
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 25-A-10

Approved by the Faculty Senate
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BRIEF SUMMARY: This bill proposes a minor reorganization of Chapter 3 in the Faculty Senate Handbook to merge the “Examination and Grades” and the “Eight-Week Midterm Grades” sections for clarity and cohesion. Additionally, this bill also clarifies expectations that faculty will use the university’s current learning management system as a tool for communicating with students about their academic performance.

REVISING “EXAMINATION AND GRADES” POLICY AND PROCEDURE

[WHEREAS: The university’s strategic action plan outlines the need to provide students access to instructional materials and academic support,

WHEREAS: The university’s strategic action plan outlines the need to improve relationships with students through enhanced communication,

WHEREAS: Communicating with students about their academic performance is a critical factor of student success,

WHEREAS: All classes are integrated into the university’s learning management system,

WHEREAS: The university’s learning management system is accessible to faculty and their respective students,

[THEREFORE] BE IT RESOLVED: For each class or section taught, faculty will be required to provide assessment grades for their students in electronic form on the university’s current learning management system.

ASSESSMENT AND GRADES POLICY AND PROCEDURE

1 Assessment and Grades

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3 **Policy** *Faculty Senate bill 16-A-10 begins here.*

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Periodic assessments are expected in every course and a final assessment is required for each course. An assessment is an examination or other evaluation instrument developed to measure a student's academic performance.

Faculty are required to provide assessment grades for their students in electronic form on the university's current learning management system. Course types such as internships, independent studies, and other courses as defined by the Registrar are exempt from these reporting requirements.

Faculty must report midterm grades for undergraduate students to the Registrar's Office during the eighth week of each fall and spring semester using the same grading format as the final course grade for that class (letter grade, credit/no credit). Internships, independent study courses, eight-week courses, graduate courses and other courses as defined by the Registrar's Office are exempt from these reporting requirements. For course types in which progress may be difficult to assess by conventional means (e.g., studio, clinical or field experiences), a department may develop guidelines by which the instructor can gauge student progress for reporting purposes.

Faculty must schedule the final assessment for a face-to-face or blended course at the time established in the final examination schedule. For online (composed of 100% online) courses, faculty must schedule the final assessment during the finals period. Faculty requests for exceptions may be granted in cases of extreme hardship by the department chairperson.

Procedures *Faculty Senate bill 12-A-21 begins here.*

A student's reported midterm grades must be made available by the Registrar's Office to: 1) that student through an online mechanism, 2) that student's faculty advisor, 3) the college advising center to which that student is assigned, and 4) other units/entities authorized by the student to receive them, such as Athletic Advising, International Programs, Learning Assistance Programs, and fraternities or sororities. These units/entities must receive the student progress information which they require solely through this reporting mechanism and must not request faculty assessment of student progress through other means. Faculty who receive such requests are entitled to refuse or disregard them. A student who receives a midterm grade below a C, or one indicating unsatisfactory progress, must receive a follow-up email from the Dean of Students. In this email, the student will be provided with suggestions for improving performance, be notified of available university resources, and be encouraged to take responsibility for their own academic success. The midterm grade will be replaced by the final grade, and no permanent record of the midterm grade will be kept.

A student seeking to take a final examination at an alternate time must submit a request in writing or by email to the instructor. Faculty members are encouraged to submit final grades to the Registrar's Office as soon as possible after the final examination and no later than the deadlines established by the Registrar's Office.

Amendment Approved by Faculty Senate 4/4/12, President Approval 4/23/12, 15-Day Review 4/2012

Action	Date
Introduced to Senate	3/26/2025
Second Senate Meeting	
Faculty Senate Vote	56
President's Review	
15 Day Review	
Posted to Faculty Handbook	