

# General Graduate Academic Regulations and Information

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# General Graduate Academic Regulations and Information

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## Mission and Administrative Organization of Graduate Education

UMKC currently offers more than 50 graduate degrees at the master's, educational specialist and doctoral levels, plus a number of graduate certificates. Graduate students represent about 26 percent of the total campus enrollment. The graduate student population is diverse in ethnicity, gender and racial background. As an urban university, our programs strive to accommodate adult working students. Nearly two-thirds of all graduate students are enrolled part time and the average age is 35.

The Graduate Council, representing a cross section of campus graduate faculty, sets policy, establishes minimum graduate education standards and monitors the quality of graduate education at UMKC. The graduate faculty in the various graduate degree programs may set standards more stringent than the minimums outlined in this catalog section, and in such cases, the program standards take precedence over the campuswide minimum regulations. The School of Graduate Studies is responsible for monitoring compliance to the campuswide minimum graduate academic regulations; providing leadership and coordination of all graduate programs; and serves as the academic home for students admitted to the Interdisciplinary Ph.D. program. Information on the I.Ph.D. program may be found in the School of Graduate Studies section of this catalog.

## Admission Policies and Procedures

Graduate admission committees in each academic unit review applications and make recommendations for admission. Applicants must satisfy both the general campus requirements and the program-specific admission criteria for graduate study. The minimum general requirements follow.

### Graduate Admission Requirements

The following are minimum requirements for admission to graduate study in all UMKC graduate programs except the combined R.N. to M.S.N. option in the School of Nursing:

1. A bachelor's or first-level professional degree from a regionally accredited institution.
2. A satisfactory academic record.

For program-specific requirements, applicants should consult the pertinent degree program listing in this catalog.

Many UMKC graduate degree programs require satisfactory scores from either the Graduate Record Examination (general and/or subject tests), the Miller Analogies Test or the Graduate Management Admissions Test.

Other academic units may require other national examinations. Test applications and information can be obtained from the UMKC Counseling, Health and Testing Center, (816) 235-1635, or by contacting the Educational Testing Service <http://www.ets.org>.

## Graduate Study Application Procedure

In general, applications for admission to graduate study should be obtained from and returned to the admissions office. Complete contact information for admissions can be found in the Application Forms section of undergraduate admissions in the undergraduate catalog or from the UMKC Web site home page.

Because some academic units have special application packets, applicants requesting application materials should be sure to specify the program to which they plan to apply. Admission to a degree program is subject to the recommendations of the graduate faculty in the degree program area and the dean of the academic unit in which the program is offered. Graduate admission decisions by the academic dean or designated representative are final.

Applicants must submit an official transcript from the school where their bachelor's degrees were obtained. Unless the transcript of the degree-granting institution includes the complete record of undergraduate work taken at all other schools, an official transcript from each of the other institutions also must be supplied. In addition, applicants must submit an official transcript from each school where other coursework has been taken or degrees have been obtained after the bachelor's degree. All credentials submitted in support of the application for admission become UMKC property and will not be returned to students, nor will UMKC release copies of such credentials to a third party.

The graduate degree programs at UMKC have varying schedules for receiving, reviewing and acting on applications for admission. Before applying, applicants should contact the principal graduate adviser or graduate officer for the chosen degree to determine program-specific deadlines. Lists of the names of the current graduate officers and principal graduate advisers are available, on request, from the School of Graduate Studies.

International graduate applicants should refer to International Graduate Student Applicant and Student Information later in this section.

## Graduate Academic Regulations

The minimum academic regulations and degree requirements for graduate study at UMKC, as outlined in the subsections that follow, have been determined by the UMKC graduate faculty through representation on the Graduate Council and the Committee of Graduate Officers, and apply to all graduate programs. Individual schools and departments may adopt additional and more stringent requirements for admission, retention and degrees that take priority over these minimum regulations. These additional requirements are detailed under the various fields of study in this catalog.

## Academic Loads

### Full-Time Academic Load Definition for Graduate Students without Assistantship Appointments

Graduate students enrolled in nine or more credits during a regular semester or five credits during a summer session are considered full-time students. All students registered for fewer than those specified totals are classified as part-time students, unless they hold a teaching or research appointment at UMKC. This designation of full time is for academic purposes only and does not apply to assessment of fees or degree program residency requirements.

### **Full-Time Academic Loads for Graduate Teaching and Graduate Research Assistants (GTAs/GRAs)**

Full-time enrollment for students holding graduate teaching assistant or graduate research assistant appointments is six hours in a regular semester or three hours in a summer session. GTAs/GRAs are expected to make normal progress toward their degrees and should enroll in a minimum of six hours per semester (three credits in the summer session). However, GTA/GRA appointees who have completed all required coursework for the degree and who are working full time on research need only enroll for the minimum of three credits.

Note that this policy in no way alters the residency requirements and criteria for doctoral degrees. Further, international students holding GTA/GRA appointments also must abide by requirements of the U.S. Immigration Service and should consult the international student adviser before reducing their course loads.

### **Special Cases: Requests for GTA/GRA Appointments Greater than Half Time and Requests for Exemption from Social Security Withholding for GTAs/GRAs**

GTA/GRA appointments are normally restricted to no more than 20 hours per week (.5 full-time employee). Requests for GTA/GRA appointments greater than .5 FTE must be submitted to the School of Graduate Studies prior to the beginning of the appointment and must be accompanied by a statement from the student's major adviser that the additional work load will neither place the student at risk academically nor impede the student's academic progress.

Graduate students holding GTA/GRA appointments are automatically exempt from Social Security withholding tax as long as they are enrolled in at least six credit hours. If the student's enrollment falls below six credit hours, the student's academic unit may certify his or her eligibility for continued exemption for one of the following two reasons:

- The GRA is a doctoral student working in a research laboratory as a component of the educational requirement and is enrolled in the minimum number of research hours required for doctoral students who have passed comprehensive examinations.
- The GTA or GRA is a graduate student enrolled in fewer than six credit hours because it is the student's exit semester.

Certification forms are available in the School of Graduate Studies office. The form requires signatures from the student's major adviser and the principal graduate adviser of the student's academic unit. After these individuals have signed the form, it must be sent to the School of Graduate Studies for recommendation. The School of Graduate Studies forwards the completed request to the Payroll Office for final action on the request.

### **Restricted Academic Loads**

Limitation on the size of the academic load for which graduate students can register might be imposed by the dean or faculty adviser. Generally, students on probation are required to restrict the academic program to a minimum full-time load until they have returned to good standing.

### **Interpretation of Full-Time and Half-Time Status of Graduate Students for Purposes of Certification to Lending/Funding Agencies**

To be eligible for certification of *full-time status* as a graduate student by the Registrar's Office, a student must meet at least one of the following conditions:

- Enrollment in nine credit hours.
- Half-time (.5 FTE) GTA or GRA appointment and enrollment in six or more hours.

- Quarter-time (.25 FTE) GTA or GRA appointment and enrollment in seven hours.
- Ph.D., D.M.A. and Ed.D. candidates who have passed their doctoral comprehensive examinations and are enrolled in one hour (not to exceed 10 semesters of certification under this category).

To be eligible for certification of *half-time status* as a graduate student by the Registrar's Office, a student must meet at least one of the following conditions:

- Enrollment in five credit hours.
- Half-time (.5 FTE) GTA or GRA appointment and enrollment in three credit hours.
- Quarter-time (.25 FTE) GTA or GRA appointment and enrollment in five credit hours.

Special Cases and Limitations on Registrar's Certification to Lending/Funding Agencies:

- Ph.D. or D.M.A. students who have not taken and passed their doctoral comprehensive examinations and who do not meet one of the other enrollment qualifications for certification and Master's/Educational-Specialist students not qualifying for certification under one of the categories listed above may petition the principal graduate adviser in their academic unit for special consideration. If, based on a review of the student's petition, the principal graduate adviser believes there is sufficient reason for certifying the student for full-time or half-time status, the principal graduate adviser may submit a request to the Registrar's Office.
- Work to satisfy an incomplete grade or grades from a previous term or terms does not count toward certification. Therefore, a class may be used only in status calculation for one term. Since the hours are used in status calculation during the original term of enrollment, that is the only term that the hours may be counted.
- Status may not be calculated nor certified for future terms.

## **Enrollment**

### **Changes of Enrollment**

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

### **Additions**

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

### **Withdrawals**

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

### **Change from Audit to Credit**

Graduate students may change status in a course from audit to credit during the first week of the term, provided they have the

approval of the faculty adviser and have notified the course instructor.

### **Change from Credit to Audit**

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

### **Withdrawal for Financial Delinquency**

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

### **Enrollment/Readmission Policy**

Until the time they have completed all coursework on their approved programs of study, graduate students in good standing who have not enrolled for only one semester may re-enroll without applying for readmission. Students who attend other schools in the interim must submit transcripts of such work from each institution attended. Graduate students are considered inactive after a lapse of two or more regular semesters of enrollment. Subsequently, inactive graduate students who want to continue must follow the same admission procedures as those required for new applicants. After a lapse of three or more terms, graduate students will re-enter under requirements in effect at the time of readmission.

### **Continuous Graduate Enrollment Requirement**

After completing all courses included in the planned programs or plans of study for degrees, all degree-seeking graduate students must remain continuously enrolled in each regular semester up to and including the semester in which their degrees are awarded. This requirement applies also to the summer term for students whose degrees are being awarded at the end of a summer term. This continuous enrollment must be for a minimum of one-hour credit in research and thesis, research and dissertation, or other work designated by the department or school. When no suitable credit registration is available, or when students have previously enrolled in at least the minimum number of 5599 (thesis) or 5699 (dissertation) or equivalent credits required on their programs or plans of study, students may fulfill the continuous enrollment requirement by registration in continuous graduate enrollment (5899) for no academic credit. Interruption of continuous registration due to failure to comply with this requirement will result in the need for readmission under requirements then in effect. Academic units may require retroactive enrollment as a condition of readmission.

### **Continuous Graduate Enrollment (5899):**

Courses designated as 5899, Continuous Graduate Enrollment, are charged at the rate established for one credit hour. Registration, by mail or in person, must be completed by the end of the first week of a regular semester or of a summer session. Students may obtain a reference number for 5899 from the Registration and Records office.

### **Enrollment Classifications**

#### ***Post-Baccalaureate, Non-Graduate Student Classification:***

Students who have earned a baccalaureate degree and who are seeking only additional undergraduate courses may be admitted under a post-baccalaureate (code 4-E) classification. Students in this classification are restricted to enrollment in courses numbered 499 and below and may not take any courses for graduate credit. Courses taken while classified as a code 4-E student may not be included for credit on a graduate degree program at a later date. Code 4-E students wanting to

reclassify as graduate students for a future term must reapply and be regularly admitted to the graduate programs in which they want to seek advanced degrees.

#### ***Degree-Seeking and Non-Degree-Seeking Graduate Student Classifications:***

Students admitted to any of the graduate classifications (whether degree seeking or non-degree seeking) will be enrolled automatically for graduate credit in courses numbered 300 to 499 unless they indicate on their enrollment forms that they do not want graduate credit for the course or the instructor specifies the course may only be taken for undergraduate credit. Courses numbered 299 and below may not be taken for graduate credit, are not calculated in a student's graduate grade-point average and cannot be included as credit courses on a graduate student's program of study.

The following six admissions categories are used for degree-seeking graduate students at UMKC:

1. *Regular Master's Degree Seeking - (Code 6)*  
Degree-seeking graduate students admitted to a master's degree program without reservation.
2. *Conditional Master's Degree Seeking - (Code 6-V).*  
Degree-seeking graduate students admitted to a master's-level degree program who have not yet fulfilled all admissions requirements specified by the academic unit responsible for the degree program.
3. *Regular Educational-Specialist Degree Seeking - (Code 7).*  
Degree-seeking graduate students admitted to an Educational-Specialist degree program in the School of Education without reservation.
4. *Conditional Educational-Specialist Degree Seeking - (Code 7-V).*  
Degree-seeking graduate students admitted to an Educational-Specialist degree program who have not yet fulfilled all admissions requirements specified by the School of Education.
5. *Regular Doctoral Degree Seeking - (Code 8).*  
Degree-seeking graduate students admitted to a doctoral degree program (Ph.D. or D.M.A.) without reservation.
6. *Conditional Doctoral Degree Seeking - (Code 8-V).*  
Degree-seeking graduate students admitted to a Ph.D. or D.M.A. program who have not yet fulfilled all admission requirements specified by the academic unit responsible for the degree program.

Full admission of code 6-V, 7-V and 8-V students to a degree program and appropriate reclassification are subject to students' removal of deficiencies and approval of satisfactory performance.

Admission to graduate study and to a particular degree program is no guarantee that students will be advanced to candidacy or granted a higher degree. All candidates are expected to perform at a consistently high level and to satisfy all the requirements for the degree. The final determination, as to whether or not students will be recommended for a graduate degree, is made by the graduate faculty in the fields concerned. The graduate faculty reserves the right to deal with exceptional cases on individual merit.

Degree-seeking graduate students who plan to change their field of study must reapply for admission and be regularly admitted to the desired graduate program in the new department or school.

The following three admission categories are used for non-degree-seeking graduate students:

1. *Non-Regular Graduate - Continuing Education, Non-Degree-Seeking Student - (Code 6-H).* Students taking courses for graduate credit through the Division of Continuing Education. It should be noted that admission

to this category (generally through self-certification) does not constitute regular admission to a graduate program at UMKC. However, on the recommendation of the adviser and approval by the graduate officer, a limited number of graduate credit courses (normally no more than six credit hours) may be applied to individual degree programs after students have been regularly admitted to do graduate study (see Application for Graduate Study, above).

2. *Visiting Graduate Student - (Code 6-C)*. This includes students who have been properly certified as graduate students at an accredited institution other than UMKC, and have permission to enroll in specific courses (including 5000-level courses) at UMKC. *Note: Students who have previously been enrolled in a UMKC graduate program must have been in good academic standing at the end of their last UMKC graduate enrollment to take graduate courses as a visiting graduate student.*
3. *Graduate Special Non-Degree Seeking - (Code 6-G)*. This classification is used for two categories of students: (1) Community access, non-degree-seeking students wanting access to graduate level courses not available through continuing education; and (2) Potential graduate applicants, not meeting requirements for conditional admission and wanting to take graduate-level courses in order to qualify for admission. The following restrictions apply to 6-G Classification graduate students:
  - Students apply to the academic unit, if declared. If undeclared, students are admitted as undeclared graduate students in the College of Arts and Sciences.
  - All graduate academic regulations apply.
  - Students must have a baccalaureate degree prior to admission.
  - Students are subject to the campus graduate academic probation and ineligibility policies.
  - Students with a 6-G classification are not eligible for financial aid.
  - International students may not be issued I-20 forms for admission under a 6-G classification.
  - International students considered under the 6-G classification must meet the University standards for evidence of English proficiency.
  - Students admitted under this classification must reapply to the academic unit and be admitted to a graduate degree program in order to be changed to degree-seeking status.
  - At the discretion of a department or area, the graduate-level courses completed with a grade of B (3.0) or better while classified as a 6-G student may be applied toward a graduate degree in that department or area. Of the courses listed on a degree, no more than 12 semester credit hours may have been completed while enrolled as a 6-G student.

All non-degree-seeking graduate students (6-C, 6-G and 6-H) wishing to enter a degree program must reapply for and be regularly admitted to the department or school from which they want to receive an advanced degree.

## Exceptions to Academic Regulations

### Campuswide Exceptions

Petitions for an exception to a campuswide graduate academic regulation must originate with the student. It must be processed through the graduate officer and dean or program director in charge of the student's graduate degree program and forwarded to the dean of the School of Graduate Studies. Only the dean, or the designated representative, are authorized to

grant an exception to the graduate academic regulations applying to all graduate students. Petitions must be in writing and include (1) the reason for requesting the exception and a detailed justification from the student; (2) recommendation for action by the appropriate graduate officer; (3) recommendation for action by the department or division chair (if applicable); and (4) recommendation for action by the appropriate dean or program director. The graduate dean or designated representative will review the petition and related documentation and render a decision which will be communicated in writing to the academic dean or director, the graduate officer, the student and the registrar.

### Program-Specific Exceptions

Petitions for exception to a program-specific academic regulation are handled within the academic unit's degree program. A graduate student who has petitioned for an exception to a program-specific academic regulation and whose petition has been denied may appeal the decision to the dean of the School of Graduate Studies if all other remedies open to the appellant have been exhausted at the department and college, school or program level. Appeals to the dean of the School of Graduate Studies must be made in writing within 14 consecutive days from the date the student received the written notice of the petition decision. The dean of the School of Graduate Studies will investigate the case and take appropriate action in a timely manner. The decision of the graduate dean, as the chancellor's designated representative, is final and will be communicated in writing to the student, the graduate officer, the academic dean or director and the registrar.

## Graduate Courses and Grading Policies

### Course Designations

In general, courses numbered 5000 and above are open only to regularly admitted graduate and Ph.D. students.

Courses numbered 300 to 499 are upper division junior- and senior-level courses. Graduate students who enroll in such courses have the option of designating them, at the time of enrollment, as being "not for graduate credit." If the student chooses this option, the grade will not be included in the student's graduate grade-point average and the course may not be included on the graduate or Ph.D. program/plan of study and will not count toward a graduate degree. In order for a 300- or 400-level course to be accepted for graduate credit, students will be expected to do supplementary work (additional reading, projects, papers and contact hours with the instructor) and to demonstrate graduate-level competency and achievement in the subject. Also, students must take the course for graduate credit and complete it with a grade of B- (2.7) or better. The total number of acceptable 300- to 400-level courses to be applied to requirements for a graduate degree may not exceed 40 percent of the total number of courses applied to graduate or non-interdisciplinary doctoral-degree requirements, or one-third of the total number of courses on the approved Interdisciplinary Ph.D. plan of study.

Courses at the 100- and 200-level are not available for graduate credit and will not be applied toward the number of hours required for a graduate degree.

Courses numbered 5580 to 5589 generally are reserved for seminars, workshops and special topics. Consult individual degree programs for possible restrictions on such offerings. The course numbers 5590 to 5598 usually are reserved for non-thesis research, directed studies and readings. Courses numbered 5599 are restricted to research leading to a thesis. Considering this numbering system, no more than 40 percent of courses numbered 5590 to 5599, or other courses which fall in the categories listed above for that course number range, may be applied to a graduate degree program of study, with the exception of the Interdisciplinary Ph.D. study.

Courses numbered 5695 to 5699 are restricted to research leading to a dissertation. Continuous Graduate Enrollment is numbered 5899.

**Note:** The numbering of graduate courses in the School of Dentistry differs from the system described above.

**Course Restrictions**

**Policy on Admission of Undergraduates to Graduate-Level Courses:**

In addition to regularly admitted graduate students, seniors who meet the requirements below, and who have obtained the necessary approvals and received permission from the School of Graduate Studies may enroll in a limited number of courses numbered in the 5000 series and above, or may enroll in appropriate 300- and 400-level courses for graduate credit.

**Minimum requirements:**

- Seniors within 12 credits of graduation who have a 3.0 GPA or better in their college work; or
- Seniors within 30 credits of graduation who have a 3.5 GPA in their college work.

To request permission to take a graduate-level course, the senior must:

1. Obtain a request to take graduate-level course form and an advising transcript from the Registrar’s Office. (Forms also are available on-line at <http://www.umkc.edu/sgs/forms>.)
2. Fill out the request to take graduate-level course form, attach a copy of the advising transcript to the form and seek written approval on the form from the course instructor; the dean or director of the academic unit in which the requested course is offered; and the student’s undergraduate adviser.
3. Once the above steps have been completed, submit the form to the School of Graduate Studies for final approval. This last step should occur no later than four weeks before regular registration.

This policy does not generally apply to 5000-level courses in the Bloch School of Business and Public Administration open exclusively to graduate students. However, Bloch School seniors may begin work on the M.B.A., M.P.A. or M.S. in accounting degree if pre-approved by the Bloch School based on their formal application and admission to the graduate degree program.

This procedure is intended to allow a degree of flexibility in planning the academic programs of degree-seeking seniors who clearly have shown academic merit and plan to pursue advanced study after graduation. This option is not available for post-baccalaureate students (code 4-E).

In all cases, eligible students may enroll in no more than six credits of graduate-level courses or courses for graduate credit through this procedure. In addition, first-semester seniors who enroll in graduate-level courses are limited to a total enrollment of no more than 15 hours for the semester. Graduate-level courses (5000 and above) are to be selected from those courses generally offered to first-semester or first-year graduate students. Courses such as special topics, individual studies and directed research designed for advanced graduate students are not eligible under these provisions.

Students may petition that the courses can be taken for graduate credit or undergraduate credit. Credit may be applied to requirements for a graduate or a bachelor’s degree, but not both.

Requests by students who meet all the requirements stated above will be approved by the dean of the School of Graduate Studies or designated representative. In exceptional cases, students who do not meet the requirements stated above may

present a petition to the dean of the School of Graduate Studies. Such petitions must be presented to the school no later than four weeks before the beginning of the term for which enrollment is sought.

Students who do not meet the above criteria but who register for a graduate-level course will be withdrawn administratively from the course. Fees paid for the course will be refunded.

**Graduate-Credit, Continuing Education Courses:**

Graduate-credit courses are offered on an irregular basis at both off-campus and on-campus locations through the Division of Continuing Education, in conjunction with various instructional divisions.

Students may enroll in such courses and earn graduate credit without being regularly admitted to a graduate program. However, application of such credits toward an advanced degree can be determined only after students have been regularly admitted to graduate study. Such application depends upon the acceptance of students and the course by the respective department or division offering the degree. Students are responsible for determining whether these credits will satisfy the requirements of their particular educational goals and should make such determination before registering for the course.

**Grading System**

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

Letter Grade	Description	Points per Semester Hour
A	The highest grade	4.0
A-		3.7
B+		3.3
B	Work of distinction	3.0
B-		2.7
C+		2.3
C	Average work	2.0
C-		1.7
D+		1.3
D	Passing, but unsatisfactory	1.0
D-		0.7
F	Failure without credit	0.0
NR	Not Reported	0.0
WF	Withdrew failing	0.0
W	Withdrew; no academic assessment	-
I	Incomplete	-
AT	Audit	-
CR	Credit only	-
NC	No Credit	-
P	Passing	-
S	Satisfactory	-

In terms prior to and including 1985, any of the above grades might be preceded by an R indicating a repeated course. These grades are not included in either total hours or the grade-point average. (Examples: RC, RD, RF.) Since 1985, all grades, including those in repeated courses, are included in the GPA calculation. For the 1993 Fall Semester, UMKC began using the plus/minus grading system for grades A, B, C and D. The grade of A+ is valid only for students in the School of Law.

**Incomplete Grades**

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

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

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

#### **Policy on Repeated Graduate-Credit Courses**

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

### **Requirements for Retention**

#### **Graduate Probation Policy**

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

Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate adviser."

(Interdisciplinary Ph.D. students will be directed to consult their interim adviser or research adviser.) The principal graduate adviser, interim adviser or research adviser will review the student's progress and provide counsel, and the following conditions apply:

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

#### **Ineligibility for Further Graduate Study**

##### ***Ineligibility Following Academic Probation***

In the case of ineligibility following academic probation, the graduate student may present a petition for re-enrollment to the principal graduate adviser of the student's academic program. Petitions will be reviewed by the graduate faculty member responsible for the student's degree program. That faculty

member will make a written recommendation to the appropriate administrative levels within that academic unit approving or denying of the petition. The approval or denial action may include:

- Approval for further graduate study in the student's current field of study and in the same classification but on a restricted probation basis (as defined in written contract).
- Approval for further graduate study in the student's current field of study in a different student classification and on a restricted basis.
- Denial for further graduate study in the student's current field but approval for undergraduate study only.
- Denial for further study, either graduate or undergraduate, in the student's current field of study.

##### ***Ineligibility Due to Unsatisfactory Progress or Performance***

When a department or school or Interdisciplinary Ph.D. supervisory committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory, that department, school or committee may recommend to the dean or director of the academic unit in which the student's degree is housed that the student be reclassified or declared ineligible for further study. The dean or director reviews the recommendation and conveys a decision to the respective faculty group and the student.

Students in programs other than the Interdisciplinary Ph.D. program who have been declared ineligible due to unsatisfactory progress or performance may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor. Students in the Interdisciplinary Ph.D. program may appeal such decisions to the provost, as designee of the chancellor. Such appeals must be made in writing within 14 consecutive days after receipt of the notification to the student of the decision.

The decision of the graduate dean or provost, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:

1. The student
2. The graduate faculty review group(s)
3. The academic dean or director
4. The registrar

### **Requirements for Graduation**

#### **Program of Study**

Graduate education is intended to answer the personal needs of students and the special needs of society not satisfied through undergraduate training. Graduate degrees indicate that the holders have sufficiently mastered a program in a particular field to pursue creative projects in that specialty. The degrees are awarded for completion of a coherent program – formalized as the program or plan of study – designed to assure the mastery of specified knowledge and skills. Forms for specifying individual programs or plans of study are available from the principal graduate adviser (Arts and Sciences) or graduate officer of the academic unit.

Students may elect to fulfill either the degree requirements in effect at the time of their original admission (provided there has not been a lapse in attendance at UMKC of more than two consecutive terms) or the degree requirements in effect at the time of advisement into a planned graduate program of study.

No course at the 300- or 400-level taken on a credit/no credit basis; no 300- or 400-level course with a grade below B- (2.7); and no 5000-level or higher course with a grade below C (2.0), will count toward any advanced degree program. Additionally, 80 percent of the credits for the degree must be passed with a grade of B (3.0) or better. Students admitted to

the combined J.D./MBA program must receive grades of B or better in 80 percent of Bloch School courses. Because of different grading standards, the transferred law hours are not included in the 80 percent calculation. Degree programs may have requirements which are more stringent. If so, the program requirement takes precedence over the campus minimums.

### **Thesis and Dissertation Preparation and Approval Process**

#### ***Formatting Regulations:***

Some master's degree programs have a thesis requirement and some have a thesis option. All Ph.D. degree programs at UMKC require a dissertation. The School of Graduate Studies, guided by the Graduate Officers Committee, establishes the format regulations for theses and dissertations (T/Ds) at UMKC. Degree candidates are responsible for familiarizing themselves with and adhering to the standards of the latest edition of the "Manual for Writers of Term Papers, Theses and Dissertations" edited by Kate Turabian. They also must become familiar with the special format regulations for title page; abstract format and length; approval page; order of manuscript sections; paper; page numbering; heading levels; margins; and type style and size; which are outlined in the "University of Missouri-Kansas City Guide to Formatting Theses and Dissertations" which is available online at [www.umkc.edu/sgs/theses.asp](http://www.umkc.edu/sgs/theses.asp). Bibliographic references must follow Turabian guidelines unless the student's academic program has an alternate bibliographic reference format approved by, and on file with, the School of Graduate Studies. Candidates should check with the principal graduate adviser in their respective academic units to determine the approved bibliographic reference format standard for their degree programs. Any variances from the standards outlined in the "University of Missouri-Kansas City Guide to Formatting Theses and Dissertations", Turabian and discipline-approved bibliographic reference styles must be requested in writing and approved in advance by the dean of the School of Graduate Studies. A copy of the dean's official letter authorizing exceptions to formatting standards must be included as an appendix to the T/D.

The School of Graduate Studies provides formatting workshops at the beginning of each fall and spring semester. In addition, degree candidates may schedule individual conferences with the school's T/D Formatting Specialist during the first four weeks of the fall or spring semester and the first two weeks of the summer term to make sure they have interpreted the formatting guidelines correctly and to seek guidance on specialized formatting problems. Candidates should call the School of Graduate Studies office, (816) 235-1161, for time and place of workshops or to schedule a formatting conference.

#### ***Supervisory Committee Review and Approval of T/Ds:***

Approval of the T/D begins with the degree candidate's supervisory committee. Candidates work closely with their research advisers while writing the various sections of the manuscript. The candidate's supervisory committee shall ensure that the scholarly content and style of the T/D is in keeping with recognized standards of the chosen discipline(s). Graduate degree candidates should periodically provide all members of their supervisory committee with preliminary drafts of the T/D for review and comment. Final drafts of the T/D, which incorporate all substantive revisions supervisory committee members have previously requested, should be submitted to all members of the candidate's supervisory committee at least eight weeks before the expected date of graduation. For both master's and doctoral-level degree candidates, when the supervisory committee members feel the work is complete and ready for final defense by the candidate, the committee members notify the supervisory committee chair

by completing a Masters Thesis Preliminary Evaluation form or Doctoral Dissertation Preliminary Evaluation form and forwarding it to the supervisory committee chair. The supervisory committee chair and student may then schedule a final defense of the work.

#### ***School of Graduate Studies Review and Certification of Acceptance of T/Ds:***

The deadline for submitting the T/D to the School of Graduate Studies for certification of acceptance is printed in the calendar section of the schedule of classes for each term. The actual date varies, but it is approximately six weeks before the end of the fall or spring semesters and four weeks before the end of the summer session. Prior to the published deadline for the term in which the degree candidates expect to graduate, they must present the following to the School of Graduate Studies office:

- One unbound copy of the T/D in final form, but not printed on archival quality, acid-free paper.
- The signed Preliminary Approval of T/D by Supervisory Committee form.

T/Ds normally will not be accepted for review for graduation during the current term unless they are received in the School of Graduate Studies by the published deadline. In the school, the T/D is reviewed by a Thesis/Dissertation Formatting Specialist for conformity to the campus formatting standards and by the graduate dean for quality of content. The school's review process generally takes from two to four weeks. The candidate will be notified to pick up the T/D and make all necessary formatting corrections before resubmitting the T/D to the School of Graduate Studies. Candidates who are out of the city must make arrangements to have the copy picked up locally or returned, collect, by messenger service.

Candidates should print a copy of the approval page from the T/D on archival quality, acid-free paper meeting the requirements specified in the formatting guide, and take it to their T/D defense, and the supervisory committee members should sign the approval page in black ink. A copy of the approval page with the original signatures must be included in at least one copy of the T/D that is deposited in the libraries. The remainder of the manuscript should not be printed on the archival quality, acid-free paper until after the defense because the supervisory committee members may suggest final corrections or changes during the defense itself.

After the T/D defense, the student should submit a corrected final draft on plain paper to the School of Graduate Studies. This draft should be accompanied by the Masters Thesis Final Evaluation forms or Doctoral Dissertation Final Evaluation forms completed by each committee member. The graduate dean will review the thesis or dissertation for certification of acceptance. If the T/D has significant formatting problems, it will be returned to the candidate without further review or certification. The candidate will be required to make all necessary formatting corrections and resubmit the T/D to the School of Graduate Studies. If this happens, the candidate's graduation may be delayed. Enrollment in an additional term of continuous-graduate enrollment may be required.

Preliminary approval forms, Master's Thesis Preliminary and Final evaluation forms and Doctoral Dissertation Preliminary and Final evaluation forms are available from the School of Graduate Studies office in the Administrative Center (5115 Oak St.) and online at [www.umkc.edu/sgs/forms](http://www.umkc.edu/sgs/forms).

When both components of the School of Graduate Studies review of the T/D are complete, the candidate is notified. If further format corrections are required, the School of Graduate Studies will hold the certificate of acceptance until appropriate revisions are made and rechecked by the formatting specialist. The candidate then picks up the certified copy of the T/D and the certificate of acceptance from the School of Graduate

Studies office and may make final copies to deposit in the library. (See Final Thesis Examination and Supervisory Committee Approval under Master's Degrees Academic Regulations and Final Dissertation Examination under Doctoral Degree Programs (Ed.D., Ph.D., D.M.A.) later in this section.) Candidates who are out of the city must make arrangements to have the certified copy picked up locally or returned, collect, by messenger service.

#### ***Deposit of T/Ds with the Library:***

The candidate makes any final revisions requested by committee members at the defense or the School of Graduate Studies and prints two copies on archival quality, acid-free paper, as specified in the formatting guide. The final step in the process is deposit of these two, unbound copies of the T/D with the appropriate UMKC library. Theses and dissertations must be published on microfilm through ProQuest Information and Learning University Microfilms International (UMI) Dissertation Information Service. There is a fee for microfilming. As an added optional service, UMI will handle the copyrighting process for theses and dissertations, if desired. The libraries require payment for both the required and optional UMI fees, in the form of a cashier's check or money order made out to ProQuest Information and Learning, at the time of deposit. Candidates should check with the Reference Librarian to confirm the current amount of these fees. **Deposit must be accomplished no later than the Friday immediately preceding the first day of classes for the next term.**

#### **Application for Graduation**

Completing degree requirements does not automatically result in conferral of the degree. Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later than the end of the fourth week of the semester in which the degrees will be completed. Students graduating at the end of the summer session must file an application for graduation no later than the end of the second week of the summer session. An approved program/plan of study must be on file with the registrar at the time the student makes application to graduate. Filing applications for graduation initiates degree checks in the Registrar's Office. The students and their advisers receive a degree checklist which indicates any deficiencies the students must clear. Students should contact their advisers if there are questions about the checklist. The application for graduation also places candidates' names in the commencement program. In addition, when completion of degree requirements have been certified by the registrar, the Registrar's Office authorizes the diploma order.

Specific term deadlines for all graduate requirements are announced in the schedule of classes for each term. Students are responsible for being aware of and meeting these deadlines.

The registrar will certify degree completion if students' academic records (transcripts) show that they have completed all of the requirements listed on the approved program/plan of study.

#### **Commencement**

Advanced degree candidates are urged to attend commencement. Students should arrange for rental or purchase of a cap and gown at the University Bookstore at least six weeks before the graduation date.

#### **Time Limit on Degree Credit for Master's and Educational-Specialist Degrees**

Credit over seven years old at the time of graduation, which is included on the master's or educational-specialist program of study and has not been applied to a previous degree, may not be counted toward the fulfillment of a graduate degree program unless validated to the satisfaction of the department or school

and the School of Graduate Studies. Petitions and affidavits for this purpose may be obtained from the School of Graduate Studies. A maximum of 30 percent of the student's program of study may be validated under this procedure.

In connection with an authorized leave of absence, an exception to the time limitation may be approved in advance.

## **Master's Degrees Academic Regulations**

The following general campus regulations pertain specifically to the master's degree. Master's students also should refer to Graduate Academic Regulations earlier in this catalog section for regulations common to all graduate degrees at UMKC and to specific degree program requirements in other sections of this catalog.

#### **Adviser/Supervisory Committee**

Upon admission to a graduate program, a student seeking a master's degree will contact the appropriate department chairman of the College of Arts and Sciences or the graduate officer of the professional school or program. This person will assign the student an adviser who is a member of the graduate faculty. When research and a thesis are degree requirements or the student has selected a thesis option, the Arts and Sciences department chair or the school's graduate officer will appoint two additional faculty members to serve on the graduate student's supervisory committee. The chair and a majority of the members of a master's student supervisory committee must be full members of the graduate faculty.

#### **Qualifying Examination**

If required, a qualifying examination must be passed before a master's program is filed with the graduate officer. The department or school will notify students of the time and date of the examination. The results of the qualifying examination will be reported to the registrar. With the approval of the adviser and the supervisory committee, if such exists, students may take the qualifying examination a second time.

#### **Master's Degree Program of Study**

In consultation with the adviser or the supervisory committee, the master's student plans a program of study in accordance with the minimum requirements listed here and the specific degree requirements listed elsewhere in this catalog. Forms for specifying individual programs of study are available from the principal graduate adviser or graduate officer of each academic unit. Students should file this program of study with the departmental principal graduate adviser (College of Arts and Sciences) or the graduate officer in their academic units before 60 percent of the coursework applicable to the degree is completed. In the College of Arts and Sciences, the principal graduate adviser secures required departmental approval and forwards the program of study to the graduate officer of the college.

After the proposed program has been approved, as required by the academic unit, the unit's graduate officer will distribute copies of the program of study to the registrar, the student's adviser or chair of the student's supervisory committee, the principal graduate adviser (Arts and Sciences) and the student.

The approved master's degree program of study must include a minimum of 30 graduate credits. No more than 40 percent of the credits on the program may be 300- and 400-level courses. At least 60 percent of the credits must be at the 5000 level or higher. Further, up to six credits may be allowed for Research and Thesis (5599). Other demonstrations of skills considered by the department or school as comparable to the thesis may be accepted. No more than 40 percent of the courses applied toward a master's degree program of study may be in the non-thesis research, directed studies, readings or

research and thesis categories. Such courses normally fall in the 5500 to 5599 range, but the numerical designations may vary among academic units.

#### **Program Changes:**

Subsequent changes in the program of study must be approved by the student's adviser, the supervisory committee and the appropriate dean or department chair. The graduate officer will inform the registrar of such changes. If cumulative changes in courses or degree requirements exceed four, a new program of study should be filed.

#### **Dual Degree Programs at the Master's Level**

Dual-degree programs allow students to simultaneously pursue degrees at the master's level in two fields of study. Students must complete at least 80 percent (rounded up) of the credit hours required for each degree separately. Students must satisfy admission, course and examination requirements of both degree programs.

#### **Transfer Credit Policy for Master's Degrees**

A maximum of 20 percent of the graduate credit hours appearing on the program of study (rounded up) may be transferred from a recognized graduate school for a master's degree at UMKC. Such transfer credits must meet with approval of the student's supervisory committee and appropriate principal graduate adviser (College of Arts and Sciences) or graduate officer and be in accordance with all of the following criteria:

1. The coursework must be:
  - Offered by an accredited school.
  - Applied toward a graduate degree at the host institution and taken for graduate credit.
  - Approved by the appropriate graduate faculty.
2. A grade of B (3.0) or higher for 300- and 400-level courses and C (2.0) or higher for 5000-level courses or other courses restricted to graduate students only must have been earned. (CR or P will be accepted on receipt of a statement from the institution where credit was received of letter grade equivalent meeting grade standards as stated above.)

Transfer credit may be allowed for correspondence courses, provided the credits meet the criteria outlined in 1 and 2 above. Transfer credit will not be accepted for research and thesis/dissertation hours (defined by UMKC), travel experience or work/life experience. Foreign university transfer credit must meet the above criteria as attested by the registrar.

A majority of the coursework applicable to any graduate degree at UMKC must be completed at UMKC. UM traveling scholar credits are not considered transfer credits. However, the sum total of credits from other UM campuses, and other transfer credits (not more than 20 percent of the total credits) cannot exceed 14 credits on a 30-credit master's degree program, or a proportional equivalent (approximately 46 percent) on programs exceeding 30 credits; and must be within the limits stated above.

A student who has been awarded a master's degree at UMKC or another regionally accredited graduate school may petition the faculty to apply up to six hours of graduate credit earned on the first degree toward meeting the requirements of a second master's degree. Credit, so approved, not from UMKC will be subject to all preceding transfer credit criteria.

See the sections on specific degree programs for requirements pertaining to transfer credit for educational-specialist and doctoral degrees.

After approval of the program of study, graduate credit may be earned at another institution only with prior approval of the dean of the School of Graduate Studies. Forms to request such approval are available from the Registration and

Records Office. A current catalog of the institution where the course is to be taken or an official catalog description of each course must be attached to the request form. The official transcript for such work must be forwarded to the Registration Office upon completion of the course.

#### **Final Master's Competency Examination**

The final master's competency examination, if required, will be written, oral or both at the discretion of the school or department, and will be passed no later than three weeks prior to the anticipated date of graduation. Students will submit a request for the examination to the adviser no less than two weeks before the examination is to be taken. The candidate's supervisory committee chair will report the results of the final competency examination in writing to the candidate and to the principal graduate adviser (Arts and Sciences) or graduate officer, who will then inform the registrar.

#### **Thesis Preparation and Approval**

For regulations pertaining to thesis preparation and approval, the reader is directed to Thesis and Dissertation Preparation and Approval Process, included under Graduate Academic Regulations in this section.

#### **Final Thesis Examination and Supervisory Committee Approval**

The format and procedures of the final examination in defense of the thesis are determined by the supervisory committee and its chair. This examination may not be administered when UMKC is not officially in session. The defense of the thesis is approved when a majority of the supervisory committee members recommend approval and sign the Report of the Result of Final Master's Thesis Examination form and the committee approval page in the thesis.

Within 48 hours of the defense, the supervisory committee chair shall report the results of the final thesis examination in writing to the candidate and to the departmental principal graduate adviser (Arts and Sciences) or graduate officer, who then informs the registrar.

#### **Deposit of Approved Thesis with Libraries**

For regulations pertaining to deposit of approved thesis with libraries, refer to Thesis and Dissertation Preparation and Approval Process, included under Graduate Academic Regulations in this section.

## **Doctoral Degree Programs (Ed.D., Ph.D., D.M.A.)**

The Ed.D., Ph.D. and D.M.A. degree programs at UMKC have the following elements in common:

- Appointment of supervisory committees.
- Approval of doctoral programs or plans of study.
- Satisfaction of a doctoral residency requirement.
- Satisfactory completion of a doctoral comprehensive examination in order to advance to candidacy.

In addition, all Ph.D. programs and the Ed.D. program have the following elements in common:

- A work of original research or scholarship reported in dissertation form.
- Formal defense of the candidate's dissertation.

The specific requirements for satisfying these common elements may vary from program to program. Doctoral students are also subject to most of the minimum general graduate academic regulations and degree requirements listed in previous portions of this catalog section.

The following general regulations are minimum requirements. Each degree program may have regulations that are more stringent and would take precedence over the minimums stated previously. Refer also to graduate regulations

described in previous sections that are common to all graduate or doctoral students and to degree requirements listed under the academic unit sections of this catalog.

### Supervisory Committee

At the request of the non-interdisciplinary Ph.D. student, the D.M.A. student or the Ed.D. student, and upon the recommendation of the student's adviser, the graduate officer for the degree program will appoint a supervisory committee consisting of at least three members of the graduate faculty, including the student's adviser. While the chair of the initial supervisory committee can be a member of the graduate faculty, once the student has reached the dissertation stage, the committee must be chaired by a member of the University of Missouri doctoral faculty.

Non-interdisciplinary Ph.D. and D.M.A. student dissertation committees must have at least five members and Ed.D. student dissertation committees must have at least four members. The majority of the members of the non-interdisciplinary Ph.D., Ed.D. and D.M.A. dissertation committees must be doctoral faculty or regular graduate faculty members. All five members of Interdisciplinary Ph.D. student supervisory and dissertation committees must hold doctoral faculty status. See the Interdisciplinary Ph.D. academic regulations section for additional specifications for Interdisciplinary Ph.D. supervisory committees.

### Qualifying Examination

The qualifying examination, if required, will be given before the doctoral program of study is filed with the graduate officer. At the discretion of the school or department and the supervisory committee, a master's degree from UMKC in the area of intended specialization may be considered as a substitute for the qualifying examination. Students must submit a request to take the qualifying examination to the appropriate department chair in the College of Arts and Sciences or the dean of that professional school. The results of the qualifying examination will be reported to the graduate officer, who will inform the student and the registrar. With approval of the adviser and supervisory committee, students may take the qualifying examination a second time.

### Doctoral Programs of Study

Students should plan their programs of study in consultation with their advisers and supervisory committees. Forms for specifying individual programs of study are available from the principal graduate adviser or graduate officer of each academic unit. It is recommended that students file this program of study with the graduate officer in their academic units before 60 percent of the coursework applicable to the degree is completed. (*Interdisciplinary Ph.D. students must file their proposed plans of study and form their supervisory committees within 12 months of being fully admitted.*) No more than 40 percent of the program may be 300- and 400-level courses. After the proposed program has been approved, as required by the academic unit, the unit's graduate officer will distribute copies of the program of study to the registrar, the adviser and the student.

Subsequent changes in the program of study must be approved by the student's adviser, supervisory committee, the dean or department chairperson of the school in whose area the specialization is offered and the graduate officer, who also will inform the registrar of such changes. If cumulative changes in courses and degree requirements exceed four, a revised program of study should be filed.

### Transfer Credit

Graduate credit earned before entering a UMKC doctoral program may be applied to the doctoral degree if it is of acceptable quality and appropriate to the student's program of study as determined by the student's academic unit or

supervisory committee. The total amount of graduate credit earned before admission to a UMKC doctoral program and applied to the doctoral degree cannot exceed half the number of credit hours, exclusive of dissertation research credits, required for the degree. All graduate coursework, completed prior to admission and not used to earn the master's degree or educational-specialist degree, must be no more than seven years old at the time the doctoral program of study is approved.

After admission to the doctoral program, if a student wishes to take graduate coursework at another institution and apply it to his or her doctoral program, the student must receive written approval from the doctoral program's graduate officer or from the student's supervisory committee chair, as appropriate, before the coursework is taken. Such coursework is not considered as transfer credit. Upon completion of the coursework, the student must have the official transcript forwarded to the UMKC registrar.

### Residency Requirements

#### *Interdisciplinary Ph.D. Students:*

Interdisciplinary Ph.D. students entering the program after the fall 2000 semester must satisfy the doctoral residency requirement by satisfactory completion of at least 21 credits, exclusive of dissertation research, in no more than 18 months. When satisfying the residency requirement, all Interdisciplinary Ph.D. students are subject to the following restrictions:

1. The doctoral residency requirement must be satisfied no later than the end of the semester in which the student completes his or her comprehensive examinations.
2. Students must achieve a cumulative graduate grade-point average of at least 3.0 in all courses counted toward satisfying the residency requirement.
3. Dissertation research credits (696 to 699) may not be counted toward satisfying the doctoral residency requirement

Interdisciplinary Ph.D. students who entered the program prior to the spring semester 2001 may choose to use the preceding residency requirement guidelines or the following guidelines that were in effect prior to that term: Three consecutive semesters (fall-spring-fall or spring-fall-spring) or three consecutive terms including one summer session (a fall and spring semester plus one adjacent summer session) of full-time enrollment after full admission to the program. In general, nine hours in a fall or spring semester or five hours in a summer session is considered full-time enrollment for graduate students. The following are several exceptions to this general rule:

- For purposes of fulfilling the Ph.D. residency requirement, six hours enrollment in the fall or spring and three hours enrollment in the summer will be considered full-time enrollment for a Ph.D. student with at least a .25 FTE GTA/GRA appointment.
- For purposes of fulfilling the Ph.D. residency requirement, six hours enrollment in the fall or spring and three hours enrollment in the summer will be considered full-time enrollment for Ph.D. students who are UMKC employees, with academic appointments of at least .5 FTE.
- The credit-hour requirement to be classified as a full-time student and to satisfy the Ph.D. residency requirement for students who hold full-time teaching appointments at regionally accredited four-year institutions of higher education will be the same as for students holding a GTA/GRA appointment at UMKC.

#### *Non-Interdisciplinary Ph.D. and Ed.D. Students:*

The residency requirement for the Ed.D. student or non-interdisciplinary Ph.D. may be satisfied using the same

guidelines stipulated for Interdisciplinary Ph.D. students, or in any one of the following alternate ways:

1. Two consecutive semesters of 12 credits each term of resident coursework at UMKC following the completion of at least 24 credits of graduate study.
2. Three terms of eight credits each term of resident coursework at UMKC, to be completed within 18 months and following the completion of at least 24 credits of graduate study.
3. Two consecutive semesters of nine credits each term of resident coursework at UMKC while employed at least half time for the University in teaching or research and following the completion of at least 24 credits of graduate study.

#### ***D.M.A. Students:***

The residency requirement for the D.M.A. may be satisfied in any one of the following ways:

1. Two consecutive semesters with a minimum of nine credits each.
2. One semester with a minimum of nine credits and two summer sessions with a minimum of five credits each, provided that the full-time semester is adjacent to one of the summer sessions. It is expected that the summer sessions be consecutive.
3. Completion of 24 credits within 18 consecutive months.

#### **Comprehensive Examination**

To advance to degree candidacy, doctoral students are required to pass a comprehensive examination. D.M.A. students selecting a non-dissertation option may satisfy the comprehensive examination requirement during their final semester. For all other doctoral students, the comprehensive examination must be successfully completed at least seven months before the date of graduation:

- For graduation in May: Nov. 1.
- For graduation in July: Dec. 1.
- For graduation in December: May 1.

The following requirements must have been met before students can take the comprehensive examination(s):

1. Assignment of a supervisory committee.
2. Successful completion of the qualifying examination, if required.
3. Filing and approval of the program of study and completion of essentially all coursework required for the degree.
4. If required by the academic unit, satisfactory demonstration of foreign language proficiency through accepted coursework or other evidence specified by the student's supervisory committee.
5. Completion of residency in most cases.

The comprehensive examination may be written, oral or both. Through their advisers, students will apply to the graduate officer in their academic unit for an examining committee to be composed of a minimum of five members of the graduate faculty. This committee shall consist of members of students' supervisory committees and such others as the graduate officer may select.

The examination will be arranged and supervised by the adviser. It will generally terminate within one month after it starts. Upon satisfactory completion of the examination, the student's adviser sends a report of the results of the examination, with the signatures of all members of the examining committee, to the graduate officer, who, in turn, informs the student and the registrar.

A student is considered to have passed the comprehensive examination if all, or all but one member, of the examining committee vote that the candidate passes. If failure is reported, the examining committee will either recommend termination of status as a doctoral student or suggest additional work or other remedial measures. Furthermore, a student who has failed may not take a second examination for at least 12 weeks. Failure of a second comprehensive examination shall automatically preclude candidacy at this institution.

#### **Program Time Constraints**

The doctoral student must take and pass the doctoral comprehensive examination and advance to candidacy within five years from the beginning of doctoral coursework (within four years if entering with a master's degree in the same or closely related field). After the establishment of degree candidacy, a maximum of five years will be allowed for completion of degree requirements. Failure to complete the work within the periods specified will necessitate re-evaluation of the entire program and may result in a notice of termination. In compelling circumstances and on the written recommendation of a majority of the student's supervisory committee members, the dean of the School of Graduate Studies may grant a one-year extension. Some academic units may impose more stringent time requirements.

#### **Required Enrollment**

See Continuous Graduate Enrollment Requirement, included in the Graduate Academic Regulations part of this section.

#### **Dissertation and Completion of Degree**

##### ***Doctoral Dissertation Requirement***

All UMKC Ph.D. degrees and the Ed.D. degree require a dissertation as the final component of the program. The dissertation is also a requirement in some D.M.A. programs and an option in others. The doctoral faculty view the dissertation as one of the most important aspects of the student's experience because:

- It is a work of original research or scholarship that makes a contribution to existing knowledge.
- It is an educational experience that demonstrates the candidate's mastery of research methods and tools of the specialized fields.
- It demonstrates the candidate's ability to address a major intellectual problem.

For regulations pertaining to formatting the dissertation and the process for approval, the reader is directed to Thesis and Dissertation Preparation and Approval Process, included under Graduate Academic Regulations in this catalog section.

##### ***Final Dissertation Examination***

Final examinations in defense of the dissertation are open to all members of the doctoral faculty, who may attend as interested observers. The format and procedures of the defense are determined by the supervisory committee and its chair. The date, time and location must be announced and published at least two weeks before each final examination takes place. This examination may be conducted only after the dissertation has been approved by the dean of the School of Graduate Studies, and may not be administered when UMKC is not officially in session.

The defense of the dissertation is approved when a majority of the supervisory committee recommend approval and sign the Report of the Result of Final Doctoral Examination form. Within 48 hours of the defense, the supervisory committee chair will report the results of the final dissertation examination in writing to the candidate. For non-interdisciplinary doctoral candidates, the supervisory committee chair also will report the results of the defense to the principal graduate adviser (Arts and Sciences) or graduate

officer. The departmental principal graduate adviser (Arts and Sciences) or graduate officer, in turn, informs the registrar.

#### ***Deposit of Approved Dissertation with Libraries***

For regulations pertaining to deposit of the approved dissertation with the libraries, refer to Thesis and Dissertation Preparation and Approval Process, included under Graduate Academic Regulations in this catalog section.

## **International Graduate Applicant and Student Information**

### **General Graduate Admission Policies**

#### **Minimum Admission Requirements**

Graduates of schools outside the U.S. may be considered for admission to a graduate degree program at UMKC, subject to the following criteria.

1. They must have completed a course of study at least the equivalent of a U.S. baccalaureate degree.
2. They must have above-average grades in previous college study.
3. They are required to establish proof of adequate English proficiency as part of the UMKC admissions process. Applicants from countries in which English might be one of the official languages, but is not necessarily the first language of the majority of the population, must attain a minimum composite score of either 550(PBT), 213(CBT), or 80(iBT) on the Test of English as a Foreign Language (TOEFL), or a score of 6.0 on the IELTS to be considered for admission.\* The results of the examination must be received in the UMKC International Student Affairs Office before the application deadline. Exceptions to this policy:
  - Non-native speakers who hold degrees or diplomas from post-secondary institutions in English-speaking countries (such as the United States, Antigua, Australia, Bahamas, Barbuda, Belize, Canada, Dominica, Fiji, Gambia, Ghana, Guyana, Ireland, Jamaica, Liberia, Mauritius, New Zealand, Sierra Leone, Solomon Islands, South Africa, St. Christopher (St. Kitts), St. Lucia, St. Vincent, Tobago, Trinidad, Uganda, United Kingdom [England, Scotland, Wales and Northern Ireland], Zambia and Zimbabwe), provided they have spent a minimum of two years in successful full-time study there and English was the medium of instruction.
  - International transfer students from other institutions in the United States or Canada who have spent a minimum of two years in successful full-time study.
4. In addition to 1 through 3 above, international graduate students must satisfy any program-specific admission criteria. For instance, the Graduate Management Admission Test (GMAT) is required for applicants for graduate study toward the M.B.A. degree. Several programs require TOEFL scores that are well above the minimum stated previously. The Graduate Record Examination (GRE), including the appropriate Advanced Test, is either required or strongly recommended for all other international graduate applicants. International students planning to apply are directed to consult the appropriate degree program listing for additional criteria and medical requirements.

\*For TOEFL information contact

The Educational Testing Service  
Princeton, NJ 08541, U.S.A.  
<http://www.ets.org>

For IELTS contact

The International English Language Testing System  
<http://www.ielts.org>

Detailed information can be obtained from U.S. embassies, consulates general, bi-national centers and other offices throughout the world.

#### **Deadline for Application for Admission**

As noted in the general section on graduate admissions, the graduate degree programs at UMKC have varying schedules for receiving, reviewing and acting on applications for admission. Applicants are directed to the program listings elsewhere in this catalog. This institution reserves the right to consider applicants for the most appropriate term. Generally, international students applying from overseas will be considered for admission to the fall semester only.

#### **Required Academic Records for International Applicants**

Applicants must provide complete and official certificates, in English, of all degrees, diplomas, mark sheets, grade reports and examination records. Secondary school records must be submitted in all cases in addition to the college/university transcripts or credentials.

#### **International Applicant and Student Financial Statement**

International students must present evidence of sufficient finances to cover their university and personal expenses while they are attending UMKC. A prescribed financial statement must be completed and returned with their other application materials. UMKC will not assume any financial responsibility for international students. Students seeking admission to the graduate level after an undergraduate program must submit a new financial support statement.

#### **Additional Information and Application Forms**

International applicants to graduate programs who want more information and forms to apply for admission can go to <http://www.umkc.edu/isao> or write:

**International Student Affairs**  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110-2499, U.S.A.

Forms to apply for graduate admission can also be downloaded from one of the following Web sites:

- Application forms for admission to master's degree programs, the doctor of musical arts programs and the Ph.D. in counseling psychology:  
<http://onestop.umkc.edu/forms.cfm>.
- Application forms for admission to the Interdisciplinary Ph.D. program: <http://www.umkc.edu/iphd>.

## **Special Institutional Regulations for International Graduate Students**

In addition to the minimum graduate academic regulations and degree requirements common to all graduate students or specific to their particular degree programs, international graduate students at UMKC are subject to the following special requirements and regulations:

#### **Registration with Student Adviser**

Admitted international students must clear their attendance and register at the office of the international student adviser prior to their first registration at UMKC. Once admitted, international graduate students must show satisfactory and regular progress toward their graduate degrees.

#### **Health Insurance**

International students are required to purchase UMKC mandatory, exclusive health insurance.

### English Proficiency Requirements

Proficiency in written and spoken English is essential to international graduate students' success in their degree programs at UMKC. To ensure that all international graduate students either already have, or have an opportunity to acquire, these necessary skills at a level appropriate to their degree program, the Graduate Officers Committee supports the following guidelines:

- Current minimum TOEFL scores for entering students and graduate teaching assistants should be strictly adhered to by all academic units without exception.
- Prior to their first enrollment in classes at UMKC, newly admitted international graduate students must take the English Evaluation Examination conducted by the UMKC Applied Language Institute (ALI) unless they are exempted from this requirement by virtue of having achieved a TOEFL score of at least 600/CBT 250.
- Based on results of the English Evaluation Examination scores, such students must enroll in and successfully complete the applied language courses indicated as necessary by the student's academic unit in consultation with the UMKC Applied Language Institute.
- Prospective international graduate students should be aware that required coursework in English as a second language may add extra time to their individual graduate programs of study.
- The only international graduate students exempted from this policy are the following:
  - Native English speakers from English-speaking countries such as Canada, England, the Republic of Ireland, Australia and New Zealand.
  - Non-native English speakers who hold degrees or diplomas from post-secondary institutions in English-speaking countries (such as the United States, Canada, England, the Republic of Ireland, Australia and New Zealand) provided that they have spent a minimum of two years of successful full-time study and English was the medium of instruction.

### Policy on Award of Teaching Assistantships

In 1986, the Missouri State Legislature and the University of Missouri Board of Curators adopted a policy which seeks to guarantee effective, high quality instruction for undergraduates. The state has mandated, and the Board of Curators fully supports the ruling, that graduate students who did not receive both their primary and secondary education in a nation or territory in which English is the primary language may not hold a teaching appointment during their first term of enrollment at any public institution of higher education in the state of Missouri. In addition, all such students shall be tested for their ability to communicate orally in English in a classroom setting and, those students who have not previously lived in the United States shall be given a cultural orientation to prepare them for teaching prior to receiving an appointment.

At UMKC, the following standards are in effect for graduate students whose first language is not English and who wish to be considered for graduate teaching assistant (GTA) appointments:

- They must have been enrolled at UMKC at least one term prior to receiving a GTA appointment.
- They must have attained a minimum official TOEFL score of 550/cbt 213.
- They must take the SPEAK (Speaking Proficiency English Assessment Kit) test and receive a score of 50 or higher. This test is offered once, at no charge, through UMKC's Applied Language Institute (ALI) to graduate students whose first language is not English and who have attained the required minimal TOEFL score of 550/cbt 213.

- If they have not previously lived in the United States, they must participate in the cultural orientation program provided by the School of Graduate Studies. The orientation covers policies and procedures pertaining to teaching and grading; a profile of UMKC's student body; an introduction to degrees offered at UMKC; an overview of the U.S. system of higher education and teaching strategies and techniques. The orientation program is held over several days during the week prior to the beginning of classes for the fall semester.
- Early in the fall semester, they must present a simulated 8-10 minute lecture or laboratory demonstration that will be videotaped for review and approval of their verbal communication skills by the dean or director of the programs in which they will have a GTA appointment and by the School of Graduate Studies.

### Graduate Teaching Assistant Certification for Students Whose First Language is not English:

A graduate student whose first language is not English must have satisfied each of the above standards in order to be certified to accept a GTA appointment. Graduate students whose first language is not English and who are interested in being considered for appointment as teaching assistants may make arrangements for the required SPEAK test through the ALI office, which is located at 5301 Rockhill Road. To schedule SPEAK tests, students may call (816) 235-1233. This phone has a voice message box; students should leave a name and phone number if no one is present to take their call.

For information on dates, or to register for the next Cultural Orientation series, contact the School of Graduate Studies (816) 235-1161.

If students do not make the required minimum score on the first taking of the SPEAK test, or if their videotaped simulated lecture is not approved, they must enroll in English 100-E Special Studies in Culture Research and Pedagogy for IGTAs. This one-credit-hour course is offered during the last eight weeks of each fall term. If students do not make the required minimum score on the SPEAK test when it is re-administered during English 100-E, they must then enroll in the three-credit-hour course, English 100-F SS: Academic English/International Grad Teaching Assistants and Applicants in a subsequent semester.

Exceptions to any of these certification standards must be authorized by the dean of the School of Graduate Studies. Departments wishing to request an exception for a student must submit a written petition for exception to the graduate dean, including full justification supporting the request, prior to the beginning of the term for which the GTA appointment is sought.

## Intercampus Graduate Study Opportunities

### UM Traveling Scholar Program

This cooperative program is designed to provide breadth and depth in the opportunities for graduate study offered at the four campuses of the University of Missouri. Advanced graduate students are permitted to enroll on other UM campuses in courses that are not available on their home campus. Normally, enrollment at the host campus is limited to no more than two courses per semester. Only students in good standing who have been admitted to a graduate degree program on the home campus may participate.

Courses completed at the host campus must be applicable toward requirements for the degree sought by students at the home campus, either by way of transfer credit or as resident courses. Interested students should contact the School of Graduate Studies or their principal graduate adviser for additional information.

### Cooperative Doctoral Degrees

Through the UM cooperative doctoral program, graduate faculty members who hold membership in the doctoral faculty of the University of Missouri are eligible to serve as directors of doctoral dissertations on their resident campus, as well as on any of the other three campuses offering a doctoral degree in the doctoral-faculty member's academic field. Students who want to pursue doctoral degree programs in conjunction with one of the other three campuses of the University of Missouri may do so in accordance with the guidelines listed below. The registrars at UMC, UMR, or UMSL can provide information on admission procedures for the doctoral programs on their respective campuses. The cooperative program is particularly appropriate for students seeking a doctoral degree that is not offered at the campus where they currently are enrolled. Direct specific inquiries regarding participation by doctoral faculty on the UMKC campus to the dean or chairperson of the UMKC academic unit offering a graduate program in the desired field of study.

In the following guidelines, the terms primary campus, graduate school or dean refer to that granting the degree.

- Students must be accepted by the department or area granting the degree and must comply with all the rules of the primary graduate school and discipline/area regulations.
- The dissertation adviser must be a member of the doctoral faculty of the University.
- Advisory/supervisory committees, comprehensive committees and oral committees, as required, will be appointed by the primary graduate dean in consultation with the graduate dean on the participating campus, drawing on faculty on both the cooperating and primary campus:
  1. The makeup of each committee normally will be recommended by the major adviser with the approval of the appropriate director of graduate studies/department chair/divisional dean as per normal campus procedures.
  2. In cases where students are on a cooperating campus:
    - (a) The adviser/supervisory committee chair may or may not be on the same campus. If that person is on the cooperating campus, at least three of the five members of the committee will be from the primary campus.
    - (b) Students must complete the residency requirement on the primary campus. Exceptions to this ruling must be justified fully with emphasis on quality and cost considerations and must have the approval of the primary graduate dean.
- Selection of the cooperating departments and preparation of a program must be completed at the earliest possible moment and communicated via the primary graduate dean to the participants involved. Both graduate deans will maintain program files relative to students. Respective graduate deans are responsible for the quality of that portion of the cooperative program that is performed on their campus and under the jurisdiction of their faculty.
- Reporting of the degree shall be the responsibility of the primary campus. The cooperating campus shall be given credit in terms of student credit hours and/or dissertation credits for the work completed on that campus and shall provide suitable recognition of dissertation advisers and the committee members.

## Potential Sources of Financial Support for Graduate Study

### Graduate Teaching and Research Assistantships

Financial support for graduate students is most frequently provided through the academic unit in which the student is enrolled. This support may be in the form of a Graduate Teaching Assistantship (GTA), a Graduate Research Assistantship (GRA) or a named fellowship. The stipend amounts and number of awards vary from unit to unit. Students interested in consideration for such support should contact the principal graduate adviser or graduate officer in the respective unit for information on application procedures and deadlines.

Each semester, students who hold GTA or GRA appointments also may be recommended by their academic units for chancellor's GTA/GRA fee remission awards. These awards cover the basic graduate educational fee for six credit hours.

For students who are not residents of Missouri, an additional benefit of having a GTA or GRA appointment is that it qualifies them for a chancellor's non-resident fee remission. A minimum FTE of 25 percent (a full-time equivalent of 100 percent is 40 hours) is required to be eligible for this award.

### Federally Supported Sources of Financial Aid

Graduate students who are U.S. citizens or permanent residents and who are enrolled at least half-time, with financial need demonstrated via the FFS analysis, may be considered for aid through the College Work Study Program. They also may apply for a Perkins Loan (formerly NDSL) or a Guaranteed Student Loan. Additional information on these programs is available from the

UMKC Financial Aid and Scholarships Office  
 Administrative Center, Room 116  
 5115 Oak Street  
 Kansas City, MO 64110-2499  
 (816) 235-1154 (Kansas City Metro)  
 1-800-775-8652 (Outside of Metro)  
 finaid@umkc.edu  
<http://www.umkc.edu/finaid>

Staff members are available for information, inquiries and assistance with applications from 8 a.m. to 5 p.m. weekdays.

### Institutionally Supported Fellowship and Award Competitions

The School of Graduate Studies administers a number of annual competitions for graduate fellowships. Fellowship stipends vary from \$600 to \$15,000. Some include remission of portions of the graduate education fees and all include remission of non-resident fees, if applicable. Detailed information and application forms are available from the School of Graduate Studies office. Applications normally are due in the early spring (February and March) for fellowships to be awarded for the following academic year. Application deadlines, eligibility and selection criteria, and PDF versions of the application forms are posted on the School of Graduate Studies Web site: <http://www.umkc.edu/sgs>.