

## Faculty Handbook Changes

*Note: Where changes required the vote of Faculty Council, the dates of the vote have been noted in brackets immediately following the change description.*

### **1. Replace “Director of Admissions and Registrar” with “University Registrar-MU” [mechanical name change/update]**

<http://facultycouncil.missouri.edu/handbook/article-11.html>

Item #9 (bottom)

The University Registrar-MU may, upon request, furnish to the Vice Chancellor for Student Affairs, information regarding grades of students for purposes such as consideration for membership in honor societies, provided that the furnishing of such information is in compliance with the provisions of the MU Supplemental Policy on Student Records and The Family Educational Rights and Privacy Act of 1974. The Director of Admissions and Registrar may, upon request, furnish to the Vice Chancellor for Student Affairs, information regarding grades of students for purposes such as consideration for membership in honor societies, provided that the furnishing of such information is in compliance with the provisions of the MU Supplemental Policy on Student Records and The Family Educational Rights and Privacy Act of 1974.

### **2. Revise language about final exam schedule. [Amended by FC vote, 11/17/11]**

<http://facultycouncil.missouri.edu/handbook/article-5.html>

#### **Article V. Examinations**

*[passed 2/26/09; amended 5/30/10]*

This article is designed to protect students from irregularities in the administration of both multi-section group examinations administered during a semester and final examinations. In general, the Registrar is responsible for the guidelines governing the administration of examinations, and he or she is charged with the responsibility of assuring that any conflict that may occur between regularly scheduled examination and a multi-section group examination will not deprive a student of being eligible to take both.

1. No teacher will hold an examination during any time other than the regular meeting time of the class or the time as approved by the Registrar for both multi-section and final examinations. No one is authorized to change the schedules of multi-section examinations or final examinations in any way without permission from the Registrar and then only upon recommendation of the appropriate department chair and dean.

Academic Affairs Committee

Final report: AY2011-2012

Appendix 1 of 2: Faculty handbook changes

2. Examinations in courses numbered 7000 and above may be conducted at any time agreeable to both the teacher and students.

3. No group or class examination may be held during Reading Day, formerly known as Stop Day.

Reading Day is Friday of the final week of classes.

Final examinations are to be administered Monday through Friday noon of the week following the end of coursework.

The Friday that follows 7 days after Reading Day may be used for individual make-up exams or in the event that extreme weather conditions or other extraordinary events result in cancellation of a regularly scheduled exam date.

No commencement exercises shall be scheduled before 1:00 p.m. on Friday (seven days after Reading Day).

4. Examination of individual students may be held at the discretion of the instructor. This particular regulation should not be interpreted to mean that "individual students" constitute an entire class.

5. No student may be reexamined for the purpose of changing a grade after a final grade has been reported to the Registrar.

The professional Schools of [Law](#), [Medicine](#) and the [College of Veterinary Medicine](#) are not subject to the foregoing provisions and may arrange final examinations to meet their respective needs.

**3. Elimination of mid-semester roster distribution requirement** [Amended by FC vote, 1/19/12]

<http://facultycouncil.missouri.edu/handbook/article-4.html>

[Note: this is an elimination of the entire 4<sup>th</sup> point in this article]

#### **Article IV. Student Absences**

1. Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member consistent with any policy established by the faculty of the respective department or division. Divisional or departmental faculty, the course director, or the instructor may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s). There will be no "Dean's Excuse" or "Official Absence." However, a student, who is also a member of a national guard, Federal Emergency Management Agency or military reserve unit and is called to active duty while

Appendix 1 of 2: Faculty handbook changes

the University is in session, will be permitted to make up work missed as a result of such absences for up to two weeks of absences, provided that to do so does not require the instructor to engage in individualized tutorial work with the student. Recognizing that some students have contractual obligations to the University, while others are participating in intercollegiate events at the behest of their departments, faculty are encouraged to make accommodations for absences incurred because of these responsibilities. In enforcing their absence policy, it is recommended that faculty give due consideration to the important role that extracurricular activities play in the development of students, as well as to the benefits they provide to both our university and community.

Students must notify instructors of any scheduled absences within the first two weeks of the semester. In the case of later qualifying events, the instructor must be informed two weeks prior to those events. Instructors are encouraged to advise students of their absence policy at the beginning of the semester.

2. The instructor is expected to report to the Office of the Registrar the names of students whose absences from class, whether prolonged or intermittent, are judged to have a serious effect upon their performance in the course. The Registrar will be responsible for sending this information to the office of the appropriate Dean.
3. Faculty members who schedule co-curricular activities conflicting with a student's other scheduled class sessions will be responsible for giving students as much advance notice as possible. The student will be expected to inform his or her other instructors and arrange for whatever makeup work, including examinations, may be required. If a satisfactory arrangement cannot be made, the student may appeal to the Dean of the school or college in which he or she is enrolled.

**4. Revision of procedure for submission of incomplete grades.** [Amended by FC vote, 1/19/12]

<http://facultycouncil.missouri.edu/handbook/article-7.html> (note: Item 2C)

2 C. Incomplete work (grade of I). [*amended 10/21/04; effective Fall Semester 2005*] Whenever a student cannot be assigned a grade at the end of a course in which he/she has been enrolled because his/her work is for good reason incomplete, the instructor will postpone the grade of the student, reporting to the Registrar the fact that such student's grade is I. An I grade may be assigned only when (1) the completed portion of the student's work in the course is of passing quality, and (2) there is such evidence of hardship as to make it unjust to hold the student to the time limits previously fixed for the completion of his/her work.

Faculty must provide the information listed below when a student is awarded a grade of "I". If the incomplete grade is not entered electronically, each department of the schools and colleges will maintain a written record of I grades recorded in courses of that department that are not submitted electronically. (Exemption: research courses and problems courses related to research assignments numbered 4950-4959 or 4995). Whether in electronic or paper form, the

Academic Affairs Committee

Final report: AY2011-2012

Appendix 1 of 2: Faculty handbook changes

**record must include:**

1. The name of the student;
2. The course number, title, and semester hours of credit;
3. Semester and year of enrollment;
4. The signature of the instructor;
5. A brief statement of the reason for delaying the grade;
6. An adequate guide for the removal of the I grade (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).

**When an electronic explanation of the "I" grade is not recorded, a copy of the written record will accompany the grade report to the University Registrar's Office, which will in turn notify the appropriate dean.** An undergraduate student who receives an "I" grade must complete the course requirements either (1) within one year from the date it was recorded (unless the course is numbered 4950-4959 or 4995), or (2) before the date of graduation (whichever comes first). When an incomplete is satisfactorily resolved, the faculty member responsible for the grade change will notify the Registrar of the revised grade. Otherwise, the Registrar will remove the "I" and record a grade of "F" in classes graded A-F or a grade of "U" in classes graded S/U. Any student planning to graduate with an unresolved "I" grade should be aware that translation to an "F" could drop the GPA below the requirements for graduation. As with any academic deficiency, the low GPA would delay the student's graduation until all requirements for graduation are met. Students called to Active Military Duty will be exempted from the one-year automated changes of I to F grades for the term of deployment and the year prior to deployment. In accordance with State statute, students may complete work upon their return from duty or may choose to maintain the I grade. Therefore, I grades for students called to Active Military Duty will remain listed as "I" until a change of grade is submitted by the faculty member, or indefinitely, if so desired by the student. *[amended 8/2/07]*

**5. Revision of language regarding enrollment in courses after the first week of courses** [Note: this was a change approved by FC on 01/22/09. The language was updated in Article VII.1, but not in Article VII.1 below]

<http://facultycouncil.missouri.edu/handbook/article-3.html>

### **Article III. Registration and Withdrawals**

*[amended 11/18/10]*

1. The Undergraduate Deans Group of the schools and colleges and the Office of the Provost will have general control of the registration of students both for regular course work on the MU campus and for courses and other educational activities administered by the MU Extension Division.
2. Students who enroll in extension and/or correspondence courses for the purpose of applying them to a degree program will coordinate such enrollment with the school or college offering the degree.
3. For an undergraduate student, registration for fewer than 12 hours in a given semester

Academic Affairs Committee

Final report: AY2011-2012

Appendix 1 of 2: Faculty handbook changes

will be considered as constituting a part-time program. Undergraduate students may not enroll in a part-time program without the express permission of the Dean of the school or college in which the student is, or plans to be, enrolled.

4. No student will be permitted to register in any school or college of the MU or in any course, other than Problems, Special Readings, or Research, after the expiration of one week following the first day of classes in regular session or the equivalent thereof in a shorter session. Registration in Problems, Special Readings, Research, or for Graduate Examination will be permitted until the final day of classes for a session. A department may establish an earlier deadline.