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ACADEMIC ADVISING

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. Most departments require academic advising each semester for all majors.

Advisors will recommend completing developmental courses during the first semesters enrolled at Missouri Western. This will allow students to move into their general studies courses and help complete acceptance requirements needed for many MWSU degree programs. **Degree-seeking students who are required to take developmental coursework (mathematics-MAT 083 Foundations for University Mathematics II; English-ENG 100 Introduction to College Writing; or reading-RDG 095 Reading Skills Improvement) must follow the university admissions criteria to be enrolled in such coursework their first semester at Missouri Western. Further, the student will be expected to complete those same courses continuously during subsequent semesters.** Once enrolled in these courses, a signature from the Student Success & Academic Advising Center, Eder Hall 209, is required to drop. Upon completion of developmental work, students should progress, in the following semester, to the general education English and math requirements, allowing them to complete the general education English and math requirements prior to attempting 60 credit hours.

As part of the procedure for the academic advisement/preregistration system at Missouri Western, students will 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 advisor on a regular basis to develop the type of meaningful advisor-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 before 60 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.

ACADEMIC HONESTY POLICY AND DUE PROCESS

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity.

Violations of academic honesty may result in a failing grade on the assignment, failure in the course, or expulsion from school. When a student's grade has been affected, violations of academic honesty will be reported to the Provost or the designated representative.

Violations of Academic Honesty

Violations of academic honesty include, but are not limited to, the following activities:

1. Copying another person's work and claiming it as your own;
2. Using the work of a group of students when the assignment requires individual work;

3. Looking at or attempting to look at an examination before it is administered;
4. Using materials during an examination that are not permitted;
5. Allowing another student to take your exam for you;
6. Intentionally impeding the academic work of others;
7. Using any electronic device to transmit portions of questions or answers on an examination to other students;
8. Using any electronic device to improperly store information for an exam;
9. Knowingly furnishing false information to the university or its representatives;
10. Assisting other students in any of the acts listed above.

Definition of Plagiarism

Plagiarism is a specific kind of academic dishonesty in which you take another's ideas or words and claim them as your own. When you draw on someone else's work, you must indicate the source of that material, whether you are repeating another's words, argument or thought. Even if you paraphrase another's work and are not using the exact wording, you are still required to indicate the source of the material. This material must be clearly identified with appropriate citations. If you do not do that, you have plagiarized those materials. Any time you copy and paste any writing that is not your own for an assignment, you must use quotation marks and give the source of that material. If you cut and paste without noting what you have done, you will be guilty of plagiarism. Even if the writing is your own, if it has been used for a previous assignment that should be indicated.

Student Due Process Procedure

A student accused of academic dishonesty will first meet with the faculty member who made the allegation of academic dishonesty. If the faculty member decides academic dishonesty occurred, consequences could include giving the student a zero on the assignment, asking the student to rewrite the assignment, or failing the student in the course. If the student's grade is affected, the faculty member must file a MWSU Academic Honesty Violation Report. If the student disagrees with the faculty member's decision, the student may submit a written appeal of that decision within 10 working days to the department chairperson and request a meeting with the department chairperson. The department chairperson will inform the faculty member that an appeal has been made, and the faculty member will have the option to submit a rebuttal form to address the student's appeal. In the event there is no assigned chairperson, the request should be made to the college or school dean. The chairperson's decision shall be provided in writing to the student and to the faculty member within 30 calendar days of the chairperson's receipt of the written appeal.

If the student chooses to continue the appeal process, the appeal may be made within 10 working days to the Provost or designated representative to present the case to the Academic Regulations, Standards & Honesty Committee. The Provost or designated representative will present the case to the Academic Regulations, Standards & Honesty Committee within 10 working days of receipt of the appeal. If the appeal is made during the summer semester or intersession, it will be presented to the Committee within 10 working days from the beginning of the next regular academic semester. The Committee will base its decision on the written statements and evidence submitted by the student and the faculty member. The Committee's decision, which must be made within 30 calendar days from the date on which the Committee receives the appeal, is final. The Committee will notify, in writing, the student and the faculty

member of its decision. If it determined that no violation of academic honesty has occurred, the student's alleged violation will be removed from his or her record.

Any student who has been found guilty of violating the academic honesty policy a second time will be reported by the Provost to the Dean of Students for disciplinary action.

ACADEMIC PROBATION AND SUSPENSION

Students are placed on academic probation if the overall grade-point average (GPA) drops below 2.0. Students are placed on academic 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 academic suspension a student:

- Must have been on academic 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 Missouri Western'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 emailed to the student's campus email address and 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 complete a Suspension Appeal form and provide documentation 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 complete a Suspension Appeal form, provide documentation, and a

recalculated GPA to include only grades earned within the last ten years. 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

Student 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.

GRADES AND GRADING POLICIES <http://catalog.missouriwestern.edu/academic-standards>

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

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.

GRADE APPEAL PROCESS

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student's academic excellence in any particular course. Capricious grading, as the term is used here, consists only of any of the following:

- the assignment of a grade to a particular student on some basis other than the performance in the course;
- the assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
- the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Student Appeal Process

Step One - The student must discuss the course grade fully with the instructor of the course. This must be done no later than thirty (30) calendar days into the succeeding regular academic semester, beginning with the first day of classes.

Step Two - If the student desires to appeal the grade further, he or she may utilize the departmental/ school grade appeal procedure. Every academic unit must have a set of grade appeal procedures which are to be made available to student upon request; copies of those procedures are to be on file in the office of the relevant academic Dean and the Provost and Vice President for Academic Affairs. The challenge must be made in writing to the appropriate department chairperson/school dean. The appeal must be made no later than ten (10) calendar days after the aforementioned thirty (30) day deadline.

The department chairperson/school dean shall notify the student, in writing, of the department's/school's decision within thirty (30) calendar days of receipt of the written appeal.

Step Three- If the appeal is not resolved at the departmental/school level, the student may appeal to the Academic Regulations and Standards Committee in accordance with its rules and regulations. This appeal must be made in writing no later than ten (10) calendar days after receipt of the departmental/school decision. The student must submit his/her written appeal to the department chairperson/school dean and request that the appeal and any 2 relevant documents regarding the case be sent to the chairperson of the Academic Regulations and Standards Committee. Examples of relevant documents include, but are not limited to: (1) course syllabi, (2) course assignments, (3) the graded work of the appellant, and (4) samples of the graded work of other students who were in the same course as the appellant. The department chairperson/school dean will obtain all relevant documents from the course instructor and forward them to the committee chairperson within ten (10) calendar days of the student's request. The course instructor is expected to comply with all requests for relevant documentation from his/her department chairperson/school dean. Upon review of the evidence, the committee may request any additional information that it deems necessary from the appellant and the course instructor. The committee chairperson will forward the request for additional information to the appellant and to the department chairperson/school dean. The appellant and the department chairperson/school dean must provide the additional material to the committee chairperson within five (5) calendar days of the committee's request. Furthermore, the committee may wish to interview any of the parties involved in the appeal. If so, the committee chairperson will notify the parties to schedule the interview. The course instructor and the appellant are expected to comply with all requests for additional information and interviews.

The committee chairperson will notify the student of the committee's decision in writing, within thirty (30) calendar days of receipt of the written appeal. This notification will be delivered by regular mail to the postal address on file for the student and by e-mail to the student's university e-mail address. The committee chairperson will also notify the course instructor, the department chairperson/school dean, the relevant academic dean, the Provost and the Registrar of the committee's decision. This notification will be transmitted to these individuals by campus e-mail.

If the committee determines that the student's grade ought to be changed, the committee chairperson must submit a Revised Grade Report Form to the Registrar's Office. The Registrar will modify the student's transcripts within ten (10) calendar days after receipt of the form from the committee chairperson. The decision of the Academic Regulations and Standards Committee is final. The grade appeal process shall be complete within the semester succeeding the awarding of the original grade.

It is the responsibility of the student to initiate the grade appeal process.

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 Missouri Western seeks to give a student who has matured during their absence from university coursework a second chance in their 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 college-level coursework as a degree-seeking student for five or more consecutive years. Hours earned for development, dual credit or continuing education 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 at MWSU, received no grade lower than a "C", and earned an overall GPA of 3.0 or higher during all semesters since the most recent five year absence. Notes: A student may be disqualified from academic renewal eligibility if more than 15% course withdrawals ("W" grades) are recorded in the semesters since most recent five 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 Missouri Western 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.
- 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.

TRANSFER STUDENT CREDIT APPEAL

<https://www.missouriwestern.edu/admissions/transfer-student>

Missouri Western typically accepts transfer credit from regionally accredited institutions. However, Missouri Western does not generally accept technical or vocational credit. For concerns on whether coursework will transfer, please contact the Admissions Office at 816-271-4264.

A student has the right to appeal a denial of transfer credit at Missouri Western.

The student wishing to appeal must:

- File a written appeal with the Admissions and Graduation Committee. (See **Transfer Evaluation Coordinator**, Eder 101).
- Explain in writing the reason for the appeal.
- If appealing coursework from an institution not regionally accredited, must also submit course descriptions, a course syllabus and the credentials of the instructor for each class that is being appealed.

If after all appeal steps internal to Missouri Western have been exhausted, transfer students can appeal to the state level committee on transfer and articulation.

How to appeal at the state level:

A student must explain in writing the reason for the appeal to the committee on transfer and articulation and then send that appeal to:

Commissioner of Higher Education
Coordinating Board for Higher Education
3515 Amazonas Drive
Jefferson City, MO 65109

NON-TRADITIONAL CREDIT

Missouri Western State University may accept a total of 30 credit hours (maximum applicable to a degree) obtained through non-traditional credit or credit by examination. A student must be degree-seeking and have courses in progress for the current semester at Missouri Western before non-traditional credit is included on the academic transcript. Further, the student must

have transcript activity at the end of said semester in order to retain the non-traditional credit information on the transcript.

Credit earned through the United States Armed Forces Institute (USAFI) in accordance with the recommendation of the Commission on Accreditation of Service Experiences of the American Council on Education, extension work from regionally accredited institutions of higher education, and correspondence work from regionally accredited institutions of higher education are generally recognized if documented by written records from the U.S. government and institutions of higher education.

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.

CLASSROOM FOOD & DRINK POLICY

Food and drink (other than water) are to be consumed only in officially designated areas. Designated areas include spaces associated with office suites, dining rooms, and areas with signs indicating that food and drink consumption is allowed. Such eating areas will be established in each building used for teaching with posted signs to indicate where eating is permitted. Food and drink are not allowed in carpeted classrooms, computer laboratories, and in most areas of the MWSU library. Faculty may set up a no food and drink policy in any of their classes (whether the classroom is carpeted or not). Signs will be posted in classrooms to alert people that food and drink (other than water) are not permitted.

COURSE SYLLABI

Department Chairpersons are responsible for seeing that course syllabi are on file and up to date. A course syllabus shall be made available to students in each course, preferably at the first class meeting, but no later than the second class session. It is recommended that the syllabus minimally contain the following: university name; school title; department title; course prefix, number and title; room, day and time of class or laboratory meetings; instructor's name, office room number, office phone number and office hours; required or recommended texts or other required materials; course objectives; tentative course outline (list of topics to be covered); University policy statement governing academic honesty (II.A. of the *Policy Guide*); attendance expectations and any excused absence guidelines; a statement concerning students with disabilities, such as "Students seeking accommodations must first provide documentation of needed accommodations to the Accessibility Resource Center (ARC) located in Eder Hall, Suite 203. Once accommodations have been approved by the ARC, students are responsible for notifying their instructors of those accommodations. This should be done within the first two weeks of classes. Accommodations are not retroactive"; assignments and activities that will contribute to the course grade (test, papers, projects, etc.); course grading policy and procedure, stated as definitively as possible. Each faculty member should realize that this grading policy may have to be defended if brought into question. Departmental Chairpersons should be aware of the grading policy for each course within their department.

FINAL EXAM POLICY

The final exam schedule will be published by the Registrar's Office prior to each semester and the designated period will be used either for administration of a final exam or for other appropriate course terminating activities. All courses, including 1 and 2 credit hour courses, will have final exams in their regular classrooms during final exam week according to the published schedule. It is the responsibility of both students and faculty to comply with the final exam policy. Final exam guidelines are listed below:

- Final exam periods are 2 hours with 1 hour between periods.
- Final exam information will be documented in the course syllabus.
- Classes which begin at a time not listed on the final exam schedule will observe the final exam time of the closest previous class time listed.
- Classes which meet at different hours (for example, 9:00am on Monday/Wednesday and 10:00am on Thursday) will hold the final exam based on the first hour and day listed.
- Classes with linked lecture and laboratory sections will observe the final exam period based on the section that carries the credit hours.
- Classes which meet at 4:30pm or after will hold final exams at their regular class time during the final exam week. Those evening classes with two meetings per week will use the first meeting for the final exam with the second meeting used at the discretion of the instructor.
- Blended classes (B1=Online 1%-69%) which have weekly meeting times will hold final exams in their regular classrooms according to the published schedule.
- Blended classes (B2=Online 70%-99%) and 100% online classes will hold final exams during the final exam week according to the course syllabus.
- Saturday classes will hold final exams at their regular class time during the final exam week.
- Off-Schedule classes will hold final exams on the last scheduled class meeting.
- First 8-week classes will hold final exams on the last scheduled class meeting.
- Second 8-week classes will hold final exams according to the designated time during the full-semester final exam week.
- Summer classes will hold final exams on the last scheduled class meeting.
- Any student who has three or more final exams scheduled on the same day may make arrangements with instructors of those courses to reschedule one final exam to another day during the final exam week. The student may appeal to the appropriate dean for assistance, if needed. That appeal should be made no later than one month prior to the last day of the final exam week.
- If a final exam is canceled for inclement weather every effort will be made to make the exam up prior to the end of the published final exam week. Communication regarding any final exam schedule adjustments will be made via the Missouri Western website and through the Griffon Alert system.

PREFERRED NAME POLICY

The Preferred Name Policy at Missouri Western State University allows students to change their first names in most university information systems without pursuing a legal name change. The University hopes to give students an empowering, safe and nondiscriminatory university experience. Reasons for name changes may include transgender or gender nonconforming identities, international students or other students who wish to adopt an English language name, students known by names that are different from their legal names, etc.

You should feel empowered to be called by the first name of your choosing. Equally important, no student should feel pressure to take on an Anglicized name for acceptance or the convenience of others. Students who indicate a preferred first name on their admissions application will automatically have it entered into the university system. Current students can update their preferred first name by request to the Registrar's Office.

Adding a preferred first name does not change a student's official name as a part of their educational record. Your official name is your legal name. The charts listed within this policy detail the student systems and documents where a legal name will be used and where a preferred first name will appear. (The preferred first name will appear either in addition to the legal first name or in place of the legal first name, depending on the system/document.) This list is subject to change as new systems are added or replaced and may not contain all places where your preferred first name may appear.

PLACES WHERE YOUR LEGAL FIRST NAME WILL APPEAR	
Enrollment/Degree Verification processes	Financial Aid Records
International I-20's	Official Transcripts
SEVIS (Immigration status reporting)	Federal and State Agency reports
Student Accounts	Paychecks, Timecards and Other Payroll Information
Student ID Card	Official NCAA Athletic Documents
Directory Information Disclosures	

PLACES WHERE YOUR PREFERRED FIRST NAME WILL APPEAR	
Alumni/Foundation Database	Gmail Display Name and Network Login
GoldLink Account Name	GoldLink Student Information for faculty, advisors and University staff
Griffon GPS (degree audit system)	Moodle
Online Student Directory	Residence Life System
Student Conduct System	Unofficial Transcripts through Goldlink
Student Life and Leadership System	University Communications and Publications
Athletic rosters, websites, and statistics	Diplomas and graduation lists

Students who misuse this Preferred Name Policy are subject to the Student Code of Conduct.

Disclaimer

Missouri Western State University will display preferred names to the University community where feasible and appropriate, and it will make a good faith effort to update the reports, documents and systems designated to use preferred names. Inappropriate use of the preferred name policy (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying use of preferred names. Missouri Western State University reserves the right to remove any preferred name that is deemed inappropriate. Questions regarding this preferred name policy may be directed to the Division of Student Affairs at 816-271-4432 or Registrar's Office at 816-271-4211.