
Academic Policies and Regulations

COURSE ENROLLMENT POLICIES

The Continuous Enrollment Rule

Effective the fall semester of 2004, all students who are required to take developmental course work (mathematics-MAT 081, 082, 083, or equivalent; English-ENG 100; or reading-RDG 095) will continuously enroll in required developmental course work until they have been satisfactorily completed. In addition, after students complete developmental courses they will continuously enroll in the corresponding discipline general education courses until those courses are satisfactorily completed. This policy does not negate the twice enrollment rule.

Signature of the advisor or the English/Math/Reading instructor is required to drop ENG 100, MAT 081/082/083 or RDG 095.

The 60-Credit Hour Rule

Effective the fall semester of 1993, all new students must successfully complete ENG 108 and MAT 110 (or any higher level math course of three or more credits excluding MAT 127 and 132), as required in their degree programs, within the first sixty (60) credit hours earned at MWSU.

Students who do not successfully complete ENG 108 and MAT 110 (or its general studies math equivalent as listed in the Western catalog) as required in their degree programs, within the first sixty credits earned at MWSU may only enroll in those class/classes until ENG 108 and MAT 110 (or its general studies equivalent) are successfully completed. Students will be restricted to only the English and/or math class(es) and will not be allowed to enroll in additional college coursework until ENG 108 and MAT 110/ equivalent are successfully completed.

The Twice Enrollment Policy

(Policy discontinued effective December 1, 2011)

Beginning in Fall 1993, students may enroll in a class at MWSU no more than two times; this is referred to as the "Twice Enrollment Policy". Everyone starts with a "clean slate" in Fall 1993; no previous attempts are counted on classes taken prior to Fall 1993. (Certain classes can be repeated, according to the university catalog; those special classes are exempt from this rule.) Note that this policy indicates an ENROLLMENT limit. A grade of W or audit counts as an enrollment; only one additional enrollment at MWSU in that class would be allowed. (Dropping/adding during late registration, when Ws are not yet given, does not count as an enrollment.)

Repeating Courses

Students are permitted to repeat any course. (The A/Cr/U option cannot be used to repeat a course in which a prior letter grade of D or F was earned.) When a course is repeated, the original grade remains on the transcript but is excluded (E) from the GPA calculation and the most recent grade is included (I) in the GPA. Topics and related format courses which change in content on a semester to semester basis do not apply in this regard.

ACADEMIC ADVISEMENT

Academic advisement of students is an integral part of academics at Missouri Western. All degree-seeking students are assigned an advisor who helps provide information regarding degree requirements, semester class selection, and career direction. Semester advisement is mandatory for students who have attempted fewer than 24 credit hours and for students whose GPA is less than 2.0. Some departments require academic advising each semester for all majors.

As part of the procedure for the academic advisement / preregistration system at Missouri Western, students should meet with their respective advisors each semester to work out their schedules for the next semester of study. However, students are encouraged to meet with their advisors on a regular basis to develop the type of meaningful faculty-student relationship that we at Missouri Western prize as one of the hallmarks of our institution.

All degree-seeking students should declare a major or pre-major once 24 credit hours of course work has been attempted. Owing to the nature of the one-year certificate and two-year associate degrees, students in these programs are advised to consult with the chairpersons of the appropriate departments as early as possible.

DECLARING A MAJOR OR MINOR

A student officially declares a major by completing a Major Declaration Form with an advisor in the academic department where the major is housed. A Minor Declaration Form may be completed with the student's major department or the department housing the minor. The completed document(s), with appropriate signatures, must be received in the Office of the Registrar in order for the process to be complete. The declaration of major should be made once 24 credit hours of course work has been attempted. If the student is unable to declare a major, a pre-major should be declared.

The university catalog in effect at the time of completion of the appropriate Major or Minor Declaration Form will be used to determine course requirements. The major degree program remains effective for no more than six years following its approval date. Students are responsible for the requirements of their educational programs and should work closely with their advisor to see that those requirements are met.

In the process of earning a degree, students must complete requirements for that degree and any necessary state certification requirements. If certification or statutory requirements change and additional requirements become effective during the time a student is enrolled in a program, the new requirements take precedence over previously existing degree or certification standards.

Current Major and Minor Declaration Forms can be found through the website of the appropriate academic department or www.missouriwestern.edu/registrar.

CLASS ATTENDANCE

Missouri Western State University has the expectation that students should be active participants in their coursework. Regular class attendance is considered a key element of participation and an essential part of the educational experience. Specific attendance requirements for individual courses will be communicated through the course syllabus.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which sets forth requirements aimed at protecting the privacy of educational records. Education records are defined as those records which directly relate to a student and are maintained by an educational agency or institution or by a party acting on behalf of that institution. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements.

Students have the following inherent rights under FERPA –

1. Control the disclosure of their “education records” to others
2. Inspect and review their “education records”
3. Seek amendment to their “education records”
4. File a complaint with the Department of Education

Once students are enrolled at MWSU, FERPA rights transfer to the student, regardless of the student’s age.

In the absence of an official request, information contained in a student’s records remains confidential between the student and MWSU and will not be released to third parties without the consent of the student, with the following exceptions:

- as directory information;
- to school officials with legitimate education interest;
- to schools which the student is seeking admission;
- to organizations conducting studies of or on behalf of educational institutions;
- to federal, state or local education authorities;
- in connection with the receipt of financial aid;
- to accrediting agencies;
- to comply with a judicial order or subpoena;
- in health or safety emergencies;
- results of a disciplinary hearing to an alleged victim of a crime of violence;
- to parents of students under the legal drinking age if caught possessing or using alcohol or drugs.

Missouri Western State University defines directory information as:

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| • name; | • anticipated graduation date; |
| • mailing address; | • classification; |
| • telephone; | • degrees awarded; |
| • campus e-mail address; | • honors awarded; |
| • date of birth (month / day); | • previous institutions attended; |
| • major or field of study; | • participation in activities / sports; |
| • dates of attendance; | • weight / height of athletes. |
| • enrollment status; | |

Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Office of the Registrar (Eder Hall 102). A hold will not apply retroactively and will remain valid until the student submits notification in writing, stating otherwise. Western assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

Request for records inspection should be directed to the official in charge of maintaining the record. The personally identifiable educational records of each student and former student maintained by the university are open for inspection by the student, except in limited cases where privacy, confidentiality, or professional privileges of another person is involved.

The student may challenge an inaccurate record and request a hearing concerning any alleged inaccuracy contained therein. Any challenge must establish by a preponderance that the record is inaccurate. If desired, the student may submit a written explanation of a record’s content, which then becomes a part of the record. Additional information regarding FERPA may be obtained from the Office of the Registrar, Eder 102 or the University’s Risk Manager, Popplewell 221.

UNIVERSITY E-MAIL/PORTAL USE POLICY

Missouri Western State University has designated the MWSU e-mail system and the electronic portal goldlink.missouriwestern.edu as official methods of communication to students, faculty, and staff. Each student, faculty, and staff member receives a MWSU hosted e-mail account and network login / password. This e-mail account is the primary resource used for MWSU communications between students, faculty, and staff. Official notices and information regarding the University will be sent through the MWSU e-mail system and / or posted on the [goldlink.missouriwestern.edu portal](http://goldlink.missouriwestern.edu).

The University has determined that use of the MWSU e-mail system and electronic portal is critical to the success of students and employees in daily routines or job performance. Students are expected to check their e-mail accounts and access the MWSU portal at least once per week. Faculty and staff are expected to check their e-mail accounts and access the MWSU portal every 1–2 business days during active work periods.

Typical e-mail communications sent by MWSU include information regarding enrollment, grades, billing, payments, financial aid, and campus activities. Typical information provided by the portal includes personal announcements, campus announcements, messages for targeted audiences, and access to the Banner Self-Service system. It is the responsibility of students, faculty, and staff to stay informed. Therefore, it is expected that students, faculty, and staff access this electronic communication medium to stay informed of the activities of MWSU and to communicate in a timely manner.

STUDENT CLASSIFICATION SYSTEM

Students are classified according to the number of semester credit hours completed satisfactorily.

0 - 29 hours	Freshman
30 - 59 hours	Sophomore
60 - 89 hours	Junior
90 + hours	Senior

COURSE LOAD

The maximum number of credits a student may take is 18 credits per semester or 9 credits in a summer term. This includes day and evening enrollment combined. Upon approval of the College/School Dean, a student who has a 3.0 overall GPA or a 3.0 GPA for the previous semester or term may take additional credit for the following semester or term.

GRADES AND GRADING POLICIES

Grading System

Grades used in evaluating the work of students are as follows:

<i>Level of Performance and Letter Grade</i>		<i>Quality Points Earned</i>
Superior	A	4 per credit
Good (above average)	B	3 per credit
Average	C	2 per credit
Minimum (passing below average)	D	1 per credit
Failing	F	0 per credit
Incomplete (pending official grade)	I	0 per credit
Withdraw (no grade assessment)	W	0 per credit
Audit	AU	0 per credit
Credit	CR	0 per credit
No credit	U	0 per credit

Pass-Fail Grading

Courses evaluated by pass-fail criteria receive the number of credits for that course with a grade of CR. A failure will result in a grade of F and no credit. Credits earned in courses that are stipulated in the catalog as being graded on a pass-fail basis will not be used in computing grade-point-averages for honors.

A/Credit/Unsatisfactory Grading

The major objective of the A/Cr/U option is to encourage students to explore challenging elective courses they might not otherwise select. Only courses which are normally graded A through F may be taken A/Cr/U. The following guidelines apply for the A/Cr/U option:

1. Students must have satisfactorily completed at least twelve (12) credit hours to be eligible.
2. Students must have a premajor or Major Declaration Form on file with their chosen department.
3. Students on scholastic probation are not eligible.
4. Coursework may not be taken in the major and minor fields. This includes cognate courses stipulated by the major and minor degree programs.
5. Only one course per semester or summer session may be taken A/Cr/U.
6. All level courses may be taken.
7. A grade of A received in a A/Cr/U course will be recorded as an A. A grade of B or C will be recorded as a Cr. A grade of D or F will be recorded as a U and will not receive course credit or be included in any GPA calculation.
8. The number of credit hours completed under this option will number no more than twelve (12) for any degree. Exception: Hours attempted in a course taken under the A/Cr/U option and graded as an A will not be deducted from the twelve (12) hours allowed to a student under this grading system.
9. Students are expected to meet all course prerequisites.
10. Students must designate the A/Cr/U option at the Registrar's Office before the end of the fourth week after the first day of classes (second week of summer session).
11. Instructors will not be informed that students are enrolled under the A/Cr/U option. Regular procedures will be followed in the submission of final grades by the instructor to the Registrar. Grades will be assigned A, Cr, or U in the Registrar's Office.
12. A course completed under the letter grade system in which D or F was earned may not be repeated on an A/Cr/U.

Students should be aware that some schools, scholarship committees and honorary societies do not accept work taken on a non-graded basis. Furthermore many employers do not view non-graded coursework favorably. All students should be very cautious in using the A/Cr/U option.

Grade-Point Averages

Grade-point averages are used to determine class standing and eligibility for graduation, the Dean's and President's Honor Lists, and membership in honor societies.

The grade-point average (GPA) is a numerical ratio of credits and grade points received. The following are examples of the method of computing the grade-point average:

- A student receiving 16 credits of B has earned 48 grade points. The GPA is $48 \div 16 = 3.0$

- A student receiving 16 credits of which 8 credits are B and 8 credits are C has earned 40 grade points. The GPA is $40 \div 16 = 2.5$

Credits earned in courses in which a grade of CR is given are not included in the computation of the GPA. When a course is repeated, only the last grade is included in the calculation. Grades of I, W, U or AU do not represent credit earned and are not included in the computation of the GPA. When a grade of F is received, the credits are included in the computation of the GPA. Under the A/Cr/U option, a grade of A is the only grade which will be used in GPA and honors calculations.

The overall grade-point average uses the same numerical ratio and includes all undergraduate credit earned at institutions accredited by the North Central Association or a similar regional agency.

Auditing a Class

A class auditor is a student registered for a course only for informational instruction, not to earn credit. A student may audit a course for a number of reasons, ranging from skills improvement to a review before registering for credit. Regardless of the purpose, it is important that students get a meaningful experience from instruction and make satisfactory progress toward their purpose. It is the role of the instructor to aid students in this determination. Therefore, audit students should expect to work closely with their instructor.

Students enrolling in a class for credit may choose to change that registration to audit before the end of the tenth week of the semester (fifth week of 8-week summer session; third week of 4-week summer session.) A change from audit to credit must be completed by the end of the first week of classes. Credit by Examination is not available for any student who has audited the course.

Note that auditing a class counts as an enrollment according to the Twice Enrollment Policy.

Incomplete Grades

Under certain circumstances, incomplete grades may be given at the discretion of the instructor. An incomplete grade may be given when accident, illness, death in the immediate family, or other documented circumstances beyond the student's control, prevent the student from completing some course requirements. An incomplete grade should only be considered when the majority of course requirements have been satisfied. Students should be aware that an incomplete grade may affect the initial calculation of academic standing, eligibility for semester honors and eligibility for federal, state or institutional financial aid programs.

An incomplete grade must be removed within eight weeks after the last final exam day for the current term (fall, spring, summer); otherwise, the grade will be recorded as an "F". Any extension of time beyond the allotted eight weeks is not permitted. After the eight week deadline, the instructor of record may, under documented and justified conditions, submit a grade change to replace the "F" (see Grade Change policy).

Any instructor recording an incomplete grade should notify his or her department chairperson along with sufficient information, so that should for any reason the instructor not be available during the eight week period, the department chairperson could assign the correct earned grade.

Grade Change

A course grade change must be approved by the instructor, chairperson and dean. The approved grade change must be submitted to the registrar prior to the end of the next regular (Fall/Spring) term after the close of the semester in which the original grade or incomplete was awarded. After this time period, a grade change must be approved by the Admissions and Graduation Committee.

CREDIT BY EXAMINATION

Credit for general studies courses and major field courses may be obtained by taking a CLEP exam (College-Level Examinations Program) or a comprehensive test designed by the academic department for which the test-out applies. Each department determines which courses are appropriate for credit by examination and the test instrument to be used.

Students are eligible to receive credit by examination only if they:

- Are degree seeking and registered at MWSU;
- Are not enrolled in a course for which an examination is being requested;
- Are granted written permission by the Testing Coordinator or the chairperson of the department to which the test would be applicable.

Students are not eligible to receive credit by examination if they have:

- Earned prior credit in the course at MWSU or in transfer;
- Audited the course;
- Attempted the course and received any transcribed grade assessment, or taken a college course or courses which contain the same basic material.

A student must be a current degree-seeking student at MWSU before Credit by Examination is entered on the transcript. Normally, students request credit by examination early in their college career to avoid ineligibility at a later date.

A complete list of every course eligible for Credit by Examination is available in the University Testing Center, Eder Hall 203, or at www.missouriwestern.edu/testingctr. Please contact the Testing Center for specific guidelines, the Petition for Test Out Form, applicable fees, and to schedule an appointment.

SCHOLASTIC PROBATION AND SUSPENSION

Students are placed on scholastic probation if the overall grade-point average (GPA) drops below 2.0. Students on probation may need university approval for their semester course schedule.

Students are placed on scholastic suspension if their overall GPA drops below the suspension GPA in the Table of Academic Standards which corresponds to the overall GPA hours, subject to the provisions listed below. To be placed on scholastic suspension a student:

- Must have been on scholastic probation or suspension during the previous semester (including Summer); and
- Must have a term GPA lower than 2.0.

Transfer students will be evaluated based on MWSU's Academic Standards. If found to be on suspension, the student will be subject to MWSU policies as if the suspension had been earned at Missouri Western.

Table of Academic Standards

Overall GPA Hours*	Probation if Overall GPA is less than	Suspension if Overall GPA is less than
0-18	2.0	NA
19-30	2.0	1.500
31-45	2.0	1.600
46-60	2.0	1.700
61-75	2.0	1.800
76-90	2.0	1.900
91+	2.0	2.000

*Grades assigned as I, W, AU, CR or U are not included in GPA hours.

Appealing an Academic Suspension

Students who believe that the causes of their suspension merit special consideration may submit a letter of appeal challenging their suspension. The deadline date for appeals is stated in the official notice of suspension that is sent to the current mailing address reported by the student. Appeals received after the deadline stated in the notice of suspension will not be considered. The Academic Regulations and Standards Committee will review all appeals. The Committee may reinstate a student based on documented circumstances beyond the student's control. It is the student's responsibility to provide documentation and a brief narrative clarifying how the circumstances that caused poor performance have been addressed.

Students who are suspended because their GPA is adversely affected by grades over ten years old may also petition for reinstatement immediately following notice of suspension. It is the student's responsibility to submit a letter of appeal in which his or her GPA, recalculated to include only grades earned within the last ten years, is clearly stated. The ten years are to be calculated from the semester in which the student's current suspension occurs. The Committee will review each suspension of this type on a case by case basis, considering all factors, and may reinstate students if the evidence warrants it.

If reinstatement is granted for any circumstances, the student remains on academic probation. Furthermore, the suspension under appeal will remain on the student's record as a suspension and will be counted as such.

Readmission After Suspension

Students placed on academic suspension may not attend MWSU for the time period indicated below unless the Academic Regulations and Standards Committee grants their appeal. A "semester" is defined as the Fall or Spring terms only.

First Suspension	One semester
Second Suspension	Two semesters
Third Suspension	Four semesters
Fourth Suspension	Eight semesters
Fifth Suspension	Twelve semesters
Sixth Suspension	Sixteen semesters

Students applying for readmission after completing the required suspension period must file a new application with the Admissions Office. Students readmitted after suspension will enter on academic probation unless transfer work raises their overall GPA to a good standing status.

ACADEMIC RENEWAL POLICY

The Academic Renewal Policy is an appeals procedure which allows a current student to request an adjustment to his or her overall grade point average and credit hours earned. Through this policy Western seeks to give a student who has matured during his/her absence from university coursework a second chance in his/her college career, while also keeping the integrity of Missouri Western's academic standards.

Undergraduate students who are currently enrolled as a degree-seeking student may be eligible to petition for academic renewal.

- The student must not have been enrolled in university coursework as a degree-seeking student for five or more consecutive years. Hours earned for Continuing Education (CED) courses are excluded from this five year time-frame.
- After the above mentioned five year university absence, the student must have completed at least two consecutive semesters at MWSU, earned at least 18 credit hours in courses 100 level or above, and received an overall GPA of 3.0 or higher with no grade lower than a "C" in said hours. Notes: Overall GPA calculation will include grades earned during all semesters since most recent 5 year absence. A student may be disqualified from academic renewal eligibility if more than 15% "W" grades are recorded in the semesters since most recent 5 year absence.

Students who meet the above criteria may petition the Admissions and Graduation Committee for academic renewal by completing and submitting the Petition for Academic Renewal form (available in the Registrar's Office). The applicant should attach to the form a letter of explanation and support documentation, if applicable, addressing the circumstances which occurred during the semester(s) he/she is requesting to be excluded from their MWSU transcript and his/her academic experience and personal and professional accomplishments achieved during the timeframe away from higher education. The student must also include written support from their advisor or other faculty member in their major department with their Academic Renewal request. If approved, the student will receive an updated copy of the transcript once the Academic Renewal process has been complete.

Conditions:

- All credit and grades earned prior to the selected point in time will be excluded from GPA calculations and credit hours earned.
- Excluded coursework cannot be used to meet degree or prerequisite requirements. Students should work directly with their department to address major coursework or prerequisite requirements.
- "Academic Renewal" will be noted on the transcript for each relevant semester.
- Academic renewal will be applied to transfer work if it occurred before the selected point in time.
- Students will not be granted Academic Renewal after an application for graduation has been submitted or a previous degree awarded.
- To be eligible for a degree, students must complete a minimum of 24 credits at MWSU after the granting of academic renewal.
- Students who receive academic renewal are not precluded from graduating with honors.

Notes:

- Academic Renewal may impact financial aid eligibility. Applicants should contact the Director of Financial Aid for information and clarification.
- Academic Renewal is irrevocable.
- Students are limited to one appeal of academic renewal during their academic career at Missouri Western State University.
- Academic Renewal may not be used to obtain athletic eligibility.
- Academic Renewal is a Missouri Western State University policy and may not be recognized by outside agencies or other institutions.

HONORS

The President's Honor List is globally calculated one time, immediately following each semester and published thereafter. To be included on the President's List, a student must be carrying 12 or more credits with a grade-point average of 4.0, exclusive of audits, incompletes or credit earned in courses that are stipulated in the catalog as being graded on a pass-fail basis. A Dean's Honor List is globally calculated one time, immediately following each semester and published thereafter. To be included on the Dean's List a student must be carrying 12 or more credits with a grade-point-average of 3.5 or higher, exclusive of audits, incompletes or credit earned in courses that are graded on a pass-fail basis. Any grade change which results in a student not qualifying for an Honor List designation will have the designation removed from their student record.

Honors Convocation

The Honors Convocation Program at Missouri Western State University is designed to recognize outstanding academic achievement of students in the College of Liberal Arts and Sciences, the College of Professional Studies and the Craig School of Business. In the spring of an academic year, student scholars are honored with the Scholastic Key award and special academic awards made to selected graduating seniors.

The Scholastic Key award honors students who have a declared major and have achieved a high grade point average. Awards are given to freshmen with an institutional GPA of 4.0; sophomores with a minimum of 3.8 GPA; and juniors and seniors with a minimum of 3.75 GPA. Special academic awards are reserved for outstanding graduating seniors in accordance with the academic and related criteria established by the individual academic departments.