

Tuition Assessment Policy

- Keywords: differential tuition
- Policy Number: To be assigned
- Originally Issued: New for Fall 23
- Revised: N/A
- Effective Catalog Cycle: Fall 2023
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Finance and Cashiers

Policy Statement

Academic Program Rates for all undergraduate academic programs/plans (degree/major/emphasis and certificates) will be approved by the Board of Curators and communicated annually.

- Academic Program Rates will be classified as either General Education Program Rate, **Base Program Rate** or **Differential Program Rate** to ensure optimal communication.
- Academic Program Rates for programs/plans (degree/major/emphasis and certificates) within an academic unit/school may vary between the Base Program Rate and Differential Program Rates.
- Differential Academic Program Rates may vary by program/plan (degree/major/emphasis and certificates).

Term Tuition Assessment:

Term Tuition for all degree-seeking students will be assessed based on the following:

- The General Education Program Rate will be applied to

all general education course enrollment as designated by the UMKC Essentials and/or the MDHEWD Core 42 programs. **Please Note:** exception of students admitted into professional programs (for example, MD program).

- An Academic Program Rate determined by the student's officially recorded academic program/plan(s) will be applied to all course enrollment not designated as general education.
- A single, Academic Program Rate will be applied to a student's enrollment each term. For students with multiple program/plans, the highest officially recorded academic program/plan rate will be applied.
- Billing adjustments will be made upon changes to a student's officially recorded academic program/plan(s) through the 100% refund period.

Term Tuition for all Visiting and UMX students will be assessed at the Base Academic Program Rate regardless of the courses they enroll in.

Term Tuition for all post Bac students will be assessed at the Academic Program Rate for the program in which they are admitted.

Reason for Policy

This policy was developed to reflect new procedures for assessing undergraduate tuition rates per Board of Curators' action.

Who Should Read this Policy?

All undergraduate students, department chairs, faculty and advisers.

Instructions, Procedures and Related Information

For more information, visit

Contacts

UMKC Office of the Provost

Exclusions

Applies to only undergraduate students.

History & Updates

In effect for Fall 2023

Appendices

None

Admission to Programs with Previous Degree

A student may not be admitted into a degree program in which they have already earned a degree. Exceptions may be granted for international degrees, accreditation, certification, or licensing requirements. Petitions for exception to this policy should be submitted to the Academic Unit for review.

New: Fall 2021

Academic Amnesty Policy

- Keywords: Academic Amnesty
- Policy Number: KC-ACA-3101-01
- Originally Issued: Prior to 2010
- Revised: Spring 2019
- Effective Catalog Cycle: Spring 2019
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

The University of Missouri-Kansas City has an amnesty policy to enable those students who did not perform adequately during their enrollment within the University of Missouri System (UM System) to be given a second chance to pursue their academic goals. The policy is as follows:

Students who are transferring or returning to the University of Missouri – Kansas City to pursue a degree after an extended absence from all UM System schools (University of Missouri – Kansas City, Missouri S&T, University of Missouri-Columbia, and University of Missouri – St. Louis) may request permission to remove one or more of their complete academic terms for future degree and GPA considerations.

A student may apply for amnesty if either of the following requirements are met:

1. Has not been enrolled at UMKC or any other UM System School at any time during the past two years and has documented evidence of circumstances beyond their control that led to poor performance;

2. Has not been enrolled at UMKC or any other UM System School for at least four years.

Students must apply for amnesty at the time of the application for readmission or before the end of the first semester of readmission, if already readmitted

Amnesty will be implemented as follows:

- Students must meet the specified conditions of successfully (2.5 GPA-UG/3.0 GPA-GRAD) completing 12 hours (6 hours for grad) within the first year of readmission before amnesty will be applied. Please note that academic units may require a higher GPA than the amnesty minimum.
- Grades for **ALL** courses taken in the period of time for which amnesty is requested will be removed from the grade point average if the request is approved. The student may not choose specific courses within a term or period.
- The original UM System grade will remain on the student's UMKC transcript, and will be marked by an "X" preceding the grade. For plus/minus grades, the plus or minus will be dropped and the base grade will be used. For example, grades of A, B+, B, B-...F would be changed to XA, XB, ...XF. These hours and grades will remain on the transcript, but will not count toward cumulative hours nor GPA, nor can they be used to fulfill any degree requirements, regardless of the original grade.
- UMKC Academic Amnesty actions will not alter or be recorded on the student's academic record or impact GPA calculations of the originating UM System School since this is a campus-based policy and varies by UM System School. However, UMKC's Academic Amnesty policy may be applied to terms completed at any UM System school contributing to the UMKC calculation of system-wide cumulative GPA.
- A statement "Grades granted amnesty by faculty committee

action" (or similar) will follow the last course on terms granted amnesty.

- Students can receive amnesty at UMKC only one time (for one or multiple terms recorded by any UM System School) in their lifetime.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel.

Instructions, Procedures and Related Information

Petition for Academic Amnesty Office of Registration & Records

This policy revision (Spring 2019) supercedes the former policy as published in the Fall 2018 Catalog.

Contacts

UMKC Registrar's Office: Website:

Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110

Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;

Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

Exclusions

Professional programs in Nursing, Pharmacy, Dentistry,

Medicine (including the BA-MD program), and Law

History & Updates

Revised Fall 2018 to include graduate students and implementation of 2 tier process of 2 years away with extenuating circumstances and 4 years away without extenuating circumstances.

Appendices

None

Credit for Prior Learning Policy

- Keywords: Prior Learning Credit
- Policy Number: KC-ACA-3138
- Originally Issued: Spring 2018
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

UMKC allows a maximum of 30 credit hours* for prior learning toward the completion of an undergraduate bachelor's degree. Prior learning must be documented, evaluated, and appropriate to the level of degree awarded. Students may earn prior

learning credit at UMKC through the following options:

Advanced Placement (AP) examinations may count for UMKC degree credit if the exams and scores are acceptable. (Note: UMKC awards credit for specific scores on certain Advanced Placement exams that are administered by the College Board, not simply for enrollment in advanced placement courses at the high school level. In order to receive AP credit, students must have official AP score reports sent to UMKC directly from the College Board. Credit cannot be determined from high school or previous college transcripts.)

International Baccalaureate (IB) examinations are tests taken as the culmination of a special high school study program. Several of the Higher Level exams count for credit if the score earned is a 5 or higher.

College Level Examination Program (CLEP) exams are acceptable for credit in certain areas of study. UMKC accepts only the CLEP Subject Exams. Not all subjects are accepted. Credit is not given for any CLEP General examination. No CLEP Subject Exam may be taken in the final 30 hours of coursework leading to a degree.

Credit by Departmental Examination may be earned if a student has previous knowledge or proficiency in an area of study and arranges to take a departmentally administered examination. If a department chooses to offer credit by examination, the department must provide a test that measures the same level of proficiency as is required to earn credit for enrollment in the course. Frequently this is the final exam for the course. Before taking a departmental examination, students must register in the Registration and Records office and obtain a Credit by Departmental Examination form:

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The charge for attempting credit by departmental exam is equal to one credit hour. Eligibility for credit by departmental

examination requires:

1. Enrollment at UMKC in the semester in which the examination is administered
2. No enrollment in the course that is subject of the examination during the last three terms.
3. Achieve a grade of C or above on the examination in order to receive credit.


*This does not apply to courses transferred from other institutions.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel.

-  **Instructions, Procedures and Related Information** HLC Assumed Practices,
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Contacts

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Exclusions

None

History & Updates

NA

Appendices

None

Electronic Grade Change Policy

- Keywords: grade change(s), electronic grades
- Policy Number: KC-ACA-3116
- Originally Issued: Fall 2012
- Revised: Fall 2012
- Effective Catalog Cycle: Fall 2013
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

Electronic grade changes can be completed by the instructor of record or by the Chair of the Department or the Dean of the Academic Unit via the online student information system. The deadline to initiate an electronic grade change must occur within one calendar year after a term has ended. The following dates are applicable to all calendar year semester

grade changes:

- May 31 for the previous Spring Semester
- July 31 for the previous Summer Semester
- December 31 for the previous Fall Semester

Approved reason codes must be used for all electronic grade changes.

Electronic grade changes cannot be submitted for the following types of changes. These require the use of a hard copy Grade or Course Change form for Past Terms.

- Changing the credits associated with a course
- Changing the grading basis associated with a course
- Student has graduated
- Retroactively adding, deleting, or swapping a course

Electronic grade change reports will be available to run on demand by each Academic Unit to notify Deans and Department Chairs when grades have been changed on a student's record. The Registrar will send a grade change report at the end of every semester to capture all grade changes that have been submitted online.

Grade changes requested after one year will require a written appeal by the instructor and a signature from the Dean. The Registrar will review the grade change request and work with the Provost's office to determine the acceptance of the instructor grade appeal.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel

Instructions, Procedures and Related Information

Provost's Office; Information from the Registrar's Office

Contacts

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Exclusions

None

History & Updates

Revised Fall 2012

Appendices

None

Credit for Military Training

- Keywords: veterans, military, armed services, transfer, credit, policy, policies
- Policy Number: KC-ACA-3114
- Originally Issued: Prior to 2010
- Revised: Spring 2010
- Effective Catalog Cycle: Fall 2010
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

Students who have served in the armed forces may be eligible to receive college credit for courses completed through the military or occupational specialty training. The American Council of Education recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services* generally serve as a basis for granting such credit.

To count toward a degree, the credit recommended must be appropriate to the student's curriculum. UMKC does not grant credit for military science or for courses that are strictly military/vocational in content.

Reason for Policy

The Military Credit policy provides an opportunity for UMKC to show support to our Veteran students. Additionally, the policy provides a means for these students to receive college level credit for completed military coursework that has been recommended by American Council of Education (ACE). Approved courses will be transferred as general military elective credit that may be applicable to the total hours required to complete a degree.

Who Should Read this Policy?

Deans, directors, chairs and other department heads; Advisors; Admissions staff; Students

Instructions, Procedures and Related Information

Veterans interested in pursuing UMKC academic credit for their military training should contact their primary academic unit to have a transcript evaluation completed. Please see the Academic Unit Liaisons Directory, , for contact information.

American Council on Education (ACE)

Guide to the Evaluation of Educational Experiences in the Armed Services

Contacts

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Exclusions

None

History & Updates

Updated to common policy format on May 27, 2010

Appendices

None

Credit/No-Credit Policy Option

- Keywords: Credit/no-credit option
- Policy Number: KC-ACA-3156
- Originally Issued: Prior to 2010
- Revised: N/A
- Effective Catalog Cycle: Prior to 2010
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

Sophomores, juniors and seniors in good standing may elect to take one course per semester on a credit/no credit (CR/NC) basis. The credit/no credit option may not be used for courses in the major nor the minor, nor for courses taken to fulfill the general degree requirements. Students may not elect this option when they are repeating a course.

The credit/no credit option must be elected at the time of initial registration for a term and cannot be changed subsequently. A grade of C- or better must be earned to earn credit; D and F grades receive no credit. Grades of CR or NC do not earn grade points and they do not affect the grade-point average. Courses elected on this option are subject to regular academic regulations, including course load,

withdrawal, etc.

The credit/no credit option is not available for students pursuing a bachelor of liberal arts degree.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel;
All students

Instructions, Procedures and Related Information

Registrar's Office

Contacts

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Kansas City, MO 64110

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2499;

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UMKC Office of the Provost:

Exclusions

None

History & Updates

None

Appendices

None

Declaration of Major Policy

- Keywords: Declaration of major
- Policy Number: KC-ACA-3144
- Originally Issued: Prior to 2010
- Revised: N/A
- Effective Catalog Cycle: Prior to 2010
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

Students may declare a plan of study (major and/or minor) and degree(s) at the time of admission. See the specific academic unit guidelines for admission requirements regarding declaration. If continuing students wish to change their plan of study or add additional plans, students must complete the Declaration of Major form from the UMKC's Registration & Records Office and obtain signatures from the Academic Advising unit of the school or college.

Students admitted as Exploratory (undeclared) students or admitted with only a Pre-Professional designation (i.e. Pre-medicine, Pre-law) have not declared a specific major and/or

degree at the time of admissions and therefore must declare a major by the hours specifically designated by the academic unit housing the degree(s).

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel;
All students

Instructions, Procedures and Related Information

Registrar's Office

Contacts

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UMKC Office of the Provost:

Exclusions

Graduate and Professional Students

History & Updates

None

Appendices

None

Dean's List Policy

- Keywords: academic award, dean's list
- Policy Number: KC-ACA-3115
- Originally Issued: Prior to 2010
- Revised: Spring 2011
- Effective Catalog Cycle: Fall 2012
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

Policy Statement

The Dean's List is a unit-based student-centric recognition of excellent academic performance. Students must complete a minimum full-time program of 12 graded hours to qualify for the dean's list. The credit/no credit option may not be used as part of the 12 graded hours. The permanent academic records for qualifying students are annotated to reflect this distinction. Official semester grades indicate students who are candidates for the Dean's List.

Criteria for determining the GPA required for a student to be included on their unit Dean's List will be determined by the unit Dean. The specific criteria will be published in the unit

undergraduate catalog.

Dean's List criteria will be reviewed annually by each academic unit (College/School) and changes in requirements will be submitted in writing to the Registrar by February 1 each year for inclusion in the next academic catalog.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; All students; Registrar's office personnel

Instructions, Procedures and Related Information

UMKC Catalog; Information from the Registrar's Office; Academic Unit Latin Honor standards

Contacts

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Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

Exclusions

This policy does not apply to graduate students or

professional programs in dentistry, law, medicine or pharmacy.

History & Updates

Updated to common policy format March 2011; Revised Spring 2012

Appendices

None

Undergraduate GPA Policy

- Keywords: GPA
- Policy Number: KC-ACA-3141
- Originally Issued: Prior to 2010
- Revised: N/A
- Effective Catalog Cycle: Prior to 2010
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registrar

Policy Statement

The following minimum grade-point average policy applies to all undergraduate students:

- Students must maintain a 2.0 GPA in their coursework at the University of Missouri.
- Academic units may impose additional grade-point requirements.
- In general, the UM GPA is calculated by dividing the total grade points earned in courses on any UM campus by

the total number of graded semester hours attempted. If a course attempted within UM is repeated, the previous hours and grade point remain in the student's GPA. Courses taken credit/no credit, courses earning grades of S, P, I or AT, and courses transferred from non-University of Missouri institutions are not included in the UM GPA calculations.

Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel;
All students

Instructions, Procedures and Related Information

Registrar's Office

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UMKC Office of the Provost:

Exclusions

Graduate and Professional Students

History & Updates

None

Appendices

None