

Date and Version: 04/15/2016 Version 4
Handbook Section: Chapter 3, Section C6 (Examinations and Grade Policies)
Proposed Change: Teaching Classroom Practice, Examinations and Grade Policies
Source of Bill: Faculty Senate Academic Affairs Committee

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 16-A-10

Approve by Faculty Senate
April 20, 2016

BRIEF SUMMARY: This bill intends to clarify that any final in a face-to-face or blended class is due according to the University's published final examination schedule. Secondly, this bill intends to define an assessment in conformity with the description provided in Chapter 3, Section C3 of the *Faculty Handbook*.

CLARIFY DUE DATE OF FINAL ASSESSMENT IN A COURSE

BE IT RESOLVED THAT: subject to the passage and approval of this bill, Chapter 3, Section C6 (Examinations and Grade Policy) of the *Faculty Handbook* be amended to as follows:

C1. Teaching and Related Responsibilities (no changes to this subsection)

C2. Eight-Week Midterm Grades (no changes to this subsection)

C3. Advisement of Students (no changes to this subsection)

C4. Class Attendance Policy (no changes to this subsection)

C5. Office Hours (no changes to this subsection)

C6. Examination and Grade Policy

Faculty Senate Bill 16-A-10 begins here

Policy

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

Amended by Faculty Senate Bill 12-A-20, Reviewed by President April 23, 2012, Approved by Board of Regents May 4, 2012

<u>Action</u>	<u>Date</u>
Introduced to Senate	04/06/2016

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<u>Second Senate Meeting</u>	<u>04/20/2016</u>
<u>Faculty Senate Vote</u>	<u>04/20/2016</u>
<u>President's Review</u>	<u>9/28/2016</u>
<u>Board Action</u>	<u>12/16/2016</u>
Posted to Faculty Handbook	1/10/17