student and the instructor. If the student and instructor fail to reach a mutually satisfactory decision during this discussion, the student may then proceed to step c.
- c. The student shall request, in writing, that the department chairperson inform the instructor and convene an ad hoc review group composed of the following: the chair- person (or designated representative) of the instructor's department, the dean (or the dean's designated representative), and a third member to be appointed by the provost from the faculty.
- d. The student's written request should include: course, instructor, semester, rationale for considering the grading as arbitrary and capricious, and the outcome sought. The student and instructor shall be allowed to appear before the ad hoc review group. The decision reached by the ad hoc review group on the question of alleged capricious grading shall be binding and final on both the student and the instructor.
4. If capricious grading is substantiated by the ad hoc review group, the student shall be assigned a grade consistent with the stated grading criteria. A report of the ad hoc review group, with the student's semester grade, shall be forwarded by the department chairperson to the Office of the Registrar.
5. Should there be an allegation that the capricious grading was based upon the student's race, color, ancestry, religion, sex, gender identity, gender expression, sexual orientation, national origin, age,

disability or protected veterans status, the appeal shall meet the requirements of section 3d and may be received by the departmental chair, the college dean or the university provost. The allegation shall be referred to a joint investigatory team comprised of two members of the faculty appointed by the dean of the college (or the dean's designated representative) or, if the dean is the instructor of the course, by the university provost (or the university provost's representative), and one member of the university staff who has received training relating to investigating allegations of discrimination, appointed by the chief student affairs officer (or the chief student affairs officer's designated representative).

- a. The joint investigatory team shall conduct a thorough, reliable and impartial inquiry and shall issue a report that will address each allegation made by the student.
 - b. This investigation shall include interviews with relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary.
 - c. The joint investigatory team will report to the ad hoc review group within thirty (30) days of appointment.
 - d. Additional time may be granted for the investigation by the chair of the ad hoc review group for good cause or by agreement of the parties to the appeal.
 - e. The ad hoc review group authorized in section 3c, the student and the instructor shall receive a copy of the report of the joint investigatory team.
6. Upon completion of the report required in section 5, the joint investigatory team will meet with the ad hoc review group to review the results of the investigation and provide an orientation on the process for consideration of an allegation of discrimination. The ad hoc review group shall make a finding as to the allegation of

capricious grading.

- a. The student and instructor shall be allowed to appear before the ad hoc review group and offer the testimony of witnesses and documentary evidence.
 - b. The findings shall address each allegation in the grade appeal, state the ad hoc review group's decision relating to that allegation, and state the rationale for that decision.
 - c. The ad hoc review group will have the authority to implement remediation or training as needed to prevent reoccurrence of the discrimination.
 - d. A report by the ad hoc review group shall be issued within sixty (60) days of the filing of the appeal. Additional time may be granted for the report by the chair of the ad hoc review group for good cause or by agreement of the parties to the appeal.
 - e. Any issue of faculty discriminatory conduct shall be referred for review pursuant to CRR 600.040.
7. Retaliation against any individual who files a grade appeal or participates in a grade appeal investigation which involves allegations of unlawful discrimination is strictly prohibited. The ad hoc review group shall refer any issue relating to alleged retaliation for review under the appropriate process (CRR 600.040, CRR 0.050, and CRR 200.025).

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

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

K. **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.

1. **Eligibility** - To be eligible for academic forgiveness consideration, students must meet these requirements:

- a. Students must have not been enrolled as degree-seeking at Missouri S&T or any other University of Missouri System campus for four or more consecutive years.
- b. Students must not have graduated from Missouri S&T.
- c. Students must be admitted as degree-seeking and have earned a minimum of 12.0 credits hours with at least a 2.5 GPA of record for those hours at Missouri S&T within the past 12 months.

2. **Conditions** - Academic forgiveness is based on the following conditions:

- a. All courses and credits taken during the chosen terms will be removed from consideration for GPA and degree requirements. Students may not combine individual courses from multiple terms to compose the semester(s) dropped.
- b. All courses and grades for the chosen terms will remain on the student's academic record with a notation showing that those hours and grades will not count toward cumulative hours, nor GPA, nor can they be used to fulfill any degree requirements.

- c. Forgiveness may be applied only to academic terms completed prior to the student's extended absence.
- d. Students may only be granted academic forgiveness once.
- e. Students who choose academic forgiveness must meet the degree requirements of the Missouri S&T undergraduate catalog at the time of their readmission.
- f. Degree requirements met during the dropped terms must be repeated.
- g. To be eligible for a degree, students must complete a minimum of 24 credits at Missouri S&T after the granting of academic forgiveness.
- h. Academic forgiveness only applies to Missouri S&T undergraduate courses and is not applicable to transfer work or graduate work.
- i. Only students who are readmitted to a degree program at the undergraduate level at Missouri S&T are eligible to apply for forgiveness.
- j. Academic Forgiveness must be approved by the primary academic department on a case-by-case basis.

3. **Procedures**

- a. Students should discuss their desire to pursue academic forgiveness with an academic advisor in the primary department to which they have been admitted.
- b. Students should submit an Application for Academic Forgiveness form to the Office of the Registrar.
- c. For each term approved for academic forgiveness, a note will appear on the transcript.

IX. Unsatisfactory Work

- A. **Average Grade Requirements.** If a student's work is of unsatisfactory character, he/she is initially placed on scholastic probation, a penalty which

carries with it exclusion from participation in certain extracurricular activities. If a student is on scholastic probation he/she is not required to resign from any organizations in which he/she is already a member, but he/she may not hold office in any organization, nor may he/she join any other organization. If his/her record is not sufficiently improved after a reasonable time, scholastic probation will be followed by suspension for general deficiency.

1. If a student is on scholastic probation at the end of a semester, he/she shall be limited to a maximum schedule of 13 hours for the next semester in school (six hours for an eight-week summer session). Action with respect to deficiency and probation is taken as follows:
 - a. Dropped from the University if record includes one or more F's or U's and no credit hour grade higher than D.
 - b. Probation if semester or cumulative GPA is less than 2.000.
 - c. If current semester average is above 2.200, the student will not be placed on probation.
 - Item (a) eliminates at once the student who completely neglects his or her work.
 - Item (b) places on scholastic probation a student whose semester or academic grade point average falls below a specified minimum.
 - Item (c) provides for cases in which the academic record is below normal, but where improved current performance warrants special consideration.
2. A student will be considered scholastically deficient if he/she is placed on scholastic probation two or more times. If the student is declared scholastically deficient at the end of a semester, appropriate records will

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

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

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

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

such a student must either:

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

X. Probation

A. Definition of Probation.

1. **Disciplinary Probation.** If a student is placed on disciplinary probation, he/she is subject to specific limitations or expectations which include, but are not limited to, being ineligible to hold office in any student organization recognized by the University Ineligibility or to represent the University in any way. This includes opportunities in which a student's disciplinary record is considered as a criterion for participation, which may include: participating in a co-op or internship program through the University, participating in the study abroad program, attending conferences, or representing the University at an official function. Additional restrictions may be imposed upon the student by the authority imposing the probation.
2. **Scholastic Probation.** Scholastic probation is covered by the rules regarding unsatisfactory work in this

manual (see *Section IX.A, Average Grade Requirements*).

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

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

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

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

XI. Conduct of Students

http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct

Bd. Min. 7-27-12; Bd. Min. 12-7-12; Bd. Min. 6-19-14;
Revised 9-22-14 by Executive Order 41.

200.010 STANDARD OF CONDUCT

A student at the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students must adhere to community standards in accordance with the University's mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

- A. **JURISDICTION OF THE UNIVERSITY OF MISSOURI** generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action, including, but not limited to the imposition of sanctions under Sections 200.020 and 200.025 of the Collected Rules and Regulations against students for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities.
- B. **CONDUCT** for which students are subject to sanctions falls into the following categories:

1. **Academic dishonesty**, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic

judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

- a. The term **cheating** includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.
 - b. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 - c. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.
2. **Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.**
 3. **Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.**

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

5. **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

6. **Violation of the University's Equal Employment/Education Opportunity Policy located at Section 320.010 of the Collected Rules and Regulations. These violations include, but are not limited to:**

a. **Harassment.** Harassment in violation of the University's anti-discrimination policies, is unwelcome verbal or physical conduct, on the basis of actual or perceived membership in a protected class as defined in the University's anti-discrimination policies, that creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

b. **Sex Discrimination, Sexual Harassment and Sexual Misconduct** as further defined in Section 600.020 and/or referenced in Section 200.010B7 below.

c. **Bullying.** Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.

d. **Retaliation.** Retaliation is any adverse action taken against a person because of that person's participation in protected activity. The University strictly prohibits retaliation against any person for making any good faith

report or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination in violation of the University's Equal Employment/Education Opportunity Policy.

e. **False Reporting.** False reporting is making an intentional false report or accusation as opposed to a report or accusation, which, even if erroneous, is made in good faith.

7. **Violation of the University's Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy in Section 600.020 of the Collected Rules and Regulations. These violations include:**

a. **Sex Discrimination.** Sex discrimination occurs when a person has been treated inequitably on the basis of sex, gender identity, or gender expression. Specifically, the University of Missouri System upholds Title IX, which states in part that "[n]o person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity." Sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex and dating/intimate partner violence are forms of sex discrimination.

b. **Sexual Harassment.** Sexual harassment is defined as:

1) Unwelcome sexual advances or requests for sexual activity by a person or persons in a position of power or authority to another person, or

2) Other unwelcome verbal or physical conduct of a sexual nature by a person to another person, when:

a) Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or

b) Such conduct creates a hostile environment by being sufficiently severe or

pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

- 4) Going beyond the boundaries of consent to sexual activity (letting your friends hide to watch you engaging in sexual activity);
- 5) Engaging in voyeurism;
- 6) Knowingly transmitting an STI, STD, venereal disease or HIV to another person;
- 7) Inducing another to expose their genitals.

c. **Sexual Misconduct.** Sexual misconduct is: 1) nonconsensual sexual intercourse; 2) nonconsensual sexual contact involving the sexual touching of the genitals, breast or anus of another person or the nonconsensual sexual touching of another with one's own genitals whether directly or through the clothing; 3) exposing one's genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm; or 4) sexual exploitation.

d. **Stalking on the Basis of Sex.** Stalking on the basis of sex is following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

e. **Dating/Intimate Partner Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the recipient of the violent behavior.

f. **Sexual Exploitation.** Sexual exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another person for his/her own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited and which behavior does not constitute any other form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, the following activities done without the consent of all participants:

- 1) Invasion of sexual privacy;
- 2) Prostituting another person;
- 3) Taping or recording of sexual activity;

g. **Retaliation.** Retaliation is any adverse action taken against a person because of that person's participation in protected activity. The University strictly prohibits retaliation against any person for making a report required by Section 600.020 of the Collected Rules and Regulations, for making any good faith report to a Title IX Coordinator or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of sex discrimination, sexual harassment or sexual misconduct.

h. **False Reporting.** False reporting is making an intentional false report or accusation as opposed to a report or accusation, which, even if erroneous, is made in good faith.

8. **Threatening or Intimidating Behaviors,** defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable fear of harm in another.

9. **Participating in attempted or actual taking of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.**

10. **Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.**

11. **Violation of University policies, rules or regulations or of campus regulations** including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.

12. **Manufacture, use, possession, sale or distribution of alcoholic beverages or**

any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

13. **Disruptive conduct.** Conduct that creates a substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus.

14. **Failure to comply with directions of University officials in the performance of their duties.**

15. **The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.**

16. **Hazing,** defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

17. **Misuse of computing resources in accordance with University policy,** including but not limited to:

- a. Actual or attempted theft or other abuse.
- b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- c. Unauthorized transfer of a file.
- d. Unauthorized use of another individual's identification and password.

- e. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
- f. Use of computing facilities to interfere with normal operation of the University computing system.
- g. Knowingly causing a computer virus to become installed in a computer system or file.

XII. Rules of Procedures in Student Conduct Matters

http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters

Bd. Min. 11-8-68, Amended Bd. Min. 3-20-81; Bd. Min. 12-8-89, Amended 5-19-94; Bd. Min. 5-24-01; Bd. Min. 7-27-12, 6-19-14; Revised 9-22-14 by Executive Order 41.

A. **Preamble.** The following rules of procedure in student conduct matters are hereby adopted in order to insure insofar as possible and practicable (a) that the requirements of procedural due process in student conduct proceedings will be fulfilled by the University, (b) that the immediate effectiveness of Section 10.030, which is Article V of the Bylaws of the Board of Curators relating to student conduct and sanctions may be secured for all students in the University of Missouri, and (c) that procedures shall be definite and determinable within the University of Missouri. Student conduct involving harassment or discrimination is governed by Section 200.025: Equity Resolution Process for Resolving Complaints of Harassment, Sexual Misconduct and other Forms of Discrimination against a Student or Student Organization.

B. **Definitions.** As used in these rules, the following definitions shall apply:

1. **Primary Administrative Officers.** As used in these procedures, the Chief Student Affairs Administrator on each campus is the Primary Administrative Officer except in cases of academic dishonesty, where the Chief Academic

Administrator is the Primary Administrative Officer. Each Primary Administrative Officer may appoint designee(s) who are responsible for the administration of these conduct procedures, provided all such appointments must be in writing, filed with the Chancellor of the campus, and the office of General Counsel. The Primary Administrator's Office will certify in writing that the given designee has been trained in the administration of student conduct matters.

2. **Student Panel.** A panel of students appointed by the Chancellor, from which shall be selected by the Chair, upon the request of an accused student before the Student Conduct Committee, not more than three students to serve with the Student Conduct Committee.
3. **Student.** A person having once been admitted to the University who has not completed a course of study in or through one of the campuses of the University. For the purpose of these rules, student status continues whether or not the University's academic programs are in session.
4. **Student Conduct Committee.** As used in these procedures, "Student Conduct Committee," hereinafter referred to as the Committee, is that body on each campus which is authorized to conduct hearings and to make dispositions under these procedures or a Hearing Panel of such body as herein defined.
5. **Hearing Panel.** As used in these procedures, the term "hearing panel" refers to the part of the Student Conduct Committee described in Section 200.020E.3(b) below.

C. **Sanctions.**

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one of the sanctions may be imposed for any single violation:

- a. Warning. A notice in writing to the student that the student is violating or has violated institutional regulations.
- b. Probation. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- c. Loss of Privileges. Denial of specified privileges for a designated period of time.
- d. Restitution. Compensation for loss, damage, or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions. Work assignments, service to the University, or other related discretionary assignments.
- f. Residence Hall Suspension. Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- g. Residence Hall Expulsion. Permanent separation of the student from the residence halls.
- h. University Dismissal. An involuntary separation of the student from the institution for misconduct. It is less than permanent in nature and does not imply or state a minimum separation time.
- i. University Suspension. Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j. University Expulsion. Permanent separation of the student from the University.

2. **Temporary Suspension.** The Chancellor or Designee may at any time temporarily suspend or deny readmission to a student from the University pending formal procedures when the Chancellor or Designee finds and believes from available information that the presence of a student on campus would seriously disrupt the University or constitute a danger to the health, safety, or welfare of members of the University community. The appropriate procedure to determine the future status of the student will be initiated within seven calendar days.

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

E. **Policy and Procedures.**

1. **Preliminary Procedures.** The Primary Administrative Officer/Designee(s) shall investigate any reported student misconduct before initiating formal conduct procedures and give the student and, in cases involving alleged sexual misconduct or other misconduct alleged to constitute sex discrimination, the complainant, the opportunity to present a personal version of the incident or occurrence. The Primary Administrative Officer/Designee(s) shall utilize the preponderance of the evidence standard in deciding whether or not to initiate formal conduct procedures and in deciding whether or not to offer an informal disposition in accordance with Section 200.020E.2 below. The Primary Administrative Officer/Designee(s) may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by the Primary Administrative Officer/Designee(s). The Primary Administrative Officer/Designee(s), in making an investigation and disposition, may utilize student courts and boards and/or divisional deans to make recommendations.

2. **Informal Dispositions.** The Primary Administrative Officer/Designee(s) shall have the authority to make a determination and to impose appropriate sanctions and shall fix a reasonable time within which the student shall accept or reject a proposed informal disposition. A failure of the student either to accept or reject within the time fixed may be deemed by the University to be an acceptance of the determination, provided the student has received written notice of the proposed determination and the result of the student's failure to formally reject and, in such event, the proposed disposition shall become final upon expiration of such time. If the student rejects informal disposition it must be in writing and shall be forwarded to the Committee. The Primary Administrative Officer/Designee(s) may refer cases to the Committee without first offering informal disposition.

3. **Formal Procedure and Disposition.**

a. **Student Conduct Committee:**

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

ii. When deemed appropriate or convenient by the Chair of the Committee, the Chair may divide the Committee into Hearing Panels each consisting of no less than five (5) Committee members of which no more than two (2) shall be students. If the Chair creates such Hearing Panels, the Chair of the Committee shall designate a Hearing Panel Chair. A Hearing Panel has the authority of the whole Committee in those cases assigned to it. The Chair of the Committee or a Hearing Panel Chair shall count as one member of the Committee or Hearing Panel and have the same rights as other members.

iii. The Vice Chancellor for Student Affairs shall appoint a panel of

students, to be known as the Student Panel. Upon written request of an accused student before the Committee or, in cases involving allegations of sexual misconduct or other misconduct alleged to constitute sex discrimination, upon the written request of the complainant, made at least seventy-two (72) hours prior to the hearing, the Chair of the Committee shall appoint from the Student Panel not more than three students to sit with the Committee or the Hearing Panel Chair shall appoint two students to sit with the Hearing Panel for that particular case. When students from the Student Panel serve as members of the Committee or as members of the Hearing Panel, they shall have the same rights as other members of the Committee or Hearing Panel.

b. **General Statement of Procedures.**

A student accused of violating the Student Conduct Code is entitled to a written notice and a formal hearing unless the matter is disposed of under the rules for informal disposition. Student conduct proceedings are not to be construed as judicial trials and need not wait for legal action before proceeding; but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The Office of the General Counsel shall be legal adviser to the Committee and the Primary Administrative Officer/Designee(s), but the same attorney from the Office of the General Counsel shall not perform both roles with regard to the same case.

c. **Notice of Hearing.** At least seven business days prior to the Student Conduct Committee Hearing, or as far in advance as is reasonably possible if an accelerated resolution process is scheduled with the

consent of the accused student, the Primary Administrative Officer/Designee(s) will send a letter to the accused student with the following information:

- 1) A description of the alleged violation(s) and applicable policies
- 2) A description of the applicable procedures
- 3) A statement of the potential sanctions/remedial actions that could result
- 4) The time, date and location of the hearing. If any party does not appear at the hearing, the hearing will be held in their absence. For compelling reasons, the hearing may be rescheduled.

This Notice of Charges Letter will be made in writing and will be delivered either:

- i. In person, or
- ii. Mailed to the local address of the accused student as indicated in official University records and emailed to the accused student's University-issued email account. If there is no local address on file, mail will be sent to the accused student's permanent address.

Once received in person or mailed and emailed, notice will be presumptively delivered. Any request to reschedule the hearing shall be made in writing to the Chair, who shall have the authority to reschedule the hearing if the request is timely and made for good cause. The Chair shall notify the Primary Administrative Officer/Designee(s) and the accused student of the new date for the hearing. If the accused student fails to appear at the scheduled time, the Committee may hear and determine the matter.

4. **Right to Petition for Review:** (other than University expulsion, University dismissal, or University suspension).

a. In all cases where the sanction imposed by the Committee is other than University expulsion, University dismissal, or University suspension, the Primary Administrative Officer/Designee(s) or the accused student may petition the Chancellor or Designee in writing for a review of the decision within five (5) calendar days after written notification. A copy of the Petition for Review must also be served upon the non-appealing party or parties within such time. The Petition for Review must state the grounds or reasons for review in detail, and the non-appealing party or parties may answer the petition within five (5) calendar days.

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

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

a. When an accused student is expelled, dismissed, or suspended from the University by the Committee, the Primary Administrative Officer/Designee(s), the accused student may appeal such decision to the Chancellor or Designee by filing written notice of appeal stating the grounds or reasons for appeal in detail with the Chancellor within ten (10) calendar days after notification of the decision of the Committee. The appealing party may file a

written memorandum for consideration by the Chancellor with the Notice of Appeal, and the Chancellor may request a reply to such memorandum by the appropriate party.

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

6. **Status During Appeal.** In cases of suspension, dismissal, or expulsion where a Notice of Appeal is filed within the required time, a student may petition the Chancellor in writing for permission to attend classes pending final determination of appeal. The Chancellor may permit a student to continue in school under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the University or constitute a danger to the health, safety, or welfare of members of the University community. In such event, however, any final sanctions imposed shall be effective from the date of the action of the Committee.

7. **Student Honor System.** Forums under the student honor systems established for investigating facts, holding hearings, and recommending and imposing sanctions are authorized when the student honor code or other regulations containing well defined jurisdictional statements and satisfying the requirements of Section 10.030, which is Article V of the Bylaws of the Board of Curators, have been reduced to writing and have been approved by the Chancellor and the Board of Curators and notice thereof in writing has been furnished to students subject thereto. Though the student honor system has jurisdiction, together with procedures set forth therein, instead of the Primary Administrative Officer/Designee(s), the standard of conduct called for in any such student honor system shall be deemed to contain at a minimum the same standards set forth in Section 200.010, entitled

Standards of Conduct. Procedures shall satisfy the requirements of the Board of Curators' Bylaws, Section 10.030, which is Article V, and shall contain procedures herein before stated insofar as appropriate and adaptable to the particular situation and shall be approved by the Chancellor and the General Counsel. Students subject to student honor systems shall have the rights of appeal as set forth in Section 200.020 E.6 and 7.

E. **Hearing Procedures.**

1. **Conduct of Hearing.** The Chair shall preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and charges and verify the receipt of notices of charges by the student, report any continuances requested or granted, establish the presence of any adviser or counselor of the student, and call to the attention of the student charged and the adviser any special or extraordinary procedures to be employed during the hearing and permit the student to make suggestions regarding or objections to any procedures for the Conduct Committee to consider.

a. **Opening Statements.**

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

b. **University Evidence.**

- i. University witnesses are to be called and identified or written reports of evidence introduced as appropriate.
- ii. The Committee may question witnesses at any time.

- iii. The accused student or, with permission of the Committee, the adviser or counselor may question witnesses or examine evidence at the conclusion of the University's presentation.

c. **Student Evidence.**

- i. If the accused student has not elected to make a statement earlier under a.(ii) above, the accused student shall have the opportunity to make a statement to the Committee about the charge.
- ii. The accused student may present evidence through witnesses or in the form of written memoranda.
- iii. The Committee or Hearing Panel may question the accused student or witnesses at any time. The Primary Administrative Officer/Designee(s) may question the accused student or witnesses.

d. **Rebuttal Evidence.** The Committee may permit the University or the charged student, or in cases of nonconsensual sexual behavior, the complainant, to offer a rebuttal of the others' presentation(s).

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

- i. Hear together cases involving more than one student which arise out of the same transaction or occurrence, but in that event shall make separate findings and determinations for each student;
- ii. Permit a stipulation of facts by the Primary Administrative Officer/Designee(s) and the student involved;
- iii. Permit the incorporation in the record by reference of any documentation, produced and desired in the record by the University or the student charged;
- iv. Question witnesses or challenge other evidence introduced by either

the University or the student at any time;

- v. Hear from the Primary Administrative Officer/Designee(s) about dispositions made in similar cases and any dispositions offered to the student appearing before the Committee;
- vi. Call additional witnesses or require additional investigation;
- vii. Dismiss any action at any time or permit informal disposition as otherwise provided;
- viii. Permit or require at any time amendment of the Notice of Hearing to include new or additional matters which may come to the attention of the Committee before final determination of the case; provided, however, that in such event the Committee shall grant to the student or Primary Administrative Officer/Designee(s) such time as the Committee may determine reasonable under the circumstances to answer or explain such additional matters;
- ix. Dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair of the Committee;
- x. Suspend summarily students from the University who, during the hearing, obstruct or interfere with the course of the hearing or fail to abide by the ruling of the Chair of the Committee on any procedural question or request of the Chair for order.

2. **Rights of Accused upon.** A student appearing before a Committee shall have the right to:

- a. Be present at the hearing;
- b. Have an adviser or counselor and to consult with such adviser or counselor during the hearing;

- c. Hear or examine evidence presented to the Committee;
- d. Question witnesses present and testifying;
- e. Present evidence by witnesses or affidavit;
- f. Make any statement to the Committee in mitigation or explanation of the conduct in question;
- g. Be informed in writing of the findings of the Committee and any sanctions it imposes; and
- h. Request review or appeal to the Chancellor as herein provided.

3. **Determination by the Student Conduct Committee.** The Committee shall then make its findings and determinations based on the preponderance of the evidence in executive session out of the presence of the Primary Administrative Officer/Designee(s) and the student charged. Separate findings are to be made:

- a. As to the conduct of the student, and
- b. On the sanctions, if any, to be imposed. No sanctions shall be imposed on the student unless a majority of the Committee present is convinced by the preponderance of the evidence that the student has committed the violation charged. In determining what sanction, if any, is appropriate, the Committee may take into consideration the previous disciplinary history of the accused student.

4. **Official Report of Findings and Determinations.** The Committee shall promptly consider the case on the merits and make its findings and determination and transmit them to the Primary Administrative Officer/Designee(s) and the accused student.

5. Other Procedural Questions.

- a. Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chair, whose ruling shall be final unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.

6. General Rules of Decorum. The following general rules of decorum shall be adhered to:

- a. All requests to address the Committee shall be addressed to the Chair.
- b. The Chair will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling. The Chair's ruling shall be final and all participants shall abide thereby, unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
- c. Rules of common courtesy and decency shall be observed at all times.
- d. An adviser or counselor may be permitted to address the Committee at the discretion of the Committee. An adviser or counselor may request clarification of a procedural matter or object on the basis of procedure at any time by addressing the Chair after recognition.

7. Record of Hearing. An audio, video, digital, or stenographic record of the hearing shall be maintained. The notice, exhibits, hearing record, and the findings and determination of the Committee shall become the "Record of the Case" and shall be filed in the Office of the Primary Administrative

Officer/Designee(s) and for the purpose of review or appeal be accessible at reasonable times and places to both the University and the accused student(s).

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