

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate

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BRIEF SUMMARY: This bill removes the policy for “Academic Distinction in the Department of the Major” from the Faculty Senate Handbook and links to the appropriate page on the Registrar’s website.

REVISING “ACADEMIC DISTINCTION IN THE DEPARTMENT OF THE MAJOR” PROCEDURES

BE IT RESOLVED: Subject to the passage and approval of this bill and its companion bill 24-A-XX, the procedures portion of “Academic Distinction in the Department of the Major” in Chapter 3 of the *Faculty Handbook* will be replaced by this bill.

1 ~~Academic Distinction in the Department of the Major is earned by completing a scholarly paper~~
2 ~~or special project under the supervision of a committee of at least three (3) degreed faculty~~
3 ~~and/or staff members. Full procedures are available at [semo.edu/student-support/academic-](http://semo.edu/student-support/academic-support/registrar/graduation/academic-distinction.html)~~
4 ~~[support/registrar/graduation/academic-distinction.html](http://semo.edu/student-support/academic-support/registrar/graduation/academic-distinction.html).~~

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6 ~~1. The student must first read the information in this handbook about Academic Distinction in~~
7 ~~the Department of the Major. When the student has a tentative topic, he or she will identify a~~
8 ~~member of the faculty in the major to serve as the proposed chair of the project.~~

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10 ~~2. The student completes the form "Application for Academic Distinction in the Department of~~
11 ~~the Major" available in the Registrar's Office.~~

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13 ~~3. The Registrar's Office determines whether the student meets minimum qualifications:~~

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15 ~~a. Completion of a minimum of 75 degree hours~~

16 ~~b. Minimum grade point average of 3.25 in the major~~

17 ~~c. Minimum overall grade point average of 3.0~~

18 ~~d. The student must apply and complete steps 1-8 prior to the first day of classes in the student's~~
19 ~~graduation or commencement semester, whichever is first.~~

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- 21 ~~After evaluation of the student's eligibility, the Registrar's Office will forward a completed copy~~
22 ~~of the form to the proposed committee chair.~~
- 23 ~~4. If the student meets the minimum qualifications, he or she, in consultation with proposed~~
24 ~~committee chair, will describe the proposed scope and nature of the project or paper, with a~~
25 ~~tentative thesis statement and the plan for completion. The proposal will be forwarded to the~~
26 ~~chair of the department of the student's major.~~
- 27 ~~5. Upon the chair's approval, the student, committee chair, and department chair will develop a~~
28 ~~proposed committee member list numbering not less than two (2) faculty or staff members, in~~
29 ~~addition to the committee chair.~~
- 30 ~~a. If the project proposed is of an interdisciplinary nature, the committee shall include~~
31 ~~representative(s) from all disciplines.~~
- 32 ~~b. At least one member of the committee must not serve in the department of the major.~~
- 33 ~~c. Members who fulfill the requirements of Item a may also fulfill the requirements of Item b.~~
34 ~~For example: If the study involves effects of indigenous cultures on pre-school age children, and~~
35 ~~the student's major is Child Development, a member of the Anthropology faculty could serve~~
36 ~~both as a representative of one of the disciplines and also as a member not in the department of~~
37 ~~the major.~~
- 38 ~~d. The Chair of the student's department of major shall serve as an ex-officio member of the~~
39 ~~committee, and shall not be considered one of the three required committee members.~~
- 40 ~~6. Using the "Proposed Committee" form available in the Registrar's Office, the proposed project~~
41 ~~and committee composition will be forwarded to the dean of the college housing the student's~~
42 ~~major. The dean may:~~
- 43 ~~a. Approve the committee and project~~
44 ~~b. Disapprove the committee or the project or both~~
45 ~~c. Return the proposal for clarification~~
- 46 ~~The dean's office shall notify the student, department chair, committee chair, and Office of the~~
47 ~~Registrar of his or her decision, using copies of the "Proposed Committee" form. The Registrar's~~
48 ~~Office shall review the composition of the committee to verify all criteria are met and notify the~~
49 ~~committee chair of the outcome.~~
- 50 ~~7. Upon approval of the project and committee, the committee chair convenes a meeting of the~~
51 ~~committee. The chair of the department, as an ex-officio member, shall be invited, but not~~
52 ~~required, to attend.~~
- 53 ~~8. The committee may choose any one of three actions:-~~

- 54 ~~a. Approve the project as described-~~
- 55 ~~b. Suggest amendments to the project-~~
- 56 ~~c. Disqualify the project entirely-~~

57 ~~If the committee disqualifies the project, the rationale must be stated and reported to the dean of~~
58 ~~the college and the Registrar's Office. Normal reasons for disqualification would include~~
59 ~~plagiarism or a project that does not require scholarly activity above and beyond normal~~
60 ~~classroom requirements. If the committee accepts the project, notification is provided to the~~
61 ~~department chair, dean of the college and the Registrar's Office using the "Committee Action~~
62 ~~Report" form available in the Registrar's Office.-~~

63 ~~9. The student will complete the project, distribute copies of written material associated with the~~
64 ~~project for review to all committee members, and meet again with the committee to provide an~~
65 ~~oral defense of the project. The department chair is invited, but not required, to attend the oral~~
66 ~~defense. Deadlines for completion and distribution of the finished project are: one calendar year~~
67 ~~after the committee's initial meeting, or, if the student is graduating, as listed below:-~~

68 ~~**Graduation/Commencement Deadline-**~~

69 ~~-~~

70 ~~-~~

71 ~~Spring End, 8th week of the spring semester-~~

72 ~~Summer & participating in-~~

73 ~~Spring Commencement End, 8th week of the spring semester-~~

74 ~~Summer & not participating in-~~

75 ~~Spring Commencement Eight weeks before end of summer semester-~~

76 ~~Fall End, 8th week of the fall semester-~~

77 ~~-~~

78 ~~-~~

79 ~~10. Upon completion of oral defense, the committee may choose one of three actions:-~~

80 ~~a. Accept project-~~

81 ~~b. Reject project-~~

82 ~~c. Return project to the student for revisions, which must be completed within two weeks.-~~

83 ~~The committee shall inform the department chair and dean of its actions, using the "Acceptance~~
84 ~~Page for Completion of Academic Distinction" available in the Registrar's Office.-~~

85 ~~11. The department chair and dean will review the project and either reject it or accept it as~~
86 ~~completed. If accepted, the department chair and dean complete their portion of the "Acceptance~~
87 ~~Page for Completion of Academic Distinction" and forward copies of the form to the student,~~

88 ~~committee chair, and Registrar's Office no later than six (6) weeks prior to commencement or~~
89 ~~end of the student's last term of study, whichever is earlier.~~

90 ~~12. Upon acceptance of the project at all levels, the student shall provide final copies of the~~
91 ~~project, including the acceptance page noted above, to each member of the committee and the~~
92 ~~department chair, in either printed or electronic form. The student shall also present to the~~
93 ~~Collections Librarian in Kent Library a copy of the project in electronic form. The deadline to~~
94 ~~accomplish this is six (6) weeks prior to commencement or end of the student's last term of~~
95 ~~study, whichever is earlier.~~

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Action	Date
Introduced to Senate	1/17/2024
Second Senate Meeting	1/31/2024
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	