

# Final Exam Policy

- Keywords: absence, attendance, course, exams, final, students
- Policy Number: KC-ACA-3118
- Originally Issued: Spring 2012
- Revised: None
- Effective Catalog Cycle: Fall 2012
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## Policy Statement

It is expected that every faculty member meet their classes during the scheduled final exam period in the scheduled room(s) for the final examination or other approved instructional activity.

Whenever circumstances make necessary a deviation from the announced final exam schedule, approval for such deviation must be obtained by the appropriate department chair and unit academic dean as well as the Registrar.

Faculty should remain available to students throughout the entire semester (including finals week). If circumstances necessitate faculty unavailability at any time during the semester, students should be notified, in writing, with alternate contact information (i.e., department head).

The Provost reserves the right to alter the final exam schedule due to extenuating circumstances.

Students having more than three final exams scheduled on one day may submit a written request to their Academic Dean's Office to reschedule an exam. The Dean's Office will coordinate with faculty to reschedule the exam.

## **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; Course syllabi; Information from the Registrar's Office; Academic Calendar

## **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**

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

## **History & Updates**

None

# Appendices

None

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## Undergraduate Course Drops

- Keywords: course, registration, course drops
- Policy Number: KC-ACA-3132
- Originally Issued: Prior to 2010
- Revised: Spring 2012
- Effective Catalog Cycle: Fall 2012
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## Policy Statement

- Eligible students may register during the registration period that is announced in Pathway and via UMKC e-mail. Students who are not registered will not receive academic credit and cannot attend classes. All registration and changes in registration must be processed by the UMKC Registration and Records Office either in person or using an approved electronic format such as Pathway.
- A class schedule is published prior to each semester in Pathway and lists courses offered, meeting times and locations. The University reserves the right to cancel without notice any course listed in the schedule for any semester, or to withdraw any course that does not have adequate enrollment at the close of the registration period.
- Eligible students may drop during the drop schedule

period that is provided in the Academic Calendar.

- Eligible students may drop classes from the time they register through the first four weeks of a semester without academic assessment.
- If students drop all of their classes prior to the end of the first four weeks of the semester, a notation is placed on their transcript that indicates the date the classes were dropped. Students who drop all of their classes during the first four weeks of the semester are required to follow the Total Withdraw Policy.

## **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

## **Instructions, Procedures and Related Information**

- UMKC add-drop form ()
- UMKC academic calendar ()

## **Contacts**

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## **Exclusions**

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

## **History & Updates**

None

## **Appendices**

None

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# **Undergraduate Course Adds**

- Keywords: course, registration, course adds
- Policy Number: KC-ACA-3131
- Originally Issued: Prior to 2010
- Revised: Spring 2012
- Effective Catalog Cycle: Fall 2012
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## **Policy Statement**

- Eligible students may register during the registration period that is announced in Pathway and via UMKC e-mail.
- Students who are not registered will not receive academic credit and cannot attend classes.
- All registration and changes in registration must be processed by the UMKC Registration and Records Office either in person or by using an approved electronic

format such as Pathway.

- A class schedule is published in Pathway prior to each semester and lists courses offered, meeting times and locations. The University reserves the right to cancel any course listed in the schedule without notice.

#### Adding a Class:

- Students may add a class to their official records at any time through the first week of classes for a regular session.
- Students who are not enrolled at the time a semester begins are subject to an additional fee.
- Additions of courses after the first week of classes are deemed unusual and therefore require the approval and signatures of advisors and the instructor of record.

## 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

## Instructions, Procedures and Related Information

UMKC add-drop form (); UMKC academic calendar ()

## Contacts

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## **Exclusions**

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

## **History & Updates**

None

## **Appendices**

None

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# **Undergraduate Course Withdrawals**

- Keywords: course, registration, course withdrawals
- Policy Number: KC-ACA-3133-01
- Originally Issued: Prior to 2010
- Revised: Fall 2017
- Effective Catalog Cycle: Fall 2018
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registrar

## **Policy Statement**

- Eligible students may withdraw from their classes during

the withdraw schedule period that is provided in the Academic Calendar.

- After the fourth week through the twelfth week students will receive an automatic W on their transcript.
- After the twelfth week, students will need to follow the Late/Retroactive Withdrawal Policy.
- Students who want to withdraw from all of their classes must follow the Total Withdraw Policy.
- Students in 8-week courses follow a similar schedule. See the academic calendar for specific dates.

## **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

## **Instructions, Procedures and Related Information**

- UMKC add-drop form ()
- UMKC academic calendar ()

## **Contacts**

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## **Exclusions**

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

## **History & Updates**

Revised Spring 2013 to remove petition process; Revised Fall 2017 to remove WF grading.

## **Appendices**

None

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# **Undergraduate Withdrawals**

# **Official**

- Keywords: course, registration, course withdrawals
- Policy Number: KC-ACA-3135
- Originally Issued: Prior to 2010
- Revised: Spring 2012
- Effective Catalog Cycle: Fall 2012
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## **Policy Statement**

•Official withdrawals may be done by mail when a student is unable to appear in person (for example, if you are out of town or suffering from an illness or accident) or if the Registration & Records Office is closed or Pathway is down

(for example, during a power outage) and you wish to receive a refund. The postmark on the envelope is used as the refund date.

- Transcript notations are determined based on the time of the semester the withdrawal occurs.

- Students wishing to withdraw from all of their classes must complete a term withdrawal survey available at

- The following actions are not considered official notification of withdrawal.

- Assuming classes will be cancelled because of nonpayment of tuition and fees by the student.

- Failure to attend class.

- Giving notice to an instructor.

- Stopping payment on a check used to pay fees.

- Crossing out courses on a schedule.

- Returning only partial payment to the Cashier's Office.

- Verbal notice to any University office or employee.

## **Reason for Policy**

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

## **Who Should Read This Policy?**

All faculty; Academic advisors; All students

## **Instructions, Procedures and Related**

## Information

- UMKC add-drop form ()
- UMKC academic calendar ()

Contacts

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## Exclusions

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

## History & Updates

None

## Appendices

None

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# Attendance Policy

- Keywords: absence, attendance, course, students
- Policy Number: KC-ACA-3107
- Originally Issued: Prior to 2010

- Revised: Summer 2002; Fall 2011; Fall 2016
- Effective Catalog Cycle: Fall 2016
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## **Policy Statement**

- Students are expected to attend and participate in classes as indicated by the course modality (Classroom based, Online, etc. available on Pathway).
- In order to comply with federal regulations associated with eligibility rules for federal financial aid, students not attending a course during the first three weeks of the term will be administratively dropped from the specific course.
- Advanced notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing.
- Students should notify instructors of excused absences in advance, where possible.
- Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible.
- Instructors should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor.
- Attendance policies shall be applied in a non-discriminatory manner.
- Enrollment as a student is required to attend any class unless otherwise pre-approved by the instructor.
- Instructors are responsible for verifying the class roster in Pathway throughout the term.

Each academic unit and instructor may adopt an attendance

policy appropriate to that unit, a particular field of study, or for a specific course. Such policy or policies must be consistent with the general principles, and must give students advance notice in writing. In the case of an academic unit, notice may be given in the appropriate section of the General Catalog, or in other materials provided to students for the purpose of informing them of the rules and regulations of the academic unit. In the case of an individual instructor, notice of an attendance policy should be given in the course syllabus.

If neither the academic unit nor the instructor has adopted an attendance policy, or if proper advance notice of the attendance policy was not given, the UMKC general attendance policy will govern. The general attendance policy is that students shall not be penalized for excused absences. "Excused absences" include absences due to illness of the student, illness of an immediate family member for whom the student must care, death of an immediate family member, religious observance (where the nature of the observance prevents the student from being present during class), representation of UMKC in an official capacity, and other compelling circumstances beyond the student's control. Students seeking an excused absence must provide documentation upon request to substantiate the excuse. Students with excused absences shall undertake appropriate make-up or alternative work to be provided by instructors of the courses in which excused absences were incurred.

Complaints concerning the application of an attendance policy or an instructor's attendance policy should be raised with the Department Chair of the instructor or with the Dean if there is no Department Chair or the instructor is the Department Chair. If the student or instructor is not satisfied with the resolution of the complaint, the matter may be appealed to the Dean and to the Division of Academic Affairs. Complaints concerning the adoption or modification of an attendance

policy by an academic unit should be raised with the Division of Academic Affairs. Complaints are to be promptly addressed at each level of review.

## **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; Course syllabi; Information from the Registrar's Office

## **Contacts**

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

## **Exclusions**

This policy does not apply to graduate students; professional programs in dentistry, law, medicine or pharmacy; or Conservatory ensembles as approved by the Dean of the Conservatory.

## History & Updates

Revised Fall 2016 to include the federal regulations statement (2<sup>nd</sup> bullet of policy)

## Appendices

None

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## Course Evaluation SB389

- Keywords: student, course, evaluation, SB389, senate bill 389
- Policy Number: KC-ACA-3112
- Originally Issued: Summer 2011
- Revised: None
- Effective Catalog Cycle: Fall 2011
- Approved by: Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## Policy Statement

Satisfaction of the reporting requirements for SB 389 related to course evaluation by students is accomplished in one of two ways: including the designated questions in the Academic Unit specific course evaluation or using the stand-alone electronic SB389 course evaluation system as a supplement to the unit specific course evaluation. Deans of Academic Units are responsible for making sure the SB389 course evaluation questions are distributed, collected and the results submitted to the Registrar's Office in a timely manner. They are also responsible for notifying students of the availability of this

feedback mechanism when using the stand-alone electronic system.

## **Reason for Policy**

Fulfill the requirements of Senate Bill 389.

## **Who Should Read this Policy?**

Provost's office personnel; Academic Unit Deans and other academic administrative personnel; Registrar's office personnel

## **Instructions, Procedures and Related Information**

Procedure occurs during the final six weeks of the Fall and Spring semesters and during the final three weeks of the Summer semester. The Registrar will determine the timeline for all other academic periods, e.g., intersessions.

1. The Registrar will contact the Deans of the Academic Units approximately 6 weeks before the end of the semester and request that the Academic Units begin communicating to their students regarding semester stand-alone electronic course evaluations deadlines.
2. Stand-alone electronic SB389 course evaluations will be made available three weeks before the end of the term.
3. Students will be notified at least two weeks before the electronic evaluations are made available.
4. A follow-up email will be sent by the academic unit approximately one week before the deadline to submit electronic course evaluations.
5. SB 389 course evaluation questions which are included in the academic unit specific evaluations will be administered as part of the academic unit's course evaluation procedure. Academic Units will be responsible for providing instructions to their students as part of

their procedure.

6. All evaluations deadlines will be published in Blackboard's information section as well as the campus portal.
7. All SB 389 course evaluation results will be submitted to the Registrar no later than three weeks after the evaluation period has ended. The data will include standalone 389 questions that are compiled from stand-alone electronic evaluations as well as from Academic Units who combine SB 389 questions with their unit specific evaluations.

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## **Exclusions**

None

## **History & Updates**

The UMKC Faculty Senate determined that the question to be asked would be: *Is the instructor an effective teacher?*

## **Appendices**

None

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# Graduate Course Audit Policy

- Keywords: Graduate, Audit, Course
- Policy Number: KC-ACA-7323
- Originally Issued: Prior to 2010
- Revised: Spring 2019
- Effective Catalog Cycle: AY 19-20
- Approved by: Graduate Council, SGS Dean, Provost
- Executive Sponsor: Provost
- Responsible Office: Registration and Records

## Policy Statement

A student must be admitted to the university and obtain the consent of the instructor in order to audit a graduate course. Courses that ordinarily may not be audited are studio courses, performance courses, continuing education courses, laboratory courses in the sciences, internships, and practica. Students do not receive credit when auditing a course, and audited courses do not count toward enrollment status requirements (full-time, half-time).

A student registered in a course for audit is expected to attend class and to pay full tuition and fees. No feedback will be given by the instructor to the auditor. An auditor may be administratively withdrawn from a course at any time during the semester when, in the judgement of the instructor and upon approval by the dean, the attendance or participation record justifies such action.

## Change from Audit to Credit

Graduate students may change status in a course from audit to credit during the first week of the term, provided they have

the approval of the faculty advisor and have notified the course instructor.

## **Change from Credit to Audit**

Graduate students may change status in a course from credit to audit any time prior to the final examination period, provided they have the consent of the course instructor and the approval of the faculty advisor. *[Note: Individual academic units may have earlier deadlines and may have program-specific restrictions on retaking audited courses for credit.]*

## **Reason for Policy**

### **Who Should Read this Policy?**

## **Instructions, Procedures and Related Information**

## **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@

**UMKC Office of the Provost:**

## **Exclusions**

## **History & Updates**

# Appendices