

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

NR Grades Policy

- Keywords: NR Grades, attendance, not reported
- Policy Number: KC-ACA-3157
- 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

If a student appears on a grade roster and stops attending class within the semester following the administrative drop timeline (first three weeks of class), a grade of NR (Not Reported) will be assigned to the student in lieu of an F. NR's calculate in a student's GPA just like an F.

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

UMKC Office of the Provost:

Exclusions

None

History & Updates

None

Appendices

None

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

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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

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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
(2nd bullet of policy)

Appendices

None