

University of Missouri-Kansas City

General Catalog

1993-1995

Statement of Human Rights

The Board of Curators and the University of Missouri-Kansas City are committed to the policy that there shall be no discrimination on the basis of race, color, creed, sex, age, national origin, disability or Vietnam era veterans' status. This policy pertains to educational programs, admissions, activities and employment practices. Pursuant to and in addition to this policy, the University abides by the requirements of The Americans With Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, Revised Order No. 4, Executive Orders 11246 and 11375; Sections 799A and 845 of the Public Health Service Act; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans' Readjustment Act of 1974; and other federal regulations and pertinent acts of Congress. The director of affirmative action is responsible for all relevant programs and may be contacted at 356 Administrative Center. The telephone number is (816) 235-1323.

Student's Right-To-Know

In accordance with Public Law 101-542, UMKC reports 64 percent of first-time freshmen students return the second year.

The UMKC Police Department publishes an annual campus report on personal safety and crime statistics. The report is available at the UMKC Police Department Office, 213 Student Services Building, upon request.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements holding collective bargaining or professional agreements with the University of Missouri-Kansas City are hereby notified that this institution does not discriminate on the basis of race, color, creed, sex, age, national origin, disability or Vietnam era veterans' status in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning this institution's compliance with the regulations implementing The Americans With Disabilities Act, Title VI, Title IX or Section 504 is directed to contact the Affirmative Action Office, Room 356, Administrative Center or to call (816) 235-1323. The University of Missouri-Kansas City has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX and Section 504. Any person may also contact the assistant secretary for civil rights, U.S. Department of Education or the Department of Justice, regarding the institution's compliance with the regulations implementing Title VI, Title IX Section 504, and the Americans with Disabilities Act.

UMKC AIDS Policy Statement

To address special needs of the University of Missouri-Kansas City, the following policy has been adopted:

Faculty, staff and students should be aware that discrimination on the basis of race, color, religion, national origin, ancestry, sex, age and handicap (to include AIDS), is prohibited by state law. All are expected to conduct their university-related activities without any such discrimination. Failure to fulfill these obligations may subject faculty, staff and students to disciplinary action. Such action shall be taken in accordance with the following University of Missouri procedures: *Rules of Procedure in Student Disciplinary Matters* and the *Dismissal for Cause Procedure*. Those who feel they may have been discriminated against may use the *Grievance Procedure for Administrative, Service and Support Staff*, *Discrimination Grievance Procedure for Students*, and *Academic Grievance Procedures*. The above statement is based upon the recommendations of the Missouri Human Rights Commission, and is in accordance with the statements of professional responsibility and codes of ethics of the Association of American Medical Colleges, the American Medical Association, the American Dental Association, and the National League of Nursing.

Grading Systems

The following is the grading and grade point system used at UMKC:

Letter Grade	Description	Points per Semester Hour
A	The highest grade	4
B	Work of distinction	3
C	Average work	2
D	Passing, but unsatisfactory	1
F	Failure without credit	0
WF	Withdrawn failing	0
W	Withdrawn; no academic assessment	—
I	Incomplete	—
AT	Audit	—
CR	Credit only	—
NC	No Credit	—
P	Passing	—
S	Satisfactory	—

Any of the above grades preceded by an R indicates a repeated course. These grades are not included in either total hours or the grade point average. Example: RC, RD, RE Effective Fall Semester 1993 UMKC will begin using the "Plus/Minus" grading system for grades A, B, C, and D. A plus (+) following a letter grade adds 0.3 quality points per credit hour. A minus sign (-) following a letter grade subtracts 0.3 quality points per credit hour.

Grade Point Average

The following grade point average policy applies to all undergraduate students:

- All undergraduate students must maintain a C average in their course work at the University of Missouri.
- Individual UMKC academic units may impose additional grade point requirements.
- In general, the UM grade point average is calculated by dividing the total number of semester hours of course work attempted on any UM campus into the total grade points earned in those courses. If a course attempted within UM is repeated, the previous hours and grade point remain in students' grade point averages.

Grade Reports

Grade reports are issued after the end of each term.

Incomplete Grades

With the dean's expressed approval, an instructor may give incomplete grades to students who have been unable to complete the work of the course because of illness or serious reasons beyond their control. However, this work must be completed within one calendar year to avoid the incomplete grade lapsing to an F. An incomplete is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course or attending additional classes.

Intra-University Transfer

See Declaration of Degree Program.

Junior-Senior Hours

Undergraduate degree-seeking students are required to credit in at least 36 semester hours of course work numbered 300 and above at UMKC, or numbered as junior level work by the transferring institution in the of transfer credit.)

Minimum Hours

The general minimum UMKC requirement in semester hours of acceptable college work for an undergraduate degree is 120 semester hours (150 for a double degree). However, a number of undergraduate and first-level professional degrees have different minimum requirements as indicated in the specific school's section of this catalog.

Options on Degree Requirements

Students have two options:

1. They may fulfill the degree requirements in effect at time of their original admission to college, provided that
 - No more than two years have elapsed since that original admission and students have been in full-time, continuous enrollment
 - There has not been a lapse in attendance at UMKC more than one consecutive calendar year plus one term
2. Students may fulfill degree requirements in effect at start of their senior year, provided that they have not had a lapse in attendance during the senior year at that institution of more than one consecutive calendar year plus one term.

Residence Requirements

The final 30 consecutive semester hours of course work must be taken at the University of Missouri-Kansas City. Students must be registered in the college or school in which the degree is awarded.

Registration

General Requirement

All students must register officially during the registration period announced in the schedule of classes issued in advance of each term. Only students officially enrolled (which includes the payment of fees) will receive academic credit and be allowed to attend classes.

Changes of Registration

See Changes of Official Program.

Repeated Courses

When students repeat courses, the hours and grades for the first attempt remain in their grade point average calculations.

After graduation, if a student repeats a course that was part of a degree earned at UMKC, it will not affect the grade point average as of the date of graduation.

The appropriate school or college section of this catalog should be consulted on the specific rules for course repeats.

Time Limit on Degree Credit

Credit over 15 years old at the time of application for graduation may not be counted toward the fulfillment of an

Changes of Enrollments

Information given in this section reflects minimum campus standards for graduate students' changes of enrollment. Because each academic unit has the prerogative to set more stringent rules, students should consult the principal graduate adviser or graduate officer in their major area of study for unit or discipline-specific rules. All changes in enrollment by graduate students must be initiated in the office of the principal graduate adviser (Arts and Sciences) or graduate officer of the respective unit and completed in the UMKC Registration Office.

Additions

Students who want to enroll in an additional course may do so during the first week of the term provided they have the approval of the faculty adviser. Course additions or late enrollments after the first week of the term are not generally allowed.

Withdrawals

Graduate students may withdraw from a course at any time prior to the first day of the final examination period, provided the permission of the instructor has been obtained and notification to the faculty adviser has been made. However, after the mid-term, students will be academically assessed. If failing at the time of withdrawal, students will be graded "WF" (withdrawn failing). [Note: Individual academic units may have earlier deadlines for withdrawal.]

Changes from Audit to Credit

Graduate students may change status in a course from audit to credit during the first week of the term, provided they have the approval of the faculty adviser and have notified the course instructor.

Change from Credit to Audit

Graduate students may change status in a course from credit to audit any time prior to the final examination period, provided they have the consent of the course instructor and the approval of the faculty adviser. [Note: Individual academic units may have earlier deadlines for changing from credit to audit.]

Withdrawal for Financial Delinquency

If students fail to fulfill financial obligations with the University after adequate notice, withdrawal from all courses during that term will result.

Grading System

The grading and grade point system for UMKC is as follows:

- A -the highest grade (four points per semester hour)
- B -work of distinction (three points per semester hour)
- C -average work (two points per semester hour)
- D -passing but unsatisfactory (one point per semester hour)
- F -failure without credit (no points)
- CR -course taken for credit only (no points)
- NC -course taken for credit only in which unsatisfactory work is done (no points)
- W -withdrawn passing (no points)
- WF -withdrawn failing (no points)

Incomplete Grades

An instructor may give a grade of incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their

control. Students who receive an incomplete (I) must complete the required work within one calendar year to avoid the incomplete lapsing to an F (failure without credit). The instructor may specify a lesser completion period. A grade of incomplete (I) is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question or attending additional classes. In other instances, students should withdraw. Students cannot re-enroll in a course for which an incomplete (I) remains on the record.

The above policy is exclusive of those courses which are considered directed individual studies, internships, special topics, practicums, research and thesis, and research and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an F grade after one calendar year, but will adhere to the completion period specified by the instructor.

Policy on Repeated Graduate-Credit Courses

Whenever students repeat a graduate-credit course, they must submit a course repeat form to the Registration and Records Office no later than the fourth week of the term. Students seeking graduate degrees are limited to repeating no more than 20 percent of the credits applicable toward a graduate degree. If approved by the school or department or interdisciplinary Ph.D. supervisory committee, students may repeat a course once to improve the grade point average or satisfy the program requirements. The second grade received will be used to calculate the grade point average that will be used in satisfying degree requirements.

Requirements for Retention

Graduate Probation Policy

Graduate students, regardless of classification, must maintain a 3.0 (B) grade point average in all course work taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the school, department or interdisciplinary Ph.D. discipline. Students are responsible for keeping apprised of their academic status by referral to the term grade reports and to the permanent academic record on file in the UMKC Registration and Records Office.

Whenever the grade point average for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0 (B), the student's status for the next term becomes: "On Probation - See principal graduate adviser." [Interdisciplinary Ph.D. students will be directed to consult their preliminary adviser or research adviser.] The principal graduate adviser, preliminary adviser or research adviser will review the student's progress and provide counsel, and the following conditions apply:

- A graduate student on probation who is not restored to good academic standing by the end of two successive semesters will be declared ineligible to re-enroll.
- While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the ensuing term.
- A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

In the case of ineligibility, the graduate student may petition to be re-enrolled. Such petition is to be reviewed by the school or department or appropriate subcommittee of the Ph.D. Executive Committee which will make