

# OFFICE OF THE REGISTRAR

## Mission Statement

The primary mission of the office of the registrar is to ensure the accuracy, integrity, and security of the academic records of the Missouri University of Science and Technology. In addition, the office will strive to provide quality service to students, alumni, faculty, staff, and other constituents of the university. To this end, the office will attempt to utilize available technology to deliver services and information in an efficient manner. Further, the office will seek to interpret and apply the academic policies and regulations of the university for the benefit of the institution and its constituents.

## Confidentiality Policy: The Family Educational Rights and Privacy Act of 1974 (FERPA)

These statements are set forth as guidelines and procedures to implement the University of Missouri policy on student records developed from the Family Educational Rights of Privacy Act 1974 (FERPA).

The Missouri University of Science and Technology as charged in the act will annually inform its eligible students by including in the academic regulations and the general catalog the following information:

1. "Educational records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university. Those records made available under FERPA are student financial aid, the student's cumulative advisement file, student health records, disciplinary record, the admissions file, and the academic record. The Missouri University of Science and Technology "educational records" do not include:
  - A. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereof which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
  - B. The records and documents of the University of Missouri police department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.
  - C. In the case of persons who are employed by the university but are not in attendance at the university, records made and maintained in the normal course of business which relate exclusively to such person and person's capacity as an employee where the records are not available for any other purpose.
  - D. All records on any university students which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
2. The Missouri University of Science and Technology recognizes "directory information" to be the student's name, e-mail address, address, telephone listing (including local and permanent address), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, student level, and full- or part-time status. The information listed above will become directory information if the student does not restrict their directory information through the student information system, Joe'SS.
3. Missouri University of Science and Technology students have access to the educational records identified in paragraph one above. In accordance with Pub. L. 93-380, as amended, the Missouri University of Science and Technology will not make available to students the following material:
  - A. Financial records of the parents of students or any information contained therein.
  - B. Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.
  - C. Confidential recommendations respecting admission to the university, application for employment, and receipt of an honor or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404 the university policy on student records.
4. The director of financial aid, the appropriate academic department chair, the director of the student health service, the vice chancellor for student affairs, the director of admissions, and the registrar are the officials responsible for the maintenance of each type of record listed in paragraph one.
5. Any student may, upon request, review his or her records and if inaccurate information is included, may request the expunging of such information from his or her file. Such inaccurate information will then be expunged upon authorization of the official responsible for the file.
6. Students desiring to challenge the content of their record may request an opportunity for a hearing to challenge the content of his or her educational record in order to ensure that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction of deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting the content of such records.
7. The university official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the university's educational records through informal meeting and discussions with the student.
8. Upon request of the student or the university official charged with custody of the records of the student, a formal hearing shall be conducted, as follows:
  - A. The request for a hearing shall be submitted in writing to the campus chancellor who will appoint a hearing officer of a hearing committee to conduct the hearing.
  - B. The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to ten days prior written notice of the item and place of the hearing.
  - C. The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.

- D. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
- E. Either part may appeal the decision of the hearing official or officials to the campus chancellor. Appeal from the chancellor's decision is to the president of the Board of Curators.
9. The Missouri University of Science and Technology may permit access to or release the educational records without the written consent to a school official with legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his or her position or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
10. If any material or document in the educational record of a student includes information on more than one student, they may inspect and review only such part of such material or document as relates to him or her or to be informed of the specific information contained in such part of such material.
11. Students desiring reproduction of copies of educational records will be charged \$.10 per page. Official copies of transcripts are available for currently enrolled students and alumni.

## University Communications to Students

Each student, once initially admitted, will be issued a Missouri S&T e-mail account with an address on the mst.edu domain or University of Missouri domain. This is the account used for official university business and official university communications to students. Students are expected to regularly check their Missouri S&T e-mail account for university communications and are responsible for communications sent to this account. Therefore, communications sent to this account will be considered to have fulfilled any university obligation for notification.

## Application for Graduation

Students planning on graduating must do the following:

- Check application deadlines for semester in which you are applying for graduation
- Fill out the online application for graduation form found in Joe'SS and submit through the online process

A \$75 graduation fee is assessed to all students who have applied as a candidate for graduation. This fee will be charged to the student account after submitting an application for graduation.

A \$25 certificate graduation fee is assessed to all students who have applied as a candidate for completion. This fee will be charged to the student account after submitting a certificate application for completion.

## Schedule of Classes

The most current information regarding the schedule of classes is located in Joe'SS at <https://joess.mst.edu> (<https://joess.mst.edu/>).

## Course Information

The number in parentheses following the name of the course indicates the number of credit hours given for successfully completing the course. It also reflects the section type; for example, (LEC 3.0) designates a lecture course of three hours credit; (LAB 1.0) designates a laboratory course of one-hour credit, (RSD 2.0) designates a recitation,

seminar, discussion of two hours credit, and (IND 0.0-15.0) designates independent study or research with variable hours. A lecture credit hour is usually the credit granted for satisfactorily passing a course of approximately 15 classroom hours. A laboratory course of one-hour credit would normally meet three classroom hours per week for 15 weeks.

Three credit hour courses normally meet 50 minutes three times per week, or 75 minutes twice a week, for 15 weeks. The time in class is the same in each case. If you have two classes in succession, there should be at least ten minutes between classes. Classes meeting Monday-Wednesday-Friday will normally begin on the hour. Classes meeting Tuesday-Thursday will normally alternate between the hour and half hour, beginning at 8:00 a.m.

Students must have completed the stated prerequisite(s) of the course or obtain the 'Consent of the Instructor' of the course.

Missouri University of Science and Technology conducts all coursework using the English language with the exception of foreign language courses.

## Course Numbers

This section has been prepared to give you a listing and description of the approved courses at the Missouri University of Science and Technology. Courses listed are those approved at the time this publication was posted. Changes are made at regular intervals. Electronic catalog descriptions, which are updated during the academic year, are available through Joe'SS at <http://registrar.mst.edu> (<http://registrar.mst.edu/>). This will enable you to keep abreast of new course additions. For current information on when courses are available, consult class offerings available through Joe'SS.

Number	Description
1000-1999	Freshmen-level courses
2000-2999	Sophomore-level courses
3000-3999	Junior-level courses
4000-4999	Senior-level courses
5000-5999	Entry and mid-level graduate courses (undergraduate enrollment allowed)
6000-6999	Advanced graduate courses

## Absence from Class

Work missed due to absence from class must be made up to the satisfaction of the instructor concerned. Excessive absences from class may result in the student being dropped from the course at the request of their instructor.

## Missouri S&T Grade Reports on the Web

Students may obtain their grades on the web through Joe'SS. Students who desire a paper copy of their grade report should contact the registrar's office.

## Certification of Enrollment Status

Certifications of enrollment status should be requested through Joe'SS at <https://joess.mst.edu> (<https://joess.mst.edu/>). Certification of full-time or half-time status is based on the number of credit hours for which the student is enrolled and includes courses in which the student is

enrolled as a hearer, with one exception. Hearer courses are not included for international student status, as defined by SEVIS.

For undergraduate students, full-time is based on at least 12 credit hours; half-time is at least six credit hours during the regular fall and spring term. For the summer term full-time is six credit hours and half-time is at least three credit hours.

## Grading System

The following system of grades is used:

Grade	Grade Points Per Credit Hour
A-Excellent	4
B-Superior	3
C-Medium	2
D-Inferior	1
F-Failure	0
I-Incomplete	
S-Satisfactory	Indicates credit has been earned for the course scheduled
U-Unsatisfactory	Indicates credit has not been earned for the course scheduled
DL-Delayed	Permissible for undergraduate research 4099 and must be removed at the end of the next semester or a grade of U will be assigned by the registrar
Y	No grade available

Grades of "S" and "U" are permitted only for orientation courses, seminars, special problems, special readings, independent study courses (numbered 2000, 3000, 4000 and 4099), education laboratories, research, and pass/fail courses. Standard grades also may be used for all of the above courses except the pass/fail courses.

The purpose of the "I" grade is to allow a student to complete a course when, due to illness or unavoidable absence within the last four weeks (three weeks of classes plus finals weeks) of a fall or spring semester or within the last week and a half plus the final exam period of an eight-week summer session, he/she would otherwise be unable to do so. The intent is to provide a means for completing a course without having to retake the entire subject for lack of fulfillment of one or two requirements of the course.

For a complete explanation of grades and grading options refer to the Student Academic Regulations handbook at: <http://registrar.mst.edu/academicregs/index.html>. (<http://registrar.mst.edu/academicregs/>)

## Student Levels

Hours	Level
0-29	Freshman
30-59	Sophomore
60-89	Junior
90	Senior

## Degree Requirements/Catalog Year

The semester (term) that you enter college, after graduation from high school, is stored in the Missouri S&T student information system database. This permanent record is referred to as your catalog year and

provides the definition of the catalog of graduation that describes the degree requirements that you should follow to reach your degree goal. Your catalog year can change if you do not remain continuously enrolled. The Academic Council, on April 26, 1990, addressed the issue of students who discontinue enrollment with the following regulation:

Students are responsible for knowing and meeting degree requirements stated in the undergraduate catalog, current at the time of their initial enrollment as freshmen. Transfers from community colleges and other universities are permitted to complete degree requirements in effect at the time of their enrollment as freshmen at the community college or university. Students may elect to graduate under the most recent degree requirements.

Students who interrupt their enrollment for two consecutive semesters, excluding summer sessions, must meet the degree requirements in effect at the time of readmission. Students who interrupt their enrollment for extenuating circumstances may appeal this regulation to the chair person of the degree-granting department. The chair person will notify the registrar's office if the student's original catalog of graduation is reinstated.

Non-enrolled students who intend to complete the degree requirements by transferring work from another institution or through correspondence courses must do so within a year of leaving Missouri S&T. Otherwise, students who exceed this time limitation must meet the degree requirements in effect at the time of graduation. The person may appeal to the chair person of the degree granting department to reinstate the catalog in effect during the last term enrolled.

In order to meet accrediting standards and to upgrade course offerings, the degree requirements specified by your catalog can be changed by the faculty under certain conditions. On October 29, 1992 the Academic Council approved the following regulations specifying these conditions:

Students are responsible for knowing and meeting degree requirements stated in the current undergraduate catalog at the time of their initial enrollment as freshmen. A student whose initial enrollment is in the summer will use the catalog current the following fall. A student whose initial enrollment is in the spring will use the catalog current the previous fall. Because of the rapid changes in the world today, the faculty may feel it is in the best interests of the university's students to make changes in their degree requirements. In the event of such changes after a student enters Missouri S&T, that student will be required to satisfy the new degree requirements, provided the following conditions are met:

1. The total hours required to graduate cannot be increased for a continuously enrolled student, without that student's permission.
2. The total number of semesters needed to graduate cannot be increased for a continuously enrolled student, without that student's permission.
3. A new course cannot be substituted for an old course which a continuously enrolled student has already satisfactorily completed, without that student's permission.

Transfer students from community colleges or other universities will complete the Missouri S&T degree requirements in effect at the time of their initial enrollments at their community colleges or universities. If there are changes in Missouri S&T degree requirements after such students' initial enrollments at their community colleges or universities, the rules stated above apply.