



Graduate College
2012-13 Graduate Catalog

First Edition
published July 2012

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Graduate Calendar

FALL 2012

July 20	Application for Admission deadline to avoid the late fee. (Some programs may have an earlier submission deadline.)
August 6-17	Fall Intersession (Considered part of the fall semester for admission, registration, grading, and graduation purposes.)
August 13	Graduate Student Orientation
August 20	Classes Begin
August 24	Deadline to Apply for Graduation (Students planning to complete their degree in December 2012)
September 3	Labor Day Holiday (no classes)
October 18-19	Fall Break (no classes)
November 1	Deadline for Notification of Graduate Certificate Completion (Students planning to complete a certificate in December 2012)
November 20	Thursday evening classes meet; Tuesday evening classes do not
November 21-23	Thanksgiving Holiday (no classes)
November 26	Thesis deadline: Last day to submit approved thesis to the Graduate College
November 26	Seminar deadline: Last day to submit acceptance sheet of approved research project to the Graduate College. (Does not apply to all programs. Check with program advisor to determine if form is needed.)
December 6	Last day of classes
December 6	Deadline for submission of Comprehensive Examination results to the Graduate College
December 7	Study Day (no classes)
December 8-13	Final exams
December 14	Commencement

SPRING 2013

December 20	Application for Admission deadline to avoid the late fee. (Some programs may have an earlier submission deadline.)
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January 7-11	Winter Intersession (Considered part of the spring semester for admission, registration, grading, and graduation purposes.)
January 14	Classes Begin
January 18	Deadline to Apply for Graduation (Students planning to complete their degree in May 2013)
January 21	Martin Luther King, Jr. Holiday (no classes)
February 18	President's Day (no classes)
February 20	Monday evening classes meet; Wednesday evening classes do not
March 9-17	Spring Break
March 28-31	Spring Holiday (no classes)
April 1	Deadline for Notification of Graduate Certificate Completion (Students planning to complete a certificate in May 2013)
April 22	Thesis deadline: Last day to submit approved thesis to the Graduate College
April 22	Seminar deadline: Last day to submit acceptance sheet of approved research project to the Graduate College. (Does not apply to all programs. Check with program advisor to determine if form is needed.)
May 9	Last day of classes
May 9	Deadline for submission of Comprehensive Examination results to the Graduate College
May 10	Study Day (no classes)
May 11-16	Final exams
May 17	Commencement

SUMMER 2013

May 20	Application for Admission deadline to avoid the late fee. (Some programs may have an earlier submission deadline.)
May 20 - June 7	Summer Intersession (Considered part of the summer session for admission, registration, grading, and graduation purposes.)
May 27	Memorial Day Holiday (no classes)
June 10	Classes Begin
June 14	Deadline to Apply for Graduation (Students planning to complete their degree in August 2013)
July 1	Deadline for Notification of Graduate Certificate Completion (Students planning to complete a certificate in August 2013)
July 4	Independence Day Holiday (no classes)
July 22	Thesis deadline: Last day to submit approved thesis to the Graduate College
July 22	Seminar deadline: Last day to submit acceptance sheet of approved research project to the Graduate College. (Does not apply to all programs. Check with program advisor to determine if form is needed.)
July 26	Deadline for submission of Comprehensive Examination results to the Graduate College

July 31	Last day of classes
August 1-2	Final exams
August 2	Commencement



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University Administration and Governance

President

Name	Title	Phone
Mr. Clifton M. Smart	Interim President, President's Office	836-8500

President's Staff

Name	Title	Phone
Mr. Paul K. Kincaid	Chief of Staff, Assistant to the President for University Relations	836-5139
Steve Foucart	Interim Chief Financial Officer	836-5632

Office of the Provost

Name	Title	Phone
Dr. Frank A. Einhellig	Interim Provost	836-5119
Dr. Chris Craig	Associate Provost for Faculty and Academic Affairs	836-4589
Dr. Rachelle Darabi	Associate Provost for Student Development and Public Affairs	836-5034
Dr. Joye Norris	Associate Provost for Access and Outreach	836-4589
Dr. Kathy Coy	Director of Institutional Research	836-5274

Administrative and Information Services

Name	Title	Phone
Mr. Ken McClure	Vice President	836-5233
Mr. Edward Choate	Human Resources Director	836-6616
Mr. Donald Clark	Safety and Transportation Director	836-4441

Career Services

Name	Title	Phone
Mr. Jack Hunter	Director	836-5636

College of Arts and Letters

Name	Title	Phone
Dr. Gloria Galanes	Interim Dean	836-5247
Dr. Madeleine Hooper	Associate Dean	836-5247
Ms. Carolyn L. Cardenas	Art and Design Head	836-5110
Dr. Shawn T. Wahl	Communication Head	836-4321
Dr. W. D. Blackmon	English Head	836-5107
Mr. Mark M. Biggs	Media, Journalism & Film Head	836-5218
Dr. Jason Jolley	Modern and Classical Languages Head	836-5122
Dr. Julie Combs	Music Acting Head	836-5648
Dr. Bob Willenbrink	Theatre and Dance Head	836-4400

College of Business Administration

Name	Title	Phone
Dr. Stephanie M. Bryant	Dean	836-4408
Dr. David B. Meinert	Associate Dean	836-5646
Dr. Elizabeth Rozell	Associate Dean and Master of Business Administration Director	836-5646
Dr. John R. Williams	School of Accountancy Director	836-5414
Dr. Jerry M. Chin	Computer Information Systems Head	836-4131
Dr. Shawn D. Strong	Fashion and Interior Interim Design	836-5136
Dr. Kent P. Ragan	Finance and General Business Head	836-5504
Dr. Barry L. Wisdom	Management Head	836-5415
Dr. Ronald L. Coulter	Interim Marketing Head	836-5413
Dr. Shawn D. Strong	Tecnology and Construction Management Head	836-5121

College of Education

Name	Title	Phone
Dr. David Hough	Dean	836-5254
to be named	Acting Associate Dean	836-5254
Dr. Josephine Agnew-Tally	Childhood Education and Family Studies Head	836-4525
Dr. Tamara J. Arthaud	Counseling, Leadership and Special Education Head	836-5449
Dr. Janice Duncan	Greenwood Laboratory School Director	836-5124
Dr. Catherine Pearman	Reading, Foundations and Technology Head	836-6769
Dr. L. Denise Fredrick	Secondary Education Director	836-5944

College of Health and Human Services

Name	Title	Phone
Dr. Helen C. Reid	Dean	836-4176
Dr. Vickie Sanchez	Master of Public Health Director	836-6304
Dr. Colette M. Witkowski	Biomedical Sciences Head	836-5603
Dr. Neil DiSarno	Communication Sciences and Disorders Head	836-5368
Dr. Sarah G. McCallister	Kinesiology Head	836-5370
Dr. Kathryn L. Hope	Nursing Head	836-5310
Dr. Akin Oladehin	Physical Therapy Head and Director	836-6179
Dr. Steven T. Dodge	Physician Assistant Studies Head and Director	836-6151
Dr. Timothy K. Daugherty	Psychology Head	836-5797
Dr. Susan C. Dollar	School of Social Work Director	836-6953

College of Humanities and Public Affairs

Name	Title	Phone
Dr. Victor Matthews	Dean	836-6259
Dr. Pamela R. Sailors	Associate Dean	836-5529
Dr. Keith T. Hemmons	Criminology and Criminal Justice Head	836-3799
Dr. Keith B. Payne	Defense and Strategic Studies Head	703-218-3565
Dr. Ardeshir J. Dalal	Economics Head	836-5347
Dr. Kathleen A. Kennedy	History Head	836-5511
Dr. Pamela R. Sailors	Philosophy Head	836-5650
Dr. George E. Connor	Political Science Head	836-5630
Dr. Stephen Berkwitz	Religious Studies Head	836-5514
Dr. William A. Wedenoja	Sociology and Anthropology Acting Head	836-5640

College of Natural and Applied Sciences

Name	Title	Phone
Dr. Tamera S. Jahnke	Dean	836-5249
Dr. Xingping Sun	Associate Dean	836-5249
Dr. S. Alicia Mathis	Biology Head	836-5126
Dr. G. Alan Schick	Chemistry Head	836-5506
Dr. Kenneth R. Vollmar	Computer Sciences Head	836-4157
Dr. Thomas G. Plymate	Geography, Geology and Planning Head	836-5800
Dr. William O. Bray	Mathematics Head	836-5112
Dr. David M. Cornelison	Physics, Astronomy and Material Science Head	836-5131

W. H. Darr School of Agriculture

Name	Title	Phone
Dr. W. Anson Elliott	Director of Agriculture & Director of Research Campus at Mountain Grove	836-5638

Diversity and Inclusion

Name	Title	Phone
Dr. Kenneth Coopwood, Sr.	Vice President for Diversity and Inclusion	836-3736

Enrollment Services

Name	Title	Phone
Mr. Donald E. Simpson	Associate Vice President for Enrollment Management	836-5521

Financial Aid

Name	Title	Phone
Ms. Vickie Mattocks	Director	836-5262

Graduate College

Name	Title	Phone
To be named	Dean	836-5335
Dr. Thomas E. Tomasi	Associate Dean	836-5335
Misty Stewart	Coordinator of Admissions and Recruitment	836-5331

International Student Services

Name	Title	Phone
Ms. Melissa K. Mace	Acting Director	836-6618

Library Services

Name	Title	Phone
Mr. Thomas Peters	Dean	836-4525

Office of the Registrar

Name	Title	Phone
Dr. Rob S. Hornberger	Registrar	836-5520

Research and Economic Development

Name	Title	Phone

Name	Title	Phone
Dr. James Baker	Vice President	836-8501

Residence Life and Services

Name	Title	Phone
Dr. Gary Stewart	Director	836-5534

Student Affairs

Name	Title	Phone
Dr. Earl F. Doman	Vice President for Student Affairs	836-5526

Student Life and Development

Name	Title	Phone
Mr. Mike Jungers	Associate Dean of Students	836-5527

Governance and Administration

Missouri State University is under the general control and management of a Board of Governors which is charged with the responsibility and authority to adopt administrative policies and procedures relevant to the management of the University. The nine voting members of the Board are appointed by the Governor, by and with the advice and consent of the Senate, to serve six year terms. Two appointments are normally made every biennium during a regular session of the General Assembly. In addition, a non-voting student member of the Board is appointed by the Governor for a two year term. The President is the chief executive officer of the University, responsible to the Board of Governors for the administration of institutional policies and operations. The senior administrative officers of the University serve as an advisory body to the President and are responsible for specific operational divisions of the University. The Faculty Senate is an elected body of academic faculty established to provide a means of dealing with curricular matters and concerns of the faculty. The Graduate Council is an elected body of graduate faculty established to address matters concerning graduate education (i.e. programs, curricula, and policies). The Staff Advisory Council is an elected body from the University support staff that addresses concerns related to the staff. The Student Government Association provides the means by which students can participate in campus governance, student discipline, and management of student activities. Graduate student involvement is facilitated by the activities of the Graduate Student Council. The President of this organization is a member of the Graduate Council. To formulate policy, to facilitate decision-making, and to promote a spirit of collegiality, the University is committed to participatory governance and to an open system of communication throughout the University.

Board of Governors

Gordon Elliott, Seventh District, Chair
 Cathy Smith, Sixth District, Vice Chair
 Orvin Kimbrough, First District
 Stephen Hoven, Second District
 John Winston, Third District
 Beverly Miller, Fourth District
 Stephen Bough, Fifth District
 Peter Hofherr, Eighth District
 Elizabeth Bradbury, Ninth District
 Paige Jenkins, Student Member

Administrative Council

Clifton Smart, Interim President
 Paul Kincaid, Chief of Staff and Assistant to the President for University Relations
 Frank Einhellig, Interim Provost
 James Baker, Vice President for Research and Economic Development
 Ken McClure, Vice President for Administrative and Information Services
 Steve Foucart, Interim Chief Financial Officer
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 John McAlear, Secretary to the Board of Governors
 June McHaney, Director of Internal Auditing
 Brent Dunn, Vice President for University Advancement
 Drew Bennett, Chancellor of the West Plains Campus
 Penni Groves, University Legal Council

Academic Leadership Council

Frank Einhellig, Interim Provost
 Chris Craig, Associate Provost for Faculty and Academic Affairs
 Rachelle Darabi, Associate Provost for Student Development and Public Affairs
 Joye Norris, Associate Provost for Access and Outreach
 Gloria Galanes, Interim Dean, College of Arts and Letters
 Stephanie Bryant, Dean, College of Business Administration
 Dennis Kear, Dean, College of Education
 Helen Reid, Dean, College of Health and Human Services
 Victor Matthews, Dean, College of Humanities and Public Affairs
 Tamera Jahnke, Dean, College of Natural and Applied Sciences
 Tom Tomasi, Associate Dean, Graduate College
 Thomas Peters, Dean of Library Services
 Donald Simpson, Assistant Vice President for Enrollment Management
 Chris Herr, Chairperson of Faculty Senate

Graduate Council

Department	Name
Chairperson	Deanne Camp
Master of Accountancy	A. Craig Keller
Administrative Studies	to be named
Agriculture	Wenping Qiu
Biology	Alexander Wait
Biomedical Sciences	Scott Zimmerman
Chemistry	Nikolay Gerasimchuk
Childhood Education and Family Studies	Joanna Cemore Brigden
Communication	Randy Dillon
Communication Sciences & Disorders	Thomas Clay Franklin
Computer Information Systems	Rajeev Kaula
Counseling, Leadership and Special Education	Joe Hulgus
Criminology	Brett Garland
Defense & Strategic Studies	none elected
English	Lanya Lamouria
Geography, Geology & Planning	Jun Luo
History	William Piston
Kinesiology	Gerald Masterson
Management (Health Administration)	Mike Leibert
Master of Business Administration	James Scott
Master of Public Health	David Claborn
Master of Science in Education, Sec Ed	To be named
Mathematics	Kishor Shah
Music	Robert Quebbeman
Natural & Applied Science	Lloyd Smith
Nursing	Susan Berg
Physical Therapy	Jeanne Cook
Physician Assistant Studies	Nancy Dion
Physics, Astronomy & Material Science	Kandiah Manivannan
Political Science	Mark Rushefsky
Psychology	Brooke Whisenhunt
Reading, Foundations and Technology	Ching-Wen Chang
Religious Studies	Mark Given
Social Work	Darryl Haslam
Sociology & Anthropology	Elizabeth Sobel
Technology and Construction Management	Kerry Slattery
Theatre & Dance	Robert Little
Office of the Registrar (Ex Officio Member)	Linda Johnson
Library (Ex Officio Member)	Andrea Miller
Graduate College (Ex Officio Member)	To be named
Graduate College (Ex Officio Member)	Thomas Tomasi, Associate Dean
Graduate Student Council Member (Ex Officio Member)	to be elected

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University Overview and Accreditation

History and Mission

University Mission

Missouri State University is a public, comprehensive metropolitan system with a statewide mission in public affairs, whose purpose is to develop educated persons. The University's identity is distinguished by its public affairs mission, which entails a campus-wide commitment to foster expertise and responsibility in ethical leadership, cultural competence and community engagement.

The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values and institutions in society.

The Missouri State University campuses are structured to address the special needs of the urban and rural populations they serve. Missouri State University-Springfield is a selective admissions, graduate level teaching and research institution. Missouri State University-West Plains is a separately accredited open admissions campus primarily serving seven counties in south central Missouri. Missouri State University-Mountain Grove serves Missouri's fruit industry through operation of the State Fruit Experiment Station. Missouri State Outreach provides anytime, anyplace learning opportunities through telecourses, Internet-based instruction, iTunes U and through its interactive video network. The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Journagan Ranch in Douglas County, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker's Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin, and a branch campus at Liaoning Normal University (LNU) in Dalian, China.

Profile

The Carnegie Classification of Institutions of Higher Education categorizes Missouri State University as a Master's I institution because of the University's significant institutional commitment to graduate education, combined with extensive undergraduate education. Missouri State University is committed to providing the programs and scholarship base that make it the center for graduate education in the region and for selected students beyond the immediate locality.

The enrollment at Missouri State University, Springfield is approximately 20,000, and these students are engaged in the learning environment by more than 700 full-time faculty. More than 150 undergraduate programs provide a solid foundation leading to graduate education.

Approximately 3,400 students are enrolled in the graduate programs. These programs provide master's degrees in 44 areas, a Specialist in Educational Administration, Doctorates in Audiology and Physical Therapy, and a Doctorate in Educational Leadership which is offered jointly with the University of Missouri at Columbia. Twenty-one graduate-level certificate programs are also offered.

Missouri State University is a metropolitan university serving a unique combination of urban and rural environments. The broader context in which the University is located is a natural setting for academic achievement. The institutional mission of public affairs integrates and focuses university efforts in the themes of business and economic development; creative arts; health; professional education; science and the environment; and the human dimension. The community itself is a laboratory where these themes are experienced and addressed, and the public affairs mission of Missouri State University challenges all constituents to demonstrate community engagement, ethical leadership and cultural competency.

Missouri State belongs to The Coalition of Urban and Metropolitan Universities which subscribes to the philosophy that metropolitan universities are "major intellectual resources for their metropolitan regions," whose programs "respond to regional needs while striving for national excellence." This Coalition has committed its institutions "to be responsive to the needs of our metropolitan areas by seeking new ways of using our human and physical resources to provide leadership in addressing metropolitan problems, through teaching, research, and professional service."

Missouri State University System

The University functions through a multi-campus system that is integrated to address the special needs of the urban and rural populations they serve. The system includes campuses located in Springfield, Mountain Grove and West Plains, Missouri, and also a branch campus in Dalian, China.

Missouri State University – Springfield, the system's center of operation, is a selective admissions, graduate-level teaching and research institution. Graduate programs are offered through the academic departments on the Springfield campus.

Missouri State University – West Plains is a separately accredited two-year open admissions campus serving seven counties in south central Missouri. West Plains is located approximately 100 miles east of Springfield.

Missouri State University – Mountain Grove comprises 190 acres of land and boasts excellent building facilities, which support both field and laboratory research in the fruit and plant sciences. A small number of students live and work on-site at this campus.

The Missouri State University branch campus at Liaoning Normal University (LNU) in Dalian, China provides the Associate of Arts and one Bachelor's degree program for students in that part of the world, while also serving as a base to enhance learning for many students from the Springfield and West Plains campuses.

The Missouri State University Extended Campus provides anytime, anyplace learning opportunities through Internet based instruction, telecourses, and its interactive video network (BearNet). Three master's programs -Administrative Studies, Computer Information Systems and Project Management - can be completed through the internet. The major portion of the master's degree in Elementary Education, Special Education (Visual Impairment Emphasis), History (American Studies Track), Nursing (Nurse Educator role specialization), and Criminology also can be completed through Internet course work.

Access to graduate education has been expanded by offering five master's degree programs in Joplin, Missouri: Elementary Education, Accounting, Business Administration, Social Work, and the Master of Arts in Teaching. In addition, graduate courses in a number of programs are offered in several southwest Missouri communities including West Plains, Mountain Grove, Lebanon, and Neosho. The MBA is delivered via ITV to West Plains, Lebanon, and Nevada.

University Setting

Springfield Campus: The main Missouri State University campus is located on 225 acres in a residential area in central Springfield. The relatively close proximity of most classroom and laboratory facilities on campus allows walking between classes and an efficient shuttle system facilitates student transportation to more distant sites, including some university programs that are in the heart of the city.

Springfield is the third largest population center in Missouri with a metropolitan statistical area population of 430,000. The community is supported by an industrial/manufacturing base and an expanding service industry in tourism. The city serves as a regional center for health and medical services for southwest Missouri, northwest Arkansas, southeast Kansas, and northeast Oklahoma. Springfield is located in the Ozarks, a distinct geographic region with a unique cultural heritage, significant agricultural economy, and rapidly expanding tourism and recreational industries.

Educationally, the region is served by a diverse mix of both public and private colleges and universities. Missouri State University, the largest and only multipurpose university in southwest Missouri, serves as a creative and intellectual resource for the Springfield metropolitan area, contributing to its economic development, social health, and cultural vitality through education, research, and professional outreach. The Springfield Campus offers a spectrum of educational programs that respond to regional and statewide needs while striving for national and international excellence. These offerings include baccalaureate, master's, specialist in education, and professional doctorate degrees offered through 44 academic departments.

Special Facilities: Missouri State University operates various other special facilities, such as the 125 acre Darr Agricultural Center in southwest Springfield, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, and Baker's Acres and Observatory near Marshfield, Missouri. The University operates a graduate center in Joplin which provides for on-site classrooms and also includes ITV delivery classrooms.

Missouri State University also has one entire academic department, the Department of Defense and Strategic Studies, located near Washington, D.C. in Fairfax, Virginia. All classes for the M.S. in Defense and Strategic Studies are offered at this location.

Heritage

Missouri State University was founded in 1905 as the Fourth District Normal School and became Southwest Missouri State Teachers College in 1919. The chronology of history of the university over the first 100 years shows the institution has undergone dramatic change, yet the purpose has been the same. Missouri State University has opened the door of opportunity for young people from Springfield, the region, the state, the nation and now the world. The Daring to Excel theme of the 2005 centennial year is an apt descriptor of the history of the University. Through more than a century of service as a higher education community, the administration, faculty, staff, students, and the supporting community have taken bold steps to move the University into expanded roles and higher levels of excellence.

The University's primary purpose during the first 40 years was the preparation of teachers for the public schools in the southwest region of Missouri. By the mid-1940s, the University had expanded its instructional programs in the liberal arts and sciences. As a consequence of this growth, in 1945 the Missouri legislature authorized an official change in the institution's name to Southwest Missouri State College.

A cooperative graduate program with the University of Missouri was begun in 1955, and Southwest Missouri State College initiated its first Master of Arts and Master of Science degree programs in 1967. With the development of graduate programs and the continued expansion of undergraduate education, the University had become an educationally diverse institution. These changes were recognized with an official name change to Southwest Missouri State University in 1972. The Mountain Grove Campus, founded in 1899 as the State Fruit Experiment Station, was added to the University in 1974.

During the decade of the 1990's the University doubled its graduate program offerings and the number of graduate students. This commitment to more extensive graduate education and research resulted in an official name change to Missouri State University in 2005, the centennial year for the University. Today, the institution is a multidimensional, multi-campus university system providing diverse instructional, research, and service programs.

The major focus of graduate education is at the master's level with the University currently offering 44 master's degree programs that span a diverse array of disciplines. In keeping with the institutional heritage and continued commitment to teacher education, a Specialist in Educational Administration is offered in the College of Education, and the University collaborates with the University of Missouri-Columbia in offering a Doctorate in Educational Leadership. The University offers a Doctorate of Audiology and a Doctorate of Physical Therapy, exemplifying the University's broad commitment to education in health sciences.

The title of the University's strategic plan, *Imagining and Making Missouri's Future: A Long-Range Vision and Five Year Plan (2006-2011)* is indicative of the goal's and aspirations of the institution. This Plan can be viewed in its entirety at <http://www.missouristate.edu/longrangeplan/>.

University Roles

The University recognizes the interrelationship and compatibility of teaching and learning, research, and public service to the mission of the institution. Each draws from and builds upon the strengths of the others, and all focus on student learning. Research and creative activities are vital to ensure excellence in instruction. Instruction and research represent the foundation upon which service to the University's public is developed.

Developing Educated Persons: Missouri State University's purpose is "to develop educated persons." It is committed to the expansion and preservation of knowledge. It recognizes that human curiosity explores and pushes back the boundaries of the human intellect and the physical world. In an age where knowledge can become quickly dated, the University is committed to the discovery and dissemination of knowledge that serves the future. The characteristics of an educated person are readily assessable and recognizable:

- They cultivate their aesthetic tastes
- They are critical thinkers
- They are serious readers who become broadly literate
- They dedicate themselves to becoming curious and contributing citizens in an increasingly global society
- They balance an in-depth mastery of at least one academic discipline with a broad appreciation of the liberal arts

Teaching and Learning: The University is responsive to changing educational needs and has endeavored to develop, adopt, and implement innovative educational delivery modes to the extent they are appropriate. These include Internet classes, individualized instruction, experimental learning, computer-assisted instruction, audio- and video tutorial instruction, and the use of various additional technologies for distance learning.

Research: Both basic and applied research are vital functions essential to the mission of the University. These activities further complement teaching by providing depth, breadth, and application to the learning process. The University believes that its research efforts must (1) contribute to the discovery, preservation and dissemination of new knowledge, (2) foster application and integration for problem solving and improvement of society, and (3) provide students with opportunities to develop an appreciation for research and to learn a research methodology consistent with their chosen area of specialization.

Financial support for research activities comes from institutional funds as well as gifts, grants, and contracts from private and public sponsors (see Office of Sponsored Research and Programs listed under University Services). The scope of research activities at Missouri State University encompasses individual faculty research, departmental research programs, the activities of the University's research centers, and the operations of the Research Campus at Mountain Grove. Graduate students have many opportunities for involvement in these areas.

Centers: Missouri State University has established focused research and service centers that provide part of the organizational structure for meeting the University mission.

"Center" is a descriptor for formally recognized units, including institutes, bureaus and stations that function as an adjunct to the traditional University units (i.e., colleges and/or academic departments). The support base for Centers is primarily from external sources, including grants, contracts, and fees (for services, workshops, conferences, etc.).

These centers are active in multi-disciplinary research, education, training and service projects that serve both the University and external entities. Each year a number of graduate students are involved in the research and service projects that are conducted through Centers.

A listing of Missouri State University Centers follows:

- Bull Shoals Field Station
- Center for Archaeological Research
- Center for Business and Economic Development
 - Management Development Institute
 - Small Business Development Center
- Center for Continuing and Professional Education
- Center for Dispute Resolution
- Center for Economic Research
- Center for Grapevine Biotechnology
- Center for Homeland Security
- Center for Project Innovation and Management Education
- Center for Multidisciplinary Health Education, Research and Services
- Center for Research and Service
- Center for Resource Planning and Management
- Center for Scientific Research and Education
- Center for Social Science & Public Policy Research
- Community and Social Issues Institute
- Institute for School Improvement
- Jordan Valley Innovation Center
 - Center for Biomedical and Life Sciences
 - Center for Applied Science and Engineering
- Mid-America Viticulture & Enology Center
- Ozarks Environmental and Water Resources Institute
- Ozarks Public Health Institute
- Small Business and Technology Development Center
- Southwest Missouri Area Health Education Center
- Southwest Regional Professional Development Center

Public Service: In order to serve the public, Missouri State University incorporates resources of knowledge, skills, and artistry into the mainstream of society. The role, therefore, of public service at the University is to make available the University's physical resources and human expertise for the purpose of meeting needs or solving problems of various public constituents.

The most important public service resources of the University are the diverse and specialized talents of the faculty, staff, and students. The scope of the public service program includes community education, research that informs the public on the natural environment and social issues, cultural and entertainment events, recreational activities, clinical and diagnostic services, conferences and institutes, public broadcasting services, professional development clinics and seminars, summer workshops and camps, and faculty/staff consulting activities.

A number of the University Centers contribute extensively to the public, as well as the research efforts of the University. For example, the Institute for School Improvement provides a broad range of services to school districts of the region. Similarly, the Center for Resource Planning and Management regularly assists municipalities and counties in moving toward solutions to various problems. The mission of the Community and Social Issues Institute is to serve as a catalyst to organize and apply the research and service capacity of the University to assist public and private organizations in addressing social issues of the community. The Center for Dispute Resolution provides its expertise to agencies and many local organizations. These are representative of the many public service areas of the university.

Accreditations and Memberships

The University is accredited to offer graduate degrees by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Accreditations - Graduate

Specific graduate programs are professionally accredited by the following organizations:

Accreditation Review Commission on Education for the Physician Assistant (ARC-PA): Master of Science, Physician Assistant Studies

AACSB International - The Association to Advance Collegiate Schools of Business: Master of Accountancy; Master of Business Administration; Master of Health Administration; Master of Science, Computer Information Systems

American Speech-Language-Hearing Association: Doctor of Audiology and Master of Science, Communication Sciences and Disorders/Speech- Language Pathology

Commission on Accreditation in Physical Therapy Education (CAPTE): Master of Physical Therapy

Commission on Collegiate Nursing Education (CCNE): Master of Science in Nursing

Council on Accreditation of Nurse Anesthesia Educational Programs: Master of Science, Nurse Anesthesia

Council on Education of the Deaf: Master of Science, Communication Sciences and Disorders/Education of the Deaf and Hard of Hearing

Council on Social Work Education: Master of Social Work

Department of Elementary and Secondary Education (DESE); Missouri State Board of Education: Educational Administration, Elementary Education, Reading, Secondary Education, Special Education; Master of Arts in Teaching, Communication Sciences and Disorders, Counseling; Specialist in Education

National Association of Schools of Music (NASM): Master of Music; Master of Science in Education, Secondary Education/ Music National Association of Schools of Public Affairs and Administration: Master of Public Administration

National Association of Schools of Theater: Master of Arts, Theatre

National Council for Accreditation of Teacher Education (NCATE): Master of Science in Education, Educational Administration, Elementary Education, Educational Technology, Reading, Secondary Education, Special Education; Master of Science, Counseling; Specialist in Education, Educational Administration

Memberships

Missouri State University is a member institution of the American Association of State Colleges and Universities, the Council of Graduate Schools in the United States, the Midwestern Association of Graduate Schools, and the American Association of Colleges for Teacher Education.



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University Policies

[NOTE: This section on University Policies, plus the next two sections on Academic Regulations and the Graduate College, constitute the "Graduate Student Manual". All graduate students are expected to become familiar with these policies and procedures, as they describe the rights and responsibilities of graduate students at Missouri State University.]

It is not possible to cover all potential situations in these pages, so graduate students (current and future) should contact the Graduate College for clarification or more information. Specific departments and graduate programs may have additional policies, procedures, and requirements not covered in these sections.]

University Policies

In fulfilling its mission, the University adheres to a set of educational and administrative policies which are essential to the maintenance of a learning environment and which fosters a sense of community and public accountability.

The University is committed to freedom of thought and inquiry for both faculty and students. This commitment ensures that faculty have the freedom to teach, conduct research, exercise creativity, and publish in their professional capacity without restraint or fear of reprisals. Academic freedom is essential to the University's instructional and research activities. An open instructional environment is essential for the protection of the rights of faculty to teach and of the students' freedom to learn. Freedom in research and creativity is fundamental to the advancement of truth.

In return, faculty and students conducting research or other creative/scholarly activity as part of the academic enterprise do so in a responsible and ethical manner. Responsible conduct of research includes (but is not limited to) compliance with federal regulations related to the health/safety of the researchers, their subjects, and the environment. Training for specific compliance requirements, and information to prevent research misconduct or unethical research activities are available from the Office of Sponsored Research and Programs.

As a state-assisted public institution of higher education, Missouri State University is accountable for the fiscal management of funds received from public, business, philanthropic, and private sources. The University also recognizes its responsibility for educational outcomes relevant to individual and social needs, and for the effective administration of its programs. The University is committed to the concept of public accountability in the broadest sense. Such a commitment obligates the University to: (1) define institutional goals and priorities, (2) determine the degree to which goals are achieved, (3) identify and measure the outcome of its programs, and (4) measure the costs and benefits of programs. Inherent in those obligations is a commitment to systematic institutional planning and to continuous program review and evaluation to ensure maintenance of quality and excellence.

While it is impossible to specify all relevant University policies, the more salient ones are herein identified.

Family Educational Rights and Privacy Act (FERPA)

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C. 1232g. Eligible students have four primary rights under FERPA including the right to: (1) inspect their education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of their records, to prevent inaccurate or misleading information, and (4) file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Missouri State University:

- Name
- Address*
- Telephone number*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including deans list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need-based)
- Previous education institutions attended

*The University maintains a number of different address and telephone types for students. Three (residence hall, current mailing, and primary/permanent) are considered directory information. General requests for student addresses (e.g., requests for an "address directory of current students") will be fulfilled by providing one address for each student based on availability according to the following hierarchy: (1) residence hall; (2) current mailing, and (3) primary/permanent. General requests for student telephone numbers will be generated in similar fashion.

All non-University contact information provided for purposes of the emergency notification system is not considered directory information. Cell phone numbers, unless provided as a residence hall, current, or primary/permanent telephone number, are not considered directory information.

Right to Limit Disclosure of Directory Information

The University will give annual public notice to students of the categories of information designated as directory information. Currently enrolled students have the right to suppress disclosure of their directory information (FERPA Hold). This hold do not apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise. To request a FERPA Hold, students must submit a written request to the Office of the Registrar, Carrington Hall, room 320.

A request to only exclude information from the online directory and printed directory may be completed by currently enrolled students at <http://search.missouristate.edu/hide/>. To be removed from anything other than the online people search or printed directory, including the Outlook Global Address Book, a FERPA hold must be completed. In order to be excluded from the printed directory this request must be completed before the printing of the directory, which takes place approximately two weeks after the beginning of each fall semester. Following the printing of the directory, submitting the request will exclude students only from the online directory and not the printed directory.

Consent To Disclosure of Personally Identifiable Information

The University will not release personally identifiable information in education records or allow access to those records except to the extent that FERPA authorizes disclosure without consent, including but not limited to the following:

- The individual student
- Whomever the student authorizes by providing the institution with a written release (release must be written, signed and dated and must specify the records to be disclosed and the identity of the recipient)
- Any party requesting directory information (unless the student has a Privacy or FERPA hold)
- University officials of Missouri State University who have a legitimate educational interest
- Officials of other schools in which a student seeks or intends to enroll or is enrolled
- Parents if parents claim the student as a dependent for tax purposes. The University will exercise this option only on the condition that evidence of such dependency is furnished to the Office of the Registrar and all requests for disclosures are referred to that office
- Persons in connection with a health or safety emergency
- An alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a Disciplinary Proceeding
- Parents regarding alcohol and drug violations of a student under 21 years of age
- As otherwise provided in 20 U.S.C. 1232g(b) and 34 CFR Sec. 99.31

Additional Information

For additional information regarding FERPA, please visit www.missouristate.edu/registrar/ferpa.html. If you have any questions regarding this policy or if you feel that your rights under FERPA are being violated, please contact the Office of the Registrar at Carrington Hall, room 320, 901 South National Avenue, Springfield, MO 65897 or call (417) 836-5520. Students have the right to file a complaint with the U.S. Department of Education if they believe that the University has failed to comply with the requirements of FERPA. The complaint should be in writing and sent to: [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-5920.

Liability Protection

Because only officers or employees of the University are generally covered by the legal expense fund, students involved in internships or cooperative employments with other organizations are advised to provide for their own liability insurance through their cooperative employer/internship sponsor, through professional organizations, or personally.

Nondiscrimination

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to H. Wes Pratt, Equal Opportunity Officer, Park Central Office Building, Suite 111, 901 South National Avenue, Springfield, Missouri 65897, (417) 836-4252.

Equal Employment Opportunity

The University is committed to nondiscrimination and equal employment opportunities and to affirmative action programs designed to strengthen this commitment. The University takes affirmative action to provide equal opportunity in all personnel related activities administered by the institution. This commitment includes the intent to maintain an environment free from discrimination, including harassment, as authorized in the University's Nondiscrimination Policy. Inquiries regarding the University's affirmative action program or compliance with Title VI, Title IX, Section 504, the Age Discrimination Act, and the Americans with Disabilities Act may be addressed to H. Wes Pratt, Equal Opportunity Officer, Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, 901 S. National Ave, Springfield, Missouri 65897, (417) 836-4252.

Student Disability Accommodation

Within the guidelines set forth in this policy, Missouri State University is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the University under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Missouri State University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the requirements essential to a program of instruction.

Notifying Disability Services (DS) of a Request for Accommodation

Students requesting academic accommodations for a disability are responsible for notifying the University of their disability and their request for accommodations. To initiate a request for academic accommodations, students must contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 (voice) or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. On the West Plains Campus, students must contact the Coordinator of Disability Services, Academic Support Center (ASC), 128 Garfield, (417) 255-7940 (voice) or (417) 255-7981 (TTY). The student should notify the aforementioned offices as soon as the need for the academic accommodation becomes evident. In order to receive accommodations, students must provide disability documentation that meets University guidelines. Accommodations will not be provided for undocumented disabilities, except that accommodations may be provided on a provisional basis pending receipt of documentation for disabilities that are readily apparent. Only persons interested in disability-related accommodations or services need provide disability information. Accommodations must have a legitimate educational purpose, and cannot be based simply on applicants' preferences. Students must initiate a request for every semester in which accommodations are sought. If eligibility for services and the

request for academic accommodations are approved, Disability Services (Academic Support Center at the West Plains Campus) or the Learning Diagnostic Clinic will provide the student a letter to be shared with instructors outlining the approved recommended accommodations.

DS Referrals to the Learning Diagnostic Clinic (LDC)

Students seeking accommodation for any type of disability should direct the initial request for accommodation to Disability Services. DS refers students seeking accommodations for psychological or learning disabilities to Missouri State University Learning Diagnostic Clinic. The West Plains Disability Services Coordinator will oversee the administration of DS and/or LDC recommended accommodations at the West Plains Campus.

Learning Diagnostic Clinic Testing Services

The LDC provides assessments of learning and psychological disabilities. Students who simply wish to inquire about LDC's diagnostic or testing services do not need to seek referral through Disability Services, but may instead directly contact the Learning Diagnostic Clinic, Alumni Building, Suite 502. To inquire about testing services, contact the Director, LDC, <http://www.missouristate.edu/contrib/ldc/>, (417) 836-4787. The LDC charges a sliding-scale fee for its testing services.

Appeal Processes

If the student's eligibility for services and/or request for academic accommodations is denied, Disability Services or the Learning Diagnostic Clinic will provide to the student written notification of denial, including the basis for denial as well as information on the appeal process. Student appeals related to eligibility for services or the request for academic accommodations shall be directed to H. Wes Pratt, Equal Opportunity Officer, Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, 901 South National, Springfield, Missouri 65897, (417) 836-4252 (voice) or (417) 836-6874 (TTY).

At the West Plains Campus, appeals are initiated with the Affirmative Action Liaison, West Plains Civic Center, 128 Garfield, (417) 255-7966. The student has the right to file a disability-related grievance at any time.

A faculty member who believes that accommodations recommended by Disability Services or LDC can be shown to alter or compromise fundamental course or program goals has the right to appeal the provision of those accommodations; however, recommended accommodations should be provided until the appeal is resolved. A faculty member should first address his/her concerns through discussions with Disability Services or the Learning Diagnostic Clinic, and may initiate a formal appeal of a recommended academic accommodation by submitting a written statement to the Provost, clearly documenting the fundamental academic goals and demonstrating that the recommended accommodation necessarily compromises those goals. At the West Plains Campus the formal appeal would be initiated with the dean of the appropriate school. A faculty member who is not satisfied with the decision may file a grievance with the Equal Opportunity Officer at the Springfield Campus, or with the Affirmative Action Liaison at the West Plains Campus.

For the complete policy statement and rights and responsibilities of the University and its faculty as well as the rights and responsibilities of students with disabilities, please refer to: <http://www.missouristate.edu/disability>.

Email Communication

Email is an official means of communication at Missouri State University. Unless law, contract, or other university policy prohibits email or requires another form of communication, Missouri State University may send communications to faculty, staff, and students by email to their Missouri State University email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive. Students, faculty and staff are expected to maintain their email boxes, which includes deleting old email so that the box remains open and within size limits. The entire email communications policy is available online at www.missouristate.edu/ais/email.htm.

Non-Resident Status (For Registration And Fee Purposes)

Questions regarding this policy should be directed to: Admissions Office, Missouri State University, Springfield, MO 65897, Phone: (417) 836-5517.

The following was developed by the Missouri Board for Higher Education and adopted by the Missouri State University Board of Governors. Policy subject to change.

The Policy

1. Definitions

- A. "Domicile" shall mean presence within a state with an intent of making said state a permanent home for an indefinite period.
- B. "Residency" or "Resident Status" shall mean that status which is achieved when sufficient proof of a domicile within a state is presented.
- C. "Adult Student" shall mean any student having attained the age of twenty-one (21) years

2. Adult Student

If an adult student, not a resident, shall present sufficient proof of the establishment of a domicile within the State of Missouri, said student shall be granted resident status at the first enrollment following the establishment of said domicile.

3. Members of the Military Forces

Students shall neither gain nor lose resident status solely as a consequence of military service. For the purposes of student resident status, military personnel, when stationed within the State of Missouri pursuant to military orders, their spouses and unemancipated minor children, shall be regarded as holding Missouri resident status. However, a member of the military forces who is specifically assigned, under orders, to attend a Missouri institution of higher education as a full-time student, shall be classified, along with their spouses and unemancipated minor children, as if they had no connection with the military forces.

4. Non-citizens of the United States

Students who are not citizens of the United States must possess resident alien status, as determined by federal authority, prior to consideration for resident status. Aliens present within Missouri as representatives of a foreign government or at the convenience of the United States or Missouri governments and holding G visas shall be entitled to resident status, except for those who are government funded students. Aliens and their dependents holding A or L Visas may be granted resident status if determined to be individually designated as representatives of their governments and whose education is not government funded.

5. Factual Criteria in Determination of Resident Status

- A. Attendance at an institution of higher education shall be regarded as a temporary presence within the State of Missouri; therefore, a student neither gains nor loses resident status solely by such attendance.
- B. The burden of proof of establishing eligibility for Missouri resident status shall rest with the student.
- C. In determining resident status for the State of Missouri, either of the following shall be sufficient proof of domicile of individuals and their dependents within the State of Missouri:
 - A. Presence within the State of Missouri for a period of twelve (12) months and sufficient proof of an intent to make Missouri a permanent home for an indefinite period; or
 - B. Presence within the State of Missouri for the purposes of retirement, full-time employment, professional practice or to conduct a business full-time.
- D. In determining whether a student holds an intent to make the State of Missouri a permanent home for an indefinite period, the following factors, although not conclusive, shall be given heavy weight: continuous presence in Missouri during those periods not enrolled as a student; presence within Missouri upon marriage to a Missouri resident and the maintenance of a common domicile with the resident spouse; substantial reliance on sources within the State of Missouri for financial support; former domicile within the state and maintenance of significant connections while absent; and ownership of a home within the State of Missouri.

- E. The following factors indicating an intent to make the State of Missouri a permanent home for an indefinite period shall be given less weight than those in subsection 5(d) above and include: voting or registration for voting; a statement of intention to establish a domicile in Missouri; automobile registration or operator's license obtained in Missouri; and payment of income, personal and property taxes in Missouri. Only in borderline cases shall these factors become determinative.
- F. The waiver of forgiveness of a non-resident student fee, in full or in part, shall have no bearing on the residency status of a student and shall not be a basis for classification on a non-resident student as a resident.
- G. Non-resident students may offset against non-resident fees any income taxes paid to the State of Missouri. Dependent students may utilize Missouri income tax paid by their parents. (NOTE: Student must be shown as a dependent on the tax return.) No tax other than Missouri income tax will be taken into account and no credit will be given for income tax withheld or paid in connection with an estimated tax return during the current year. Offsetting a paid income tax against non-resident fees must occur within one year after the tax is paid. For example, income tax paid for 1998 must be offset against non-resident fees in the fall 1999 and/or spring 2000 semester. The tax credit will be offset against the non-resident portion of incidental fees only and will not be offset against any other fees or charges. The tax credit may be used only once, except that credit in excess of current non-resident fees may be carried forward to subsequent semesters subject to the one year limitation stated previously. Questions regarding the above procedure or policy should be directed to: Financial Services, Director of Accounting, 901 S National, Springfield, MO 65897 (417) 836-5632.

6. Review Procedure

Residency will be determined at the time of admission by the Office of Admissions or the Graduate College according to the above policy. Students who indicate Missouri residence on their admission applications, but who are initially classified as non-residents on the basis of available information, will be sent a copy of the residence policy and application. Any questions concerning the residency policy or its interpretation should be directed to the Admissions Office. The residency application decision may be appealed to the Committee on Residence. A written request must be submitted to the Admission Office to initiate the residency appeal process. When a decision is made by the Committee on Residence, the results are final and will be communicated to the student in writing.

Student Conduct

When students enroll at the University, they do so voluntarily and implicitly accept certain obligations of performance and behavior established by the University, as defined in the Code of Student Rights and Responsibilities and other official University publications. The development of self-discipline is a goal of education and the disciplinary process is intended to be educational in nature. The judicial system is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. The procedures are designed to balance the rights and responsibilities of the student accused of a University policy violation with the rights of the accuser, other students, members of the academic community, and the public. A student alleged to have violated a University policy will be afforded a fair opportunity for hearing of the student's position, explanations, and evidence.

Any member of the University community may file a complaint against any student for misconduct. Generally, jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University Community and/or the pursuit of its objectives. Charges shall be prepared in writing and directed to the Office of Student Conduct, Plaster Student Union, room 405, which is the office responsible for the administration of the University judicial system. Any charge should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than one calendar year from the date the person knew or should have known the facts.

Acts of dishonesty can be perceived to be related to a student's academic performance or a student's conduct. When the matter is related to a student's academic performance, the policies of the Office of the Provost, listed in the "Academic Integrity" section of this catalog, are in effect. When the matter is related to a student's conduct, the policies of the Code are in effect. The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend class. The student is expected to comply with all reasonable directives of the course instructor.

Once the hearing authority has determined that a violation of the Code has taken place, the hearing authority will determine a recommendation for a sanction appropriate to the violation. In determining its recommendation, the hearing authority will hear recommendations from the accused student and the Judicial Advisor, who is a representative from the Office of Student Conduct. The Judicial Advisor may introduce evidence of past violations by the accused student in order to establish why a recommended sanction is appropriate. Disciplinary sanctions other than dismissal and expulsion shall not be made a part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record, which will be maintained in a specified area of the Dean of Students Office and shall be subject to the restrictions of the Family Educational Right to Privacy Act (FERPA).

The complete Code of Student Rights and Responsibilities is available at www.missouristate.edu/studentconduct or from the Office of Student Conduct, Plaster Student Union, room 405, (417) 836-6937. It is also recommended that each student become familiar with the Current Students and Campus Services web pages at www.missouristate.edu to learn about other University policies and procedures.



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Academic Regulations

Academic Integrity Policies and Procedures

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the University community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The Student Academic Integrity Policy and Procedures document specifically addresses student academic integrity, but recognizes that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The *Faculty Handbook* states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with the University policy on student academic integrity. **The instructor must allow a student who has been charged with academic dishonesty to continue attending class until all appeals are resolved. If an academic integrity matter is pending at the end of a semester, the instructor will issue an Incomplete (I) grade to the student until the appeal process is completed.**

The complete Student Academic Integrity Policies and Procedures document, including information on the Academic Integrity Proceeding, is available at <http://www.missouristate.edu/academicintegrity/>. Some of its content is highlighted below.

Definitions

Academic Integrity Council (AIC): The 24-member Academic Integrity Council (AIC) consists of ten voting student members and ten voting faculty members, plus the Provost or designee, who is the non-voting Chair of the Council. In addition, the Dean of Students (or designee), the SGA Legislative Director for Academic Affairs, and an academic College Dean (or designee) serves as ex officio members (without voting privileges). The Council is charged with enforcing the Missouri State University academic integrity policy, including overseeing academic integrity proceedings. The Council is also responsible for organizing and conducting campus activities designed to educate members of the campus community on matters of academic integrity and the academic integrity policy, and promoting a campus-wide climate of academic integrity.

Academic Integrity Proceeding: An Academic Integrity Proceeding is conducted by a five-member panel drawn from the AIC membership. The purpose of a proceeding is to explore and investigate allegations of student academic dishonesty and to reach informed conclusions as to whether or not academic dishonesty is likely to have occurred.

Academic Dishonesty: Any one of the following acts constitutes academic dishonesty:

- **Cheating:** The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).
- **Fabrication or other misconduct in research:** The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; "misconduct in research" refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, non-compliance with established research policies, or other violations of ethical research practice.
- **Plagiarism:** The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.
- **Facilitating academic dishonesty:** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.

Cell Phone Use in Testing Situations

Use of cell phones, similar communication devices, or any unauthorized electronic data storage device in testing situations, other than to receive University emergency notifications, may constitute a violation of the Academic Integrity Policy and lead to sanctions under the [Student Academic Integrity Policies and Procedures](#).

Reporting Academic Dishonesty

All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty, or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act. Acts of apparent academic dishonesty that occur in the classroom may be reported directly to the course instructor, and/or the course instructor's department head, and/or the instructor's college dean. Incidences of apparent academic dishonesty, whether associated with a particular course or not, may also be reported directly to the Academic Integrity Council (AIC) by contacting the Chair of the Council (the Provost or designee) in the Office of the Provost, Carrington Hall 209. The Academic Integrity Council will not accept or act upon anonymous reports but will hold in strict confidence the identity of any person reporting a suspected instance of academic dishonesty, unless that person consents to having his or her identity revealed. If the act of academic dishonesty that is reported to the AIC is alleged to have occurred in a particular course, the AIC Chair will notify the course instructor of the allegation. If the instructor elects not to pursue sanctions, or if the reported allegation is not associated with any particular course, the AIC Chair may convene an Academic Integrity Panel to conduct an Academic Integrity Proceeding to explore the allegation, provided that at least one person making an allegation is willing to be identified and to participate in the proceeding.

Repeat Allegations and Academic Dishonesty Not Associated with Enrollment in a Course

The Chair of the AIC will convene a panel to address repeated allegations of academic dishonesty that may accumulate against a particular student.

In addition, any incident of alleged academic dishonesty by a student not enrolled in a particular course but sitting in the course for a student duly-enrolled (for example, taking a test for a duly-enrolled student) should be reported directly to the AIC, which will convene a panel to address the alleged incident. Similarly, any incident of alleged academic dishonesty committed by any student at Missouri State University outside the context of enrollment in any particular course should be reported directly to the AIC, which will convene a panel to address the alleged incident.

If the AIP finds convincing evidence of an attempted or actual act of academic dishonesty by a student, the panel may impose any of the following sanctions/recommendations:

- "XF" grades;

- denial of privilege to hold office in any student organization;
- denial of privilege to represent the University in any intercollegiate activity;
- required service to the University and/or required service to the community;
- recommendation to the Provost for suspension or expulsion;
- recommendation to the Provost that a degree already granted be revoked, even if all degree requirements are met.

Revoking a Grade/Degree

If an instructor discovers academic dishonesty after final grades have been assigned and wishes to retroactively impose an "F" or "XF" grade for the course as a sanction for the academic dishonesty, the instructor must send written notification within five calendar years to the Chair of the Academic Integrity Council, with a copy to the instructor's department head and dean, and in the case of a graduate student, with a copy to the Dean of the Graduate College. After five years, an instructor can no longer impose any direct sanction for an alleged infraction; however, alleged academic dishonesty may be reported to the AIC regardless of how much time has passed since the alleged act.

The Academic Integrity Council can at any time and at its discretion recommend to the Provost that a degree be revoked even if all degree requirements have been met, in cases where the academic dishonesty, including misconduct in research, is egregious and/or occurred multiple times. A recommendation to revoke a degree even if all degree requirements were met requires an affirmative vote of at least 14 of the 20 voting members of the Council. The Provost's decision to revoke a degree requires consultation with the Dean of the college which awarded the degree and, in the case of a graduate degree, consultation with the Dean of the Graduate College. The Provost's decision to revoke a degree requires the concurrence of the President of the university. The decision to revoke a degree may be appealed by the student to the Board of Governors, which may, at its discretion, hear the appeal.

Personal Student Information

Students shall verify that their addresses are correct at the time of registration either online or by reporting address changes to the Office of the Registrar.

The local address is generally used to contact students when classes are in session. The permanent address is used on billings, refunds and other items sent while classes may not be in session. The local and permanent address may be the same. Students are required to have a street address/PO Box number, city, state, and ZIP on the local and permanent addresses.

Change of a permanent address does not affect a student's residency status for fee purposes. If a change of residency is appropriate, the proper forms must be completed in the Office of Enrollment Services, Carrington Hall 304.

Name Change

Students are required to provide their official legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests for applicants, current, and former students must be submitted in writing to the Office of the Registrar and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: the Office of the Registrar, Room 320 Carrington Hall, Missouri State University, 901 S. National, Springfield, MO 65897.

Documentation generally consists of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, current passport or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States. Other forms of documentation may be considered on a case-by-case basis. When academic records are maintained on microfilm, the student's name cannot be updated on the microfilm. Students who attended Missouri State University before 1985 have microfilm records. A name change form is available on our web site at: www.missouristate.edu/registrar/name_change.pdf.

Student Name on Diploma and University Certificates

The student name listed on a diploma or certificate must match the official name on file at the University, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name. Students indicate the desired diploma name on the Intent to Graduate form (undergraduate students) or Application for Graduation form (graduates students); and the certificate name on the Notification of Completion form. If you have any questions regarding changing your name, please contact the Office of the Registrar at (417) 836-5520 or send an email to registrar@missouristate.edu.

Transcript from Missouri State University to be sent Elsewhere

A transcript is a chronological listing of the student's academic record at Missouri State University printed on safety paper. An official transcript bears the University Seal and is mailed directly to another university or outside agency. If student is to receive the transcript, it is indicated unofficial or placed in a sealed envelope and may not be considered official by some agencies and institutions. All students are issued a transcript (stamped "Issued to Student") upon graduation. Additional information regarding transcripts is provided below.

- Transcripts will not reflect a term's GPA calculation and student's academic status until the end of the semester- typically the day after final grades are due.
- Transfer credit is awarded and posted to transcripts only for students who enroll at Missouri State subsequent to completing coursework at other institutions.
- Courses taken through the West Plains Campus prior to fall 1995 appear on this transcript as institution credit.
- Academic probation, suspensions, and disciplinary expulsions are recorded on the transcript.
- For information on how to change your name with the University, please see the Student Name Change Policy.

Fees and Holds

There is no charge for routine and reasonable transcript requests.

A \$20 fee will be charged for transcripts or other documents sent via express or overnight mail within the continental U.S. The \$20 fee must be paid by check or money order made payable to Missouri State University and must accompany the transcript request form. An additional amount may be required when sending items outside of the country. Do not send cash, please.

Transcripts will not be released for students who have a University hold due to a financial-related obligation. Students may view their transcript online any time. Students with a hold may request an unofficial transcript from the Office of the Registrar.

How to Request a Transcript

Transcript requests are typically processed the same day or the following business day upon receiving the request. The University is open Monday-Friday, except for weekends and holidays. If someone other than the student is to request and/or pick up a transcript, that person must have a signed note from the student stating that the student (student name) gives Missouri State authorization to release the transcript to them (their name). The requesting person must also provide the student's photo ID (or a photo copy of the student's ID) and a photo ID of himself or herself. The following options are available for requesting transcripts. Please call the Office of the Registrar at (417) 836-5520 if you have any questions regarding requesting a transcript.

Option 1

Academic transcripts can now be requested online by navigating to the "Student Records" section under the Academics tab in [My Missouri State](#).

Order online (user ID required). If you do not have a user ID or if your transcript request requires special handling conditions such as overnight, fax, or pick-up at the Office of the Registrar, please see Option 2 below. Transcript requests made online by 4:00 p.m. on business days, are generally mailed the following business day.

Option 2

Print the [transcript request form page](#), either in Microsoft Word or PDF format, and fax or mail the form to the Office of the Registrar. The fax number and mailing address are at the top of the form.

Option 3

Send a written request to: Transcripts, Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. Please include the following information:

- student's full legal name and any former names
- student's student identification number and date of birth
- last semester of attendance at Missouri State (please indicate if you attended the West Plains campus)
- student's current address including day phone number
- address to which transcript is to be mailed
- student's signature to authorize the release of the transcript

Option 4

Request and pick up transcripts in the Office of the Registrar, Carrington Hall, Room 320, by completing a Transcript Request Form and presenting a photo identification.

Transcript Limit

Transcript copies are limited to ten (10) copies per student per day.

Web Transcripts

Student Academic Transcripts (unofficial) are available for viewing through [My Missouri State](#).

Commencement

Students who wish to participate in commencement ceremonies must do so in their semester of graduation (published deadline is the end of the first week of the semeste). Students who cannot do this may apply through the Graduate College, Carrington Hall 306, to participate in a subsequent commencement ceremony. The listing of their names in the commencement program will remain in the semester of graduation. Students who complete a University certificate program do **not** participate in the commencement ceremony. These students will receive a "certificate of completion". Commencement information is available on our web site at www.missouristate.edu/commencement.

Diploma

The diploma is mailed to students approximately eight weeks after the end of the semester of graduation. A hold will prevent the release of a student's transcript and diploma. The name used is the name provided by the student on the Application for Graduation **and must match the name on the University system**.

The diploma lists the degree earned and the major. Options within majors and minors are not recorded on the diploma but are on the transcript. Students completing multiple majors in the same degree will only receive one diploma listing all majors.

Reissued diplomas may be ordered by sending a written request and a check or money order payable to Missouri State University in the amount of \$20 to the Office of the Registrar, Missouri State University, 901 S. National, Springfield, MO 65897. The written request must include the graduate's name, student identification number, date of graduation, mailing address, daytime phone number, signature, and exactly how the name is to be printed on the diploma.

All reissued diplomas and/or certificates produced on or after August 28, 2005, will bear the name Missouri State University.

In very rare cases, the university will consider requests for posthumous awarding of a degree. Contact the Office of the Registrar.

Registration Information

The University allows currently enrolled, admitted, and readmitted/reinstated students to register well in advance of the beginning of each semester. Students can check their registration status online. Mail and fax registration is available to evening and graduate students through the Adult/Commuter Student Services, The Extended Campus.

Students who are in good academic standing and plan to return under the same classification may be able to register without applying for readmission. Students indebted to the University are not permitted to register for any succeeding semester or summer term until the indebtedness has been paid.

Students are not permitted to attend classes unless they are officially enrolled in those classes. Students whose names do not appear on the instructor's official class list should contact the Office of the Registrar.

Once enrolled, students are required to withdraw from their courses if they will not be able to attend. Failure to do so will result in failing grades and continued financial obligations. See "Withdrawal Policies and Procedures" section.

Credit Hours And Semester System

The unit of credit used at Missouri State is the semester hour. The University follows the early semester system in which the academic year is divided into two instructional semesters with each having approximately 15 weeks of instruction plus a final examination period, and an 8 week summer session. Additional instructional periods such as intersession, blocks, sessions, short, and extended class periods are offered. The amount of credit hours awarded for courses is based upon the instructional time and the type (lecture or lab) of course. Lecture courses meet the equivalent of 50 minutes per week for 15 weeks (or 750 minutes total) for one semester hour of credit. Laboratory and studio courses meet for the equivalent of 100 minutes per week for 15 weeks (or 1500 minutes total) for one semester hour of credit. Courses which include both lecture and laboratory type meetings will utilize the appropriate combination of the above guidelines; as will all courses taken for credit, regardless of length.

College courses taught in a shorter period of time than regular semester courses described in this catalog shall meet the same number of hours for both lecture and laboratories as required if offered on a semester or summer session basis. Laboratory sessions and activity-type courses which are primarily characterized by hands-on, experimental, and skill-building activities shall be in session 30 clock hours for each hour of credit. Workshop courses may vary, depending on the situation. Some workshops fall into the hands-on, activity-type category while others are structured primarily as lecture classes taught in a more intensive, abbreviated format.

Enrollment Status

Enrollment status may be reported to external agencies such as the National Student Clearinghouse. **Audited classes are excluded when determining enrollment status.** For official reporting purposes, Missouri State uses the following definitions:

Full-Time. Graduate students carrying 9 or more credit hours in the fall or spring semester are considered full-time students. Graduate students carrying 6 or more credit hours during the summer session are considered full-time students.

Half-Time. Graduate students carrying 5-8 credit hours during a fall or spring semester are considered half-time students. Graduate students carrying 3-5 credit hours during the summer session are considered half-time students.

Less Than Half-Time. Graduate students carrying less than 5 credit hours during a fall or spring semester are considered less than half-time students. Graduate students carrying less than 3 credit hours during the summer session are considered less than half-time students.

Reduced Course Load Policy

The University complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. These laws mandate that the University provide academic accommodation for students with disabilities.

The purpose of the reduced course load policy is to allow for case-by-case consideration of requests that students with disabilities be considered full-time or half-time when taking a reduced course load due to their disability. Students must petition for this accommodation each academic year. Students obtaining approval under this policy will adhere to the current fee structure of the University, but will be considered full-time or half-time and entitled to all of the services, benefits, rights and privileges of their status. Students must be enrolled in a minimum of 6 credit hours to be approved for full-time status and 3 credit hours to be approved for half-time status.

Reduced course load requests, with supporting documentation, shall be submitted to the Director of Disability Services. Supporting documentation must include a diagnostic evaluation from an appropriate professional that permits evaluation of the current need for accommodation. The Director shall review potential consequences of reduced course load with the student, including slower progress toward graduation, changes in financial aid, and changes in University billing. The Director shall encourage the student to explore potential external consequences of a reduced course load, including changes in vocational rehabilitation funding and federally regulated financial aid.

The Director shall submit the student's request, with supporting documentation, to the Office of the Provost for disposition. If the request is approved, the Office of the Registrar shall ensure that enrollment status is accurately noted on the student's record and accurately reported.

Overload information for Graduate and Postbaccalaureate Students:

Maximum: Sixteen hours (includes both undergraduate and graduate courses) for fall or spring semesters. Ten hours (includes both undergraduate and graduate courses) for summer semester. Courses for which a student is enrolled on an audit basis are counted in hours for an overload. In addition, postbaccalaureate students (excluding those seeking teacher certification) may not enroll in more than nine hours TOTAL of 600-900 level courses including completed, in-progress, and registered without permission from the Graduate College. Obtain overload permission from the Graduate College.

Prerequisites

The student is responsible for having the appropriate prerequisites prior to enrollment in a course. Prerequisites are indicated in the University Catalog and the web class schedule and will be enforced at the time of registration. If any academic department determines that a student does not have the appropriate prerequisites for a course, registration for the course *may* be cancelled either prior to or after classes begin. Any questions concerning the prerequisites should be answered by consulting the current catalog or by contacting the academic department offering the course.

Holds (formerly known as Encumbrances)

A hold may be placed on a student's record for a variety of reasons such as an unpaid bill or fine, failure to return books or equipment, or failure to submit appropriate forms within the specific time limit. Most holds will prevent a student from registering for upcoming semesters and the release of a student's transcript and diploma. A complete listing of hold code definitions and office contact information is available online at www.missouristate.edu/registrar.

Accelerated Masters Programs

Students admitted into an approved Accelerated Masters Degree Program may have a limited number of 600-level or higher courses counted toward both the undergraduate and graduate degree. Before enrolling in a course to be counted as both undergraduate and graduate credit ("mixed credit"), an undergraduate student must be accepted into the accelerated program and receive prior approval from the graduate program advisor, department head of the undergraduate program, and the dean of the Graduate College using a Mixed Credit Form. All approvals must be completed prior to the end of the Change of Schedule Period for the course(s). A maximum of 12 credit hours may be taken as Mixed Credit, but many programs have lower limits. See departmental listing in this catalog for further information.

Change Of Schedule (Add/Drop)

Students are expected to complete the courses for which they register. Failure to properly drop or withdraw from classes will result in the assignment of F grades for those classes, as well as a continued financial obligation. Refer to the "Costs and Fees" section of the catalog for additional information. Students who wish to drop *all* courses for a given semester should refer to the "Withdrawal Policies and Procedures" catalog section. Students who wish to add or drop selected regular semester courses must follow the procedures outlined below.

Prior to the beginning of the semester and during the Change of Schedule Period (first five days of fall or spring semesters, first two days of summer session)

Adds, drops, and section changes may be processed online or at any authorized registration center.* Students must complete a short form and present photo identification for in-person services. To add a course which requires permission, the student must first contact the instructor or department (as indicated on the class schedule) to obtain permission. If permission is granted, the student will then be able to add the course to his/her schedule.

After the Change of Schedule Period

To withdraw from a course: Withdrawing from one or more courses may be completed online or at an authorized registration center*. See Withdrawal Policies and Procedures if student is dropping *all* his/her classes.

To add a course: In general, only courses which have not yet begun (e.g., second block courses, short courses, independent study, etc.) may be added after the Change of Schedule Period has ended. Courses that have not yet begun may be added online or in person at an authorized registration center.*

Department approval is required to add a first block or full semester length class beginning on day 6 of the fall or spring semester, and to add a second block class on day 3 or beyond of the second block period. The department may also require instructor approval.

Go to the department which offers the course to seek approval. If approval is granted the department office representative will affix the department signature and stamp to the Registration/Change of Schedule Form. Course Permission forms are not required during this period. Take the completed form to an authorized registration center with photo identification for processing.

To change sections: A section change should be completed during the Change of Schedule Period. Such changes are considered a drop and an add, and are treated as such in determining the refund or credit to be granted. Go to the department office of the course and request permission to change sections. The department may require instructor approval. If approved, the department will complete an Add/Section Change form and affix the department signature and stamp. Take the completed form and photo identification to an authorized registration center* for processing.

Note: It is the student's responsibility to review their record for accuracy and to request corrections immediately. Students' schedules and transcripts are available for review online. When using the web registration system, it is recommended that students print their schedule of classes and retain it until the end of the semester.

Auditing A Course

The auditing student is expected to attend class regularly and should consult with the instructor to determine what else is expected in the course. If an auditing student does not attend class regularly or does not fulfill agreed-upon expectations, the instructor may send a memo directing the Office of the Registrar to drop the student from the class. Such drops will be graded with a "W" grade and will be subject to the normal fee refund policy.

Students may audit courses to the maximum authorized academic load. A person currently not enrolled at the University must be admitted in order to register as an auditor. Courses audited are counted in the same way as courses taken for credit in determining required student fees. Credit is not awarded for auditing a class. Audited classes are excluded when determining enrollment status (full-time, half-time). Audited classes are included when determining need for Overload Permission.

To audit a course (or to remove a course from audit) the student must complete a form in the Office of the Registrar, Carrington Hall room 320 anytime prior to the "W" grade deadline for that course. Students may not change from a credit basis to an audit basis or vice versa once the "W" grade deadline has ended.

Repeating A Course

Op3.04-40 Repeat Policy

A student may repeat any of the courses that he or she has taken at Missouri State University. All attempts at the course and the grades earned (including those resulting in W, I, and Z) appear on the transcript. The grade from the most recent attempt at the course (though not an W, I, or Z) will be the one that counts in GPA calculations. For example, if a student takes the course four times and gets a D, B, C, and W, in that order, then the C would be their official grade that would be used when calculating the student's grade point average. Also, a course that has been repeated will only be counted once in the student's total credit hours earned.

This policy applies to course repeat attempts taken fall 2009 and subsequent semesters. When the most recent repeat attempt was taken prior to fall 2009, the policy published in the 2009-10 Undergraduate Catalog will be applied.

The repeat policy is applicable to transfer credit as well as credit earned at Missouri State. For example, if a student earns a C in a course at Missouri State and repeats an equivalent course at another institution, the C (D) will be removed from the calculation of the Missouri State GPA. The transfer grade, however, will be included only in the transfer and combined grade point averages. See Grade Equivalencies in the "Transfer Credit Policy" section of the catalog for further information.

Students should also be aware that even though a course prefix, number, and/or title changes, it is still considered the same course for repeat policy purposes. The Office of the Registrar maintains the complete listing of course prefix and number changes and should be contacted for such questions.

Students should also be aware that many graduate and professional schools recalculate GPAs taking into account every grade that appears on a transcript.

Students who are receiving financial aid must consider the impact of repeating classes on their eligibility for financial aid for future semesters. While repeated courses are counted when determining a student's enrollment status and annual satisfactory progress, students who fail to progress toward graduation (i.e., by increasing total hours earned) may exhaust their aid eligibility prior to graduation.

Instructor Drop

If a student does not attend by the second class meeting of a semester or summer session, and has not informed the departmental office of the intent to remain in the course, the instructor may institute proceedings to drop the student from the class. (This is generally done only when the space is needed for another student.) A faculty member may not institute drop proceedings after the second week of class. **A student cannot drop a course merely by not attending classes.** The student who is dropped by the instructor will be notified of such action by the Office of the Registrar.

Withdrawal Policies And Procedures

Students may withdraw from one or more of their courses online, or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776) Students who drop *all* their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the "Academic Calendar" on the web for specific deadline dates. The following is important information for students who withdraw from all of their classes during a semester:

Financial Aid. Recipients of financial aid, scholarships, or short-term loans for payment of fees or expenses for the semester of withdrawal must be approved by the Financial Aid Office before they will be allowed to complete the withdrawal process. Such students may also be required to participate in an exit interview.

Grades. Assignment of grades for withdrawing students are made on the basis of current grading policies detailed in the "Change of Schedule" section of this catalog. Deadlines are available at <http://calendar.missouristate.edu/>.

Meal Plans. Contact the Dining Services Office, Plaster Student Union 213, regarding their refund policy for meal plans which are independent of a housing contract.

Parking. Parking permits must be returned to the Parking Administration Office, 700 E. Elm, by students who wish to receive a refund of the parking permit fee. Full refunds are issued for withdrawals processed through the second week of the semester, 50 percent refunds are issued for withdrawals processed from the third through the ninth weeks of the semester, and no refunds are issued after the ninth week.

Refunds. Refunds are credited to a student's account according to the policy indicated in the "Costs and fees" section of this catalog. Refunds will be issued by the Financial Services Office approximately four to six weeks following the withdrawal. Prior to issuing a refund check, the office will deduct any outstanding financial obligation to the University from the refund amount. Refunds will be mailed to the

permanent address of the student on file at the time the refund is issued. If a student withdraws from the University with outstanding financial obligations, the student's transcript will not be released and the student will not be permitted to enroll for a future semester until the obligation is satisfied. For questions concerning financial obligations, please contact the Financial Services Office, Carrington Hall 113.

Residence Halls. Students living in University housing must terminate their housing contract and vacate their room or apartment within 24 hours of the date of the withdrawal. For information, contact the Office of Residence Life and Services.

Veterans. Recipients of veterans benefits must report withdrawals to the Veterans Certifying Official, Office of the Registrar, Carrington Hall 320.

BearPass Card. Students who have a BearPass Card Debit Account must complete a BearPass Card Debit Account Withdrawal form which is available at the BearPass Card Office, Plaster Student Union room 128, (417) 836-8409. This form will cancel the account and authorize a refund of the account balance.

Withdrawal Policy for Students Mobilized for Active Military Duty

Withdrawal Procedure

Normal withdrawal procedures should be followed whenever possible. However, if students are unable to complete the necessary paperwork by coming into the Office of the Registrar, Carrington 320, or writing a letter of withdrawal, the University shall accept notification from the student or a family member. The Office of the Registrar will verify all notifications.

Refunds

- Students will receive 100% of their tuition & fees when they officially withdraw from one or more classes due to required military service any time during the current semester. Should students have financial aid, any refund must be paid back to the aid source(s) first. Students should contact the Financial Aid office for more information. Students drawing VA educational benefits should contact Veterans Certifying Official of their withdrawal and orders to report to duty.
- Graduate students who do not have assistantships and withdraw will be refunded 100% of their incidental fees.
- For those graduate students who have assistantships and withdraw, the unpaid balance of the stipend will be returned to the assistantship budget.
- Students shall receive a full refund for textbooks purchased at the University Bookstore and parking permits.
- The housing refund will be prorated based on the actual number of days room and board was used.
- Students who withdraw before a semester begins or during the first week of classes shall not receive a W or any grade on their transcript.
- Students withdrawing the second week of classes through the automatic "W" grade deadline (9th week) shall receive an "W" grade for each class in which they are enrolled in, except for completed intersession or first block courses.
- Students withdrawing or dropping individual classes after the automatic "W" grade deadline (9th week) shall receive an "W".

Grading of Officially Processed Drops or Withdrawals

Should students be mobilized at such a point in the semester that the course instructor believes that they have completed a majority of the material in their class(es), the instructor may assign a passing grade or initiate an "I" grade. Students will receive a 100% refund only for those classes that are officially processed as a withdrawal.

Removal of Incomplete Grades for student mobilized for active military duty.

Any student (undergraduate or graduate) who re-enrolls within one year of being released from military assignment shall have one year from the date of resumption of coursework to remove any "I" grades pending at the time of mobilization or received as a result of mobilization.

Grading Information

Grading and the Credit Point System

Grades are awarded to indicate the quality of a student's work and are assigned as follows (point values per credit hour appear in parentheses): **Consistent with the Faculty Senate action of February 14, 2008, the plus/minus grades will be implemented beginning with the Fall 2009 semester.** The following are current grade definitions:

A (4.00): Outstanding work. Outstanding achievement relative to the level necessary to meet course requirements. Performance was of the highest level. Excellence while meeting course objectives was sustained throughout the course. Not only was the student's performance clearly and significantly above satisfactory, it was also of an independent and creative nature.

A- (3.70): Excellent work. Excellent achievement relative to the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.

B+ (3.30): Near excellent work. Achievement was significantly above the level necessary to meet course requirements. Performance was clearly and significantly above satisfactory, and was creative and independent.

B (3.00): Very good work. Achievement significantly above the level necessary to meet course requirements. Performance was very good, although not of the highest level. Performance was clearly and significantly above satisfactory fulfillment of course requirements (For undergraduates: B = meritorious; For graduates B = adequate).

B- (2.70): Good work. Achievement at a level just above that necessary to meet course requirements. Performance was notable.

C+ (2.30): Slightly above satisfactory work. Achievement that meets the course requirements. Performance was slightly more than adequate.

C (2.00): Satisfactory work. Achievement that meets the course requirements. Performance was adequate, although marginal in quality (For undergraduates: C = adequate; For graduates: C = inadequate).

C- (1.70): Slightly below satisfactory work. Achievement that barely meets the course requirements. Performance has been slightly below satisfactory and was marginal in quality.

D+ (1.30): Passing work. Achievement below satisfactory in meeting course requirements. Student demonstrated below satisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.

D (1.00): Minimum passing work. Achievement barely worthy of credit. Student demonstrated unsatisfactory achievement in meeting course objectives, yet fulfilled a sufficient enough portion of the course objectives that repeating the course is not necessary unless required by the academic unit.

F (0.00): Failed – no credit. A failure to meet course requirements. The work of course objectives were either: 1) completed but not at a level of achievement that is worthy of credit, or 2) have not been completed and there was no agreement between the instructor and the student that the student would be awarded an "I" (incomplete).

I (0.00): Incomplete. Grade assigned when due to unusual circumstances a small portion of a course, such as a term paper or final examination, has not been completed. (See "Incomplete Grade.")

EX (0.00): Dual High School Course-Extended Grading Period. No hours or points assigned.

IP (0.00): In-Progress course.

NG (0.00): No grade assigned. Grade not submitted by instructor on time.

NP (0.00): Not Pass. Student did not pass the course under the Pass/Not Pass policy.

NR (0.00): Academic Renewal Elected. Grades removed from GPA calculation.

P (0.00): Pass. Student passed the course under the pass/not pass system or received MSU Credit by Examination.

V (0.00): Visitor. Student enrolled in and attended the course as an auditor. No hours or points assigned.

W (0.00): Withdrew. Student withdrew from course without academic penalty.

XF (0.00): Failure due to academic dishonesty.

XM (0.00): Academic Renewal Elected on MSU course. Grades and hours removed from GPA calculation.

XT (0.00): Academic Renewal Elected on transfer course. Grades and hours removed from transfer GPA calculation.

Z (0.00): Deferred grade. Assigned only to students enrolled in 600-level or higher courses, restricted to graduate theses, graduate problem courses, or graduate seminars which might not be completed within a semester. If a Z grade is not removed within four calendar years, it will become a "W".

Incomplete Grade

In each instance where an Incomplete (I) grade is assigned, the instructor of the course shall, at the end of the semester in which the I grade is given, indicate on the Assignment of Incomplete Grade form what the student must do to complete the course and how the completed work would affect the final grade. The original copy must be filed with the appropriate department office, one copy must be given to the student, and one copy must be retained by the instructor. If a student needs to repeat a course or a significant portion of a course, a "W" or "F" should be assigned according to regulations governing the assignments of such grades. A "W" grade can only be assigned if the student has officially dropped the course within the semester deadlines.

An I grade must be removed within one calendar year after it is received, or earlier as specified by the instructor, otherwise the I grade automatically becomes an "F" grade. An extension of the time limit to remove an "I" grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the department head for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form online or send a Form to the Office of the Registrar for processing. The grade may be changed from an "I" grade or from an "F" grade to the appropriate grade earned.

A "Z" is a deferred grade limited to a specific group of 700 – 900 level courses. This grade may be assigned when work on a graduate thesis, graduate problem course, or graduate seminar has not been completed within the semester of enrollment.

Removal of "I" and "Z" Grades: The student should make arrangements with the instructor or the department head for completion of a course. When the required work for the course has been completed, the instructor will assign a grade and notify the Office of the Registrar.

Pass/Not Pass Regulations

The Pass/Not Pass option is intended to provide students an opportunity to pursue specialized or outside interests without penalty or reduction of grade point average. It allows students a greater degree of participation in those courses than the audit system permits. Students earning a passing grade in courses for which they were enrolled on a Pass/Not Pass basis are given a "P" grade; those failing will receive a grade of "NP". Pass and Not Pass grades are not used in calculating grade point averages. To place a course on Pass/Not Pass, students must complete a form in the Office of the Registrar, Carrington Hall 320, anytime prior to the "W" grade deadline for that course.

Caution: Prerequisite requirements of other courses may not be met with a course completed on a Pass/Not Pass basis. The decision to take a course on a Pass/Not Pass basis cannot be reversed.

Students may take courses on a Pass/Not Pass basis under the following conditions:

1. Courses taken under the Pass/Not Pass option cannot be used to satisfy major, professional education, or specific degree requirements.
2. The Pass/Not Pass option is not available to repeat courses in which the student earned a D or F grade prior to Fall 2009.
3. The Pass/Not Pass option is not available to graduate students for graduate-level courses (600 or above). Departments may elect to offer certain non-didactic graduate courses (e.g., readings, special problems, independent study, clinical internships, research and thesis) on a Pass/Not Pass only basis.
4. Courses which are graded Pass/Not Pass only are exempt from the limitations otherwise imposed upon students by Pass/Not Pass regulations.

Grade Point Average

A student's Missouri State grade point average is based only on courses completed at Missouri State. A combined grade point average, based on work completed at Missouri State and in transfer, is also maintained. This combined grade point average is used in determining a student's academic standing and eligibility for graduation.

Grade point average is calculated by dividing the total grade points earned by the total credit hours attempted. The semester grade point average is calculated by dividing the credit points earned for the semester by the credit hours attempted for the semester. See "Grading and the Credit Point System" and "Repeat Policy" sections for more details on grade point average calculation. The grade point average of graduate and postbaccalaureate students is based only on graduate level courses (those numbered 600 and above). If a graduate student enrolls in undergraduate courses, grades earned in those courses will be included in the calculation of the undergraduate grade point average.

Grading

Prior to the end of the Change of Schedule Period: Dropped courses will not appear on the transcript.

After the Change of Schedule Period: Students may withdraw from courses through the "W" grade deadline for that course will receive a grade of "W". This is week 2 through 9 for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

After the "W" Grade Deadline: Courses dropped up through the Last Day to Drop or Withdrawal deadline for that course will have either a "W" or "F" grade assigned by the instructor at the end of the semester. A "W" indicates that the student was doing passing work at the time of the drop. An "F" indicates a failing grade for the course, and is calculated into the grade point average. This period is from the 10th week through the next to last week of the semester for full semester courses during fall and spring semesters; other course lengths are treated proportionally.

No drops or withdrawals are allowed after the Last Day to Drop or Withdrawal deadline for the course.

Related Information: Students should use the drop procedure judiciously as dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, athletic participation eligibility and immigration status for F-1 or J-1 students. Students dropping a class because of a concern regarding their grade in a course are encouraged to consult with the instructor prior to dropping a course. Students who are

concerned about the impact of dropping a course on their progress toward graduation are encouraged to consult with their academic advisor prior to dropping.

*Authorized Registration Centers

These offices may process registrations and schedule changes year round.

- Honors College Students **must** process schedule changes in the Honors College, University Hall room 115.
- University Athletes **must** process registrations/schedule changes in the Athletic Achievement Center, Forsythe Athletic Center room 239.
- Declared Business Majors may process registrations/schedule changes in the College of Business Administration Advisement Center, Glass Hall room 106.
- All other students may process registrations/schedule changes in the Office of the Registrar, Carrington Hall room 320.

Grade Reports

Final grade reports are produced each semester and are available online.

Appeals and Grievances

Attendance Policy

Because class attendance and course grade are demonstrably and positively related, the University expects students to attend *all* class sessions of courses in which they are enrolled. Each instructor has the *responsibility* to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the *first day of class*, each instructor will make available to each student a written statement of the specific attendance policy for that class.

The University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; or (3) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors. Any student who believes that his or her final grade for a course has been reduced unfairly because of attendance factors has the right to appeal that grade under the process outlined below.

Appeal Process For Attendance-Related Grade Reductions:

The process of grade appeal based upon attendance factors is intended to render a timely and peer-based judgment and is outlined as follows:

1. The student should first attempt to resolve the grade conflict with the instructor on an informal basis. If satisfactory resolution is not reached, formal appeal should be initiated as outlined in (2) below.
2. The student initiates the formal appeal process as follows:
 - A. The student writes a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of his or her grade. The letter should include the following information: student's name and social security number; the course code, number, and section; the year and semester the course was taken; the instructor's name; and a clear statement of the grade change request and reasons which justify the request. This formal letter must be initiated no later than the end of the first semester after the grade in question is received (excluding summer semester).
 - B. The instructor (or the appropriate department head if the instructor is no longer on campus) must respond to the formal appeal within ten (10) school days of the receipt of the formal letter:
 - A. If it is determined that the student's request is justified, the instructor (or department head, as appropriate) will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College
 - B. If it is determined by the instructor (or department head, as appropriate) that the student's request is *not* justified, the instructor (or department head) will write a formal response to the student justifying his or her decision.
 - C. Should the student desire to continue the appeal process, he or she may request a formal hearing before the Attendance Appeal Board (AAB) as follows:
 - A. The student will submit to the Office of the Vice President for Student Affairs a completed AAB Request for Hearing Form (including a release of information on grades awarded on examinations and assignments, and attendance data, for the specific course in question); the student's formal letter to the instructor (or department head, as appropriate); and the instructor's (or department head's) response.
 - B. Upon receipt of the specified documentation, the AAB will determine if the grade reduction is attendance related and potentially unreasonable and/or at variance with the instructor's stated attendance policy. If it is so determined, the AAB will convene a hearing *at the earliest possible date* based upon the schedules of the involved parties. The hearing will be conducted in an attempt to determine the facts associated with the appeal and the intent is that a recommendation will be rendered by the end of the semester in which the appeal was filed.
 - C. The AAB is advisory only. The Board will forward all documentation and its recommendation to the Provost. Based upon those data, the Provost will make a ruling to the extent that: (1) the grade should be changed including the new grade to be awarded; or (2) the grade should not be changed.

The Attendance Appeal Board will consist of five members as follows: The Board Chair will be the Vice President for Student Affairs or his/her designee. The Vice President for Student Affairs will also select one faculty member from among those serving on the Faculty Student Judicial Commission and three students from among those serving as Justices on the Campus Judicial Board.

Students are not automatically dropped for non-attendance. Failure to properly drop or withdraw will result in F grade(s) and a continued financial obligation.

Class Disruption

The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing of good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the academic regulations under "Grade Re-evaluation Based on Performance."

Grade Appeals

A student may request that an assigned grade be changed in accordance with the following procedures. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

1. write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. provide the following information in the letter: name and student identification number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College. A faculty member may not change an F grade to an W grade in those cases in which the student did not follow the proper procedures for dropping the course.

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

1. present the appeal first to the faculty member's department head;
2. then to the college dean;
3. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
4. then to the Provost, who may refer the appeal to his/her designee for a hearing and recommendation;
5. finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy.

Requests for Grade Changes Made After an Extended Period

Appeals for changes in a student's academic record that are not made within one calendar year of receipt of grades must be submitted to the Office of the Provost. Those appeals with documented exceptional circumstances will be considered on a case-by-case basis by the Scholastic Standards and Revision of Records Committee, and the committee will make its recommendation to the Provost.

Grade Re-evaluation Based On Exceptions to University Policy

In those cases in which the grade received by the student is the result of the University policy (e.g., an F resulting from failure to remove an Incomplete grade in the time allowed or failure to officially drop a course) rather than a faculty member's evaluation of performance in a course, the student's written appeal must be directed to the Office of the Provost within one calendar year of receipt of grade(s). Such appeals will be considered by the Scholastic Standards and Revision of Records Committee, and the Committee will make its recommendation to the Provost.

This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the Academic Integrity Policies and Procedures document.

Failure to Satisfy Academic Standards of University, College or Department

The University's colleges and departments have authority to set standards for admission of students to their programs or may deny enrollment for failure to satisfy academic standards or course/program prerequisites, even though no violation of disciplinary standards is involved. Except to the extent that cheating or plagiarism is involved, such standards are beyond the primary scope of this document. The University *Undergraduate Catalog* and/or *Graduate Catalog* and relevant advisement centers or deans' offices should be consulted for academic standards and for the process of requesting a waiver(s) or appeal(s) of a decision(s) involving those standards.

Financial Aid or Scholarships

For disputes related to the awarding or renewal of financial aid or scholarships, the student should consult the Financial Aid Office or the particular college or department under which the award is granted to ascertain the appropriate channel of inquiry. Also the student should obtain a copy of the scholarship eligibility criteria. Such disputes can be referred for appellate review only upon the recommendation of the Vice President for Student Affairs or the Provost or their designee. Where the grounds for denial of a scholarship or financial aid involves academic dishonesty, the matter should follow the procedure described for "Academic Dishonesty by Student Enrolled in a Course."

A student may request that an assigned grade be changed in accordance with the following procedures. **The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned.** This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to Academic Integrity Policies and Procedures and to the Student Academic Integrity Policies and Procedures document.

Student evaluations and assignments of final course grades are the responsibility of the faculty. The faculty member is accountable for any and all grades assigned to students; therefore, each faculty member shall maintain records to support student evaluations and grades.

Students who have reasons which can be substantiated to request grade changes must:

1. write a formal letter to the instructor (or to the appropriate department head if the instructor is no longer on campus) requesting a re-evaluation of their performance in the course; and
2. provide the following information in the letter: name and student identification number; course number, title, and section; semester and year taken; name of instructor; and a clear statement of the grade change request and reasons which justify the request.

Faculty members, upon receipt of a student's request for a grade change, will review their records. If it is determined that a student's request is justified, the faculty member will prepare a Grade Change Authorization and submit it to the department head, who will forward it to the Office of the Registrar. If the grade change is in a course taken for graduate credit, the department head must also notify the Graduate College. **A faculty member may not change an F grade to an N grade in those cases in which the student did not follow the proper procedures for dropping the course.**

The student can appeal a negative decision of a faculty member. The steps in the appeal process are as follows:

1. present the appeal first to the faculty member's department head;
2. then to the college dean;
3. next to the Dean of the Graduate College, if the appeal is in a course taken for graduate credit;
4. then to the Provost, who may refer the appeal to his/her designee for a hearing and recommendation;
5. finally, to the President of the University.

At any step of the appeals process, any of the above individuals can authorize a grade change, and must notify the involved individuals of their action (i.e., the department head must notify the student and the faculty member of his/her decision; the college dean must notify the department head, faculty member, and student of his/her decision; the Graduate Dean, in the case of a graduate course, must notify the college dean, department head, faculty member, and student; the Provost or designee is responsible for notifying the college dean, department head, faculty member, and student of his/her decision. If the request for grade change is appealed to the final step, the President will take action deemed appropriate and so inform the Provost, college dean, department head, faculty member, and student. It is solely the student's responsibility to appeal in the order specified at each step of the process, and the student may halt the appeal at any step.

To appeal an attendance-related grade reduction, the appeal process that is part of the Attendance Policy must be followed. That appeal process can be found in the section describing the Attendance Policy.



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Graduate College
2012-13 Graduate Catalog

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Graduate College

Carrington Hall, Room 306
901 S National
Springfield MO 65897
Phone (417) 836-5335 or toll free 1-866-767-4723
Fax (417) 836-6888
<http://graduate.missouristate.edu>
GraduateCollege@missouristate.edu

To be named

Dean of the Graduate College
Carrington Hall, Room 306

Thomas E. Tomasi
Associate Dean
Carrington Hall, Room 306
TomTomasi@missouristate.edu

Mission

The Graduate College mission is to be an advocate for graduate education and provide quality service to graduate programs, faculty, and students with the goal of developing individuals who have advanced abilities to address issues of significance for the quality of life.

Role and Scope

The Graduate College acts to assure that postbaccalaureate education at Missouri State University has a high level of academic quality so that students are motivated and educated to be independent leaders in their professions and communities. To this end, the Graduate College fosters an instructional environment that enables excellence in teaching, research and creative activities, and encourages involvement with the community at large. These activities are central to a robust graduate education climate.

The Graduate College coordinates a diverse group of graduate programs that have in common the challenge to aid student progress toward a maturity of thought and discipline-related capabilities. The College functions to support both existing programs and the development of new programs in those disciplines congruent with the University themes and where the University has the vision and capacity to serve the needs of the public.

In fulfilling its mission, the Graduate College works in partnership with the six Missouri State University colleges. Within each college there are academic departments that offer graduate programs and have graduate faculty. The graduate faculty are committed to research, teaching, and service at the graduate level; they affirm the values of teaching and mentoring graduate students in the practice of their disciplines. A major aim of graduate education is to develop the resourcefulness and responsibility of individuals by enhancing their ability to handle effectively the materials and affairs of life, and to judge critically the value and limitation of information.

The Graduate College assists students in making the best use of the University's resources, in utilizing resources to engage in research and applying knowledge to the solution of problems, and in developing an environment in which critical thinking and problem-solving behaviors are nurtured.

Graduate Council

The Graduate Council is the faculty governance structure that recommends policies governing graduate study to the Dean of the Graduate College. Each department offering a graduate degree program has one faculty representative on the Graduate Council. Each interdisciplinary program also has a representative on the Council. The Graduate Council acts on curriculum matters, new programs, general policies, and appointments to the Graduate Faculty. The Graduate Council is proactive in representing the needs of graduate education and proposing strategies to allow the Graduate College to fulfill its mission.

Graduate Faculty

Appointment to the Graduate Faculty is required for persons to teach courses open only to graduate students and to guide graduate students as advisors or as members of graduate advisory committees. Faculty members holding an earned terminal degree, with recognized competence in an area of specialization appropriate to graduate study, and meet the approved departmental criteria, may be approved as members of the Graduate Faculty. Normally, the Graduate Faculty is composed of individuals with the academic rank of Assistant Professor or higher in departments that offer graduate degree programs or supporting graduate courses. A limited number of faculty members without earned terminal degrees, but who are widely recognized as leaders in their academic disciplines, may become members of the Graduate Faculty. Faculty who are not full time employees of Missouri State University can become members of the Graduate Faculty through the same process, after being appointed as an Adjunct Faculty member through the Office of Human Resources.

Recommendation forms to initiate the process for Appointment to Graduate Faculty can be found at <http://graduate.missouristate.edu> (under Faculty Resources).

Graduate Student Council

The purposes of the Graduate Student Council are to enhance communication among graduate students, to be a liaison between students and the Graduate Council, and to promote the general interests of graduate students.

Meetings are open to all currently enrolled graduate students in good standing at Missouri State University. The president of the Graduate Student Council (or designee) is a representative on the Graduate Council and is responsible for conveying the ideas, requests, questions and proposed policies from/to the Graduate Student Council. The Graduate Student Council provides a representative to the Faculty Senate, two representatives to the Senate of the Student Government Association, and makes appointments to several other committees. In addition, they sponsor several awards for graduate assistants and graduate mentors.

Graduate Interdisciplinary Forum. Annually, in the spring semester, the Graduate Student Council in conjunction with the Graduate College, co-hosts the Graduate Interdisciplinary Forum (IDF). This public affairs event allows graduate students to give oral and poster presentations of their research and creative projects. This forum is a tremendous educational experience for graduate students; participation is voluntary. Approximately 100-140 students present each year. For complete information on the IDF, see graduate.missouristate.edu (under Interdisciplinary Forum).

Additional information about the Graduate Student Council and the IDF may be obtained online at graduate.missouristate.edu (under Current Student Resources).

Graduate Degree Programs

Master of Accountancy

Master of Arts

Communication
 English (Tracks: Creative Writing; Literature; TESOL)
 History (Tracks: American Studies; Global Area Studies; U.S. & World)
 Religious Studies
 Theatre
 Writing (Tracks: Rhetoric and Composition; Technical and Professional Writing)

Master of Arts in Teaching

Master of Business Administration

Master of Global Studies

(Areas: International Economics and Business; International Relations/ Comparative Politics; National Security; Public Administration)

Master of Health Administration

Master of Music

(Concentrations: Conducting; Music Education; Music Theory and Composition; Pedagogy; Performance)

Master of Natural and Applied Sciences

Master of Public Administration

(Areas: Local Government; Public Policy; Public Safety)

Master of Public Health

Master of Science

Administrative Studies (Options: Applied Communication; Criminal Justice; Environmental Management; Homeland Security; Project Management; Sports Management; Individualized)
 Applied Anthropology
 Athletic Training
 Biology
 Cell and Molecular Biology
 Chemistry
 Communication Sciences and Disorders (Options: Education of the Deaf and Hard of Hearing; Speech Pathology)
 Computer Information Systems
 Counseling (Options: Mental Health Counseling; Elementary School Counseling; Secondary School Counseling)
 Criminology
 Defense and Strategic Studies (Options: General and WMD)
 Early Childhood and Family Development
 Geospatial Sciences in Geography and Geology (Options: Physical Geography; Environmental Geology)
 Health Promotion and Wellness Management
 Materials Science
 Mathematics
 Nurse Anesthesia
 Physician Assistant Studies
 Plant Science
 Project Management
 Psychology (Tracks: Industrial/Organizational; Clinical; Experimental)
 Student Affairs in Higher Education

Master of Science in Education

Educational Administration (Options: Elementary Principal; Secondary Principal)
 Elementary Education
 Educational Technology
 Literacy
 Secondary Education (16 subject emphasis options)
 Special Education (Emphasis areas: Autism Spectrum Disorder; Orientation & Mobility; Special Education Alternative Certification; Visual Impairment)

Master of Science in Nursing

(Options: Family Nurse Practitioner, Nurse Educator)

Master of Social Work

Specialist in Education

Counseling and Assessment

Educational Administration (Options: Elementary Principal, Secondary Principal, Superintendent)

Doctorate in Audiology**Doctorate in Nursing Practice****Doctorate in Physical Therapy****Doctorate in Educational Leadership**

(Cooperative Doctorate with University of Missouri -Columbia)

Graduate Certificate Programs

The postbaccalaureate for-credit certificate programs are designed for those who want to complete a recognized concentration of study in an area. Missouri State University currently offers twenty-one graduate certificate programs.

- Autism and Spectrum Disorders (18 hrs)
- Conflict and Dispute Resolution (16 hrs)
- Defense and Strategic Studies (9 hrs)
- Dietetics Internship (18 hrs)
- Forensic Accounting (12 hours)
- Forensic Child Psychology (12 hours)
- Geospatial Information Sciences (12 hrs)
- History for Teachers (15 hrs)
- Homeland Security and Defense (12 hrs)
- Instructional Technology Specialist (15 hrs)
- Orientation and Mobility (18 hrs)
- Ozarks Studies (15 hrs)
- Post-Masters Family Nurse Practitioner (27 hrs)
- Post-Masters Nurse Educator (12 hrs)
- Project Management (12 hrs)
- Public Management (18 hrs)
- Religious Studies for the Professions (12 hrs)
- Screenwriting for Television and Film (12 hrs)
- Sports Management (18 hrs)
- Tax Accounting (12 hrs)
- Teaching English to Speakers of Other Languages - TESOL (15 hrs)

Each graduate certificate program is a focused combination of courses designed to significantly increase competency in the stated discipline area. Students completing these certificate programs will have that completion status reflected on their official Missouri State University transcript. Although certificates may be earned independent of a graduate degree program, the course work in some certificates can be utilized in conjunction with obtaining a masters degree, simultaneously or later. As noted in the titles, two of the currently offered certificate programs require a previously earned masters degree. Specific details on each program are shown under the home academic department (see catalog index for specific page). For details on certificate application and completion procedures, see section on Special Academic Opportunities.

Graduate Procedures and Policy**Admission to Graduate Study**

Contact for graduate admission information:

Graduate Admissions
 Missouri State University
 Carrington Hall, Room 308
 901 S. National Avenue
 Springfield, MO 65897
 Telephone: (417) 836-5331
 Fax: (417) 836-6200
 Email: GraduateAdmissions@MissouriState.edu

Masters and Specialist Admission Requirements

The minimum standards for admission to graduate study are documented in this section. Additional requirements and higher standards may be stipulated for specific graduate programs, and applicants should check for such requirements in the departmental section of this catalog. Meeting the minimum admission criteria does not guarantee admission.

The minimum requirements for graduate admission are:

1. a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University; *AND* an overall grade point average of at least 2.75 on a 4.00 scale overall; *OR* at least a 2.75 grade point average on a 4.00 scale for the last 60 hours of academic course work; *OR* at least a 2.75 grade point average on a minimum of 9 hours of graduate credits; *OR* have a combined verbal and quantitative score of 875 or higher on either the Graduate Record Examination (GRE) General Test* or 290 or higher on the GRE Revised General test; *OR*
2. a bachelor's degree from a college or university not accredited by an agency recognized by Missouri State University, a grade point average of at least 2.75 on a 4.00 scale overall, *OR* at least a 2.75 GPA on a 4.00 scale for the last 60 hours of academic course work; *AND* a combined verbal and quantitative score of 875 or higher on either the Graduate Record Examination (GRE) General Test* or 290 or higher on the GRE Revised General test*; *OR*
3. a bachelor's degree from a college or university recognized by Missouri State University; *AND* an exception request from the program director to consider the application.

*Percentile rank scores on the GMAT, MAT, LSAT, or MCAT that are comparable to the stated GRE level will satisfy the minimum criterion.

Doctoral Admission Requirements

The standards for admission to a doctoral program are more stringent than for a master's program, in accordance with the higher demands of the degree. The admission standards for a particular program may be even higher than the following university-wide standards, and a program may have additional requirements. Therefore, applicants must review the section in this catalog that pertains to their particular doctoral program of interest, and contact the department for admissions criteria. As a minimum, applicants for a doctoral program must meet the following. Meeting the minimum admission criteria does not guarantee admission.

1. Submission of scores from the GRE or comparable standardized exam for their discipline.
2. A minimum GPA of 3.00 in their most recent degree, either cumulative or for the last 60 credits of that degree, or have demonstrated success in previous graduate work.
3. Strong writing skills to ensure success in the program, as evidenced by submission of a "Statement of Interest/Goals", a prior research/term paper, or other writing example specified by the department.
4. Three (3) letters of recommendation (at least two from academic/professional references).

Test Requirements

The Graduate Record Examination (GRE), Graduate Management Admissions Test (GMAT), and Test of English as a Foreign Language (TOEFL) are primarily administered as computer-based tests. GRE and GMAT scores are acceptable for 5 years. Scores more than 5 years old are accepted only with the recommendation of the program director. The Educational Testing Service (ETS) will not send out TOEFL scores older than 24 months. MSU Graduate College will not accept unofficial scores.

Arrangements for taking the GRE test in Springfield can be made by contacting Sylvan Learning Center at (417) 882-0740 or (800) 300-0740. In addition, arrangements may be made to take the GMAT by contacting Pearson Professional Centers at (417) 881-3069.

Other information can be obtained in the following ways:

GRE

Website: <http://www.gre.org>
 Telephone: 609-771-7670 or 1-866-473-4373
 Mailing Address: Educational Testing Service
 PO Box 6000
 Princeton, NJ 08541-6000

GMAT

Website: <http://www.gmac.com/gmac/thegmat>
 Telephone: 703-668-9600 or 1-866-505-6559
 Mailing Address: Graduate Management Admission Council
 11921 Freedom Drive, Suite 300
 Reston, VA 20190

TOEFL

Website: <http://www.toefl.org>
 Telephone: 609-771-7100 or 1-877-863-3546
 Mailing Address: Educational Testing Service
 PO Box 6000
 Princeton, NJ 08541-6000

The Miller Analogy Test (MAT) is offered on a monthly basis by the MSU Counseling and Testing Center (417) 836-5116. Arrangements for taking the MAT can also be made by contacting:

Pearson
 MAT Customer Relations
 19500 Bulverde Road
 San Antonio, TX 78259
 Telephone: 210-339-8710 or 1-800-622-3231
 Website: <http://www.milleranalogies.com>

Application Deadlines and Fees

Some graduate programs have specific deadlines that must be met in order to be considered for admission; applications received after those deadlines might not be considered. Check program listings in the Graduate Catalog and with your program to see if your program of interest has a specific deadline.

Missouri State does adhere to semester deadlines to avoid late fees. It is important to note that, in most cases, you should submit your application well before these deadlines, especially if you are considering a graduate assistantship. The "late fee" deadlines are as follows:

Fall Semester	July 20
Spring Semester	December 20
Summer Semester	May 20

A \$35 non-refundable application fee is required of all first-time applicants applying for admission to the Graduate College. Students applying for readmission (who have completed classes at Missouri State University as a graduate student) are not required to submit a fee. A \$25 late fee is charged in addition to the application fee to individuals applying for admission after the stipulated "late fee" deadlines.

Admission Procedures

Graduate students are highly encouraged to apply at least 6 to 8 weeks before the start of the semester.

The application materials required by the Graduate College include (but is not limited to) the Application for Graduate Admission, the application fee, and official transcripts showing course work for the bachelor's degree and any graduate-level work. Academic programs may require additional materials be submitted by the student directly to the program. Please see the Graduate College and program admission requirements in the Graduate Catalog for further information.

Admissions Checklist

Students desiring admission into a graduate degree program must take the following steps:

1. Access the Missouri State University Graduate Catalog

- Review the admission requirements for the Graduate College and the program to which you are applying to in the Graduate Catalog.
- If the program you are applying to requires standardized test scores (e.g. GRE®, GMAT®, or MAT®), register to take the standardized test required by the program through the appropriate testing agency. More information on standardized test scores can be found in the Graduate Catalog section Test Requirements.
- After you have taken the standardized test, have an official copy of your test scores sent directly to the Graduate College by the appropriate testing agency.

2. Standardized Test Scores

*School Code for GRE is 6665.

3. Complete the Application for Graduate Admission

- Online at <http://graduate.missouristate.edu>. We highly encourage you to apply for admission online. By applying online, you will help speed up the processing of your application.
- Paper application available on the Graduate College website.
- In person in the Graduate Admissions office located in Carrington Hall, Room 308.

NOTE: Some programs require applicants to go through another application process first before completing the Application for Graduate Admission with the Graduate College. Please review the Graduate Catalog to find out if the program you are applying to does this before completing the Application for Graduate Admission.

4. Application Fee

- If you are a first-time degree-seeking graduate student, pay the \$35 non-refundable graduate application fee. If submitting an application after the application deadline, you must also pay a \$25 late fee.
- Students applying online will be prompted to pay the fee by credit card or electronic check.
- Students applying by paper application must send a check or money order made out to Missouri State University along with their paper application. Students must write their full name and birthdate on the check or money order.
- You are not required to pay the application fee if you have completed classes at Missouri State University as a graduate student.

NOTE: Your application will not be processed if the graduate application fee has not been paid.

5. Transcripts

- Submit to the Graduate College one (1) official transcript showing course work for the bachelor's degree and any graduate-level work. At minimum, the bachelor's transcript must show the last 60 hours of course work or the necessary additional undergraduate transcripts are required. Missouri State University transcripts do not need to be requested.

NOTE: Transcripts are not considered official unless they are received directly from the institution where the coursework was completed. A transcript that is hand-delivered by a student is considered unofficial even if it does have a seal from the institution or received in an unopened envelope. In addition, students sending transcripts while coursework for a bachelor's degree is in progress will need to send another official copy showing that they have been awarded a bachelor's degree.

6. Additional Materials

- Check with the program to which you are applying to see if you must submit additional materials such as letters of recommendation, resume, or departmental/program application are required for admission to the program. These materials should be sent directly to the program.

NOTE: The Graduate Catalog lists the contact information for each program and what additional application materials the program needs from you.

7. Send Graduate Application Materials

- Please send your Graduate College application materials (e.g. Application for Graduate Admission, application fee, official transcripts, and official standardized test scores) to:

Missouri State University
Graduate College
901 S. National Ave.
Springfield, MO 65897

Phone: (417) 836-5331
Toll-free: (868) 797-4723
Fax: (417) 836-6200
Email: GraduateAdmissions@MissouriState.edu

Remember to send additional application materials required by the program directly to the program you are applying to.

8. Graduate Application Complete

- As soon as all your graduate application materials have been received, the Graduate Admissions office will evaluate your application materials to determine if you meet the Graduate College's admission requirements as outlined in the Graduate Catalog.

9. Graduate Application Sent to Program/Department

- If you meet the Graduate College's admission requirements, your graduate application materials (Application for Graduate Admission, official transcripts, and standardized test scores if required) will be sent to the program/department you applied to for an admission decision.
- If you **do not** meet the Graduate College's admission requirements, you will be notified by mail and/or email by the Graduate College.
- Once your graduate application materials have been sent to the program/department, contact the program/department to find out where they are at on making an admission decision on your application.

10. Admission Decision

- The program/department will submit an admission decision on your graduate admission application to the Graduate Admissions office after reviewing your graduate application materials and any additional materials required by the program/department.
- The Graduate Admissions office will process the admission decision on your application and you will be notified by mail and/or email of the admission decision.

Accelerated Masters Admission

Undergraduate students who apply for an accelerated master's degree must submit their application for the semester after receiving a bachelor's degree.

Bachelor's Degree Graduation Semester	Accelerated Master's Degree Application Semester
Spring 2013	Summer 2013 or Fall 2013
Summer 2013	Fall 2013
Fall 2013	Spring 2014
Spring 2014	Summer 2014 or Fall 2012

For example, a student who is scheduled to graduate with his/her bachelor's degree in Fall 2013 should list Spring 2014 on his/her accelerated master's degree application. He/she will be able to receive mixed credit (credit that counts toward a bachelor's degree and a master's degree) during his/her undergraduate semesters by completing a Mixed Credit form, but will not be considered a full-time graduate student until the Spring 2014 semester.

If admitted to an accelerated master's degree program and your bachelor's degree graduation semester should change, please notify the Graduate College as soon as possible so that your information may be updated.

Readmission Requirements

The procedure for readmission of a graduate student who has not maintained continuous enrollment (summer excluded) is based on the period of absence:

Applied and/or accepted, but never attended or completed a class as a degree-seeking graduate student.

- If the time period has been less than one (1) year, students may send an email to Graduate Admissions (GraduateAdmissions@MissouriState.edu) requesting his/her graduate application and/or admission semester be changed.
 - Program exceptions are: Communication Sciences and Disorders, Counseling, Nurse Anesthesia, Nursing, Physical Therapy, Physician Assistant Studies, Psychology, and Social Work. Contact the appropriate program director for more information
- If the time period has been more than one (1) year, students will need to submit a new graduate application.

Previously attended and completed a graduate class as a degree-seeking graduate student.

- Complete the readmit graduate application. No additional application fee will be required.

Former Missouri State University graduate degree recipients.

- Students returning to take additional graduate classes and are not seeking an additional degree may be readmitted under the non-degree seeking, post-baccalaureate student classification. Contact Missouri State Outreach at (417) 836-4126 or by email at Outreach@MissouriState.edu for information regarding this process.
- Students who wish to pursue an additional graduate degree will need to complete the readmit graduate application and provide any additional materials which are needed by the department/program. No additional application fee will be required.

NOTE: Any graduate student who wishes to pursue a second undergraduate degree at Missouri State University should contact the Office of Admissions (Undergraduate) at (417) 836-5517 or Admissions@MissouriState.edu.

International Student Admission

International students should apply online at: <http://international.missouristate.edu/services/>

For more information, please contact:

International Services
 Missouri State University
 301 S. Jefferson, Suite 101
 Morris Center for Continuing Education
 Springfield, MO 65806 U.S.A.
 Telephone: (417) 836-6618
 Fax: (417) 836-7656
 E-mail: internationalservices@missouristate.edu
 World Wide Web: <http://international.missouristate.edu>

Deadlines for applications and all required materials are May 1 for the fall semester courses (beginning in August) and September 1 for the spring semester courses (beginning in January). Students who provide required materials after these dates will be considered for the next semester upon request. Also, please check specific program deadlines.

Missouri State University is authorized under Federal law to enroll non-immigrant alien students. United States Citizenship and Immigration Service *Certificate of Eligibility* (Form I-20 for non-Immigrant Student Status) will be provided upon completion of all admission requirements and receipt of required financial statements.

International students making application to graduate study at Missouri State University are required to submit the following:

1. International Student Application: available online.
2. International Student Application Fee
3. All Graduate College and degree-program admission requirements including grade point average and appropriate test scores.
4. Verification of financial support in an amount determined by the University as stated in the application materials.
5. Complete official academic records including proof of degree attained. The applicant must have completed all requirements that are equivalent to a U.S. baccalaureate degree in an accredited, licensed, or recognized college or university and have appropriate undergraduate training to pursue the graduate degree of the applicant's choice. If your transcripts have previously been evaluated by World Education System (WES), Educational Credential Evaluators, Inc. (ECE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO), you may choose to include that credential evaluation in your application for consideration and in order to expedite processing of your application.

- Standardized examination scores. Applicants to certain programs must submit GRE or GMAT scores. Please check the specific program admission requirements.
- Applicants whose primary language is other than English are required to submit appropriate proof of English proficiency (see table below). Students may be exempt at the discretion of the International Services Offices if they have successfully completed one or more years of university level study in the United States.

TOEFL	550 (paper)	213 (computer)
iBT TOEFL	79	
IELTS	6.0	
Missouri State ELI	Level 5	

For applicants who do not meet the TOEFL or IELTS requirement, Missouri State University offers a full-time intensive **English Language Institute** on campus. An online application is at <http://ccpe.missouristate.edu/eli>. For more information contact:

Mail: English Language Institute
Missouri State University
301 South Jefferson Avenue
Springfield, MO 65806 U.S.A.
Telephone: (417) 836-6540
Fax: (417) 836-4784
E-mail: JaneRobison@missouristate.edu

Note: International Students must be enrolled in at least 9 hours to meet SEVIS requirements as a full-time student. Only 3 hours of online course work can be included in meeting this 9 hour minimum for full-time classification.

Graduate Classifications

Degree-Seeking

Students who wish to enroll in graduate-level courses to pursue a specific graduate degree at Missouri State University. Students seeking admission under this classification can contact the Graduate College at (417) 836-5331 or [apply online](#).

Non-Degree Seeking (Unclassified)

Students who meet the general Graduate College requirements but are undecided on a specific degree or who wish to take courses for graduate credit are eligible for admission as a non-degree seeking student.

Under this classification, students may register for courses for which they meet the prerequisite. They are not candidates for a degree and this classification does not offer assurance of future admission to a degree program. Generally, students in this classification are not eligible for financial aid. Graduate courses (600-level and above) taken as a non-degree seeking student or a post-baccalaureate student will be counted in the student's graduate GPA. **No more than 9 graduate hours may be taken under this classification.** Any C+ grade or below may jeopardize a student's ability to enter into a degree program. Students seeking admission under this classification can contact the Graduate College at (417) 836-5331 or [apply online](#).

NOTE: A student may request a change from non-degree seeking to a degree-seeking basis, or a change from one academic program to a different academic area of study. In these cases, acceptance into the program requested is based on the review and recommendation of the department. [Applications for change of academic area](#) are in the Graduate College, Carrington Hall, Room 308, or available online.

Postbaccalaureate

Students admitted into the post-baccalaureate classification have not been admitted to the Graduate College; they have only been given permission to enroll for graduate-level courses to earn graduate credit. A post-baccalaureate student is not required to furnish the application fee or transcripts and there is no minimum grade point average for admission. Enrollment as a post-baccalaureate student does not guarantee future admission into a specific degree program.

Post-baccalaureate students may take either undergraduate or graduate courses. **The only limitation is that no more than 9 hours of graduate credit may be accumulated under this classification and applied to a degree program.** Graduate courses (600-level and above) taken as a post-baccalaureate student will be counted in the student's overall graduate GPA. Any C+ grade or below may jeopardize the ability to enter into a degree program.

Students under this classification have completed a bachelor's degree and are graduate students. They are therefore governed by all Graduate College policies. Post-baccalaureate students must make satisfactory progress in graduate courses and any student receiving more than 9 hours of "C+" grade or below will not be allowed to enroll in further classes.

Generally, students in the post-baccalaureate classification are not eligible for financial aid. Students who first register in the post-baccalaureate classification and later initiate the process to change to a degree program will be required to submit the Graduate Admission Application along with the application fee and necessary transcripts. The application will be reviewed by the Graduate College and the director of the degree program to which the student applied and the student will be notified of the decision.

Individuals interested in admission as a post-baccalaureate student should contact [Missouri State Outreach: Continuing and Distance Education](#) at (417) 836-4126 or toll free (877) 678-2005.

Post Masters

Students who have received a master's or higher graduate degree and wish to continue taking course work for graduate credit without pursuing another graduate degree. In this category, students should apply through the Extended Campus office or the Graduate College.

General Degree Requirements

In the first week of the semester of intended graduation, students must complete an application for graduation and submit it to the Graduate College. Graduation applications are available in the Graduate College or on the web at graduate.missouristate.edu (under "Forms").

Masters and Specialist Degree Requirements

To complete a master's or specialist degree, a candidate must:

- Complete the minimum number of credit hours required for the graduate program (minimum hours for different programs range from 30 to 83). Keep in mind that courses taken for undergraduate credit may not be used on the Program of Study for a master's or specialist degree;

2. Complete at least one-half of the minimum semester hours in courses with no undergraduate parallel course;
3. Attain a grade point average of at least 3.0 on all graduate work utilized in the degree program that includes Missouri State University and transfer courses;
4. Satisfy a research requirement;
5. Pass a comprehensive examination (applies to all programs except the MBA, MAcc, MS in CIS, MS in PAS and MS in Project Management);
6. Meet all additional program-specific degree requirements; and
7. Complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces).

Entities Affected by this Policy

All degree seeking or non-degree seeking graduate students.

Line of Authority

Responsible Administrator and Office: Office of the Provost

Contact Person in that Office: Associate Dean of Graduate College

Doctoral Degree Requirements

The completion of a doctoral program indicates the attainment of the highest possible training and intellectual development in one's discipline. As such, the rigor of a doctoral degree program is necessarily higher than that of a Masters degree program, and is set above the level that an average student would generally be able to attain. Because the requirements for completion of a doctoral degree are discipline-specific, and often linked to national accreditation standards, some programs may have higher/additional requirements. Nonetheless, minimal university-wide standards include:

1. Complete the stated courses and minimum number of required credit hours for the program. Keep in mind that courses taken for undergraduate credit may not be used on the Program of Study for a doctoral degree.
2. Complete a doctoral research project, to be directed by a faculty member from their discipline with Graduate Faculty in Research status.
3. In addition, each project will be supervised by a Doctoral Research Committee. Each will consist of at least two (2) additional faculty members with Graduate Faculty status (research, clinical/practitioner, or performance). For doctoral students who are completing a doctoral thesis, their committee will also have a fourth member from outside the department who has Graduate Faculty status in Research.
4. Present the research results (thesis or project) at a forum approved by the department.
5. Obtain a minimum cumulative GPA of 3.00 in all course work associated with the degree.
6. Complete a comprehensive exam, as specified by the department.
7. Complete all degree requirements within an eight-year period (excluding time spent in the United States Armed Forces).
8. Meet all program-specific degree requirements (including research, practicum, comprehensive examination, etc).

Entities Affected by this Policy

All degree seeking or non-degree seeking graduate students.

Line of Authority

Responsible Administrator and Office: Office of the Provost

Contact Person in that Office: Associate Dean of Graduate College

Advisement

Graduate students are assigned an advisor at the time of admission. The advisor's name and phone number are listed on the Admission Recommendation which notifies a student of acceptance into a program. In some cases, the graduate advisor will be changed once a student is fully matriculated into the program. This occurs most often when a research topic is chosen and it is appropriate for a different faculty member to direct that project. The role of the graduate advisor is to:

1. Assist the student in the selection of course work for his/her graduate program;
2. Evaluate transfer credits as acceptable for meeting requirements;
3. Recommend acceptance or rejection of all graduate course work toward the program of study as listed on the student's Advisor-Approved Program of Study; and
4. Advise and assist the student -in completion of all Missouri State University and departmental requirements for degree.

It is extremely important that students have early contact with their advisor and gain advisor approval before registering for classes. The advisor is a key person in helping individuals plan their graduate program, ensuring that classes fit the program, planning an appropriate class sequence, and providing other input that ensures a student is successful in their graduate program. All degree-seeking students must have the advisor complete an electronic release prior to registering via their web, in person, or by fax or mail registration.

Advisor-Approved Program of Study

The student's Advisor-Approved Program of Study is a form listing all courses that will be used to fulfill degree requirements. A student may submit an Advisor-Approved Program of Study at any time after having been admitted to graduate study in a degree program; however, it should be submitted to the Graduate College **before** 14 hours have been completed. Students who fail to do so may be blocked from registering for courses.

1. Program of Study forms are available online at graduate.missouristate.edu (under *Current Students, Forms*).
2. It is essential that students meet with their advisor before completing the Advisor-Approved Program of Study.
3. Once the advisor has signed the Advisor-Approved Program of Study to show approval, it should be submitted to the Graduate College.
4. The student will receive a copy of the approved Program of Study from the Graduate College.
5. Changes to the Program of Study may be made by completing a Change of Advisor-Approved Program of Study form (available at graduate.missouristate.edu (under *Current Students, Forms*) or by submitting a Revised AAPS.
6. Grades of "C-" and below will not be applied to a student's Program of Study.
7. At least one-half of the minimum semester hours must be in courses with no undergraduate parallel course. Generally, this means classes numbered 700 or higher.
8. Courses taken for undergraduate credit may not be used on the Program of Study for a master's, specialist, or doctoral degree

Research Requirement

Most of the Missouri State University masters programs provide for either a Thesis or Seminar/Degree Paper Option as the research component to be completed in partial fulfillment of the degree requirements. Refer to specific departmental regulations in this catalog regarding their research requirements.

Thesis Option

A maximum of 6 hours of thesis credit shall be applied toward the minimum hours required for a masters degree. Guidelines explaining the requirements for the preparation of a thesis are available in the Graduate College or online at graduate.missouristate.edu (under Current Student Resources). Registration in a course number 799 and title designated "thesis" is limited to students pursuing completion of a thesis. A thesis is supervised by the student's advisory committee, which consists of three to five persons. A minimum of three, including the chair of the committee, must be members of the Missouri State University Graduate Faculty. The thesis shall be approved by the committee and by the Graduate College before the degree is granted.

Seminar/Degree Paper Option

This option requires the completion of an extensive seminar/degree paper or creative work. The advisor for the degree paper must approve the final research paper. In some cases, evidence of fulfillment of the research requirement is shown through the successful completion of a certain course. In other instances, this requires the advisor to complete a Seminar Report form that is approved by the Graduate College. Students should check with their academic department to determine if this form is required. Departments may or may not require an advisory committee for students electing the seminar/degree paper option for meeting the research requirement.

Research Compliance Requirements

Missouri State University requires that all research involving human subjects in any way, regardless of the source of support funds, must be reviewed by the Protection of Human Subjects Institutional Review Board (IRB) before it is undertaken. Applicants are required to complete online training before engaging in projects involving human participants. The Privacy Rule of the Human Insurance Portability and Accountability Act (HIPAA) contains additional requirements for anyone conducting human participant research that involves protected health information; online training is available on HIPAA for researchers. Research involving recombinant DNA techniques and other biohazards (e.g., infectious or venomous agents) must be reviewed by the Institutional Biosafety Committee (IBC). The IBC reviews the proposed research and consults with researchers on biosafety procedures; trains faculty, staff, and students involved in biohazardous research to obtain compliance with appropriate rules; and does surveillance of laboratory accidents involving biohazardous agents. The U.S. Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals requires institutions to establish and maintain proper measures to ensure the appropriate care and use of all vertebrate animals involved in research, research training, and biological testing activities conducted or supported by the PHS. In accordance with this policy, the University requires that all projects proposing to use live vertebrate animals be reviewed and approved by the Institutional Animal Care and Use Committee (IACUC). Participation in animal care and use training is required for anyone involved in using vertebrates in research or teaching. Students, faculty, and staff who work with vertebrates in educational and research activities are required to enroll in the Animal Occupational Health and Safety Program. This includes those who handle or are exposed to animal tissues, fluids, secretions and/or excretions, as well as those who handle cages and other equipment potentially exposed to animal tissues or excretions.

Graduate College

Complete information on training and documentation requirements can be found online through the Office of Sponsored Research and Programs website at www.srp.missouristate.edu. All required training and documentation must be done prior to initiating research. No research will be accepted by the Graduate College if these requirements are not met.

Comprehensive Examination

Comprehensive examinations will be administered at a time and place to be designated by the department (no later than two weeks before commencement).

1. To be eligible to take the comprehensive examination, a student must have an approved Advisor Approved Program of Study on file in the Graduate College and must have a 3.00 graduate GPA. The student's department will determine if the necessary 3.00 GPA has been acquired.
2. Comprehensive Examination Application/Result forms are available from the Graduate College or online at <http://graduate.missouristate.edu> (under Forms) and should be returned to the student's department upon completion.
3. The department will notify the student of the time and place of the examination. The use of various modes of technology during the exam, such as computer word processing, will follow the departmental policy and may vary from one graduate program to another.
4. The department will forward results of the examination to the Graduate College.
5. The student will receive written notification of the results from the Graduate College.

A student not passing the comprehensive examination may repeat the exam upon the recommendation of the advisor and the department head and with the approval of the Graduate College. Except for students in the MBA, the MAcc, the MSCIS, MS in PAS and MS in Project Management, a comprehensive examination must be passed by the candidate before a degree will be granted.

Transfer Credit

On a case-by-case basis, Missouri State may accept graduate credit earned at other regionally accredited institutions or well-established international institutions. Acceptance of transfer credits on a graduate degree program occurs through recommendation of the student's major advisor and approval of the Graduate College. Transfer hours may count for up to 30% of the Program of Study. As with all credits applied toward a graduate degree, transfer credits must have been earned within the eight-year time limit for a degree program. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

Collaborative Agreements

The limitation on transfer credit may be superseded when the university develops a collaborative agreement with another institution for delivery of an academic program. In cases where Missouri State University shares program responsibility with another institution, both institutions may teach courses that might be applied to a degree program. For more information on a specific program, see the appropriate section of the catalog.

Second Masters Degree

A student who has been awarded a master's degree at Missouri State University or at another accredited institution may apply up to 9 hours of graduate credit earned on the first degree toward meeting the requirements of a second degree. This same policy applies to a student who is admitted to and working on two degree programs at Missouri State University at the same time. All courses must be approved by the advisor. Anyone working on an advanced degree at another institution, but who has not completed the degree, may be approved to transfer up to 30% of the total hours required for the Missouri State University program of study. (See [Transfer Credit](#)).

Grade Requirements for Degree

No course with a grade "C-" or below may be applied toward a graduate degree or graduate certificate. A graduate student becomes ineligible for graduate study if more than 9 semester hours of "C+" or lower are earned in graduate courses taken in the degree program, or if the student does not meet any additional specific degree retention requirements imposed by a department or program.

Graduation

The Application for Graduation form should be submitted in the first week of the semester in which the student plans to graduate. A student is advised, however, to apply in advance of the semester that they intend to graduate.

1. Applications for Graduation are available online at <http://graduate.missouristate.edu> (under "Forms") or in the Graduate College office. This form should be submitted to the Graduate College during the first week of the semester in which the student plans to graduate to ensure that he/she can be cleared for graduation in that semester.
2. Students should work closely with the advisor to ensure that all of the degree requirements are met.
3. Students who have completed all course work and are only working on their research component may sign up for **GEN 798 (Active in Research)**. This zero credit course offered at a reduced fee (\$75) allows the following:
 - access to the library, including online services such as interlibrary loans, MOBIUS, and restricted access databases;
 - opportunity to purchase a parking permit; and
 - access to computer services and campus email.

GEN 798 is graded as "P" (pass) or "N" (if the student discontinues participation and is dropped from the course). A special permission form is required which includes approval by the student's advisor, department head, and the Graduate College.

Graduate Certificate Program Procedures

Admission Requirements And Procedures

The minimum standard for admission to a graduate certificate program is a bachelor's degree from a college or university accredited by agencies recognized by Missouri State University Graduate College. Additional requirements and higher standards may be stipulated for specific graduate certificate programs and applicants should check for such requirements in the departmental section of this catalog.

To be considered for admission, a student should complete the Graduate College Application (refer to the "Admission Procedures" section). If a student is currently attending Missouri State University as a masters or specialist student, no additional application fee will be required. Once the application is received by the Graduate College, information will be sent to the Certificate Advisor for an admission recommendation.

Plan Of Study Form

Following admission to a certificate program, a *Plan of Study Form* will need to be submitted to the Graduate College. This form is available on the Graduate College website at <http://graduate.missouristate.edu/certificates.htm> (click on the appropriate program).

The Plan of Study lists all the courses that will be used to fulfill certificate completion requirements. A student should work with their certificate program advisor to complete the form. Keep in mind that courses taken for undergraduate credit may not be used on a Plan of Study for a graduate certificate. Once the advisor has signed the Plan of Study form to indicate approval, it should be submitted to the Graduate College. If it becomes necessary to change a course originally listed on the Plan of Study, the student should complete the *Change of Certificate Plan of Study* form found at <http://graduate.missouristate.edu/certificates.htm>.

On a case-by-case basis, Missouri State University may accept graduate credit earned at other regionally accredited institutions. Acceptance of transfer credits on a graduate certificate program occurs through recommendation of the student's major advisor and approval of the Graduate College. No more than 6 credit hours may be transferred to Missouri State as part of a certificate program. Collaborative programs may have different requirements.

As with all credits applied toward a graduate degree, transfer credits must have been earned within the eight-year time limit for a degree program. Grades on transfer courses accepted in the degree program are included in the overall graduate grade point average.

Certificate Completion Requirements

A *Notification to Complete a Certificate Program Form* must be submitted to the Graduate College during the semester in which the students plans to complete the program requirements. This form is available at <http://graduate.missouristate.edu/forms.htm>.

To be eligible for a graduate certificate, a candidate must:

1. complete the minimum number of hours required for the certificate program. The minimum hours for different programs range from 12 to 18 hours (the exception being the Post Master's Family Nurse Practitioner program which is 27 hours);
2. attain a grade point average of at least 3.00 on all graduate work utilized in the certificate program (that includes Missouri State University and transfer courses). No course with a grade "C-" or below can be applied to the certificate program;
3. Students become ineligible for graduate study if more than 9 semester hours of "C+" or lower are earned in courses;
4. complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces); and
5. meet all additional program-specific certificate requirements.

The certificate is mailed to the student approximately ten weeks after the end of the semester of completion. A hold will prevent the release of a student's transcript and certificate. The name used is the name provided by the student on the Notification of Completion form. The certificate lists the level (undergraduate or graduate) and the name of the program of study.

Duplicate certificates may be ordered by sending a written request and a check or money order in the amount of \$20 payable to Missouri State to the Office of the Registrar, ATTN: Degree Check Staff, Missouri State University, 901 S. National Ave, Springfield, MO 65897. The written request must include the student's name, student identification number, date of completion, mailing address, daytime phone number, signature, and exactly how the name is to be printed on the certificate.

Special Academic Opportunities

Accelerated Masters

The Accelerated Masters degree option provides a transition that enables outstanding Missouri State University undergraduate students to begin taking graduate course work in their junior or senior year and thus combine components of the undergraduate and graduate curriculum.

Students must apply and be admitted to the accelerated masters program by the department and the Graduate College before enrolling for any courses to apply to the graduate degree. Graduate programs at Missouri State University offering an accelerated option are listed:

- Accounting (MACC)
- Applied Anthropology (MS)
- Biology (MS)
- Business Administration (MBA)
- Cell and Molecular Biology (MS)
- Chemistry (MS)
- Communication (MA)
- Communication Sciences and Disorders (EDHH) (MS)
- Criminology (MS)
- Early Childhood and Family Development (MS)
- Elementary Education (MSEd)
- Geospatial Sciences in Geography and Geology (MS)
- Global Studies (MGS)
- Health Administration (MHA)
- Health Promotion and Wellness Management (MS)
- History (MA)
- Literacy (MSEd)
- Material Science (MS)
- Mathematics (MS)
- Natural and Applied Science (MNAS)
- Nursing, MSN)
- Plant Science (MS)
- Project Management (MS)
- Public Administration (MPA)
- Public Health (MPH)
- Religious Studies (MA)
- Secondary Education - history area of emphasis and mathematics area of emphasis only (MSEd)
- Special Education. Autism Spectrum Disorder Emphasis (MSEd)
- Theatre (MA)

Depending on the program, 6 to 12 hours of graduate credits will apply toward completion of the undergraduate degree requirements. This dual counting of a course for both undergraduate and graduate credit will only occur when a student completes a Mixed Credit form prior to the semester the course is taken. Students accepted into an accelerated program must complete a Mixed Credit form and submit it in person to a registration center at the time of registration. This form can be obtained at <http://www.missouristate.edu/registrar/mixedcredit.htm>. Completion of this process is necessary for appropriate designation of course credit; this designation is a factor in Financial Aid determinations.

Under the Accelerated Masters degree option, a student will be fully admitted to the Graduate College upon completion of the baccalaureate degree. Undergraduate students interested in the Accelerated Masters opportunity should consult the Graduate Catalog and contact their department or Graduate Admissions (417-836-5331) to determine admission requirements and procedures.

Also, Missouri State University, Evangel University, Drury University and Southwest Baptist University (SBU) have entered into agreements that provide for undergraduate students at Evangel, Drury or SBU to participate in Accelerated Masters programs at Missouri State University. The SBU arrangement is limited to the Accelerated Master of Accountancy program.

Senior Permission

Missouri State University seniors and visiting degree-seeking seniors from another institution who are classified as non-degree seeking while at Missouri State University, may be permitted to take 600- and above numbered course work for graduate credit. Senior permission enrollment is allowed during the last two semesters of a baccalaureate program upon the recommendation of the head of the department in which the course is offered and approval of the Graduate College. To be eligible, a student must have a grade point average of at least 3.0 on the last 60 hours of undergraduate course work. Courses completed for graduate credit under Senior Permission cannot be applied toward an undergraduate degree.

A senior student may enroll in a maximum of 9 semester hours of graduate credit during a semester, with a maximum enrollment of 15 hours, including both undergraduate and graduate course work. Students may not complete more than a total of 12 semester hours of graduate credit under Senior Permission. Credit earned under Senior Permission can be applied toward a graduate degree at Missouri State University with this application of credits contingent upon approval of the head of the department in which the course is offered and the Graduate College. Senior Permission forms are available at <http://www.missouristate.edu/registrar/seniorperm.htm> and must be completed and submitted in person to a registration center at the time a student registers.

Teacher Certification

Students in any graduate classification who wish to seek teacher certification should contact the Teacher Certification Office (417-836-8772). This office provides a program evaluation service for initial certificates (evaluation fee required), and advisement and assistance to gain additional certifications and/or additional endorsements. Official transcripts from all previous colleges attended are required for students seeking initial certification.

Those desiring Missouri initial certification in any area authorized by the State Board of Education must:

1. successfully complete Supervised Teaching;
2. satisfy all Missouri teacher certification requirements which are in effect at the time of certification;
3. have a cumulative combined (both Missouri State University and transfer) GPA of 2.50 or higher (2.75 for Elementary);
4. receive a departmental recommendation for the certification area(s);
5. meet all criteria established by the Missouri State Board of Education exit evaluation procedures (Praxis II);
6. complete professional education courses with a GPA of 2.50 (Missouri State University and transfer combined) and no grade lower than a C;
7. complete certification subject area(s) courses with a GPA 2.50 on Missouri State University and transfer combined (2.75 for Social Studies 9-12) on a 4.0 scale.

Students seeking initial certification may be required to complete a web-based Professional Preparation Portfolio.

In some cases, part or all of the Missouri teacher certification requirements can be met with appropriate graduate courses. Students should inquire about these opportunities in secondary and special education. It may be advantageous to couple those courses meeting certification with a graduate degree program.

Master of Arts in Teaching: This is a secondary education program that provides a pathway to a masters degree while also obtaining teacher certification. (See the catalog description of this degree program.)

Special Education Certification: Students interested in pursuing initial certification in Special Education may enroll in a combined certification/Masters degree program. Students selecting this pathway will need to apply for admission to the MSED, Special Education, and work with their advisor to develop an appropriate Advisor-Approved Program of Study. Students seeking special education certification will need to choose from the following program options within the MSED in Special Education.

- Special Education, Alternative Certification Track (SEACT). This program allows students to earn initial certification in Mild/Moderate, Cross Categorical Special Education (K-12).
- Visually Impaired Track (VIP). This program allows students to earn initial certification in Blind and Partially Sighted (Birth to Grade 12).

Graduate Internet Course And Program Offerings

Missouri State University offers several graduate degree programs online:

- Master of Arts, History, American Studies track
- Master of Science, Administrative Studies (core courses and all option areas except Environmental Management available online)
- Master of Science, Computer Information Systems
- Master of Science, Criminology
- Master of Science, Project Management
- Master of Science in Education, Elementary Education
- Master of Science in Education, Special Education, Visual Impairment Track
- Master of Science in Nursing, Nurse Educator role specialization

The course work for completing the major part of several other graduate programs also can be obtained online. These programs include:

- Master of Science in Education, Educational Administration
- Master of Arts, Theatre

The following Graduate Certificate programs are available online:

- Conflict Dispute and Resolution
- Homeland Security and Defense
- Orientation and Mobility
- Project Management
- Sports Management
- Post-master's Nurse Educator
- Technology Management

Internet courses and programs have undergone the same academic review and scrutiny as programs offered on campus and students taking Internet courses are supported through access to a variety of campus services including advising and registration, help-desk support, and library access. Students can access their courses anytime and anywhere, thus enabling students to study and participate in discussions and other course work whenever and wherever they choose.

Note: International Students must be enrolled in at least 9 hours to meet SEVIS requirements as a full-time student. Only 3 hours of online course work can be included in meeting this 9 hour minimum for full-time classification.

For additional information visit the Adult Student Services website at <http://adultstudents.missouristate.edu/> or call 417-836-6929 or Toll Free 1-800-492-7900.

Graduate Education Off-Campus

Selected graduate courses are taught on-site or by Interactive Video (ITV) delivery at several locations in the Missouri State University 24-county service area. Off-campus course locations include the Missouri State University West Plains Campus, Missouri State University Mountain Grove Campus, Lebanon, Nevada, Neosho, and locations as demand necessitates. The MBA program is delivered via ITV to West Plains, Lebanon, and Nevada. The Extended University Handbook gives a complete listing of off-campus graduate courses available in a specific semester (417-836-4128 or 1-888-879-7678).

Joplin Graduate Center

Missouri State University provides graduate education to students in the Joplin region through a variety of courses offered at the Joplin Graduate Center located on the Missouri Southern State University campus. Most courses are offered with the instructor on-site, while others utilize the Interactive Video (ITV) distance learning system. Five degree programs can be completed through work at the Joplin Graduate Center:

Master of Science in Education, Elementary Education
 Master of Accountancy
 Master of Business Administration
 Master of Social Work
 Master of Arts in Teaching

In addition, selected graduate courses in educational administration, reading, special education, counseling, and several other disciplines are offered each semester. Information on course availability can be obtained through the Graduate Center office in Joplin (417-625-3133), the Extended Campus (417-836-4126), or the Extended Campus Handbook published each semester.

Bull Shoals Field Station

The Missouri State University Bull Shoals Field Station is located on a tract of land overlooking Bull Shoals Lake in Taney County, Southwest Missouri. The nearby terrestrial and aquatic habitats are mostly undisturbed, comprising an ecosystem with considerable biodiversity. The Field Station provides a wide range of opportunities for research endeavors of graduate students in the natural sciences. Certain class activities and service programs utilize the Field Station as an integral component of the educational experience. For further information contact the Field Station Director, Dr. Janice Greene (417-836-5126; JaniceGreen@missouristate.edu).

Inter-University Collaborations

Missouri State University and Missouri Southern State University Joint Master Of Arts In Teaching

The two Universities cooperate in offering the Master of Arts in Teaching program in Joplin. This alternative and innovative masters/certification program is approved by the Missouri Department of Elementary and Secondary Education (DESE) and fully accredited by NCATE. It provides students the opportunity to earn teacher certification in one of 20 different areas of secondary education while also completing a masters degree. Students completing this partnership program in Joplin receive a diploma issued by Missouri State University signifying completion of the cooperative program with MSSU. Refer to the Master of Arts in Teaching section of this catalog (School of Teacher Education) for additional detail (contact person: Scott Fiedler, 417-836-8772).

University Of Missouri-Columbia Cooperative Doctorate in Educational Leadership

Missouri State University collaborates in a cooperative program with the University of Missouri - Columbia (UMC) leading to an Ed.D. in Educational Leadership. Courses for the degree are offered on the Missouri State University Springfield campus and on the UMC campus. The degree is conferred by UMC. (See Department of Educational Administration for additional information.)

University Of Missouri-Columbia Master Of Arts In Library and Information Science

Through a collaborative agreement with the University of Missouri - Columbia (UMC), Missouri State University provides on-campus access to components of the M.A. in Library and Information Science. While the degree is offered by UMC, at least 4 courses in the program can be acquired on the Springfield campus. Contact Dr. Edgar, Missouri State University Library, for details about the partnership (417-836-4529; <mailto:billedgard@missouristate.edu>)

University Of Missouri-Columbia Doctoral Program In Plant Science

A cooperative doctoral arrangement is in place between the Department of Agriculture at Missouri State University and the Plant Sciences Unit at the University of Missouri-Columbia (UMC). Upon completion of the M. S. degree in Plant Sciences at Missouri State University, students can apply for admission to the doctoral program in the Plant Sciences Unit UMC. If admitted, students are eligible to compete for graduate assistantships on the UMC campus. Although enrolled in an UMC degree program, students can continue at Missouri State University and conduct doctoral research programs under the advisement of faculty at Missouri State University who hold adjunct appointments in the Plant Science Unit at UMC. For further information, contact Dr. Anson Elliott, Department Head at 417-836-5638 or AnsonElliott@missouristate.edu.

Inter-University Accelerated Masters Agreements

Missouri State University has collaborative arrangements with Evangel University, Drury University and Southwest Baptist University (SBU) that provide for qualified students from these institutions to be accepted and take courses in the Accelerated Masters program at Missouri State. This arrangement allows Evangel and Drury students who wish to obtain a masters degree in disciplines where Missouri State has an Accelerated Masters option to start taking courses at Missouri State University before they finish the undergraduate program. Collaboration between SBU and MSU applies to the Accelerated Master of Accountancy only. Enrollment at Missouri State University is simultaneous with students completion of the work at either Evangel, Drury or SBU.

In a similar collaboration, Missouri State University senior students could start the Drury University M. A. in Integrated Marketing Communication.

Dual-Degree Plant Science Programs

China Agricultural University (CAU): Missouri State University and CAU in Beijing, People's Republic of China, have an articulation agreement where CAU plant science graduate students can complete a portion of the CAU program and then be selected to enter the M.S. in Plant Science at Missouri State University. These dual-degree students will subsequently complete both the CAU and Missouri State University masters degrees in plant science. (contact Dr. Wenping Qui, 417-926-4105)

Northwest Agriculture and Forestry University (NAFU): Missouri State University and NAFU in Yangling, Shaanxi, China have an articulation agreement whereby masters students in the NAFU plant science program will complete a portion of the NAFU program and then enter the M.S. in Plant Science at MSU. These dual-degree students will subsequently complete both the NAFU and Missouri State University masters degrees in plant science. (contact Dr. Wenping Qui, 417-926-4105).

Alliances Between Missouri State University Academic Departments And Other Regional Universities

Chemistry: A cooperative agreement between the chemistry departments at Missouri State University and the University of Missouri-Columbia (UMC) facilitates the acceptance of masters degree graduates from Missouri State University into the doctorate program in chemistry at UMC. Contact Dr. Alan Schick, Department Head, for details at AlanSchick@missouristate.edu or (417) 836-5506.

Mathematics: Post-Masters students may transfer up to 18 credit hours of mathematics and statistics course work taken at Missouri State University to University of Missouri-Rolla (UMR) toward a doctoral program. The course work will focus on the subject matter covered by the UMR Qualifying Examinations in Statistics or Mathematics. For information, contact Dr. Yungchen Cheng, Department Head, Department of Mathematics (417-836-5112; YunqhenCheng@missouristate.edu).

International Program Alliances

International School for Management Studies: ISMS, located at Chennai (Madras) in southern India, is a sister institution to the Madras School of Social Work and is under the sponsorship of the Society for Social Education and Research (SSER) in Chennai. The partnership is a twinning agreement that facilitates entrance of graduates of Indian universities into Missouri State University's MBA. The 24-credit hours of MBA foundation courses may be completed at ISMS and the remaining 33 hours of the MBA program will be completed in Springfield.

Lal Bahadur Shastri Institute of Management: LBSIM is located in New Delhi, India. The Missouri State-LBSIM agreement facilitates admission into the MBA program similar to the arrangement with ISMS in Chennai. The provisions of this twinning arrangement also provide opportunities for the exchange of business students and faculty at the graduate level, development of a joint-MBA in International Business with students from both institutions participating in course work at the two campuses, and other mutually beneficial programs.

Institutions in South America: Missouri State University has entered into twinning programs with the Instituto Brasileiro de Mercado de Capitais (IBMEC), Rio de Janeiro, Brazil and Universidad de Las Americas (UDLA) - SYLVANIA International Universities, Santiago, Chile that offer excellent opportunities for faculty as well as graduate and undergraduate students with Portuguese (Brazil) and Spanish (Chile) language competencies to take part in faculty/student exchanges.

Beijing University of Technology: Missouri State University and Beijing Tech have an agreement that facilitates joint research projects for graduate students and faculty. A particular focus is in materials science, and this relationship enhances the opportunity for students from both universities to do their thesis research in the environment and laboratory facilities of the other university.

National Sun Yat-sen University (NSYSU): Missouri State University's Department of Political Science and the Graduate Institute of Political Science at NSYSU in Kaohsiung, Taiwan, have a student exchange agreement. This relationship facilitates Missouri State University students taking courses at the Graduate Institute of Political Science of NSYSU, and likewise NSYSU students are aided in the opportunity for graduate studies at Missouri State.

Strategic Research and Educational Partnerships with China Universities

Missouri State University has a number of strategic partnerships with universities and institutions in China. The primary partnership universities include: China Agricultural University, Liaoning Normal University, Qingdao University, Northwest Agricultural and Forestry University, and Henan University of Finance and Economics. In addition, MSU has a research partnership with the Ningxia Forestry Institute in Yinchuan which operates the State Key Laboratory of Seedling Bioengineering. Students from the strategic partner universities qualify for the International Partners Scholarship.



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Graduate College
2012-13 Graduate Catalog

First Edition
published July 2012

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Fees and Registration

Student Fee Schedule

2012-13 – Required Student Fees for Fall 2012, Spring 2013, and Summer 2013

All University fees are subject to revision by the Board of Governors without notice.

[View Detailed Costs and Fees](#)

Required student fees are a combination of *basic fees* and *student services fees*. Basic fees are assessed based on the level and type of courses for which a student enrolls. Courses audited are counted in the same way as courses taken for credit in determining fees. Some courses also have a supplemental course fee.

Basic Fees

Course Level or Type	Fee credit hour charge	
	Missouri Resident	Non-residents
Courses numbered 1-599	\$200.48	\$412
Courses numbered 600-999 (not listed below)	\$242	\$484
College of Business Administration All ACC courses – 600-799 (Except ACC 600) All BUS Courses – 600-799 All CIS Courses – 600-799 (Except CIS 600) All FIN Courses – 600-799 All INS Courses – 600-799 All LAW Courses – 600-799 All MGT Courses – 600-799 All MKT Courses – 600-799 All QBA Courses – 600-799 All TCM Courses – 600-799	\$274 (\$242 + \$32 differential fee)	\$516 (\$484 + \$32 differential fee)
College of Health and Human Services All PAS Courses – 600-899 All CSD Courses – 800-999 BMS 620, 622, 661, 665, 669, 700, 727 All PTE Courses – 600-999	\$267	\$509
All ANE Courses. A Program Fee, in addition to the per-credit-hour fee for Nurse Anesthesia enrollment (Clinical Fee per-term of enrollment), of \$2,200 will be assessed to cover the cost of clinical instruction and supervision	\$267	\$267
Courses numbered 900 level for Ed.D. in Educational Leadership program (based on current UMC fees)	to be announced based on UMC rate	to be announced based on UMC rate
GEN 698 Active in Research	\$75 (flat fee in place of per credit hour fee)	\$75 (flat fee in place of per credit hour fee)
All internet courses not listed below below	\$275	\$275
MS in Computer Information Systems courses* Courses specifically listed in the Graduate Catalog as applicable to the <u>program requirements for the Master of Science in Computer Information Systems</u> that are offered via the Internet.	\$410	\$410
MS in Administrative Studies courses taught via the Internet.* Courses specifically listed in the Graduate Catalog as applicable to the <u>program requirements for the Master of Science in Administrative Studies</u> that are offered via the Internet, excluding all TCM courses. The TCM courses applicable toward the Administrative Studies program will be assessed at the College of Business Administration Internet rate.	\$250	\$250
	\$307	\$307

College of Business Administration All ACC courses – 600-799 (Except ACC 600) All BUS Courses – 600-799 All CIS Courses – 600-799 (Except CIS 600 & CIS courses listed below under MS CIS) All FIN Courses – 600-799 All INS Courses – 600-799 All LAW Courses – 600-799 All MGT Courses – 600-799 All MKT Courses – 600-799 All QBA Courses – 600-799 All TCM Courses – 600-799		
College of Health and Human Services All PAS Courses – 600-899 All CSD Courses – 800-999 BMS 620, 622, 661, 665, 669, 700, 727 NUR 700, 701, 703, 707, 711, 761, 772, 788; NUR 800-999 All PTE Courses – 600-999	\$300	\$300
Courses offered at BearNet locations (i.e., Branson, Joplin, Lebanon, Monett, Mountain Grove, Neosho, Nevada, West Plains, El Reno, OK, Miami, OK, Harrison, AR): 1-599 600-899	\$200.48 \$242	\$200.48 \$242

Student Services Fees

	1 cr hr	2 cr hr	3 cr hr	4 cr hr	5 cr hr	6 cr hr	7 + cr hr
Fall 2012; Spring 2013	\$127	\$165	\$201	\$238	\$275	\$312	\$389
Summer 2013	\$96	\$133	\$169	\$209	\$209	\$209	\$209

* Student Services fees include fees for capital project, student art gallery, health center, shuttle, computer usage, student involvement, recreation facilities, and student security. Student services fee will generally not be assessed for sections identified in the semester class schedule as: Intersession, iCourse, Internet, and courses taught in any location other than the Springfield campus. Sections identified as short will only be assessed Student Services Fees if the class is scheduled to meet on campus more than four times.

** Each semester upon initial use of the University Recreation Center, students who have not been assessed the full amount of the University Recreation Center Fee for that semester will be assessed the difference.

***Each semester upon initial use of the Taylor Health and Wellness Center services, students who have not been assessed the full amount of the Health Center Fee for that semester will be assessed the difference.

Variation in Assessment of Non-Resident Fees

1. A waiver of out-of-state fees will be made for students who are children, grandchildren, or stepchildren of Missouri State University alumni. (See section Continuing the Tradition for details).
2. Non-resident students who have applied for and been approved on the Midwest Student Exchange program are assessed fees at a lower than normal rate (See Midwest Student Exchange Program for details).

Supplemental Course Fees

These fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. Supplemental course fees are identified in the class schedule and will be assessed at the time of registration.

Miscellaneous Fees And Deposits

Note: GA fee waivers cover only tuition and student services fees and do not cover differential tuition fees, special course fees, Internet fees, student health insurance, books, or other miscellaneous fees described below.

Application Fee

- A \$35 non-refundable application fee is required of all first-time applicants applying for admission to the Graduate College. Students applying for readmission (who have completed classes at Missouri State University as a graduate student) are not required to submit a fee.
- A \$50 non-refundable application fee is required for all International Students applying on the international application form.

Late Fees

A \$25 late fee is charged to individuals applying for admission after the stipulated time and also for individuals registering after the stipulated deadline.

GEN 798, Active in Research Course

Students who have completed all course work and are only working on their research component may sign up for GEN 798 (Active in Research). This course is offered at a reduced fee of \$75 and allows the following:

1. access to computer services and Missouri State email.
2. access to the library including online service such as interlibrary loans, MOBIUS, and restricted access databases;
3. opportunity to purchase a parking permit

The course is a zero credit hour course and is graded "P" (pass) or "W" (student discontinues participation in the course and is dropped from the course).

Student Health Insurance

Health and Accident Insurance is available to all students and required of all international students. The fee will be charged each semester at the time of registration to all students for whom Missouri State University has issued Visa documents. Contact Taylor Health and Wellness Center for additional details.

Registration Deposit

There is no registration deposit needed to hold your courses once you register for them. As a student at Missouri State University, you are responsible for ensuring that you:

1. Pay the required student fees (or make arrangements through the Financial Aid, Financial Services, Human Resources, Graduate College or other appropriate office) by the due date in effect at the time of your initial registration.
2. Review your class schedule and registration invoice for accuracy and request corrections immediately.
3. Complete the courses for which you enroll. Drop courses by the specified deadlines, based on class length. **Failure to properly drop or withdraw from courses will result in the assignment of an "F" grade(s) and a continued financial obligation for those courses.**

Duplicate/Reissue Diploma

A \$20 fee will be assessed for all reissued diplomas.

Expedited Document Delivery Fee (Office of the Registrar)

A \$20 fee will be assessed for sending documents via overnight or express mail.

Parking

Automobile registration and a parking permit are required for those who will park on campus. The cost varies according to type of permit:

- Commuter lots = \$96 annual; \$76 fall/spring; \$20 summer.
- Residence hall = \$156 annual; \$136 fall/spring; \$20 summer
- Reserved lots = \$150 per year
- Evening (after 4:00 p.m.) = \$60 annual; \$40 fall/spring; \$20 summer
- Motorcycle = \$18 annual; \$7 summer

For more information, contact Parking Administration, 700 E. Elm, (417) 836-4825 or visit the website at <http://www.missouristate.edu/safetran/13314.htm>.

Laboratory Deposit

No deposit is required for laboratory courses. A student responsible for unusual breakage or loss of equipment will be required to pay.

Deferred Payment Plan

Missouri State has a Deferred Payment Plan which allows students to defer payment of required student fees and residence hall charges. In addition, Missouri State students, faculty, and staff will be allowed to use their identification numbers to charge miscellaneous charges and fines, including Taylor Health and Wellness Center charges, long distance telephone charges, Missouri State Bookstore charges, and library fines. These miscellaneous charges are not deferred, but are due when billed. Finance charges accrue on the second statement sent.

Fee payment deadlines are published in the semester Registration Guide and appear on each student's online account summary. The Required Student Fees and residence hall charges, if applicable, must be paid in monthly installments with the balance being paid in full by the fifteenth of the month preceding the end of the semester. Use of the Deferred Payment Plan does incur the assessment of finance charges.

The terms and conditions of the Deferred Payment Plan are printed on the reverse of the Registration Request form and the monthly accounts receivable statement. Students who violate the terms and conditions will be removed from participating and will be required to pay fees in full by the due date.

Refund Policy for Drops and Withdrawals

Students who withdraw from the University or drop a course may receive a partial refund of tuition (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop or withdrawal process by the established deadlines appropriate to the length or delivery method of the class. Students who are enrolled in the My Payment Plan are responsible for the amount of unpaid fees after the refund or re-assessment.

If a student receives a scholarship, grant, or loan from the University the refund is used to repay the scholarship, grant, or loan. A refund is made to the student only if the refund exceeds the amount of the award from the University. For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations. Examples of refund calculations for Title IV aid recipients are available in the Office of Student Financial Aid.

Refer to the "Academic Regulations" section of this catalog for information regarding the drop and withdrawal policies and procedures.

The date used in determining the refund of fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of the Registrar or the postmark date of withdrawal requests submitted by mail. Refer to the Office of the Registrar for refund schedule.

Exceptions to the Fee Refund Policy

Exceptions to the Withdrawal and Change of Schedule refund policies must be approved by the Office of the Registrar and are generally granted only when a documented University error has occurred. Refund exceptions may also be granted when the deadline is missed by a few days due to documented exceptional circumstances that were beyond the control of the student (e.g. medical, death in the family, etc.). Appeals must be submitted in writing to the Office of Registrar, 320 Carrington Hall, within one month of the withdrawal or change of schedule and must be accompanied by appropriate supporting documentation. A [Refund Exception Form](#) is available in PDF format.

Courses which are offered through the Missouri State Online Program (Internet-based instruction) and are self-paced or off-sequence in regard to the regular semester schedule will utilize a special refund schedule adapted to the specific time frames of the individual courses. The administrators of the online program will maintain a refund schedule and authorize refunds for such courses.

Courses in the Master of Science in Computer Information Systems program, which combine an intensive on-campus residency and distance learning in an extended semester format, will utilize a special refund schedule adapted to the specific time frames of the individual courses. The College of Business Administration will maintain the refund schedule and authorize refunds for such courses.

Registration Procedures

The University uses a continuous registration system which allows currently enrolled and readmitted students to register well in advance of the beginning of the semester. Details are printed in the Semester Class Schedule available at <http://www.missouristate.edu/classschedule/>.

For additional information about registration and student enrollment status, see the Registration information in the University Policy and Academic Regulation sections of this catalog.

Students registering for the first time must fill out an Application for Graduate Admission (see Admission Policies) and be admitted prior to registering. Students registering after an absence of one or more semesters (excluding summer) must be updated before registering. This may be done by contacting the Graduate College. Students may be "quick admitted" if their absence from the University has been less than 3 years and if they are remaining in the same degree program as when they last attended. Exceptions to this are students in the DPT, MPH and the MS in CSD, CIS, COU, PAS, PSY, and Nurse Anesthesia programs.

Any student indebted to the University, or otherwise encumbered, is not permitted to register for any future semester until the indebtedness has been paid or the encumbrance removed. A student is not officially registered for classes until all fees have been paid in full, the student is enrolled in the Deferred Payment Plan, or the student has been awarded financial aid.

No student is permitted to attend a class unless the student's name appears on the class roll or an official change of schedule has been processed.

Course Numbering System

The following course numbering system is in effect:

- 000-599: Undergraduate Classes
- 600-799: Graduate courses designed primarily for master's level study.
- 800-899: Upper-level graduate courses primarily for students in specialist or doctoral programs.
- 900-999: Upper-level graduate courses primarily for students in doctoral programs.

Explanation Of Course Listings

Course offerings appear in the catalog as follows: a 3 letter course code, course number, former course number (where applicable), course title, credit hours (outside parentheses), lecture or recitation hours per week (first number inside parentheses), laboratory or studio hours per week (second number inside parentheses), semester course is offered (F=fall, S=spring, D=on demand, Su=summer, E=even years, and O=odd years), prerequisites, and course description. If no prerequisite is listed, none is required.

Some courses are listed in the catalog with a statement of "permission required." Unless otherwise stated in this catalog, permission is to be granted by the instructor or the department head. The student should go to the departmental office to secure such permission.

Variable Content Courses

Variable content courses include any courses whose content may be substantially different from one semester to another. This identification may be found at the end of the catalog description of such courses. It does not include special problems, special projects, readings, and research conducted on a tutorial basis with individual students.

Registration Options

In addition to registering in one of the Registration Centers on campus, current graduate students can also register online. Prior to registering, a graduate student must be admitted for the semester, must be free of any encumbrances, and must have his/her advisor's electronic "release to register". Complete details may be found at

<http://www.missouristate.edu/registrar/registration.htm>.

Missouri State University students are required to fulfill all financial obligations incurred while a student at the University.

For additional registration information, please contact the Extended Campus, (417) 836-4126 or toll free at 1-888-879-7678. You may also obtain information online at <http://ce.missouristate.edu/>.

Note: International Students must be enrolled in at least 9 hours to meet SEVIS requirements as a full-time student. Only 3 hours of online course work can be included in meeting this 9 hour minimum for full-time classification.

Senior Permission And Mixed Credit Forms

There are two special circumstances allowing an undergraduate student to enroll for graduate credit. A "Senior Permission" form is used by senior undergraduate students wishing to take 600- and above level courses that will count for graduate credit. This form must be completed at the time of registration and submitted in person to a registration center. Please note that courses designated for graduate credit will NOT apply to the undergraduate program. For more information, see Senior Permission listed under Graduate College: Special Academic Opportunities.

Undergraduate students accepted into an Accelerated Master's Program need to complete a "Mixed Credit" form for courses that will be utilized to satisfy both undergraduate and graduate degree requirements. This form must be submitted in person to a registration center. For more information, see Accelerated Masters listed under Graduate College: Special Academic Opportunities.

Workshops

No more than five credit hours of graduate course work completed in workshops may be applied to the minimum hours required for a masters degree.



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Graduate College
2012-13 Graduate Catalog

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Financial Assistance

Graduate Assistantships

Graduate assistantships are available in many areas to assist students with expenses and to enhance learning while studying for advanced degrees at Missouri State University. Graduate assistantships are offered in both academic and administrative areas and involve teaching, research, and/or administrative responsibilities. Often, the assistantship assignment is related to the student's program of study. Some openings are posted on the Graduate College website <http://graduate.missouristate.edu> (under Financing Graduate School). As this is not an exhaustive listing, students are encouraged to contact departments and offices directly regarding openings.

Assistantships begin the week prior to classes and continue through graduation. Specific hours of employment are arranged between the student and the supervisor.

Commitment Date: Missouri State University supports the policy adopted by the Council of Graduate Schools (CGS) concerning assistantship offers (does not apply to admissions decisions). When a student accepts an offer of a graduate assistantship for the next academic year prior to April 15, this constitutes a "letter of intent" that is not considered binding but is a "good faith" agreement. On April 15, this agreement becomes a verbal contract that is considered binding for both the students and the department/office that offered the assistantship, and both parties are expected to honor it. Any assistantship offered and accepted after April 15 is likewise considered immediately binding.

Students wishing to break this contract after April 15 must request from the department/office that awarded them the assistantship a written release from their contract. Similarly, students accepting an assistantship offer after April 15 who have already accepted an assistantship at another university must submit with this acceptance a letter from the other university releasing them from their contract.

The complete CGS resolution can be found at http://www.cgsnet.org/portals/0/pdf/CGS_Resolution.pdf

Stipends: The graduate assistantship is generally 20 hours per week and provides a minimum stipend of \$8,000 for the 2012-13 academic year (nine months), and in some disciplines, stipends of \$9,730 will be awarded. A graduate assistant must complete a minimum of 6 hours of graduate course work (600-level or above) during each semester of appointment on an assistantship. Some departments or administrative units may require graduate assistants to be enrolled for more than 6 hours of course work in a semester. Graduate Assistants in their final semester can be enrolled in as few as 3 hours if they are completing the course work on their Program of Study. In rare cases, an assistantship may be awarded at quarter-time (10 hours per week) and would pay half the normal stipend.

A limited number of graduate assistantships are available during the summer session. A graduate assistant appointed for the 2013 summer session will receive a stipend of either \$2,000 or \$2,432. Summer graduate assistants must complete a minimum of 3 hours of graduate course work (600-level or above) during the summer session.

Students who apply for graduate assistantships are also eligible to receive a limited fee-waiver scholarship (see Fee-waiver Scholarships section). Note that graduate assistant paperwork must be received in the Graduate College by September 15 (for Fall semester) and February 15 (for Spring semester) for the student to be eligible for the fee-waiver scholarship.

Application: An application for a graduate assistantship must be submitted directly to the department in which the assistantship is sought. It is wise to check with the department before applying. Application forms are available on the Graduate College website. Information requested from an applicant includes employment and academic history and references. Departments employing graduate assistants may request additional information.

Eligibility: Since the primary purpose of graduate assistantships is to aid students in the pursuit of advanced degrees, a student must be admitted into a graduate degree program or graduate certificate program at Missouri State to be eligible. Eligibility ends once the Advisor Approved Program of Study is completed. A minimum GPA of 3.00 on the undergraduate cumulative or last 60 hours for first time graduate students, or graduate cumulative (minimum of 9 hours) for current graduate students is required. A student in a master's degree program may hold an assistantship for a maximum of two years (including fall, spring and summer) and a student admitted to a graduate certificate program may hold an assistantship for two semesters. A student is eligible for a third year of an assistantship support if he/she has completed all requirements for a master's degree and is admitted to a second master's degree or graduate certificate program. Also, a student in a doctoral program is eligible for a third year of assistantship support. **Students with 20 hours per week graduate assistantships are not eligible to work at any other paid position at Missouri State University during the time of their assistantship.** With pre-approval only from the Graduate College, a half (10 hour per week) assistant may possibly be allowed to hold other University employment on a very limited basis. Assistants must maintain a 3.00 GPA to maintain eligibility.

International Students: International students can only work 20 hours maximum per week during the fall and spring semesters per U.S. Immigration law.

Graduate students who did not receive both their primary and secondary education in a country where English was the primary language must meet certain requirements based on Missouri statutes to qualify for graduate assistantships with teaching assignments:

- Successful completion of at least one semester of enrollment at a public institution of higher education in the state of Missouri. (Note: Exceptions may be granted in special cases upon approval of the chief academic and executive officers of the institution). During this semester, students will obtain a cultural orientation to prepare them for a teaching appointment.
- In the weeks prior to this semester, attendance at the new-student orientations sponsored by International Student Services and the Graduate College.
- Passing of a Missouri State University juried examination in which the candidate must demonstrate his/her ability to interpret written English passages and to communicate orally in English in a classroom setting. Juried examinations are to be approved by the Graduate College. Membership of the jury will include one member of the applicant's major department (appointed by that department's head), one member from the Department of Communication, and one other faculty representative (the latter two members to be approved by the Graduate College).

Graduate Assistant Orientation and Training

University: The Graduate College provides an intensive orientation prior to the Fall semester for all new graduate teaching assistants. A condensed version of this orientation is also offered prior to the spring semester. These sessions are designed to provide students with information relevant to their academic role: i) graduate assistantship responsibilities; ii) legal issues related to teaching; and iii) effective teaching strategies. Students having assistantship responsibilities that include direct or indirect teaching must participate in this pre-semester orientation.

Departments: In most cases where Graduate Assistants have instructional responsibilities, the academic department provides formal orientation and training sessions for the specific teaching assignments.

Scholarships

Fee-waiver Scholarships

Students who receive graduate assistantships are also eligible for a **limited** fee waiver scholarship if appointed by September 15 (fall semester or academic year GA) or February 15 (spring semester GA). Fee waivers are intended to cover graduate courses required on the Advisor Approved Program of Study. The maximum cumulative graduate credits allowable with fee waiver scholarship assistance will not exceed ten percent beyond the minimum credit hour requirements of the degree program. Upon review, courses which do not meet this guideline will result in loss of the fee waiver benefit for such courses or possible future eligibility. **Fee-waiver scholarships are for up to 15 hours of course work consistent with the student's program of study for each of the fall and spring semesters (limited to 6 hours for quarter-time assistantships). Those receiving summer term fee-waiver scholarships have fee coverage for up to 6 hours of course work (limited to 3 hours for quarter-time assistants).**

Students appointed on a graduate assistantship during the Spring semester are eligible for a fee waiver scholarship during the following Summer term as long as minimum eligibility is maintained. This eligibility does not depend on having a Summer graduate assistantship.

For fee-waiver purposes, credit hours taken in the intersession prior to the semester are part of the allowable fee-waiver limits of that semester (i.e., 15 hrs limit in fall, 15 hrs limit in the spring; 6 hrs in summer).

Please note that the GA fee waiver scholarship covers **only** the standard \$227 for Missouri Residents or \$454 for Non-Resident (per credit hour) of Basic Fees for any regular-instruction graduate-level course, or up to \$275 (per credit hour) for any internet-based graduate-level course, plus the Student Services Fee. It does not cover the \$32 (COBA) or \$25 (CHHS) "Differential Fee" assessed for any type of enrollment (regular or internet-based instruction) in the specified courses. It also does not cover supplemental course fees, student health insurance, books, or other miscellaneous fees.

Missouri Outreach Graduate Opportunity (MOGO) Scholarship

The Missouri Outreach Graduate Opportunity (MOGO) Scholarship provides a partial remission of out-of-state fees for full-time graduate students who are not Missouri residents. The MOGO Scholarship has a value of three-fourths of the out-of-state portion of graduate students fees for 9 credit hours (5 credits hours in the summer). For the 2011-2012 academic year the value would have been \$1,533 for fall and spring semester. The scholarship amount will be adjusted annually when the Missouri State University Board of Governors approves changes to the student fee schedule.

No application is required. Once a student meets the eligibility criteria, the scholarship will automatically be offered. The MOGO Scholarship cannot be combined with other forms of University aid, including scholarships, graduate assistantships, or fee waivers.

MOGO Eligibility Requirements: To be eligible, a student must be considered a non-resident of Missouri for fee purposes, have an undergraduate GPA of at least 3.25, have official scores from the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) on file with the Missouri State University Graduate College, be a first-time, degree-seeking graduate student admitted into an eligible program (see below) and be enrolled as a full-time graduate student, taking at least 9 graduate credit hours during the fall and during the spring semester or 5 graduate credit hours during the summer. Out-of-state undergraduate students in Missouri State University accelerated master's programs may qualify for the scholarship after they have completed their bachelor's degree and are given full graduate status.

Eligible Programs include:

Accountancy (MAcc)
 Applied Anthropology (MS)
 Audiology (AuD)
 Biology (MS)
 Cell and Molecular Biology (MS)
 Chemistry (MS)
 Communication (MA)
 Communication Sciences and Disorders (MS)
 Counseling (MS)
 Criminology (MS)
 Early Childhood and Family Studies (MS)
 Educational Administration (MSEd)
 Elementary Education (MSEd)
 Educational Administration (EdS)
 English (MA)
 Geospatial Sciences in Geography & Geology (MS)
 Health Administration (MHA)
 Health Promotion and Wellness Management (MS)
 History (MA)
 Educational Technology (MSEd)
 International Affairs and Administration (MIAA)
 Master of Arts in Teaching (MAT)
 Mathematics (MS)
 Materials Science (MS)
 Music (MM)
 Natural and Applied Science (MNAS)
 Nursing (MSN)
 Plant Science (MS)
 Psychology (MS)
 Project Management (MS)
 Public Administration (MPA)
 Public Health (MPH)
 Reading (MSEd)
 Religious Studies (MA)
 Secondary Education (MSEd)
 Social Work (MSW)
 Special Education (MSEd)
 Student Affairs (MS)
 Theatre (MA)
 Writing (MA)

Programs **not** eligible for MOGO are:
 Administrative Studies (MSAS)

Business Administration (MBA)
 Computer Information Systems (MS)
 Defense & Strategic Studies (MS)
 Educational Leadership – Cooperative Program with the University of Missouri-Columbia (EdD)
 Nurse Anesthesia (MS)
 Physical Therapy (DPT)
 Physician Assistant Studies (MS)

Renewal Criteria: To renew the MOGO Scholarship for subsequent semesters, students must remain enrolled in an eligible program, complete at least 9 graduate credit hours during each semester the award is received and at least 5 graduate credit hours during each summer session the award is received, maintain a cumulative graduate GPA of 3.00 and remain classified as a non-resident for fee purposes. Eligibility will be verified at the end of each semester. If a student becomes ineligible, the scholarship will not be reinstated unless the student is approved for an exception which can only be granted by the Graduate College. Enrollment in the MOGO program during the summer semester is optional. An exception to the credit hour requirement will be granted to students who are enrolled in their last semester and need fewer than the prescribed minimum hours to graduate. Students in their last semester seeking a reduction to the credit hour requirement must submit the "Satisfactory Academic Appeal" Form found on the Financial Aid website. If an exception is granted, the scholarship award will be reduced proportional to the number of credit-hour enrollment.

Undergraduate MSU Scholarships

MSU undergraduate students who complete their bachelor's degree and move immediately into a graduate program (including accelerated master's programs), and have unused eligibility in their undergraduate scholarship, may be able to transfer the remaining scholarship to their graduate programs. Check with the Financial Aid Office for information and eligibility requirements. Note: this cannot be used in conjunction with a graduate assistantship.

International Partnership Scholarships

G5.03 International Partnership Scholarships

It is the policy of Missouri State University to award scholarships to international students in the amount of seventy-five percent (75%) of non-resident tuition when these students come to the University from an institution that has a formal cooperative arrangement with the University. The Provost is responsible for determining criteria for awarding this scholarship and for determining which cooperative agreements shall contain a provision for awarding this scholarship. (Bd. Min. 6-29-07; Res. Fees No. 128-07.)

Missouri State University International Partners Scholarship

This program will provide a waiver of 75 percent of the out-of-state portion of the non-resident fees for international students coming to Missouri State University from institutions with which Missouri State has entered into a formal, approved cooperative agreement. Specific criteria will be established as part of the agreement with each institution. The number of these scholarships is not limited except on the basis of being linked to the cooperative agreement between Missouri State University and their International Partner. Qualified students will be identified in accordance with the terms of these formal agreements and students will be notified of their award. The value of the scholarship per year for each student varies based on the number of credit hours taken.

Continue the Tradition Scholarship

"Continue the Tradition" is a program for out-of-state students who are the children and grandchildren of Missouri State University graduates. To qualify, students must be classified as non-residents for fee purposes, must be enrolled full-time (9 hours for graduate students), and must have at least one parent, stepparent, or grandparent who is a graduate of Missouri State University (Associate, Bachelor, Masters, or Specialist degree). In addition, recipients must be admitted to a graduate degree program.

Students who meet these criteria will receive a waiver covering the out-of-state portion of required student fees. This waiver will be renewed for graduate students who complete 18 hours per year with at least a 3.0 cumulative GPA. Because this waiver covers all out-of-state fees, it cannot be combined with other out-of-state waivers or stipends. To submit your application for this scholarship, visit www.missouristate.edu/continuetheheritageapp. You may also contact the Office of Admissions at 417-836-5517 or 1-800-492-7900 for more information.

Midwest Student Exchange Program

Missouri State University participates in the Midwest Student Exchange Program (MSEP). This program provides an opportunity for Illinois, Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota, and Wisconsin residents to attend Missouri State at resident fees. All graduate degree programs are eligible for this scholarship.

Graduate students whose legal residence is Illinois, Indiana, Kansas, Michigan, Minnesota, Nebraska, North Dakota or Wisconsin may qualify if they also have an undergraduate cumulative GPA of 3.25 and are formally admitted to a graduate degree program. The value is a full waiver of out-of-state fees for the academic year (fall and spring) and may not be held in conjunction with the MOGO Scholarship. The Midwest Student Exchange Scholarship will be renewed for one year (4 semesters total) for graduate students who complete 18 hours per year with at least a 3.50 Missouri State grade point average. This award cannot be combined with other out-of-state waivers or graduate assistantship stipends. Application is automatic with application to the university, but the total amount of awards available is limited to the first 20 eligible students. This award is not available during the summer semester.

For more information about the Midwest Student Exchange Program, please write or call the Office of Student Financial Aid, Missouri State University, 901 S. National, Springfield, MO 65897, 417-836-5262 or 1-800-283-4243. You may also email fnaid@missouristate.edu or visit the web site at www.missouristate.edu/financialaid.

Graduate Incentive Grants

Occasionally, one-time scholarships/incentive grants may be available for a specific semester. See the Graduate College website (<http://graduate.missouristate.edu>) for information. Current Incentive Grants for fall 2010 include.

Aileen and Keith Ford Endowed Scholarship

This scholarship is awarded in the fall semester to two first-year, full-time graduate students who received an undergraduate degree from Missouri State University. To be eligible, a student must be a first-year graduate student who earned the undergraduate degree from Missouri State and be enrolled in at least 9 credit hours during the fall and spring semester. Consideration will be given to performance at the undergraduate level of study, academic potential to successfully complete the program in which the applicant is enrolled, leadership qualities, personal maturity, and motivation. Information and the submission form can be found on the Graduate College website.

Basil and JoAnn Boritzki Scholarship

This endowed scholarship is awarded annually to two full-time graduate students, one male and one female, in recognition of their academic achievement. To be eligible, a student must have the intention to enter, and/or remain in the teaching profession in publicly-supported educational institutions, either K-12 or college teaching, have a cumulative grade point average of 2.75 or above and be enrolled full-time during the academic year that the award is given. Full-time is defined as nine semester hours of graduate credit for non-graduate assistants or six semester hours of graduate credit for graduate assistants.

Departmental and Non-Departmental Scholarships

Privately donated funds are given each year to Missouri State University students who demonstrate qualifications such as, but not limited to, outstanding academic achievement, leadership involvement and financial need. The funds come from private gifts to the university by individuals, groups or companies. To apply for these scholarships, you must first be admitted to the university. Once you are admitted, complete the General and Departmental Scholarship application at www.missouristate.edu/financialaid/scholarships/general.html. Deadline: The priority deadline date is March 1 each year. The application is available until May 1.

Federal Financial Assistance

The following federal aid programs are available to graduate students. To determine eligibility for these programs, a student must complete and file the Free Application for Federal Student Aid (FAFSA). The priority application date is March 31. Students may apply online at <http://www.fafsa.ed.gov>. Students classified as non-degree seeking or postbaccalaureate should contact the Office of Student Financial Aid to see if they are eligible.

Federal regulations require Missouri State University to establish a satisfactory academic progress (SAP) policy to ensure all students receiving financial aid are making reasonable progress towards completing their degree. Students who fail to make progress toward the completion of their education will be suspended from receiving financial aid.

Satisfactory academic progress is defined as passing a required number of hours and achieving a required grade point average (GPA) during a reasonable period of time. The academic records of all aid recipients are reviewed at the end of each semester in which the student is enrolled to determine compliance. Regulations require that a student's entire academic history be considered, even if the student has never received financial aid. State and non-federal programs and scholarships may have different standards of satisfactory academic progress.

These standards apply only to a student's eligibility for federal financial aid. Refer to the academic policies section of the MSU Policy Library for academic policies that apply to all students (regardless of whether they are receiving financial aid) and to the undergraduate and graduate catalogs for degree and major requirements.

Federal Unsubsidized Stafford Loan

A student loan that is not based on need. The interest rate is fixed at 6.8% and begins accruing on the date of the final academic year disbursement. Interest payments may be made in installments or allowed to accrue and be added to the principal (capitalized). Repayment begins six months after the student leaves school or drops below half-time enrollment.

PLUS Loan for Graduate and Professional Students

This loan is available to graduate and professional students to borrow in addition to their eligibility for an Unsubsidized Stafford loan. This program does not allow students to borrow above their cost of attendance, but it will enable students who have reached annual or aggregate limits for Stafford loans to continue to borrow through the federal Direct Loan program. Students must complete a FAFSA and have a good credit history. The interest rate is 7.9%. Interest accrual begins on the date of the final academic year disbursement, and the first payment is due within 60 days of the loan being fully disbursed.

Federal Work-Study (FWS)

This program provides part-time jobs to undergraduate and graduate students while they are in school. A work-study award is an opportunity to work enough hours to earn the amount awarded. Jobs are available in various departments on campus as well as off campus in health, welfare, and recreation programs. The rate of pay is at least minimum wage. Awards are based upon information contained in the student's financial application.

Veterans Benefits and Services

Veterans Benefits: Missouri State University is approved for certification of students eligible to receive educational assistance (G.I. Bill) from the U.S. Department of Veterans Affairs (DVA). The Veterans Certifying Official is located in Carrington Hall, Room 314. For more information, please call (417) 836-6199 or send an email to VeteransServices@missouristate.edu.

Veterans Services: Veteran Student Services provides quality support services to students eligible to receive veterans' educational benefits such as certifying enrollment, monitoring progress, conferring with students, and ensuring that students are in compliance with federal and state laws governing educational benefits. In addition, the office maintains the Veteran Incentive Program which provides additional support services to any military veteran regardless of their status as a benefit recipient. Veterans may be eligible to receive benefits under various GI Bills and it is imperative that they consider all options prior to applying for benefits. It can take 10-12 weeks for their claim to be processed and up to 16 weeks before first payments arrive. Additional information including minimum grade and credit requirements for benefits, advice and application assistance for benefits, and other information for veterans may be obtained by contacting the Veteran Student Services office which is located in Carrington Hall, Room 314, by phone 417-836-6199 or by visiting www.missouristate.edu/veterans.

Student Employment Service

The Student Employment Office maintains an active file of permanent and temporary part-time jobs as well as a few full-time employment opportunities. Any currently enrolled MSU student may visit the office of Student Employment Service in Blair-Shannon Hall, Room 113 or access the job database by going to www.missouristate.edu/studentemp and clicking on "Missouri State University Students". Although the job market remains extremely competitive, many students have found positions that fit their needs through Student Employment Services. For more information, call (417) 836-5627 or visit www.missouristate.edu/studentemp.

Graduate Assistants (20 per week) are not eligible to hold any additional on-campus positions during the time of their appointment.



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