

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate

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BRIEF SUMMARY: This bill removes the policy for “Academic Distinction in the Department of the Major” from the Faculty Senate Handbook and links to the appropriate page on the Registrar’s website.

**REVISING “ACADEMIC DISTINCTION IN THE DEPARTMENT OF THE MAJOR”
POLICIES**

BE IT RESOLVED: Subject to the passage and approval of this bill and its companion bill 24-A-XX, the policy portion of “Academic Distinction in the Department of the Major” in Chapter 3 of the *Faculty Handbook* will be replaced by this bill.

1 Procedure for [Academic Distinction in the Department of the Major \(semo.edu/student-](https://semo.edu/student-support/academic-support/registrar/graduation/academic-distinction.html)
2 [support/academic-support/registrar/graduation/academic-distinction.html\)](https://semo.edu/student-support/academic-support/registrar/graduation/academic-distinction.html)

3
4 ~~1. The student must first read the information in this handbook about Academic Distinction in~~
5 ~~the Department of the Major. When the student has a tentative topic, he or she will identify a~~
6 ~~member of the faculty in the major to serve as the proposed chair of the project.~~

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8 ~~2. The student completes the form "Application for Academic Distinction in the Department of~~
9 ~~the Major" available in the Registrar's Office.~~

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11 ~~3. The Registrar's Office determines whether the student meets minimum qualifications:-~~

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13 ~~a. Completion of a minimum of 75 degree hours-~~

14 ~~b. Minimum grade point average of 3.25 in the major-~~

15 ~~c. Minimum overall grade point average of 3.0-~~

16 ~~d. The student must apply and complete steps 1-8 prior to the first day of classes in the student's~~
17 ~~graduation or commencement semester, whichever is first.~~

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- 19 ~~After evaluation of the student's eligibility, the Registrar's Office will forward a completed copy~~
20 ~~of the form to the proposed committee chair.~~
- 21 ~~4. If the student meets the minimum qualifications, he or she, in consultation with proposed~~
22 ~~committee chair, will describe the proposed scope and nature of the project or paper, with a~~
23 ~~tentative thesis statement and the plan for completion. The proposal will be forwarded to the~~
24 ~~chair of the department of the student's major.~~
- 25 ~~5. Upon the chair's approval, the student, committee chair, and department chair will develop a~~
26 ~~proposed committee member list numbering not less than two (2) faculty or staff members, in~~
27 ~~addition to the committee chair.~~
- 28 ~~a. If the project proposed is of an interdisciplinary nature, the committee shall include~~
29 ~~representative(s) from all disciplines.~~
- 30 ~~b. At least one member of the committee must not serve in the department of the major.~~
- 31 ~~c. Members who fulfill the requirements of Item a may also fulfill the requirements of Item b.~~
32 ~~For example: If the study involves effects of indigenous cultures on pre-school age children, and~~
33 ~~the student's major is Child Development, a member of the Anthropology faculty could serve~~
34 ~~both as a representative of one of the disciplines and also as a member not in the department of~~
35 ~~the major.~~
- 36 ~~d. The Chair of the student's department of major shall serve as an ex-officio member of the~~
37 ~~committee, and shall not be considered one of the three required committee members.~~
- 38 ~~6. Using the "Proposed Committee" form available in the Registrar's Office, the proposed project~~
39 ~~and committee composition will be forwarded to the dean of the college housing the student's~~
40 ~~major. The dean may:~~
- 41 ~~a. Approve the committee and project~~
42 ~~b. Disapprove the committee or the project or both~~
43 ~~c. Return the proposal for clarification~~
- 44 ~~The dean's office shall notify the student, department chair, committee chair, and Office of the~~
45 ~~Registrar of his or her decision, using copies of the "Proposed Committee" form. The Registrar's~~
46 ~~Office shall review the composition of the committee to verify all criteria are met and notify the~~
47 ~~committee chair of the outcome.~~
- 48 ~~7. Upon approval of the project and committee, the committee chair convenes a meeting of the~~
49 ~~committee. The chair of the department, as an ex-officio member, shall be invited, but not~~
50 ~~required, to attend.~~
- 51 ~~8. The committee may choose any one of three actions:-~~

- 52 ~~a. Approve the project as described-~~
- 53 ~~b. Suggest amendments to the project-~~
- 54 ~~c. Disqualify the project entirely-~~

55 ~~If the committee disqualifies the project, the rationale must be stated and reported to the dean of~~
56 ~~the college and the Registrar's Office. Normal reasons for disqualification would include~~
57 ~~plagiarism or a project that does not require scholarly activity above and beyond normal~~
58 ~~classroom requirements. If the committee accepts the project, notification is provided to the~~
59 ~~department chair, dean of the college and the Registrar's Office using the "Committee Action~~
60 ~~Report" form available in the Registrar's Office.-~~

61 ~~9. The student will complete the project, distribute copies of written material associated with the~~
62 ~~project for review to all committee members, and meet again with the committee to provide an~~
63 ~~oral defense of the project. The department chair is invited, but not required, to attend the oral~~
64 ~~defense. Deadlines for completion and distribution of the finished project are: one calendar year~~
65 ~~after the committee's initial meeting, or, if the student is graduating, as listed below:-~~

66 ~~**Graduation/CommencementDeadline-**~~

67 ~~-~~

68 ~~-~~

69 ~~SpringEnd, 8th week of the spring semester-~~

70 ~~Summer & participating in-~~

71 ~~Spring CommencementEnd, 8th week of the spring semester-~~

72 ~~Summer & not participating in-~~

73 ~~Spring CommencementEight weeks before end of summer semester-~~

74 ~~FallEnd, 8th week of the fall semester-~~

75 ~~-~~

76 ~~-~~

77 ~~10. Upon completion of oral defense, the committee may choose one of three actions:-~~

78 ~~a. Accept project-~~

79 ~~b. Reject project-~~

80 ~~c. Return project to the student for revisions, which must be completed within two weeks.-~~

81 ~~The committee shall inform the department chair and dean of its actions, using the "Acceptance~~
82 ~~Page for Completion of Academic Distinction" available in the Registrar's Office.-~~

83 ~~11. The department chair and dean will review the project and either reject it or accept it as~~
84 ~~completed. If accepted, the department chair and dean complete their portion of the "Acceptance~~
85 ~~Page for Completion of Academic Distinction" and forward copies of the form to the student,~~

86 ~~committee chair, and Registrar's Office no later than six (6) weeks prior to commencement or~~
87 ~~end of the student's last term of study, whichever is earlier.~~

88 ~~12. Upon acceptance of the project at all levels, the student shall provide final copies of the~~
89 ~~project, including the acceptance page noted above, to each member of the committee and the~~
90 ~~department chair, in either printed or electronic form. The student shall also present to the~~
91 ~~Collections Librarian in Kent Library a copy of the project in electronic form. The deadline to~~
92 ~~accomplish this is six (6) weeks prior to commencement or end of the student's last term of~~
93 ~~study, whichever is earlier.~~

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<u>Action</u>	<u>Date</u>
Introduced to Senate	1/17/2024
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	