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

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

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

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

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

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

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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*

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