

MISSOURI WESTERN STATE UNIVERSITY

Governance Advisory Council Report 2009-2010

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GOVERNANCE ADVISORY COUNCIL

April 13, 2010

Attendees: Dr. Jeanne Daffron, Dr. Brenda Blessing, Dr. Brian Cronk, Dr. Steve Estes, Kathy Kelly, Mel Klinkner, Dr. James MacGregor, Dr. Gordon Mapley, Dr. Murray Nabors, Dr. Esther Perález, Carol Roever, Sally Sanders

Others: Marilyn Baker, Susan Bracciano, Dr. Judy Grimes, Darcy Groce, Dr. Cindy Heider, Mary Piatt, Dr. Maureen Raffensperger

GAC #09-13 – Proposed Changes to the Student Evaluation of Faculty Policy

Source of Proposal: Faculty Senate

Purpose of Proposal: For Information

Current Policy or Procedure: MWSU Policy Guide, Student Evaluation of Faculty

The university uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the Department Chairperson as part of the information used in the total faculty evaluation process. For these reasons student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the School Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last two regular class weeks of the semester but not during the final examination period. If a course meets for only part of the semester the evaluation should take place during the last two regular class weeks of the course but not during the final examination period.
- b. The results of the evaluation will be computer tabulated.

c. The Department Chairperson in consultation with the faculty member will determine the procedure for selecting the individual (other than a student/s) who will administer the evaluation. The evaluation will be administered by someone other than the instructor. It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.

d. Classroom instructions to be read by administrator are as follows:

“Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined. Your signature on the form is optional. Please use a #2 pencil for your response on the survey questions.”

e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope, which has the instructor’s name, course title, and course line number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The Information Technology Department shall likewise return the evaluations in sealed envelopes to the department.

f. The evaluation envelopes will be retained in the department until all departmental evaluations are complete. A request form or forms (obtained from the Information Technology Department) must be completed and submitted with the evaluations. A “basic analysis” for each class, for each faculty member, and for each department will be provided by the Information Technology Department.

g. The evaluation envelopes and request forms must be delivered to the Information Technology Department by the first day of finals. All processed evaluation materials will be sealed in an envelope and held in the Information Technology Department until the day after semester grades are due in the Records Office. On that date or after, each department must send a representative to the Information Technology Department to obtain and sign for the evaluation materials; they will not be mailed.

h. The original student evaluations and an analysis will be returned to the Department Chairperson for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The Chairperson will retain the computer analysis in the faculty member’s evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member’s responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.

Proposed Policy or Procedure: (changes in bold and strikethrough)

The university uses an approved campus-wide format for student evaluation of faculty. The student evaluation provides for an assessment of teaching effectiveness and for written comments assessing strengths and areas of concern. The results of the student evaluations are provided to the faculty member as information for self-improvement and to the Department Chairperson/**School Dean** as part of the information used in the total faculty evaluation process. For these reasons student evaluation of faculty will take place in every class. If a department strongly feels that an additional student evaluation form would be beneficial, approval by the **School relevant academic** Dean is required.

Administrative Procedures for Student Evaluation of Faculty

- a. The form shall be administered during the last **ten regular class days** of the semester but not during the final examination period. If a course meets for only part of the semester the evaluation should take place during the last **ten regular class days** of the course but not during the final examination period.
- b. The results of the evaluation will be computer tabulated.
- c. The Department Chairperson/**School Dean** in consultation with the faculty member will determine the procedure for selecting the individual (other than a student/s) who will administer the evaluation. The evaluation will be administered by someone other than the instructor, **preferably another faculty member**. It is anticipated that administration of the evaluation will take ten to twenty minutes in order to accommodate written comments.
- d. Classroom instructions to be read by administrator are as follows:

“Student evaluation of instructors is used for improvement of instruction and for reappointment, promotion, and tenure decisions. It is therefore important that you answer fairly and honestly. Written comments are particularly helpful to your instructor. Your evaluation will not be seen by your instructor until course grades are determined **and submitted**. To complete the evaluation, place an X in the appropriate boxes; please do not completely fill in any of the squares; this is used only for corrections. Do not use checkmarks as they may not be accurately recorded. You should use an ink pen, not a colored gel pen or pencil. Your signature on the form is optional.”

Any additional instructions or advice that may accompany the student evaluation forms can be read to the students at the administrator’s discretion.

- e. Upon completion by the students, the evaluation sheets for the class shall be placed in an envelope, which has the instructor’s name, course title, and course ~~line~~ number printed on it. The person administering the evaluation shall seal the envelope and return it to the department administrative assistant. The **Instructional Media Center** shall likewise return the evaluations in sealed envelopes to the department/**school**.

- f. The evaluation envelopes will be retained in the department/**school** until all departmental/**school** evaluations are complete. A ~~request form or forms~~ check off sheet (obtained from the **Instructional Media Center**) must be completed and submitted with the evaluations. A “basic analysis” for each class, for each faculty member, and for each department/**school** will be provided by the **Instructional Media Center**.
- g. The evaluation envelopes and request forms must be delivered to the **Instructional Media Center** by the ~~first~~ second day of finals. All processed evaluation materials will be sealed in an envelope and held in the **Instructional Media Center** until the day after semester grades are due in the **Registrar’s** Office. On that date or after, each department/**school** must send a representative to the **Instructional Media Center** to obtain and sign for the evaluation materials; they will not be mailed.
- h. The original student evaluations and an analysis will be returned to the Department Chairperson/**School Dean** for administrative use and in order to discuss the information with the faculty for self-improvement and evaluation purposes. The **Department** Chairperson/**School Dean** will retain the computer analysis in the faculty member’s evaluation file. The faculty member will be provided the original student evaluations and a copy of the computer analysis. It is the faculty member’s responsibility to produce the student evaluations when needed for reappointment, promotion, and tenure purposes.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on May 20, 2010.

GAC #09-18 – Supplemental Report from Undergraduate Curriculum Committee

Source of Proposal: Undergraduate Curriculum Committee

Purpose of Proposal: For Information

Current Policy or Procedure: None

Proposed Policy or Procedure:

**ADDITIONAL UNDERGRADUATE CURRICULUM COMMITTEE REPORT
Detailed Summary of Supplemental Primary Proposed Undergraduate Curriculum Changes:
2009/2010**

The following is the description and justification of the additional proposal item passed by the Undergraduate Curriculum Committee. Full proposal can be accessed from the UGCC folder on the network drive (O:\UGCC\2009_2010). A digital copy of all primary proposals will be archived on the University’s network drive and in the Office of the Provost and Vice President for Academic and Student Affairs.

CRAIG SCHOOL OF BUSINESS						
1 item	(#5) Special proposal for Accreditation visit			DHE	GS	
Proposal #5	Brief Description	<ul style="list-style-type: none"> • FIN 431 will be offered in both fall and spring semesters. • FIN 431 will be added as a required course for accounting majors. Therefore, we are planning to offer the course both semesters rather than just one semester/year as is currently the case. • Change MGT 418 to MGT 332. • MGT 332 will now be listed consistently with ACC 332. The courses are equivalent. • MGT 332 will become a required course in the marketing major. 			NO	NO
	Brief Justification :	The course is added to the marketing major to comply with accreditation requirements of AACSB International that students understand how information technologies influence the structure and processes of organizations and economies, and the roles and techniques of management. This reduces the number of business electives in the marketing major from three to two.				

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on April 20, 2010.

GAC #09-19 – Graduate Curriculum Proposals

Source of Proposal: Graduate Studies

Purpose of Proposal: Policy Revisions

Current Policy or Procedure: MWSU Policy Guide

Proposed Policy or Procedure: Bylaws of the Graduate Council

Article I: Name

The name of this body shall be Missouri Western State University Graduate School (MWSU Graduate School).

Article II: Purpose

The mission of the Missouri Western State University Graduate School is to promote excellence in graduate education, to offer unique graduate programs that respond to regional post graduate educational needs, and to further the University's focus on applied learning and applied research. MWSU graduate policies and programs, in accord with Western's mission, are focused around quality programs that provide valuable applied opportunities for students and the community to advance educational and career opportunities.

Article III: Membership

The Graduate School membership shall consist of two major bodies: the Graduate Faculty and the Graduate Students.

Article IV: Faculty

Section 1. Minimum Qualifications and Applications

Minimum Qualifications for appointment consideration are as follows: Terminal degree highly preferred with current record of significant scholarly/creative activity in the discipline. In the absence of terminal degree, a master's degree and either highly significant publication/presentation record in the discipline or considerable professional experience in the discipline. Application for Graduate Faculty is made by submitting a completed application form to the applicant's Academic Department Chair or School Dean. A vita should be emailed to the Graduate Dean. Adjunct Graduate Faculty applications should be submitted through the chair of the department where the courses will be offered. MWSU Faculty may apply for Graduate Faculty designation at anytime, even if they are not immediately instructing a graduate course or involved in a graduate program. All applications will be reviewed in turn by Department Chair or School Dean, Academic College Dean, and Graduate Council, with final action taken by the Provost.

Section 2. Categories of Graduate Faculty, Reappointment and Review

Membership in the MWSU Graduate Faculty shall be classified in one of three faculty designations: Full Graduate Faculty, Associate Graduate Faculty and Adjunct Graduate Faculty. The criteria for each level of membership is set out as follows:

Graduate Faculty:

Full-time MWSU Faculty who hold a terminal degree in an appropriate field of study and demonstrate evidence of scholarly/creative activity, including a minimum of one of the following:

1. One peer reviewed publication or creative activity in one's content discipline within the past three years; two such publications within the past five years; or, one such publication and four conference presentations within the past five years and/or
2. Relevant professional service and leadership in one's discipline at the regional or national level. There must be evidence of keeping current in one's content discipline and/or
3. Possessing special or unique content related qualities contributing to a particular graduate curriculum. Normally this will be non-academically recognized experience/expertise related to the teaching area.

Responsibilities and privileges include teaching graduate courses, advising graduate students, chairing and serving on graduate student committees, and being eligible to serve on Graduate

Council. Graduate Faculty may also be requested to serve on committees and special committees. Graduate Faculty are appointed for a five year term, after which they may apply for reappointment.

Associate Graduate Faculty

Full-time MWSU Faculty judged capable of contributing to quality graduate education in the area of their expertise. Responsibilities and privileges include teaching graduate level courses, advising graduate students, and serving on student committees. These appointments are for one year with the possibility of annual reappointment.

Adjunct Graduate Faculty

Professionals, staff, and administrators judged capable of contributing to quality graduate education in the area of their expertise. Adjunct Faculty do not hold full-time MWSU faculty contracts.

Responsibilities and privileges include teaching graduate level courses and serving on student committees. These appointments are for one year with the possibility of annual reapplication.

Graduate Faculty, Associate Graduate Faculty, and Adjunct Graduate Faculty must remain current in their discipline with a record of current professional development to receive reappointment.

Section 3: Faculty Workload

Graduate Faculty workload is calculated in such a manner as to provide access to graduate education within available resource constraints while providing a mechanism for Graduate Faculty to perform the additional professional development necessary to provide quality graduate education.

Faculty teaching courses in which graduate students are enrolled shall have a workload range of 22-24 credits. If the faculty load exceeds 24 credits the faculty member should be paid for overload. The total workload for a faculty teaching graduate students should not exceed 26 credits in an academic year. Approval to go over 26 hours must be obtained in advance through the department chair, college dean, and graduate dean.

If a course is a graduate-only course (500/600 level), calculate a faculty workload of 1.33 workload credits for what in an undergraduate situation would give 1.0 workload credit. If a course is cross-listed and enrolled in by both undergraduate (400 level) and graduate students (500 level) credit, calculate a faculty workload of 1.33 workload credits for what in an undergraduate situation would give 1.0 workload credits.

If no graduates enroll in the graduate level cross-listed section of a course (500 level section), calculate a faculty workload as if it were an undergraduate only course. If a graduate student is enrolled in an undergraduate course (often to fulfill a deficiency), faculty workload will be

counted at the undergraduate rate since only undergraduate course requirements are in place.

Article V: Graduate Curriculum

Section 1: Graduate Curriculum Policies

MWSU Graduate Faculty are responsible for designing curriculum for graduate programs in their discipline or, in the case of an inter-disciplinary graduate program, for their respective disciplines. All MWSU masters programs must contain a minimum of 30 graduate credits and graduate certificate programs a minimum of 15 graduate credits. At least half the credits in a masters or graduate certificate program must be at the 600 level (graduate-only courses). All programs must originate in and be administered by an academic department. The program contact person must be a department chair or full graduate faculty member.

Section 2: Policy for Submitting a New Graduate Curricular Program

1. All new program submissions must be submitted by a Graduate Faculty Member through a department chair in the Spring Semester using a New Graduate Program Submission Form. The due date is the last Friday of January.
2. Submissions need to be in two forms: a paper copy and an electronic copy. Both copies are to be sent to the Graduate Dean and must be received no later than 4pm.
3. Upon submission, a proposal(s) must have signatures from the following: department chair(s), chairs of affected department(s), and dean(s) of affected college(s)/school(s). A proposal(s) without the required signatures may be sent back to the originators of the proposals and not considered by the Graduate Council (GC) for this semester.
4. The Graduate Curriculum Committee (GCC) will review all proposals and provide copies of the proposal(s) to all members of the Graduate Council. During a GC meeting in the Spring Semester, the GCC will make their recommendations concerning the proposals to the GC. Approval or disapproval of the proposals will be determined by a vote of the GC.
5. All approved proposals (requiring CBHE approval) will be sent to CBHE. After CBHE approves the proposal(s), the originators of the proposal must submit a New Graduate Course Proposal Submission Form, including course syllabi, to the GC for approval (see Policy for Submitting Graduate Courses). If a proposal is not approved, the GC will write a letter outlining the reasons for disapproval, and send copies to all affected departments and schools.
6. If a department fails to implement approved proposals within 2.5 year period, the proposal must be resubmitted to the Graduate Council.

Section 3: Policy for Submitting Graduate Courses

1. All new course submission must submit using a New Graduate Course Proposal Submission Form. The due date is the second Friday in September for the Fall Semester and the last Friday in January for the Spring Semester.
2. Submissions need to be in two forms: a paper copy and an electronic copy. Both copies are to be sent to the Graduate Dean and must be received no later than 4pm.
3. Upon submission, a proposal(s) must have signatures from the following: department

chair(s), chairs of affected department(s), and dean(s) of affected college(s)/school(s). Proposals without the required signatures may be sent back to the originators of the proposal(s) and not considered by the GC for this semester.

4. The GCC will review all proposals and provide copies of the proposal(s) to all members of the GC. Moreover, the GC will post the proposal(s) for all Graduate Faculty to review for a period of at least 30 days. During the GC meeting in the Spring and Fall Semesters, the GCC will make their recommendations concerning the proposals to the GC. Approval or disapproval of a proposal(s) will be determined by a vote by the GC.
5. If approved, the GC will notify the originators of the proposal and submit courses to be included in the Graduate Bulletin and the Banner System. If a proposal(s) is not approved, the GC will write a letter outlining the reasons for disapproval and send copies to all affected departments and schools.

Section 4: Policy for Submitting Revisions to a Current Graduate Curricular Program

1. All program revisions (additions, deletions, revisions of course in existing programs, etc.) must submit using a Graduate Course Revision Form. The due date is the second Friday in September for the Fall Semester and the last Friday in January for the Spring Semester.
2. Submissions need to be in two forms: a paper copy and an electronic copy. Both copies are to be sent to the Graduate Dean and must be received no later than 4pm.
3. Upon submission, a proposal(s) must have signatures from the following: department chair(s), chairs of affected department(s), and deans(s) of affected college(s)/school(s). Proposals without the required signatures may be sent back to the originators of the proposal(s) and not considered by the GC for this semester.
4. The GCC will review all proposals and provide copies of the proposal(s) to all members of the GC. Moreover, the GC will post the proposal(s) for all Graduate Faculty to review for a period of at least 30 days. During the GC meeting in the Spring and Fall Semesters, the GCC will make their recommendations concerning the proposal(s) to the GC. Approval or disapproval of a proposal(s) will be determined by a vote by the GC.
5. If approved, the GC will notify the originators of the proposal(s) and submit changes to be included in the Graduate Bulletin and the Banner System. If a proposal(s) is not approved, the GC will write a letter outlining the reasons for disapproval and send copies to all affected departments and schools.

Section 5: Program Review

Each MWSU graduate program will be evaluated internally each of the first three years of operation and subsequently in conjunction with each standard 5-year departmental review. Program coordinators and chair(s) of the department(s) involved in program delivery must prepare a self-study evaluation of the graduate program(s) for submission to the appropriate Academic Dean, Graduate Dean, and Graduate Council by August 1st. The Graduate Council's evaluation is then forwarded to the Provost for review and any necessary action.

Article VI: Graduate Courses

Section 1: Nature of Graduate Courses

Graduate level courses cannot be taken for Credit/No Credit or the A/CR/U option. Graduate courses will have a designated 500 or 600-level number. 500-level designation will be used for graduate courses which have a cross-listed 400 level equivalent undergraduate course or where senior undergraduates will be allowed to take the course. 500-level graduate courses must have additional academic components required beyond the 400-level cross-listed course as described in the course syllabus. 600-level designation is used for graduate-only courses.

Section 2: Minimum Required Hours

A minimum of 24 credits of coursework (excluding thesis/internship/project hours) are required in all MWSU master degree programs. All additional hours may come from additional coursework, research, internship, practicum, etc. as designated by the graduate program. A minimum of 12 credits of coursework (excluding thesis/internship/project hours) are required in all certificate programs.

Section 3: Minimum Student GPA

Only courses with a grade of C or better will count toward a certificate, masters degree, or graduate credit. Candidates may earn no more than 6 credits with a grade of C to be counted toward the program. Graduate courses taken for credit may be enrolled in only twice. Courses designed to have multiple semester enrollments are exempt from this regulation. Students may withdraw from graduate courses according to the current MWSU policy applicable to undergraduate courses.

Section 4: Prerequisites

The waiving of a course prerequisite is strongly discouraged. When a waiver is proposed, the department(s) offering the course must certify (either by recognizing an equivalent course taken at another university, equivalent professional skills, or by the student satisfactorily completing a course prerequisite competency examination) that the student possesses the prerequisite skills required for the course. This certification must be forwarded for approval along with the student's program of study as described in the Graduate Advisor and Committee section of this document.

Article VII: Governing Body of the Graduate School

Section 1. Responsibilities

The Graduate Council at MWSU is responsible for developing and recommending University policy and procedures for graduate study, establishing standards, criteria, and approving graduate curriculum in accordance with existing University policies and through its Graduate Dean advising the administration on matters affecting the administration of graduate education. This includes, but is not limited to, graduate offerings, student policies, and Graduate Faculty appointments. All policies impacting graduate education must pass acceptance by an absolute

majority vote of the Graduate Council.

Section 2: Meetings

Meetings of the Council will occur at a minimum of twice a semester and additional scheduled meeting times as called upon by the Graduate Council Chair. The Graduate Council shall establish and/or change bylaws for conducting its business in consultation with appropriate governance bodies, the Graduate Dean, and the Provost. Meetings of the Missouri Western State University Graduate Faculty may also be called by the Dean of the MWSU Graduate School, the Provost for Academic Affairs, the President of the University or by twenty percent of the total Graduate Faculty. A quorum of the Graduate Council is defined as 50% of the current voting members. If a quorum is not present, no actions binding on the Graduate Faculty or Graduate Students can be taken. The chair of the Council has the authority to set the rules for the meetings, however, the most recent edition of Robert's Rules of Order will be used to settle disputes. A two-thirds majority of the Council can override any rules set by the chair or call for modifications to standards in Robert's Rules.

Section 3: Voting and Terms

Voting members of the MWSU Graduate Council are as follows: One Graduate Faculty member per academic department offering graduate courses and/or graduate degrees. Non-voting members are the Academic Deans, Dean of the Graduate School, the Faculty Senate Liaison and Student Representative. The Graduate Council members shall be elected by their respective departments, recommended by the department chair, and approved by the appropriate Academic Dean and Provost. Voting members will have a 3-year term. A Graduate Faculty member may serve two consecutive terms, then must be off the Graduate Council for at least one full 3-year term. Terms on Graduate Council begin and end August 1st of each year. A department can elect not to have a Graduate Council representative.

Section 4: Council Organization

The Council shall elect from among its voting members, a chair and a vice chair to each serve a one-year term. The Graduate Dean shall be Executive Secretary whose responsibilities include (in consultation with the Council Chair) scheduling meetings, drafting and distributing agendas and minutes, and providing documents and background information to the Council as necessary for it to fulfill its charges and responsibilities. The Council Chair (in consultation with the Council Vice Chair) shall assist the Graduate Dean in the duties as outlined immediately above in addition to recommending persons to fill Graduate School committees and assume the responsibilities of the Graduate Dean in his/her absence. The Vice Council Chair shall assist the Council Chair and Graduate Dean in their duties and assume the responsibilities of the Council Chair in his/her absence.

Section 5: Committees

The standing committees of the Graduate Council are the Graduate Curriculum Committee, Graduate Scholarship Committee, Marketing Committee, and other committees as recommended by the chair and vice chair and voted into existence by the Graduate Council. The

Graduate Curriculum Committee considers proposals for changes in the graduate curriculum, reviews proposals, makes recommendation regarding graduate curriculum and procedures, and coordinates when appropriate with the undergraduate curriculum committee.

The Graduate Scholarship Committee works with the chair, vice-chair and dean to review and develop criteria for student scholarships, reviews scholarship applications, and makes recommendations regarding scholarships and procedures for awarding scholarships.

The Marketing Committee considers and recommends ways in which to promote graduate offerings and programs.

Article VIII: Graduate Students

Section 1. Admission Requirements

Application materials must be submitted to the Office of Admissions by the program deadline. After screening for minimum criteria, the application and all supporting materials will be forwarded to and evaluated by the graduate admissions committee of the appropriate program to which the student is applying. The recommendation of the program committee and/or the program director is sent to the Office of Graduate Studies for final approval by the Graduate Dean. The Office of Graduate Studies will then notify the student of his/her admission status. All foreign nation students must provide evidence of visa status and F-visa students must have an I-20 form on file with the Admissions Office.

Section 2. Degree Seeking Applicants

To be admitted to graduate studies as a degree seeking student, an applicant must submit an Application for Graduate Admission according to the following deadlines:

- June 15th for Fall Admission
- October 1st for Spring Admission
- March 15th for Summer Admission

After these deadlines, only applications for non-degree seeking admission will be considered.

Admission to graduate programs at MWSU is based upon the following minimum criteria:

1. A Bachelor's degree or Master's degree from an accredited college or university. Transcript(s) must be submitted with application.
2. Entrance to Graduate School requires a minimum 2.75 undergraduate grade point average (GPA) or previously earned masters degree.
3. A minimum graduate-level entrance exam score, as designated by the department or graduate program.
4. Individual programs may have further or more stringent requirements for admissions such as resume, letters of recommendation, and interview.
5. Degree-seeking students admitted to a graduate program must enroll and begin classes at MWSU within the next academic year after receiving official notice of acceptance from the Graduate School. An extension may be granted by the graduate dean and academic program under extreme circumstances.
6. Applicants who are non-native speakers of English must receive a minimum score of 500

paper test, 173 computer-based, or 61 internet-based on the Test of English as a Foreign Language (TOEFL) or a 5.5 academic IELTS score unless they possess a baccalaureate degree from a college or university in which instruction is given in English. Tests taken more than two (2) years prior to the date of application cannot be accepted.

Section 3. Non-Degree Seeking Applicants

The following policies apply to students who are not seeking a graduate degree and wish to enroll in graduate courses:

1. Students with a bachelor's degree who wish to take courses for graduate credit but who do not intend to seek a master's degree must submit transcripts from an accredited college or university showing a degree date and a minimum undergraduate grade point average of 2.75.
2. Senior undergraduate students desiring to take courses for graduate credit may take up to six total credit hours of graduate-level courses (500 level only) for graduate credit during only the last two semesters before receiving the bachelor's degree, provided they meet the following criteria:
 - a. Are within 24 hours or less of meeting the requirements for the baccalaureate degree.
 - b. Have a cumulative undergraduate grade point average of not less than 3.0;
 - c. File for permission to enroll in a graduate course and receive approval before registering for the graduate course.
 - d. A course taken for undergraduate graduation credit will NOT be allowed to count as graduate credit.
3. Students with a bachelor's degree who do not have appropriate program-required courses for admission to graduate work but are otherwise admissible to a graduate program may, with permission of the appropriate graduate program, take as many undergraduate courses as required for a degree-seeking graduate application.
4. Students interested in taking in-service/Professional Development courses or Workshops for graduate credit may do so by seeking admission through the Graduate Office. They must show proof of a bachelor's degree by submitting appropriate academic transcripts.

Section 4. Provisional Admission Applicants

If a graduate applicant fails to meet one of the admissions requirements the student may request a provisional admission for their first graduate semester. Requests for provisional admission must originate from the student in writing stating a justification for the exception. The student must attain departmental/program support, approval by the Academic Dean, and forward all written materials to the Graduate Dean for final approval. Full admission will be granted if the student attains a 3.0 GPA or better during the first semester of graduate studies at MWSU. Failure to achieve a 3.0 GPA will cause dismissal from the program. If dismissed, the student may re-apply for admission one year after the dismissal, subject to departmental review.

Section 5. Graduate Advisor and Committee

Each degree-seeking and provisional graduate student will be assigned a graduate advisor upon admission. Prior to the initial registration each student must work with the advisor to establish a program of study, approved in the first semester, signed by the department/ program director and filed in the Graduate Studies Office. Failure to receive prior approval for courses may result in those courses not counting toward the graduate degree.

The modification of an approved graduate program of study by the substitution of other courses (MWSU or otherwise) or the waiving of course or program requirements, must be approved by the program director(s) and department chairperson(s) of the relevant MWSU academic department(s), and Graduate Dean.

If required in the approved program of study, the advisor will help the graduate student establish a graduate committee as soon as reasonably possible. The student will select a graduate committee of a minimum of three MWSU Graduate Faculty, one serving as committee chair. The student may add up to two additional committee members, including those who are not MWSU Graduate Faculty but who have substantial knowledge of the student's program of study.

Approval of committee membership is required by the department/ program director and Graduate Dean. The committee is responsible for formal approval of the proposed Scholarly Work as required by the program. All signed original forms, including program of study and approved Scholarly Work, must be filed in the Graduate Studies Office.

Section 6. Graduate Student Course Load

In order to maintain their admission status, graduate students admitted as degree seeking or who have provisional admission are required to take a minimum of one graduate course per academic year (Fall, Spring, Summer).

For the purpose of academic status at Missouri Western, the following will be applied to graduate students:

During each regular academic semester

- 8 or more credits = full time student
- 6-7 credits = half time student
- less than 6 credits = part time student

During each summer academic semester

- 5 or more credits = full time student
- 3-4 credits = half time student
- less than 3 credits = part time student

Graduate students are allowed to take a maximum of twelve credits per academic semester. To enroll in more than 12 credits in one semester the student must make petition, with approval of the academic advisor and program director, to the Graduate Dean for final decision.

A maximum of 6 approved credits of graduate work can be transferred to MWSU from another university and counted toward a Missouri Western graduate degree. All transfer credits must be approved by the graduate program director to which the student is applying and Graduate Dean and will be counted toward the graduate GPA. Additionally, a maximum of 6 graduate credits taken at MWSU while at non-degree seeking status may be counted toward a graduate degree.

For certificate programs, a maximum of 6 credits, either transferred or taken while at non-degree seeking status, may be counted toward the program. Additional transfer credits or other exceptions to these rules must receive approval by the department/ program director and Graduate Dean.

A degree-seeking graduate student will be placed on academic probation if the semester GPA falls below 3.0. If placed on probation, the student must raise the semester GPA to 3.0 or above in the next semester in which the student registers for classes. Failure to bring the semester GPA to 3.0 or higher in the next enrolled academic semester will cause the student to be dismissed from the program. If dismissed from a program, the student may re-apply for admission one year after being dismissed, subject to departmental review.

Section 7. Graduation Requirements

In order to be eligible for a graduate degree or certificate from MWSU the following criteria must be met:

1. Filing of an approved Application for Graduation.
2. Satisfactory completion of all required course work as listed on the approved Program of Study.
3. Have a minimum cumulative GPA of 3.00 in coursework required on the program of study
4. Approval of the completed Scholarly Work, as required by the program of study. This includes notice of acceptance of a graduate thesis or report by the Library.
5. Satisfactory completion of an oral and/or written examination if required by program, signed by the committee members, and filed with the Graduate Studies Office.

All students admitted to a graduate program at MWSU are required to complete their degree requirements within 6 years of first enrollment date following receiving degree-seeking status (or provisional status) for a Masters Degree or in 3 years for a post-baccalaureate certificate program. Time spent in the armed services active duty will not count toward the year limit. For any extension of this time limitation, the student must petition the Graduate Dean by submitting a request to the academic adviser who, in turn, submits a written recommendation to the Graduate Dean that is endorsed by the departmental or area program director of the graduate program. The Graduate Dean will notify the advisor and student in writing of the final decision.

Section 8. Scholarly Work

Graduate students may be required to complete a Scholarly Work component as part of their requirements for graduation, as designated by their graduate program. The requirement may be

met through one of two options as prescribed for the individual's approved program of study. The options are graduate project or thesis.

Graduate Project

A graduate project is a scholarly work which demonstrates synthesis of knowledge obtained from the graduate program of study. This can be in the form of a research project, research paper, scholarly writing, original artistic work/composition, or capstone project. The graduate project must be presented and defended before the student's graduate committee. The student's advisor and committee must approve the research project and file the Graduate Project Approval Form with the Graduate Office. Committee acceptance of the completed Graduate Project must be filed with the Graduate Studies Office prior to graduation.

Thesis

A thesis is an in-depth scholarly examination of a particular topic which makes a significant original contribution to the student's academic field. In general, a thesis is based on the examination of hypothesis(es) or research objective(s). The thesis requires approval of the supervising graduate research faculty member, the student's graduate committee and the graduate dean. An oral defense of the thesis before their graduate committee is required. Acceptance by the committee of the completed thesis must be filed in the Graduate Studies Office prior to graduation. The thesis must be submitted to the library according to the "Thesis Guidelines Manual". The Library has final authority in determining that the thesis document is in a consistent style and format suitable for permanent storage.

Human Subjects

MWSU subscribes to the policy that all research involving human subjects which is conducted by faculty, students, and staff, must be reviewed and approved by the Human Subjects Committee prior to the initiation of the research. In addition, research involving the use of vertebrate animals must be approved in advance by the Institutional Animal Care and Use Committee.

Section 9: Graduate Student Representative

One graduate student is to be chosen by the Graduate Student Council to serve as an ex-officio member on the Graduate Council.

Article IX: Veto Powers

Section 1. Members of the Graduate Faculty shall have the right at all times to challenge any Graduate Council action which is to be binding on the Graduate Faculty.

Section 2. A challenge of a Graduate School action must be made by at least twenty (20) percent of the Graduate Faculty. Such challenges with reasons shall be made in writing and presented to the Chair of the Graduate Council within twenty working days after the Graduate Council

meeting at which the action to be challenged was taken.

Section 3. The Chair shall send a copy of the challenge to each member of the Graduate Faculty and shall arrange a meeting of faculty members of the Graduate School not sooner than five school days after copies of the challenge have been distributed to the faculty. The convened meeting shall consider the challenge.

Section 4. Not later than three school days after the convened meeting, the Chair of the Graduate Council shall distribute ballots to all Graduate Faculty asking them whether or not they uphold the action of the Graduate Council. A negative vote by an absolute majority of the Graduate Faculty (more than fifty percent of all eligible voters) constitutes a veto of the challenged Graduate Council action.

Article X: Amendments

Section 1. Amendments to these Bylaws may be proposed by the Graduate Council and passed by a majority vote of the council.

Section 2. Amendments to these Bylaws may also be proposed by petition of 20 percent of the Graduate Faculty (petition presented to the Graduate Dean and Chair of the Council). Amendments proposed by the Graduate Faculty through petition can be passed by majority vote of the council or by an absolute majority of the Graduate Faculty after being presented the changes in writing and being allowed 30 days for review.

Article XI: Ratification and Implementation

Upon ratification by an absolute majority of Graduate Faculty, these Bylaws become effective immediately.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on April 20, 2010.

GAC #09-20 – Undergraduate Curriculum Development Policy

Source of Proposal: Faculty Senate

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide Undergraduate Curriculum Development Policy

Proposed Policy or Procedure:

Proposed deletions are **bold** and ~~struckthrough~~.

Proposed additions are **bold**, and underlined.

Undergraduate Curriculum Development

It is the authority of the faculty to develop undergraduate curricula, approve all curricular offerings of the institution, and establish ways to evaluate the effectiveness and currency of the undergraduate curriculum.

A. Undergraduate Curriculum Development Procedure

Undergraduate curriculum suggestions and recommendations for all additions or deletions of ~~course~~ **courses** and/or programs may originate from any group or individual, but must be submitted by the Chairperson(s) of the department(s) primarily involved in the change. **Undergraduate curriculum suggestions and recommendations for all additions or deletions of courses and/or programs may originate from any group or individual, but must be submitted by the Chairperson(s) of the department(s) primarily involved in the change. Lacking Chairperson(s) in the Craig School of Business (CSB), proposals from the CSB must be submitted by the chair of the CSB curriculum committee. Hereafter, departmental requirements and responsibilities will apply to the school in the Craig School of Business, and references to Department Chairs will refer to the chair of the CSB curriculum committee.**

Undergraduate curriculum proposals will utilize one of two processes: an Undergraduate Curriculum Committee (UGCC) review process for more expansive course and program changes (Primary) and an expedited process for minor course and program changes (Secondary).

Secondary course and program changes, like those involving the change of a course's semester offerings or title, may be submitted at any time after June 1; however, for inclusion in the next AY catalog, the proposal must have completed the process by January 15 of each AY. Secondary course and program changes are approved on the departmental level, shared with affected and interested departments and the UGCC Chair, the Registrar's Office and reviewed by the appropriate Dean. If the Dean, in discussion with the UGCC Chair or affected departments, finds the ramifications of the proposed curriculum changes are greater than originally supposed by the proposal originator, the proposal will be forwarded for evaluation by UGCC. Once the Dean's evaluation is complete, the catalog and Banner changes will be included with this cycle's approved Primary curriculum proposals without further review by the UGCC, the Faculty Senate, GAC or the President.

Primary course and program changes, including those adding new courses or programs, will follow the UGCC timetable for submission in order that the curricular process can move smoothly from design to implementation. Primary course and program changes are approved on the departmental level, shared with the affected and interested departments, reviewed by the college deans, and evaluated by the UGCC before presentation to Faculty Senate and GAC.

Time Schedule for Primary Course and Program Development:

End of the fourth week of classes of summer school, 4:00 p.m. Department chairs post their completed curriculum to the UGCC folder on the O-Drive, including all necessary attachments/hyperlinks. The department chair(s) will send a summary of each proposal's title and pertinent details by e-mail to all department chairs, **all departmental administrative assistants**, any other affected groups, the Registrar's Office, the UGCC chair, ~~both College Deans~~ **all undergraduate academic Deans**, and the Office of Academic ~~and Student~~ Affairs. **A second e-mail to the listed affected department and the curriculum chair, with hyperlink to the proposal(s), is sent by the originating department, and marked urgent.** Affected Departments and individuals shall have at least 30 days to review the proposal and respond to it online.

End of the eighth week of summer school, 4:00 p.m. (1) Affected departments have completed their portion (Section IV.B.) of the Curriculum Form. Failure to respond to the proposal, either in the affirmative or negative, will be regarded as a neutral vote on the proposal by UGCC in its deliberations; (2) A representative from the Registrar's Office will respond to the proposal (Section IV.C.).

Friday before Faculty Plan Days, 4:00 p.m. The **undergraduate academic** Deans will conclude their review of each curriculum proposal and complete Section IV.D. of the Curriculum Form, indicating their support for the proposal.

Second Friday of classes for the fall semester. The UGCC will organize the subcommittee and assign each to review particular departments' proposals. A timetable for review is established and departments are notified of when their proposals will be reviewed.

One week before the first reading of a department's proposals. Subcommittee will review each item in the department's proposals and meet with the department to discuss the packet. The subcommittee will check curricular constraints by completing Section IV of the Curriculum Form for proposals that add a program or change the number of credit hours in a program. The subcommittee will also ensure that the forms and all necessary attachments are complete for the full UGCC Review.

Two weeks after a department's proposals have been reviewed and voted on by the UGCC. The Department Chairs will incorporate any required changes into the forms and attachments and prepare a final summary of the department's proposals for inclusion in the Faculty Senate and GAC reports that the UGCC Chair prepares. The Subcommittee will complete Section VII of the Curriculum Form. The UGCC Chair will prepare the final report of the changes for presentation during the December meetings of the Faculty Senate and GAC.

During the review process, the proposal submitters may change, add, or delete proposal items if recommended to do so by the reviewing subcommittee. Not all Primary course and program changes will be discussed by the full UGCC; some proposals will be facilitated through the process by Executive or Subcommittee review only. Proposals reviewed by the full committee will generally require two readings/reviews before a committee vote is taken on the proposal.

In addition, under extreme circumstances, the Provost and Vice President for Academic ~~and Student~~ Affairs may call a special session of the Undergraduate Curriculum Committee to review proposal packets during the spring semester.

Unless an informational report, all proposals from one department or program are to be posted to the UGCC folder on the O-Drive in the department's folder using the Curriculum Proposal Form provided by the UGCC. If the proposal requires Coordinating Board approval, those forms must also be completed and posted with the proposal with notification to the Provost's office.

All originators should make every effort to analyze the need, population to be served, immediate cost factors, how other ~~programs or~~ departments, schools and programs would be ~~are~~ affected, and the long-range view of the proposed change or addition. This analysis should be done well in advance so the coordination among affected departments/~~schools/ and/or~~ programs can be accomplished. These coordination efforts must be accomplished prior to evaluation of the proposal by the UGCC. Proposals which have not been shared with the affected department(s) (Section IV.B. of the form) will not be accepted by the UGCC. ~~"Affected departments" are those departments that require or have an elective a course from the originating department.~~ Affected departments include: 1) a department that houses any courses listed in the proposal, 2) a department that houses any courses that are being dropped by the proposal, 3) a department that houses courses that are similar in nature, 4) a department that houses courses that are cross listed to any of these offerings

Before evaluation by the UGCC, the appropriate department chairperson and Dean of the College must review the proposal, making their remarks in support of or in opposition to the proposal. The Dean of the College or the department chairperson must then either allow the UGCC to evaluate the proposal or return it to its originator accompanied by remarks. If returned the originator may: a) alter the proposal under consideration, b) withdraw the proposal, or c) allow the UGCC to evaluate the proposal with all statements of support/or opposition by the Dean of the College and the department chairperson.

All Primary proposal packets will be assembled the first Monday after Labor Day on the UGCC folder on the O-Drive, to be available for review by the UGCC members and the faculty at large. Any significant changes in the proposal made during the UGCC's evaluation process must be submitted to the Dean of the College for approval by the appropriate Dean of the College prior to a final vote of acceptance/rejection by the UGCC. The UGCC will submit an informational report of all Primary curriculum proposals to the Faculty Senate prior to making a written recommendation to the GAC. Along with the recommendation will be the rationale and justification for the committee's action. The GAC will submit their recommendation to the President for final action. After the review cycle, a digital copy of all of the AY proposals will be housed in the Office of Academic ~~and Student~~ Affairs.

In the event that a proposal item which proposes a new major, minor or associate program or introduces changes to such a program has successfully proceeded through the UGCC,

the Faculty Senate, and GAC, but cannot be implemented in the following catalog due to budget/staffing constraints or DHE action, the proposal will be allowed a one-year grace period for implementation without having to be re-submitted at the beginning of the approval process. The approval of all other proposals is valid for only the next catalog cycle, so that if the change is not implemented in the next catalog, it will have to be re-submitted as a new proposal in the next undergraduate curriculum development cycle. General studies course changes automatically have a one-year grace period to allow completion of the general studies approval process.

UNDERGRADUATE CURRICULUM DEVELOPMENT TIMETABLE

DATE	RESPONSIBLE FOR ACTION	ACTION
End of the fourth week of classes in summer school, 4:00 p.m.	Proposal Packet Originators (Department Chairs)	Post completed Curriculum Form and all necessary attachments to the UGCC folder on the O-Drive, and send Send an email to all department chairs and administrative assistants , any other affected groups, the UGCC Chair, all both academic deans, and the Office of Academic Affairs. Send a second email to the listed affected department and the curriculum chair marked urgent. The email emails must include a list of each proposal's title, hyperlinks to the proposal(s) and the affected departments listed in Section IV.B. of the proposal.
End of the eighth week of classes in summer school, 4:00 p.m.	Affected Departments	Affected departments must complete their portion (Section IV.B.) of the Curriculum Form. A representative from the Registrar's Office will respond to the proposal (Section IV.C.)
Friday before Faculty Plan Days, 4:00 p.m.	Dean of the College	The <u>academic</u> Deans will complete Section IV.D. of their college's Curriculum Forms.
Second Friday of classes for the fall semester	UGCC	Organizes subcommittees and assigns each to review particular departments' curriculum proposals. A timetable for review is established and departments are notified of when their proposals will be reviewed.
One week before the first reading of a department's proposals	Subcommittees	Review each item of the curriculum proposal and meet with the department to discuss packet. Review of Section VI for proposals that add a program or change the number of credit hours in a program. Ensure that the forms and attachments are complete for the full UGCC review.
Two weeks after department's proposal has been reviewed and voted on by the UGCC	Proposal Packet Originators (Department Chairs)	Incorporate any required changes into the forms and attachments. Prepare a summary of the department's proposals and email it to UGCC Chair for inclusion in report to Faculty Senate and GAC.

	Subcommittees	Complete Section VII of the Curriculum Form.
	UGCC Chair	Prepare report for the November or December meetings of Faculty Senate and GAC.

C. Undergraduate Curricular Constraints (Section VI of the UGCC Proposal Form)

1. Associate degree programs

- The General Studies component for all associate degrees will be 15 credit hours.
- Associate degree programs will have no more than 72 credit hours.
- Associate degree programs will have no fewer than 62 credit hours.

2. Baccalaureate degree programs

- The General Studies component for all baccalaureate degrees will be comprised of no fewer than 42 and no more than 46 credit hours.
- Major degree programs will require no fewer than 30 credit hours not including foreign language courses required by B.A. degree programs.
- Major degree programs will require no more than 66 credit hours.

- a. Courses included in a major degree program may be selected from different departments and from different program areas within departments, but only in so far as such course selection contributes to the integrity and completeness of the degree program.

The number of credit hours required in courses from any single discipline will be no more than 54 credit hours.

Any single discipline refers to courses with the same three-letter prefix, including cross-listed courses.

- b. Credit hours earned for the following courses will all count toward the maximum of 66 credit hours for major degree programs.

Courses that are pre-requisites to any course required by a major degree program.

Courses in minor degree programs when a minor is required by a major degree program, including credit earned for any course that is a prerequisite to any course required by a minor.

Foreign language courses required by B.A. degree programs.

- c. Credit hours earned for any course used to satisfy a baccalaureate degree General Studies requirement will not count toward the 66

credit hour maximum.

- d. Major degree programs may exceed the 66 required credit hour maximum or the 54 single discipline prefix maximum only if a convincing case has been made for exceeding this limit. Exemptions will be based upon standards established by professional bodies such as an academic agency, a state certification authority, or a recognized professional association or group. However, baccalaureate degree programs will require no more than 124 credit hours.

The B.A. degree will require 12 credit hours in a foreign language. Academic majors may require additional hours in a foreign language.

B.S.E. programs will require no more than 27 credit hours in the professional education sequence.

B.F.A. programs ~~meeting professional guidelines~~ **will require a minimum of 70 credits in courses related to the student's intended area of specialization, including 12 to 18 credit hours in art history.**

3. Minor degree programs

- a. Minor degree programs will require no fewer than 18 credit hours.
- b. Minor degree programs will require no more than 24 credit hours.

4. Curricular Constraint Compliance

- a. All submitted curriculum proposal packets which increase the number of required credit hours existing major or minor programs must show that the increase is essential to the major or minor by including clear justification and documentation.
- b. Any department submitting curriculum proposal packets must demonstrate compliance with constraints.

Curriculum proposals not in compliance must request exemption from the stated curricular constraints.

Requests for exemptions must be accompanied by copies of accreditation requirements and/or other documents that provide clear justification for granting an exemption.

D. General Studies of Curriculum Development

The Chairpersons of the Undergraduate Curriculum and General Studies Committees

will use common forms and will coordinate curriculum proposals that fit Group I, II, III, or IV by following these procedures [please consult the Time Schedule for Undergraduate Curriculum Development Procedure, Section Two (IV)(V)(C)(1), and the schedule for the General Studies Committee included in the Bylaws of the Faculty Senate, Appendix M, to determine the appropriate deadlines for proposals in each of the four groups]. By the end of the third week of classes during the spring semester, the General Studies Committee will submit to the Faculty Senate a report outlining individual proposals:

Group I Proposals: New courses proposed for inclusion in the General Studies curriculum.

Procedure: (1) Proposals go to the UGCC for action, then
(2) Proposals go to the General Studies Committee for action, then
(3) An informational report is given to the Faculty Senate, then
(4) The General Studies Committee makes recommendations to the GAC.

Group II Proposals: Existing courses within the General Studies to which any modifications are being made that require the approval of the UGCC.

Procedure: (1) Proposals go to the UGCC for action, then
(2) Proposals go to the General Studies Committee for action, then
(3) An informational report is given to the Faculty Senate, then
(4) The General Studies Committee makes recommendations to the GAC.

Group III Proposals: Existing courses being proposed for deletion or inclusion within the General Studies Curriculum.

Procedure: (1) Proposals go the General Studies Committee for action, then
(2) An informational report is given the Faculty Senate, then
(3) The General Studies Committee makes recommendations to the GAC.

1. The Provost and Vice President for Academic ~~and Student~~ Affairs will:
 - a. Collect curriculum proposals related to General Studies and forward them to the General Studies Committee when it functions every third academic year and/or
 - b. Convene for emergency purposes only the most recently constituted General Studies
2. The Faculty Senate may review for approval or disapproval any and all recommendations submitted in the informal reports presented by the General

Studies Committee if a majority of the members of the Faculty Senate determine by formal action that such review is needed. This review must be initiated at the first regularly scheduled Faculty Senate meeting after the General Studies Committee submits its informational report to the Senate.

GAC Summary: This proposal will be forwarded to the President for his approval.

Presidential Action: This proposal was signed by the President on April 20, 2010.

GAC #09-21 – Tuition Reduction Program

Source of Proposal: Administration

Purpose of Proposal: Policy Revision

Current Policy or Procedure: MWSU Policy Guide

Employees are encouraged to further their education in area of their choice. Employees may schedule up to three credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same workweek. Other class attendance must be at hours other than the employee's regular working hours. Employees may attend classes during their normal lunch period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

Undergraduate Tuition and General Fee Waivers must be submitted on a semester-by-semester (or Session) basis. Undergraduate Tuition and General Fee Waiver requests for other than the current semesters will not be approved. Undergraduate Tuition and General Fee Waivers submitted for past semesters will not be covered through the Tuition Waiver program and the tuition and general fees will be the responsibility of the employee.

Full-Time Regular Employees

To be eligible for the Undergraduate Tuition and General Fee Waiver the employee must be a full-time, regular employee as of the start of regular registration. The University provides Undergraduate Tuition and General Free Waiver which will waive one hundred percent (100%) of the tuition and general fees for all undergraduate courses, including Dual Credit courses, taken by those dependent children in high school for college credit. Undergraduate course work may be for any degree program offered by the University. The employee is responsible for paying all book and material costs. Any fees required for private lessons, special lab fees, or Western Institute fees (refer to Section B) must be paid by the employee.

If the employee terminates employment prior to the start of the semester, the University will cancel the Undergraduate Tuition and General Fee Waiver benefit. If the individual chooses to continue in the class(es) then the person will be billed for the full amount of the tuition and all related fees. If the employee terminates their employment during the term, the employee will be responsible for one-half of the tuition and general fee amount previously waived.

Eligibility for participation in the Undergraduate Tuition and General Fee Waiver program is subject to verification through the Department of Human Resources. If the employment requirement is not met, the employee will be assessed and billed for tuition according to the regular tuition structure.

Part-Time, Regular Employees and Half-Time Faculty

Undergraduate Tuition and General Fee Waivers are also available to part-time, regular employees working at least 20 hours per week and half-time faculty. Part-time, regular employees and half-time faculty are eligible to take one class per semester under the Undergraduate Tuition and General Fee Waiver program, which will cover the first three credit hours in which they are enrolled. All other semester credit hours will be charged at the normal tuition rates. The class must be taken outside of their regular scheduled work hours.

Dependents and spouses of part-time employees and half-time faculty are not eligible for participation in the Dependent Tuition Waiver program. Contact the Human Resources Department for further information.

The following information applies to Full-Time Regular Employees, Part-Time Regular Employees and Half-time Faculty participating in the Undergraduate Tuition Waiver program.

The individual receiving the Undergraduate Tuition and General Fee Waiver must complete and submit a Tuition Waiver application to Human Resources each semester, prior to the start of the term. The employee's supervisor and a representative from the Human Resources department must sign off on all Undergraduate Tuition and General Fee Waiver applications.

Undergraduate Tuition and General Fee Waiver must be submitted on a semester-by semester (or session) basis on or before (date) of the current term. Undergraduate Tuition and General Fee Waiver requests for other than the current semesters will not be approved. Undergraduate Tuition and General Fee Waivers submitted for past semester will not be covered through the Tuition Waiver program and the tuition and general fees will be the responsibility of the employee.

1. Tax Exemption Status

Tuition for undergraduate education offered through a qualified tuition reduction program is tax exempt for the first \$5,250 in qualified benefit in each calendar year. Guidelines for undergraduate course work, which qualifies for tax-exempt status, is defined in accordance with IRS regulations. The Human Resources Director will determine if the employee's course work qualifies for tax exemption.

2. Courses Not Eligible for Tuition Waiver

Some programs provided by MWSU may not be eligible for the Undergraduate Tuition and General Fee Waiver. Applied Learning classes in the Music program, for example, are private music instructions and are not eligible for the Undergraduate Tuition and General Waiver Program. If you have a question as to whether a class is eligible for the Undergraduate Tuition and General Fee Waiver Program, please contact the Human Resources Department for clarification.

3. Employee Dependent Undergraduate Tuition and General Fee Waiver Benefit

Undergraduate Tuition and General Fee Waivers are available to a full-time, regular, employee's spouse and eligible dependents attending MWSU. MWSU will waive one hundred percent (100%) of the tuition and general fees for spouses and eligible dependents. These individuals are responsible for paying all book and material costs. Any fees required for private lessons, special lab fee's, or Western Institute fees (refer to Section B) must be paid by the employee. If the individual withdraws from a course after the normal Add/Drop date, the employee will be responsible for one-half of the tuition and general fees previously waived for that course. Tuition Waivers are not stackable with other MWSU financial assistance/scholarship programs including but not limited to President's, Governor's, Dean's, participatory scholarship, foundations scholarships, etc. The eligibility and receipt of the Undergraduate Tuition and General Fee Waiver does not affect the student's eligibility for external financial assistance or scholarship programs.

4. Definition of Dependent

The following individuals are eligible in accordance with IRS regulations for receipt of "qualified tuition reduction" provided by an employer. A dependent is a natural or adopted child or a child of which the employee is a qualified legal guardian who is claimed on the employee's tax return during the current calendar year. The tuition reduction is tax-exempt of undergraduate courses to a maximum of \$5,250 each calendar year for:

- Dependent(s) as defined in accordance with IRS guidelines, Publication 501. A child under the age of 24 and a full-time student for at least 5 months out of the calendar year and is claimed as a dependent on the employee's tax return.
- A Child of Deceased Parents of which one or both was an employee of the institution at the time of death. A child is considered a dependent child if the child is under the age of 24 and a full-time student for at least 5 months out of the calendar year.
- A Child of Divorced Parents if one or both is an employee of the institution. A child is considered a dependent child if the child is under the age of 24 and a full-time student for at least 5 months out of the calendar year.

- A child of a Retired employee who is under the age of 24 and a full-time student for at least 5 months out of the calendar year.
- A Child of an Employee who left the University due to a Qualified Disability who is under the age of 24 and a full-time student for at least 5 months out of the calendar year.
- A Child of a Widow or Widower of a former employee who is retired or left on disability who is under the age of 24 and a full-time student for at least 5 months out of the calendar year.
- A legally qualified spouse of an employee.

5. Benefits for Dependent Children Who Are Married or Over the Age of 24

In accordance with IRS guidelines, for qualified individuals 24 years of age or older the Dependent Tuition Waiver benefit is available on a taxable basis. The taxes on the taxable amount will be the responsibility of the eligible employee and the taxable amount will be deducted from the employee's paycheck.

Employees who choose to provide these benefits will have the taxes on the taxable amount deducted from their paychecks based on the following schedule:

- Fall semester - 1/4 of the taxes on the taxable amount will be deducted from the September, October, November and December paychecks.
- Spring semester - 1/4 of the taxes on the taxable amount will be deducted from the February, March, April, and May paychecks.
- For summer - 1/2 of the taxes on the taxable amount will be deducted from the June and July paychecks.

6. Benefits for Dependents of Deceased or Totally Disabled Employees

If any employee, after ten years of service, dies or is totally disabled, his or her dependents will be eligible for the Undergraduate Tuition and General Fee Waiver benefits at Missouri Western State University under the guidelines for regular employees as listed in this policy. An employee who is totally disabled and whose eligible dependents are attending MWSU under the Undergraduate Tuition and General Fee Waiver benefit will receive a 1099 for the amount of qualified benefits that exceed the \$5,250 annual, tax exempt allowance for undergraduate education.

7. Benefits for Dependents of Retirees

Undergraduate Tuition and General Fee Waivers are available to employees who have formally retired from the University with at least 15 years of service. The Undergraduate Tuition and General Fee Waiver benefit shall be consistent with the

benefit available to Missouri Western State University active employees for spouses and dependents with the exception that, in order to be eligible for the benefit, dependent children must reside in the household and not exceed 25 years of age.

An employee, who retires from the University and whose eligible dependents are attending MWSU under the Undergraduate Tuition and General Fee Waiver benefit, will receive a 1099 for the amount of qualified benefits, which exceed the \$5,250 annual, tax-exempt allowance for undergraduate education.

The qualified dependents of an employee who has died during or prior to the dependent attending MWSU under the Undergraduate Tuition and General Fee Waiver benefit will receive a 1099 for the taxable portion of the benefit that exceeds the \$5,250 annual, tax-exempt allowance.

Proposed Policy or Procedure:

Tuition Reduction Program

Missouri Western State University offers a tuition reduction program for qualified employees and their qualified dependents. Missouri Western believes that education is a powerful tool in today's society and is proud to offer this benefit to its employees.

MWSU's Tuition Reduction Program is offered in accordance with the Internal Revenue Service (IRS) Publication 15-B entitled "Employer's Tax Guide to Fringe Benefits" and therefore is provided as a non-taxable benefit.

Tuition Reduction is offered to qualified employees in the amount equal to a 100% reduction of undergraduate tuition only. For qualified dependents of those same employees, the tuition reduction is offered in the amount equal to an 80% reduction of undergraduate tuition only, including dual-credit courses. For clarification on courses covered under this program, please see the "Courses Not Eligible for the Tuition Reduction Program" section below.

Any other fees associated with courses and/or instruction, as well as books, are the responsibility of the employee and/or dependent.

Eligibility Requirements

MWSU's Tuition Reduction Program is offered in accordance with the Internal Revenue Service (IRS) Publication 15-B entitled "Employer's Tax Guide to Fringe Benefits."

Eligibility for participation in the Tuition Reduction Program is subject to verification through the Department of Human Resources. If the requirements set forth below are not met, the application will not be processed and the applicant will be notified.

For purposes of MWSU's Tuition Reduction Program Policy, based on the guidelines from the above referenced IRS publication, the following individuals are eligible for participation in the

Tuition Reduction Program:

1. Current, benefit-eligible employees
2. Benefit eligible employees who have formally retired from the University with at least fifteen (15) years of service.
3. Benefit eligible employees that have become totally disabled (eligible for Long Term Disability) after ten (10) years of service.
4. A widow or widower of a former benefit eligible employee who formally retired from the University with at least fifteen (15) years of service. The widow or widower will become ineligible if they remarry.
5. A widow or widower of a former benefit eligible employee who become totally disabled (eligible for Long Term Disability) after ten (10) years of service. The widow or widower will become ineligible if they remarry.
6. A widow or widower of a former benefit eligible employee who died having accrued ten (10) years of service. The widow or widower will become ineligible if they remarry.
7. A dependent child or legally qualified spouse of any of the above categories.

The term child means (1) a naturally or legally adopted child or (2) a step-child who resides in the same house and is a legal dependent for income tax purposes. The Tuition Reduction Program is not available for other relatives even though such relatives may meet the IRS guidelines for claiming an exemption for a dependent.

If your child is eligible to be claimed as a dependent for tax purposes, then he/she is eligible for this Tuition Reduction Program. In order to verify dependent child status for purposes of this policy, a copy of the previous year's 1040 through line 6d will be required at the time your application is submitted.

For information purposes, the rules for claiming an exemption for a dependent can be found in IRS Publication 501 at www.irs.gov.

A Child of divorced parents, if one or both is an employee of the institution, is eligible if he or she meets the guidelines above. If the child is of divorced parents, the parent who is the employee does not have to claim the child on the federal income tax return if the other parent does. However, a copy of the divorce decree may be required for verification.

In order to verify citizenship, all Tuition Reduction Program applicants must complete a Free Application for Federal Student Aid (FAFSA) before the program funds will be applied.

Participation Guidelines

Employee Course Work Limit

Employees may schedule up to three (3) credits of course work during regular working hours, with the approval of the immediate supervisor, provided the hours of work missed in a week are made up during the same workweek. Other class attendance must be at hours other than the employee's regular working hours. Employees may attend classes during their normal lunch

period, provided it does not interfere with normal work schedules, and their immediate supervisor approves such attendance.

Satisfactory Academic Progress

For purposes of this policy, both employees and dependents participating in the Tuition Reduction Program are required to maintain Satisfactory Academic Progress as outlined by the MWSU Financial Aid Department. Please refer to the most current Satisfactory Academic Progress Requirements housed in the Financial Aid Department for the most up-to-date requirements.

MWSU will adhere to the Satisfactory Academic Progress guidelines in regards to maintaining eligibility for, loss of, etc. the Tuition Reduction Program similar to those outlined for federal assistance.

Tuition Reduction Amount Limit

The Tuition Reduction Program is stackable with other MWSU financial assistance/scholarship programs including but not limited to President's, Governor's, Dean's, participatory scholarship, foundations scholarships, etc. The eligibility and receipt of the Tuition Reduction Program benefit does not affect the student's eligibility for external financial assistance or scholarship programs.

The Tuition Reduction Program, which is limited to tuition only, when combined with Western and Foundation scholarships cannot exceed the recipient's actual charges for tuition and related fees, admissions fees, course related fees, campus housing and meal plan costs. No portion of Western and Foundation scholarship funds may be disbursed to the recipient in the form of cash or a 'credit balance' check. Scholarships specifically allocated for the payment of book costs will be exempt from this policy.

Withdrawal from a Course

If the student withdraws from a course after the normal Add/Drop date, the student will be responsible the amount of tuition previously reduced for that course.

Employee Separation

If the employee separates from the University prior to the start of the semester, the University will cancel the employee and/or dependents participation in the Tuition Reduction Program. If the individual chooses to continue in the class(es), then the student will be billed for the full amount of the tuition. If the employee separates during the term, the student will be responsible for the pro-rated balance of the tuition.

Courses Not Eligible for the Tuition Reduction Program

Some programs provided by MWSU may not be eligible for the Tuition Reduction Program. For example, Applied Learning, Regional Law Enforcement Academy and English as a Second

Language courses as well as non-credit courses through the Western Institute are not eligible for tuition reduction. Human Resources Department will verify the eligibility of all courses submitted for the Tuition Reduction Program.

GAC Summary: This proposal will be returned to a committee for revisions and specific guidelines and brought back to GAC at the May 2010 meeting.

Presidential Action: No action necessary at this time.

Respectfully submitted,

Jennie McDonald
Secretary