

# ADMISSIONS and ACADEMIC PROGRAM PROCEDURES

Changes from the 2006-2007 Graduate Catalog that reference the Vice Provost for Graduate Studies are subject to approval of the Graduate Faculty and Academic Council. Check: <http://registrar.umr.edu/cataloginfo/cataloginfo.htm> for updates.

## Admission to Graduate Study

Any person who holds a bachelor's degree, a master's degree, or their equivalents, from a college of good standing and who wishes to enroll as a graduate student at UMR must submit an application for admission to the director of admissions. Forms for this purpose can be obtained from that office. Applications are also available on the Internet at: <http://admissions.umr.edu>.

Each application must be followed by an official transcript of both graduate and undergraduate records from each college or university attended. A statement of rank in the undergraduate graduating class also should be included. The Educational Testing Service Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT), are required by all departments before admission to UMR (GMAT for the MBA). Business Administration and Information Science and Technology both accept GMAT scores as an alternate to the GRE scores. Please contact department for the type of test required and minimum department requirements. Admission as a graduate student pursuing a degree must be approved by the chair of the appropriate department and Vice Provost for Graduate Studies.

All new applicants are required to pay an admissions application fee of \$50.00. This application fee is non-refundable. This fee must be paid in U.S. currency only.

Admission is normally given to those students who ranked in the upper third of their baccalaureate graduating class or who have done quality work at the graduate level. For this requirement, a B average in the last two years of undergraduate effort is considered equivalent to an upper one-third standing. If the student's undergraduate curriculum lacks some of the equivalent courses in the undergraduate curriculum at UMR, the student may be required to complete the deficiencies, for non graduate credit, as determined by the major department chair person.

Any person not eligible for admission as a regular graduate student may be considered for admission as a conditional graduate student. Any conditional graduate student who subsequently desires to become a candidate for a degree may change his/her status to regular graduate status upon the recommendation of the department chair in the proposed major field of study and approval of the Office of Graduate Studies (approval of Form I). However, such consideration is not permitted until the student has completed a minimum of 12 semester hours of graduate course work with a cumulative grade point average of 3.00 or higher.

Only that portion of the work completed as a **conditional graduate student** which is approved by the student's advisor, department chair, and Vice Provost for Graduate Studies may be applied toward a graduate degree, but all work completed as a **conditional graduate student** as well as GRE scores will be considered rel-

ative to change of status to degree candidacy. No more than one semester beyond the semester of completion of the first 12 hours taken as a conditional student may be allowed in the conditional status. All graduate course work (excluding research and special problems) taken will be included in figuring the cumulative grade point average. Conditional students are not allowed to enroll for 490 credit until the semester in which the "minimum of 12 semester hours of graduate course work" which forms the proposed schedule will be completed.

**Regular** and **conditional** student status, as described above, is normally limited to the upper one-third (or minimum 3.0<sup>1</sup> GPA the last two years as equivalent) and one-half (or minimum 2.75<sup>1</sup> GPA for the last two years as equivalent) of graduating class students, respectively. In practice, other students with special needs may take course work exclusive of 400-level courses as non-candidate for degree<sup>2</sup> students with the approval of the applicable department chair and the Vice Provost for Graduate Studies. Non-degree students may enroll in graduate (exclusive of 400-level) courses, but the work will not be transferred to the graduate program if the student is admitted to graduate study after the summer semester of 1994, unless the student is in an approved certificate program.

Students who have undergraduate courses to be taken due to a different undergraduate discipline, or for any other reason, but who otherwise meet graduate admission requirements, are encouraged to apply for graduate admission by the first semester that they plan on taking one or more graduate courses, and may be permitted to enroll for these graduate courses.

Any person not desiring a graduate degree may be considered for admission as a non-degree graduate student. Applicants for non-degree admission need only request official transcripts from the institution at which the baccalaureate degree was awarded.

Prior to completing your application see the discipline of interest for any additional information.

## Dual Enrollment

Admission for dual enrollment as an undergraduate and graduate student during the second semester of the student's senior year is granted by the director of admissions with the approval of the department chair and the Vice Provost for Graduate Studies. Admission is normally given to those students who rank in the upper third of their undergraduate class. As an alternative to class rank, students who have a 3.00 or

<sup>1</sup>GPA requirements for specific departments may be set higher than those stated above. <sup>2</sup>Non-candidate for degree students are administered outside of graduate study, and the director of admissions should be consulted for admissions into this category

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above cumulative GPA for the previous three semesters and a 3.00 mid-semester GPA in the semester prior to registering shall be permitted to dually enroll. Honors program students may be dually enrolled for two semesters of their senior year. A student who desires to dually enroll must submit an application to the director of admissions. Forms for this purpose can be obtained from that office. Students must declare which courses are to be taken for graduate credit within the first two weeks of each semester. A student must take at least three hours of undergraduate credit from UMR in a given semester.

Dual enrollment is limited to 16 credit hours per semester. Petitions for excess hours are considered by the Vice Provost for Graduate Studies. If a dually enrolled student fails to meet undergraduate requirements, the probationary status will be that of an undergraduate student and will be judged without reference to graduate grades.

### Graduate Certificate Program

The Graduate Certificate Programs are designed to appeal to working professionals. These programs are identified each year along with course selections from existing graduate courses that provide working professionals with the knowledge they need to understand and contribute to an emerging area. Once admitted to a Certificate Program, the student must take four of the designated courses; at least three must be from UMR. In order to receive a Graduate Certificate, a student must have a cumulative grade point average of 3.0 or higher. Students admitted to the Certificate Program will have non-degree graduate status but will earn graduate credit for the courses they complete. If the four-course sequence is completed with a grade of B or better in each of the courses taken, upon application, the student will be admitted to the M.S. degree program sponsoring the Graduate Certificate. The Certificate courses taken by students admitted to the M.S. program will apply towards their master's degrees. Students who do not have all of the prerequisite courses necessary to take the courses in the Certificate Program will be allowed to take "bridge" courses at either the graduate or undergraduate level to prepare for the formal Certificate courses.

Once admitted to a Certificate Program, a student will be given three years to complete the program so long as he/she maintains at least a B average in the courses taken.

Students meeting the Certificate requirements to be admitted into the M.S. program are not required to take the GRE or GMAT. Students not meeting the Certificate requirements may still apply to the M.S. degree program, but normal admission requirements (including minimum GRE or GMAT scores) must be met.

Additional information is available from the Web at: <http://dce.umn.edu/>.

### Designated Graduate Minor

Designated graduate minors may be granted by individual graduate degree granting departments. Approved graduate minors are listed in the graduate catalog. Requirements for the graduate minor are determined by the department offering the minor. Graduate minors can only be awarded when the major degree is awarded and all requirements for the graduate minor must be completed during the graduate program for the major degree.

An application for a designated graduate minor should be completed and submitted for approval to the minor granting department, and must be approved at least one full semester prior to graduation. The application form for designated graduate minor is available at: <http://grad.umn.edu/>

### Application Dates

Applications should be submitted by the following dates; for the fall semester, July 15; for the spring semester, December 15; for the summer session, May 1.

### International Student Admission

All students from outside the United States who wish to enter UMR are required to:

1. Submit an application for admission.
2. Submit at the earliest possible date official transcripts from all schools attended. GRE or GMAT scores are required. Please contact department for minimum requirements. The applicant is notified when evaluation is completed.
3. Except those for whom English is their native language or whose schooling has been in English, demonstrate by one of the following procedures a sufficient command of English to pursue work at the University of Missouri-Rolla:
  - a. Take the Test of English as a Foreign Language (TOEFL)<sup>1</sup>. The minimum acceptable scores on the paper based, computer based, and internet based tests are 550, 213, and 80 respectively although some departments may have higher requirements. Each student is responsible for obtaining all information concerning the test from:

Test of English as a Foreign Language  
Educational Testing Service  
Box 899 Princeton, NJ 08540 USA

Test Type	General	IST	MBA
Paper-based	550	570	600
Computer-based	213	230	250
Internet-based	80	88	90

<sup>1</sup>If the TOEFL score is lower than required, some departments then allow option (b). Option (c) is no longer available.

The TOEFL Bulletin of Information and registration form also may be obtained in a number of cities outside the United States. They often are available at one of the following: American embassies and consulates, Offices of the United States Information Service (USIS), United States educational commissions and foundations abroad, and binational centers. Students residing in Taiwan must apply to: Language Center, 2-1 Hsueh Road, Taipei, Taiwan, for the special Taiwan editions of TOEFL publications.

- b. Take the test of International English Language Testing System. (IELTS) Minimum acceptable overall band score is 6.5. Each student is responsible for obtaining all information concerning the test from: [www.ielts.org](http://www.ielts.org) or IELTS Administration, 7900 W. Division, River Forest, IL. 60305
  - c. Attend and satisfactorily complete an English Language Institute<sup>1</sup>; or,
4. A student transferring from another American college or university is eligible to transfer if: he/she has been enrolled full-time at the school he/she was last authorized to attend during the term immediately preceding the transfer or last preceding vacation period; he/she plans to be a full-time student at UMR and is financially able to attend UMR. An international student is encouraged to seek transfer for the fall semester, if possible, so that the International Student Questionnaire can be completed during the summer months after he/she has finished at the previous school.
5. Application deadline dates for International Students:
- a. Overseas applicants or those already in the U.S. transferring to UMR in a different degree level or into a different degree program – No acceptance letter or I-20 will be issued to an international applicant whose application is not approved by the following dates:
    - 1) Fall semester—June 15
    - 2) Spring semester –November 15
    - 3) Summer session –April 1

Students whose credentials are not complete and are still being processed by the above dates will be delayed one semester.

- b. Stateside applicants transferring to UMR at the same degree level and the same degree program (straight transfer) – Applications, transcripts, and UMR's international student questionnaire must be fully completed by the following dates to enable the student to transfer:
  - 1) Fall semester—July 15
  - 2) Spring semester—December 15
  - 3) Summer session –May 1

Students whose credentials are not complete and are still being processed by the above dates will be delayed one semester.

6. Pay all expenses while in school here. UMR has no financial aid which can be made available.
7. Have a health history and immunization record on file at UMR Health Services.
8. For application, write to:  
Director of Admissions  
102 Parker Hall  
Rolla, MO 65409-1060 USA

## Graduate Student Registration

*(Policy Memorandum No. II-20)*

- A. Candidates for a doctoral degree
  1. All doctoral students are required to enroll for 490 research. The total amount may vary, but the student must register and complete a minimum of 24 hours (490).
  2. The full-time load for graduate students is 9 hours for a semester and 4 hours for a summer session.
  3. After completing the residency requirement and passing the comprehensive examination for the doctorate degree, the student must remain enrolled until the degree is completed or the candidacy is cancelled. A student actively engaged in work towards the degree must be enrolled for credit commensurate with this activity, but in no case less than three hours each semester or summer.
  4. When all requirements except the dissertation have been completed and the candidate is away from the campus (beyond commuting range), he or she must enroll for at least one hour of credit each registration period until the degree is completed. Failure to do so may invalidate the candidacy. Registration and billing for off-campus students will be automatic after passing the comprehensive, once application for continuous registration is made and approved on the appropriate form available at: <http://grad.umar.edu/>. Appropriate billing procedures have been established to maintain such continuous registration.
  5. Interruption of continuous registration due to failure to comply (e.g., non-payment) will result in the need for readmission under requirements then in effect.
- B. Candidates for masters' degrees  
All master's degree candidates on campus, utilizing faculty and/or facilities (including library and computers) for the purpose of advisement, data gathering, courses, or examinations shall be enrolled for credit commensurate with this activity. But in no case shall they be enrolled for less than three hours each semester or summer.
- C. Examination only fee

<sup>1</sup> Students who enroll in the University's Intensive English Program must complete that program to the satisfaction of its director and academic coordinator (i.e. satisfy all graduation requirements) before being allowed to enroll full-time in academic course work. A student may enroll in a reduced academic load with the approval of both his/her academic department and the Intensive English Program.

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An examination fee is an appropriate substitute for the three-hour requirement only under either of the following conditions:

1. An on-campus student who submits a thesis/dissertation to the appropriate dean's office before the end of the semester may enroll for the final exam during the intersession.
2. An off-campus M.S. student (beyond commuting range) who has in a previous session completed all other requirements for the degree returns at any time during the semester to defend the thesis or take the M.S. Comprehensive Exam.

### D. Other considerations

1. All graduate teaching and research assistants including graduate assistants, graduate instructors, and teaching fellows are required to be enrolled for at least nine hours each semester and three hours during the summer.
2. Graduate students living beyond commuting distance of the campus will enroll for credits consistent with their use of campus resources as determined by their department and their own needs for credit. Off-campus research for credit must be approved, however, in advance by the department and the appropriate dean's office. A form exists for that purpose.
3. Students enrolled in oral examination only during an intersession and failing to complete before the next semester begins must register for at least one hour of research (490) through the end of the fourth week of the semester or second week of the summer session. All non-resident students on appointment during the previous semester may enroll at the in-state educational fee rate. If the graduate form II/VIII and the library copy of the thesis/dissertation are not submitted by that time, enrollment will increase to three credit hours for the semester or summer session.

## Permissible Schedules

A graduate student on a full-time academic program is limited to a maximum of 16 credit hours of work (18 credit hours for business administration core) during any regular semester and to nine credit hours in a summer term (eight-week session).

Graduate instructors, teaching fellows, and graduate teaching and research assistants must not exceed the following permissible schedules:

Appointment	Credit Hours	
	Regular Semester	Summer Session
0.250 FTE Graduate Asst	14	7
0.375 FTE Graduate Asst	13	6
0.500 FTE Graduate Asst	12	6
0.625 FTE Graduate Asst	11	5
0.750 FTE Graduate Asst	10	5
Graduate Instructor	8	4
Teaching fellow	9	

The combined teaching and academic load of any graduate student or instructor who is involved in both activities shall not exceed 18 credit hours per regular semester or nine credit hours for the summer session.

In addition to the above schedule, any graduate student may enroll for not more than one credit hour in graduate seminar courses.

## Enrollment Requirements for Students on GTA/GRA/Graduate Assistant or Graduate Fellowships of .25 or More

Graduate students employed by the University or who receive university or departmental fellowships at the .25 FTE or higher level are expected to enroll in at least nine hours per academic semester. The student would be expected to pay fees on the first six hours. The education fee for hours above six will be covered by a fee waiver. All other charges and fees, including the engineering course supplementary fee, are not changed by this rule; however, courses that are not prerequisites for courses approved on Forms I, I-A, VI, or VI-A for the graduate degree sought shall not be covered by the fee waiver under the 6/9 rule.

NOTE: Graduate students for whom the rule would create a "hardship" could be exempted from the rule by their department chair, upon the advice of their advisor. This exemption should give a reason for the exemption and be sent to the Graduate Studies Specialists in the Vice Provost for Graduate Studies Office for informational purposes.

## Scholastic Requirements

Graduate grades, with the exception of research, are A, B, C, and F. Temporary grades of DL or I are permitted under special circumstances. A is an honor grade and indicates outstanding work. B means the work is entirely satisfactory. C means that the work will be considered satisfactory to a limited extent in fulfilling the requirements for advanced degrees. F means that the student has not earned credit for the course. Research (490), internship (491), and continuous registration (495) grades are S (satisfactory) or U (unsatisfactory). For ongoing research, a delayed grade, (DL), can be used. Delayed grades may be changed to S upon satisfactory completion of the research.

Grades of S and U are also permitted for Special Problems (300 and 400) and Seminar (310 and 410).

The grade of I (incomplete) is given only at the end of a semester or term when you are prevented from completing a course by sickness or unavoidable absence within the last four weeks of a semester or term (three weeks of class plus finals week), and then only with a passing grade in the course up to the time of such sickness or unavoidable absence. Effective Winter 2001, students must complete the work in which they are

deficient within one calendar year from the close of the semester in which the "I" grade was recorded. Failure to do so will result in a grade of F or U being recorded. Beginning with the 1992 fall term, you may not withdraw from a course in which you received an incomplete grade.

The incomplete grade time limit change, effective Winter 2001, states students must complete the work in which they are deficient within one calendar year from the close of the semester in which the "I" grade was recorded.

In order for a graduate degree to be granted, the Master of Science degree cumulative grade point average must be 3.00 or higher on all graduate work taken at UMR, as well as for all courses on the program of study (excluding courses for undergraduate credit only and also excluding C grades which are earned for courses that cannot be counted for graduate credit because of the time passed since the C grades were awarded). No substitutions may be made on the program of study for courses in which the student has earned grades below B. The student is encouraged to maintain continuously a 3.00 or better cumulative grade point average, and the student's major department may require this. In cases where a graduate student repeats a course, both the original and repeat grades will be used in calculating the average grade point and will appear on the record.

A graduate student accumulating 10 or more credit hours of C and F grades (excluding courses for undergraduate credit only and also excluding C grades which are earned for courses that cannot be counted for graduate credit because of the time passed since the C grades were awarded) shall no longer be a candidate for an advanced degree from this institution. This limit is cumulative over all graduate degree programs (MS plus Ph.D., MS plus 2nd MS, etc.) and is not per degree program.

### Certifications of Enrollment Status

Certifications of enrollment status to lending agencies should be made through the Registrar's Office, 103 Parker Hall. Certification of full-time or half-time status is based upon the number of credit hours scheduled by the student and includes courses in which the student is enrolled as a hearer. Full-time is based on at least 9 credit hours; half-time is at least 4 credit hours during a normal fall and spring term. For the summer session: full-time is 4 semester hours and half-time is at least 2 credit hours. GRA and GTA appointments are not included in enrollment certifications.

## Master Degrees

Programs leading to master degrees are offered. There are three programs leading to Master of Science degrees: M.S. with thesis (30 hours program), M.S. without thesis (minimum 30 hours program, some departments require more), and M.S. for Teachers. The Master of Business Administration Degree (MBA) is offered within the Business Administration Department.

The Master of Engineering degree is offered in Geotechnics, Manufacturing Engineering, and Mining Engineering. The Master of Arts is offered in economics, English and history as a cooperative degree program with the corresponding department of the University of Missouri-St. Louis. The choice of program is to be made in consultation with the student's advisor and with the approval of the department chair. Within six weeks after the beginning of the semester in which the student takes his/her 15th graduate credit hour, the student will make a graduate program in consultation with the student's advisor and selected committee. A minimum of one-half of the course requirements for the degree should be completed after the filing of the graduate program. The chair of the M.S. committee and at least one-half of the members of the M.S. committee should be members of the graduate faculty. Graduate Form I and all M.S. forms (thesis/non-thesis) are available at: <http://grad.umn.edu/>.

These forms are also available from the offices of the department chair or the Vice Provost for Graduate Studies. An original and three copies will be completed and submitted to the department chair and the Vice Provost for Graduate Studies for approval. If changes to the approved Form I occur, a Graduate Form I-A should be submitted to revise the approved plan of study. Students who fail to comply with the deadline for submission of the Form I will have a registration hold placed on their records by the dean's office.

Form I is not required for Master of Engineering programs in Geotechnics, Manufacturing Engineering, or Mining Engineering. Geotechnics, Manufacturing Engineering, or Mining Engineering use electronic degree audit to record and track graduate credit counted toward the Master of Engineering degree programs.

The master's degree will be granted only if all graduate credit counted toward the degree has been obtained in the previous six (6) years. When recommended by the student's advisory committee, as many as six semester hours of course work completed outside the six-year time limit may be validated by the committee by examination.

### Transfer Credits

A maximum of nine hours of course work for M.S. degrees may be transferred from universities outside the University of Missouri. Such credits for transfer must have been registered as graduate courses when they were taken. A minimum grade of B must have been obtained before a transfer course can be used in the graduate program. The courses being transferred must be entered as a part of the student's program as presented on Graduate Form I. The UMR equivalent should be stated, and a transcript of the work should accompany the Form I. Approval of the Form I or Form I-A will cause the transfer course to be entered on the student's UMR transcript.

### Study Abroad Programs

The Office of International Affairs coordinates study abroad opportunities for UMR students. Students may choose from a variety of study programs. Credit

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toward the degree program may transfer back to UMR, with pre-approval. The following provides a sample listing of institutions with which UMR has current study abroad agreements:

- Western Australian School of Mines (Australia)
- University of New South Wales (Australia)
- Hautes Etudes Commerciales Liege (Belgium)
- Provinciale Hogeschool Limburg (The Netherlands)
- Universidad de la Serena (Chile)
- Satakunta Polytechnic (Finland)
- Freiberg University of Mining & Technology (Germany)
- Fachhochschule Aachen (Germany)
- University College Dublin (Ireland)
- Universidad Autonoma Metropolitana Unidad Iztapalapa (Mexico)
- University of Regiomontana (Mexico)
- Akaki Tsereteli State University (Republic of Georgia)
- Kutaisi State Technical University (Republic of Georgia)
- University of the Western Cape (South Africa)
- Bilkent University (Turkey)

### Master's Degree with Thesis

The master's degree program with thesis shall consist of a minimum of 30 semester hours of graduate credit over and above the prerequisites. At least six hours of the required work will be from the group of lecture courses bearing numbers in the 400 series, and it is recommended that at least six semester hours will be devoted to courses outside the major department. A maximum of six hours of 200-level courses can be accepted in an M.S. program. The program of study must have a minimum of six hours devoted to Graduate Research, Course 490<sup>1</sup> and a minimum of 18 hours of lecture courses bearing numbers in the 200, 300, 400 series, and may include up to 9 hours of course work transferred from universities outside the University of Missouri system. Research work will normally be conducted on the UMR campus. In special cases, all or part of the research may be conducted elsewhere but must be supervised by a member of the faculty. Such off-campus research must have the prior written approval (Graduate Form "Application to Do Non-resident Research") of the student's graduate advisor, department chair, and the Vice Provost for Graduate Studies. Care must be taken to provide an off-campus research and academic experience that promises results equivalent to or superior to that which might be expected at UMR.

For a more effective use of the committee, the candidate is encouraged to: (1) submit a written description of the proposed research to the members of the committee as soon as the topic is decided, (2) obtain written approval of the committee indicating that the proposed research is of M.S. caliber, and (3) submit periodic progress reports to the committee and discuss them with committee members or with the committee

<sup>1</sup> When co-advising a thesis, course 490 credit may be shared by all departments involved.

as a group (frequency of reports and method of discussion should be decided by the committee).

### Thesis

The findings and results of research undertaken by the candidate for a master's degree must be presented in a thesis. A minimum of an original and three (3) copies normally will be prepared following these specifications unless a different format is approved in advance.

A manual entitled "Specifications for Thesis and Dissertations (T/D)" is available from the Web at: <http://grad.umn.edu/>

### Oral Examination

The student will distribute copies of the thesis to the examining committee and arrange a time and place for the oral defense of the thesis. Each committee member should be allowed to examine the thesis for at least seven days before the oral defense. The student must be enrolled at the time of the examination in accordance with UMR Policy Memorandum Number II-20. Such examinations are normally scheduled only when the University is officially in session. The defense may be comprehensive in character and the candidate should exhibit an acceptable knowledge of a professional area as defined by the program.

In order for the candidate to pass the examination, all the examining committee must vote affirmatively. If any member of the committee votes not to pass the candidate, the Vice Provost for Graduate Studies shall appoint a new ex-examining committee on which the dissenting member may be replaced, and the new committee will administer a second examination. A student who fails a second time will no longer be eligible for a master's degree.

Immediately following the thesis defense, the chair of the examining committee will report the action of the committee (Graduate Form II) to the department chair, then to the Vice Provost for Graduate Studies. Approval of Form II signifies that the readers have examined the thesis closely for both scientific content and format and deem it worthy of acceptance by the graduate faculty as meeting the requirements for a master's degree.

### Approval and Filing of the Thesis

At the close of a successful thesis defense, the members of the examining committee will sign the thesis title sheet to signify that they have read and approved the thesis. The approved copy of the thesis, including any corrections indicated by the examining committee, must be taken to the Office of Graduate Studies where it will be carefully checked to ensure the proper format has been followed.<sup>1</sup> After approval by the Office of Graduate Studies, it will be forwarded to the

<sup>1</sup> Liberal choices are allowed relative to the style manual used in the preparation of the thesis. Approval of the thesis requires following rigidly the style manual selected and/or rules obtainable from the Web at: <http://grad.umn.edu/> and providing for a quality level suitable for publication.

UMR Library. The student will present a copy of the approved thesis to the department chair, a second copy to the advisor, and will retain a copy.

### Master's Degree Without Thesis

The master's degree program without thesis shall consist of a minimum of 30 hours of graduate credit over and above prerequisites. At least nine semester hours of required work will be from the group of lecture courses bearing numbers in the 400 series, and it is recommended that at least six semester hours will be devoted to courses outside the major department. A maximum of six hours of 200-level courses can be accepted in an M.S. program. The total credit hours in special problems, special investigations, special readings, and graduate seminar must not exceed four hours. The candidate also must successfully complete a final comprehensive examination. Some programs no longer require M.S. Comprehensive Exam) which will be conducted by an examining committee appointed by the Vice Provost for Graduate Studies, (Graduate Form I-B). The committee will consist of at least five members, including at least one member from outside the candidate's department. The chair and at least one-half of the members should be graduate faculty members. This examination will be given only once each semester or summer session and not earlier than six weeks before Friday of the end of the semester or three weeks before the end of the summer session. The candidate will have passed the comprehensive examination if all, or all but one, of the committee members vote to pass. A student who fails the examination must take it again at the next regular scheduled examination time. A student who fails a second time will no longer be eligible for a master's degree.

Students who have passed a written Ph. D. qualifying examination, have received grades of B or better in all courses as graduate students, and have a 3.5 or better cumulative GPA in their courses for graduate credit may be excused from the M.S. comprehensive upon the recommendation of the department and the Vice Provost for Graduate Studies.

### Second Master's Degree

A student having completed the master's degree at UMR or elsewhere in one major shall be eligible to receive a second master's degree upon the satisfactory completion of a minimum of an additional 24 semester hours of graduate academic work (thesis or non-thesis).

All other requirements including the use of out-of-department representatives on the appropriate committees must be fulfilled. In planning dual master's degree, please note the need for defining which is to be completed first. A change in order will necessitate a change in program. International students must contact International Affairs Office to pursue this option.

## Master of Science For Teachers

The master's degree program for teachers is primarily designed for high school teachers in the sciences and mathematics.

### Admission to Master of Science for Teachers Program

Because of possible variation in the preparation of candidates, the program of each candidate will be planned and supervised by an advisory committee approved by the Vice Provost for Graduate Studies. To be admitted for study under this program, the candidate must have:

1. A degree from an accredited college.
2. A teaching certificate for mathematics, biology, chemistry, earth science, physics, or unified sciences.
3. Previous training totaling, as a minimum, 36 semester hours in mathematics and sciences, including at least 24 semester hours in any of the following areas: biology, chemistry, geology, mathematics, or physics. The department Chair may modify for acceptance of student.
4. Records resulting from the Graduate Record Examination.

### General Requirements

The candidate must complete at least 30 hours of courses numbered 200 or higher in sciences and mathematics. These must include at least one course of three hours or more numbered 400 or above, exclusive of seminar, special problems, and research. A maximum of nine hours may be transferred from other colleges or universities. The entire program must be approved by the Vice Provost for Graduate Studies on Graduate Form I. The cumulative grade point average for all courses on the student's Graduate Form I must be 3.00 or better.

Upon or near completion of the course work, the candidate must satisfactorily pass a comprehensive final examination. A committee, appointed by the Vice Provost for Graduate Studies, will conduct and grade a written and oral examination of each candidate.

### Specific Requirements

**Mathematics major:** The candidate must have a minimum total of 42 semester hours of mathematics in the student's undergraduate and graduate program. In addition, the student should have supporting courses in the physical sciences and must have at least one course in physics.

**Chemistry, Earth Science, and Physics majors:** The Chemistry, Geological Sciences & Engineering, and Physics departments offer the following courses of study designed to allow secondary school teachers to satisfy course work requirements for a Master of

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Science for Teacher's Degree (MST), with an emphasis in one of the natural sciences. Variations from the list of courses and suggested curriculum for each science emphasis area are possible on an individual basis. The candidate must have a minimum of 40 semester hours in mathematics and sciences in their combined undergraduate and graduate programs. A maximum of nine hours of 200 level courses may be applied toward the degree.

To accommodate teachers so that they may continue to teach while pursuing their MST degree, whenever possible, courses in the program will be offered in blocks that will require students to be on campus at most four weeks during the summer session. In addition, whenever possible, courses scheduled during the fall or winter semesters will be scheduled to require attendance on campus only one evening per week.

The programs below are designed with courses that are largely independent; i.e., they have no other course in the program as a prerequisite. This will allow a student to begin the program at almost any time and be able to complete the program in two academic years and three summers, or when they complete 10 three hour courses, as indicated in each schedule.

**MST in Chemistry.** The MST in Chemistry program is designed for teachers who hold a BS, BA, or equivalent and are certified to teach Chemistry, Physics, Geology/Earth Sciences, Mathematics and/or Biology. The program assumes a basic background in the physical or biological sciences in previous undergraduate and/or graduate courses.

Chem 203-MST General Chemistry Lab (1 hr)  
Chem 204-Lab Safety & Environmental Safety (1 hr)  
Chem 237 or Chem 331-Inorganic Chem or Selected Topics in Inorganic Chem (3 hrs.)  
Chem 338-Chemistry for Secondary Teachers (3 hrs.)  
Chem 321-MST Organic Chemistry (3 hrs.)  
Chem 355-Instr. Methods of Chem Analysis (4 hrs.)  
Further options: Mathematics, Physics, Geology & Geophysics courses up to total requirements.

**MST in Earth Science.** This program is designed for teachers holding a BS or BA or equivalent and certified to teach Mathematics, Biology, Chemistry, and/or Physics. The program will primarily be taught through the UMR distance learning program. The program will certify teachers to teach Earth Science and lead to a Master's degree. This program assumes a basic background in the physical or biological sciences (this will include a minimum of 40 credit hours in mathematics and science in previous undergraduate and graduate courses including a minimum of one course in introductory laboratory chemistry, one course in laboratory physics, and college algebra).

Geology 307-Physical Oceanography (3 hrs.)  
Geology 308 or Physics 309-Astronomy and Planetary Science or Astrophysical Concepts (3 hrs.)  
Geology 309 or Physics 337-Meteorology and Climatology or Atmospheric Science (3 hrs.)  
Geology 325-Advanced Physical Geology (3 hrs.)

Geology 326-Advanced Historical Geology (3 hrs.)  
Geology-405-Geology of Natural Resources (3 hrs.)  
Geology 407-Environmental Geology (3 hrs.)  
Geology 470-Field & Lab Studies in Earth Science (3 hrs.)

Transfer credit for graduate classes in Education Theory (6 hrs.)

**MST in Physics.** The MST in Physics program is designed for teachers who hold a BS, BA, or equivalent and are certified to teach Chemistry, Physics, Geology/Earth Sciences, Mathematics and/or Biology. The program assumes a basic background in the physical or biological sciences in previous undergraduate and/or graduate courses.

Physics 302 or Physics 303-Physics for Elementary School Teachers or Physics for Secondary School Teachers (3 hrs.)  
Physics 306-Physics, Energy, and the Environment (3 hrs.)  
Physics 309-Astrophysical Concepts (3 hrs.)  
Physics 404-Advanced Physics Lab Teaching Methods  
Further options: Mathematics, Physics, Geology & Geophysics courses up to total requirements.  
Suggested Mathematics courses are Mathematics 240 or 340 and Statistics 307.

## Master of Engineering Degree

The Master of Engineering degree is a practice oriented program designed for full-time students with the possibility of completion of degree requirements in one year, and for students working in industry through distance education. The choice of this degree program is made in consultation with the student's advisor and with the approval of the program director. Currently, the Geotechnics, Manufacturing Engineering and Mining Engineering programs offer a Master of Engineering (M. Eng.) degree.

### General Requirements

The master of engineering program with project shall consist of a minimum of 30<sup>1</sup> semester hours of graduate credit over and above the prerequisites. At least six semester hours of the required work must be from the group of lecture courses bearing numbers in the 400 series in the major field of study. A maximum of six hours of 200-level courses can be accepted in the M.Eng. program<sup>2</sup>. Credit for research and development work conducted in preparation for the practice-oriented project is counted in terms of hours making up the total credit hours by mastering and improving the knowledge of a professional area as defined by the program, but not less than 3 hours is required in one of the selected-courses. Care must be taken to provide an industrial project that promises results equivalent to or superior to that which might be expected at UMR.

<sup>1</sup>33 semester hours in Mining Engineering.<sup>2</sup>Geotechnics program does not accept 200 level courses.



## Project Report

The findings and results of the practice-oriented project undertaken by the candidate for a master of engineering degree must be presented in a report. Specific programs may require oral presentation.

## Procedures for Master of Engineering Candidate

1. Go to steps 1 through 4 for regular graduate students;  
(Note: In step 2, the student's advisor is as signed, and no committee is formed;)
2. Submits report; Specific program may require oral presentation;
3. Advisor reports the action to the program director;
4. If all requirements are met, student receives degree, granted by the Board of Curators upon the recommendation of the graduate faculty.

### Specific Requirements

The candidate must complete at least 30<sup>1</sup> semester hours. A minimum 3-hour practice oriented project is required in one of the selected courses. The course requirement includes satisfying the program core curriculum; 6 credit hours of 400-level courses in the major field of study<sup>2</sup>; no more than 6 credit hours of 200-level courses ; and 6 credit hours of graduate courses in the major field of study. Check specific department for additional requirements.

## Master of Arts in Economics, English and History

(Available as a cooperative degree program with the corresponding department of the University of Missouri-St. Louis)

The departments of Economics, English, History and Political Science have entered into a cooperative agreement with the corresponding department of the University of Missouri-St. Louis to offer the Master of Arts in Economics, English and History.

The agreement permits students to take up to 12 credit hours on the UMR campus. However, students may take only 9 credit hours at the 300 level.

## Procedures for Master's Candidates

All students are required to have completed admissions requirements including transcripts, GRE scores, and English proficiency (TOEFL or IELTS) if required.

### Regular Graduate Student (with thesis)

1. Registers (consults with graduate advisor);
2. Selects advisor & committee & completes Form I<sup>3</sup> (original plus three copies) within six weeks after the beginning of the semester in which the student takes his/her 15th graduate credit hour;
3. Completes academic requirements;
4. Within four weeks of the beginning of their last semester, students must check with the registrar to make application for diploma;
5. Candidate distributes copies of the thesis to examining committee at least seven days before the oral defense;
6. Arrange a date, time, and place for the oral defense of the thesis (the student must be enrolled at the time of the examination);
7. Chair of examining committee reports the action of the committee to the Office of Graduate Studies (Graduate Form II, three copies, accompanied by approved copy of thesis);
8. When all requirements have been met and payment of enrollment or examination fees made, the Vice Provost for Graduate Studies forwards the approved thesis to the campus library who requires on-line cataloging form;
9. Student presents one copy to the department chair, one to the advisor, and retains one copy;
10. If all requirements are met, student receives degree, granted by the Board of Curators upon the recommendation of the graduate faculty.

### Regular Graduate Student (without thesis)

1. Registers (consults with advisor);
2. Obtains advisor and completes Graduate Form I (original plus three copies) not later than six weeks after the beginning of the semester in which the student takes his/her 15th graduate credit hour;<sup>1</sup>
3. Completes academic requirements;
4. Within four weeks of the beginning of the last semester, student must check with the registrar to make application for diploma;
5. Graduate advisor recommends to the Office of Graduate Studies the names of five members, approved by the department chair, (the chair and at least one-half of the members must be graduate faculty members) of comprehensive examining committee (one out-of-department member knowledgeable of out-of-department courses) (Graduate Form I-B);
6. Vice Provost for Graduate Studies appoints committee;
7. Candidate takes the examination which is administered only once each semester or summer session and not earlier than six weeks before the end of the semester (three weeks before the end of the summer session) (the student must be enrolled at the time of the examination);
8. Chair of examining committee reports the action of the committee to the Office of Graduate Studies (Graduate Form III, three copies).
9. If all requirements are met, student receives degree, granted by the Board of Curators upon the recommendation of the graduate faculty.

<sup>1</sup>33 semester hours in Mining Engineering Program. <sup>2</sup>Not required in the Mining Engineering Program. <sup>3</sup>Students who fail to comply with the deadline will have a registration hold.

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### Conditional Graduate Student (Degree Seeking)

1. Consults with academic advisor and registers.
2. Completes a minimum of 12 semester hours of graduate course work with a cumulative grade point average of 3.00 or higher; no more than one semester beyond the semester of completion of the first 12 hours taken as a conditional student may be allowed in the conditional status;
3. Go to step 2 for regular graduate students.

## Master of Business Administration Degree

The Master of Business Administration (MBA) is a practice-oriented professional degree that combines business, technology, and enterprise resource planning (ERP) to develop leaders for a technology driven business world. Students can complete the degree program in one calendar year of full time study. Optionally, students can attend full-time for the 18 hour core and then complete the program part time. The classes beyond the 18 hour core may be taken locally or via distance education.

### General Requirements

The Master of Business Administration program consists of a minimum of 36 credit hours of study. Students must be a resident on the UMR campus for the 18 hour Integrated MBA Core required course for an 18 week period of six credit hours. The program also requires an applied practicum and 12 hours of elective credits. These elective credits can be used to develop a specialization area in enterprise resource planning, human-computer interaction, supply chain management, information technology management, marketing, or project management.

### Prerequisites

MBA applicants are required to have a bachelor's degree from an approved (accredited) institution. Students are required to have completed microeconomic and macroeconomic theory, finance, management and organizational behavior, business law, financial and managerial accounting, marketing, management and information systems, operations, and inferential statistics with a "B" or better or to have completed an approved waiver examination.

Non-Business majors will be allowed to take the prerequisites offered in a condensed version course, called Business Essentials. These courses are offered at 1.5 credit hours each, for a total of 12 credit hours and meet the prerequisite requirements for the UMR MBA. Students may take these as stand alone classes or they may be taken all together in one semester.

### Procedures for Master of Business Administration Candidates

All students are required to complete admissions requirements including transcripts, GMAT or GRE scores, and English proficiency (TOEFL or IELTS) if required. Once a student has been admitted as a regular graduate student, the student follows these steps:

1. Consults with graduate advisor about course scheduling.
2. Registers.
3. Selects advisor and completes Form MBA I (original plus three copies) within six weeks after the beginning of the semester in which the student takes his/her 18th graduate credit hour.
4. Makes application for diploma with the registrar within four weeks of the beginning of the semester in which the last course will be completed.
5. Completes academic requirements.
6. If all requirements are met, student receives degree, granted by the Board of Curators upon the recommendation of the graduate faculty.

## Doctor of Philosophy Degrees

The degree of doctor of philosophy is awarded to students who have pursued graduate study without serious interruption, who have submitted an acceptable dissertation, passed all prescribed examinations, and satisfactorily met all requirements described below. Recipients of this degree are attested by the graduate faculty as having attained a high level of learning by extensive study in some special branch and as having developed an ability to carry on independent research.

### Acceptance of Candidates

Prospective Ph.D. candidates who have received a bachelor's degree but not a master's degree should consult with their advisor, and an advisory committee (recommended by the department on Graduate Form V), shall be approved and appointed by the Vice Provost for Graduate Studies during the second semester of attendance as a graduate student. Technically a student can become a doctoral-level student only after satisfactorily completing 30 credit hours of graduate study. Prior to that time, the student is recorded as a master's-level student or candidate. Several departments require the qualifying exam be passed by the end of the second semester after completion of the M.S. degree. The Program Study (Form VI) must be submitted by the end of the qualifying semester. This examination may be taken prior to enrollment, if desired. The department chair will report to the Vice Provost for Graduate Studies the results of the qualifying examination (Graduate Form IV). Ph.D. forms are available at <http://grad.umn.edu/>.

The student will consult with an advisor of his/her choice to select an advisory committee. The committee will consist of at least five members. Four of the committee members should be members of the graduate faculty. The committee will include at least one member from outside the candidate's department. One member also should represent the department most closely associated with any minor field of study elected by the student. The names of the proposed members will be transmitted (Graduate Form V) by the student's

department chair to the Vice Provost for Graduate Studies for an appointment. Additional members and replacement members will be appointed using Graduate Form VI-A.

For a more effective use of the committee, the candidate is encouraged to: (1) submit a written description of the proposed research to the members of his/her committee as soon as he/she decides upon the topic, (2) obtain written approval of the committee indicating that the proposed research is of Ph.D. caliber, and submit periodic progress reports to the committee and discuss them with committee members or with the committee as a group (frequency of reports and method of discussion should be decided by the committee). Passing of the qualifying examination and the approval of a course of study and research by the advisory committee, department chair, and the Vice Provost for Graduate Studies will signify acceptance as a candidate for the degree of doctor of philosophy.

A person who has held the rank of assistant professor or higher at UMR is not eligible to become a candidate for the Ph.D. at this institution.

### Program of Study

Prospective Ph.D. candidates who have received a bachelor's degree but not a master's, should consult with their advisor, and an advisory committee (recommended by the department on Graduate Form V), shall be approved by the Vice Provost for Graduate Studies during the second semester of attendance as a graduate student. The committee will aid the student in preparing an outline of the course work and the research investigation proposed for the dissertation.

Prospective Ph.D. candidates who have received a master's degree should consult with their advisor. This outline (Graduate Form VI-Ph.D.) must be submitted to the Vice Provost for Graduate Studies for approval before the student enrolls for a second semester. They also must have reported the results of the qualifying exam on Graduate Form IV. The committee will aid the student in preparing an outline of the course work and the research investigation proposed for the Ph.D. This outline (Graduate Form VI-Ph.D.) must be submitted to the Vice Provost for Graduate Studies for approval before the student enrolls for a second semester. The program will show all graduate work above the baccalaureate to be considered as part of the doctoral program.

### Residency Requirements

The candidate for the degree of doctor of philosophy will normally complete the equivalent of three years (six semesters, 72 hours minimum) of full-time work beyond the bachelor's degree, at least half of which must be taken at UMR. For those holding a master's degree from UMR or another institution, the requirement can be met by completing the equivalent of two years (four semesters) of full-time work beyond the master's degree. This will normally include a minimum of two consecutive semesters in residence at UMR with a graduate registration of at least nine hours per se-

mester. If any of the years of advanced work have been spent away from UMR, the Vice Provost for Graduate Studies, upon recommendation of the student's advisory committee, will decide in each case whether these years may be properly regarded as having been spent under suitable guidance and favorable conditions. At least 15 hours of graduate course work, exclusive of research, special problems, special investigations and seminars, must be taken on the Rolla campus. For the purpose of computing the equivalent of full time work, the following table will be used:

12 to 16 hours per session	0.500 year
9 to 11 hours per session	0.375 year
6 to 8 hours per session	0.250 year
(6 to 9 hours, summer)	
3 to 5 hours per session	0.125 year
0 to 2 hours per session	0.0

### Qualifying Examination

A qualifying examination will be administered by the faculty of the candidate's major department. The information from this examination will serve as a qualifier for the student and will be used by the student's advisory committee in planning the program of study.

### Subjects of Study

The subjects of study may be chosen from one or more departments, as determined by the advisory committee but shall constitute a definite plan of training for research or scholarly investigation in some particular field. A major field of study must be designated. A student is encouraged to elect one minor field of study consisting of at least 12 semester hours of work outside his or her major area of study.

The doctoral program will include at least 24 credit hours of dissertation research (490) and a minimum of 24 credit hours (exclusive of 300, 400, & 490) of course work as part of the degree requirements. Deviations from this must receive special approval from the Vice Provost for Graduate Studies. It is recommended that at least 15 credit hours from the 400 series of lecture courses be included in the doctoral program.

Correspondence and extension courses do not form part of the program for the Ph.D. degree except as they may be part of a master's program. Additional work of this type beyond that allowed for the master's degree is not acceptable.

Credit for research work conducted in the preparation of the dissertation is counted in terms of hours making up the total credit hours required for the degree. Research work will normally be conducted on the UMR campus. In special cases, all or part of the research may be conducted elsewhere but must be supervised by a member of the faculty. Such research must have the prior written approval of the student's advisory committee, department chair and Vice Provost for Graduate Studies.

The Ph.D. degree will be granted only if all graduate credit counted toward the degree has been obtained in the previous eight years unless a formal request for an extension is initiated by the advisor and approved by the

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department chair and the Vice Provost for Graduate Studies. An extension, if granted, may involve revision of the candidate's program to update course work and research. Alternately, for candidates who have the master's degree or its equivalent, (first 30 hours of graduate credit) or who have passed the qualifying examination, all remaining credit must be obtained within the last six years.

Acceptance of the prior work from the master's degree or its equivalent, as part of the doctoral program, is up to the discretion of the student's advisory committee.

### Languages

The decision as to any doctoral language requirement rests with the department and the candidate's advisory committee. Any language requirement will be found in the departmental descriptions. The foreign language requirement may be met either before or after the comprehensive examination is passed.

### Examinations

The student is required to pass a comprehensive examination and a final examination, both planned and administered by the student's advisory committee during his/her candidacy.

### Comprehensive Examination

The Vice Provost for Graduate Studies will authorize the student's advisory committee to administer the comprehensive examination after the student has completed the course work on the doctoral program. It will be both written and oral.

With the approval of the student's advisory committee, the written portion of the examination may be administered by the candidate's department, but the final judgment of the candidate's performance will be left to the advisory committee. Upon satisfactory completion of the written examination, the candidate will be orally examined by the advisory committee. It is recommended that these examinations be completed within a 30-day period.

A report of the comprehensive examination will be sent to the Vice Provost for Graduate Studies (Graduate Form VII). A candidate will be considered to have passed if all, or all but one of the advisory committee vote that the student pass.

If failure is reported, the advisory committee will recommend suggested work or other remedial measures to the candidate. A second comprehensive examination may not be scheduled until after the lapse of 12 weeks. Failure of the second examination will automatically terminate the candidacy of the student.

### Dissertation

The dissertation, embodying the results of an original investigation, must be written upon a subject approved by the major advisor.

A manual entitled "Specifications for Thesis and Dissertations (T/D)" is available at: <http://grad.umn.edu/>

The advisory committee shall have examined the dissertation closely for both scientific content and format, and deem it worthy of acceptance by the graduate faculty as meeting the requirements for the doctor of philosophy degree. The Vice Provost for Graduate Studies will authorize the student's advisory committee to

administer the final examination. It may not be scheduled sooner than 12 weeks after the completion of the comprehensive examination. Notice of the final examination shall be publicly announced by the Office of Graduate Studies at least one week prior to the examination.

### Final Examination

The final examination will be an oral defense of the dissertation and may be attended by any interested person, who may question the candidate with permission of the chair of the advisory committee.

A report of the examination will be sent to the Office of Graduate Studies (Graduate Form VIII). A candidate will be considered to have passed if all, or all but one of the advisory committee vote for passing. If failure is reported, the advisory committee will recommend suggested work to be completed or other remedial measures to be taken before another examination is scheduled.

When a candidate has completed all requirements for the degree of doctor of philosophy, the Office of Graduate Studies will forward the copy of the candidate's approved dissertation to the UMR Library.

### Shared Doctoral Programs

Through its identification of faculty qualified to direct doctoral candidates on all four campuses, the University of Missouri provides a unique opportunity for breadth of experience in doctoral programs. Candidates admitted to doctoral status on one campus may plan with the consent of their committee, either course work or research on another campus. Advisory committee membership may involve more than one campus, and dissertations may be pursued under the direction of an appropriate doctoral faculty member on a second campus. Residency and other routine requirements of the degree-granting campus must be followed, but as the requirements for all campuses are similar, this should provide no unusual problem. The Vice Provost for Graduate Studies should be involved in shared programs as early as possible to prevent misunderstandings and ease avoidable problems.

Liberal choices are allowed relative to the style manual used in the preparation of the dissertation. Approval dissertation requires following rigidly the style manual selected and/or rules obtainable from the Web at: <http://grad.umn.edu/> and providing for a quality level suitable for a publication.

## Procedures for Ph.D. Degree Candidates

1. Completes admission requirements;
2. There are two requirements to initiate candidacy for the doctoral degree: 1) The student must pass a qualifying examination administered by the department in which the student intends to become a doctoral degree candidate. 2) The student must have satisfactorily completed the first 30 credit hours of graduate study.

In the case of students who do not have a relevant Master's degree, the second requirement will normally be fulfilled when the student satisfactorily completes 30 credit hours of suitable graduate coursework towards their doctoral degree. The

second requirement will normally be fulfilled automatically for students who have a relevant Master's degree. In both cases, the determination of when the second requirement for candidacy is satisfied rests with the department. Candidacy must be established prior to the beginning of the fifth semester (not counting summer session) of enrollment as a graduate student in a doctoral program. Graduate forms IV, V and VI must be completed not later than six weeks into the fifth semester.

3. The advisor, with the approval of the department chair, requests the Vice Provost for Graduate Studies to appoint an advisory committee (Graduate Form V);
4. Solicits the aid of the committee in preparing an outline of courses and research. Note: A standard format (Graduate Form VI-Ph.D.) must be followed.
5. After student has completed all courses on the doctoral program, the advisor requests the Vice Provost for Graduate Studies to authorize the advisory committee to administer the comprehensive examination.<sup>1</sup>
6. Advisory committee reports the results of the comprehensive examination to the Vice Provost for Graduate Studies (Graduate Form VII);
7. After the student passes the comprehensive examination, continuous enrollment must be maintained in accordance with Policy Memo II-20, until the degree is completed or the candidacy is canceled;
8. Within four weeks of the beginning of the last semester, the student must check with the registrar to make application for diploma;
9. The student and the advisor select the date, time, and place of the examination and inform the Office of Graduate Studies electronically so that the final examination can be publicly announced at least one week in advance. Note: The student must be enrolled at the time of the examination.
10. Advisory committee reports results of the final examination to the Vice Provost for Graduate Studies (Graduate Form VIII) accompanied by approved copy of dissertation, "UMI (University Microfilm Inc.) Doctoral Dissertation Agreement" form, and "Survey of Earned Doctorates" form (obtain from the Office of Graduate Studies). <http://grad.umn.edu/>.
11. When all requirements have been met, the Office of Graduate Studies forwards the approved dissertation to the campus library in on-line submission form; student presents one copy to the department chair, one to the advisor, and retains a copy;
12. Board of Curators grants degree upon recommendation of graduate faculty.

## Doctor of Engineering

The degree of doctor of engineering, like the degree of doctor of philosophy, represents the highest level of attainment in engineering study and practice. This degree is awarded to candidates who have pursued a broad program of study, completed an acceptable engineering internship, passed all prescribed examinations, submitted an acceptable practice-oriented dissertation, and met satisfactorily all requirements described here.

Following admission to graduate study, a student can initiate candidacy for the doctor of engineering degree by consulting with the advisor about the selection of an advisory committee. The committee should include the candidate's major advisor plus at least four other faculty members. The committee members should be representative of the departments included in the candidate's intended plan of study. This committee will aid the student in preparing the plan of study, which will include the course work and plans for an engineering internship, an outline of the project which the student plans to follow for the dissertation, and a program for completing residence requirements. Approval by the Vice Provost for Graduate Studies of the student's plan of study will signify acceptance of the student as a candidate for the degree of doctor of engineering.

A person who has held the rank of assistant professor or higher at UMR is not eligible to become a candidate for the doctor of engineering degree at this institution.

### Residence Requirements

A candidate for the degree of doctor of engineering will complete the equivalent of three years (six semesters) of full-time work beyond the bachelor's degree. Those candidates who hold master's degrees can meet the requirements by completing the equivalent of four semesters of full-time work beyond the master's degree. These conditions normally include a minimum of two semesters in residence at UMR with a graduate registration of at least 12 hours per semester. If any of the years of advanced work have been spent away from UMR, the Vice Provost for Graduate Studies, upon recommendation of the student's advisory committee, will decide in each case whether these years may be properly regarded as having been spent under suitable guidance and favorable conditions. For the purpose of computing the equivalent of full-time work, the following table will be used.

12 to 16 hours per session	0.500 year
9 to 11 hours per session	0.375 year
6 to 8 hours per session	0.250 year
(6 to 9 hours, summer)	
3 to 5 hours per session	0.125 year
0 to 2 hours per session	0.0

The doctor of engineering degree will be granted only if all graduate credit counted toward the degree has been obtained in the previous eight years unless a formal request for an extension is initiated by the advisor and approved by the department chair and the Vice Provost for Graduate Studies. An extension, if granted, may involve revision of the candidate's program to update course work and research.

<sup>1</sup> Authorization to administer comprehensive not required by Geological Sciences & Engineering, Materials Science & Engineering, and Mining and Nuclear Engineering Departments.

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Correspondence and extension courses do not form part of the program for the doctor of engineering degree except as they may be part of a master's program.

### Qualifying Examination

A qualifying examination will be administered by the faculty of the candidate's major department. The information from this examination will serve as a qualifier for the student and will be used by the student's advisory committee in planning the program of study.

### Course Work

The course work will normally include two areas of emphasis in engineering. A third technical area of emphasis should be selected from the physical sciences, computer science, mathematics, or another field of engineering. In addition, a non-technical group of courses of 9 to 12 hours should be included. This group could be selected from such areas as foreign language, law, engineering management, psychology, or sociology. The formal course work would be expected to consist of at least 65 hours with an average being about 72 hours.

The allocation of the hours between the three technical areas will be at the discretion of the student's committee; however, at least nine hours in each area must be included to provide the depth desired.

### Internship

The internship involves a minimum of one year of planned and approved high-level engineering experience. The candidate and the major advisor will plan the internship in cooperation with the interning organization (normally an industrial concern or government laboratory). The candidate then prepares a detailed proposal for the internship which sets forth the goals of the internship, the tasks to be accomplished, and the facilities at the intended site. This proposal must be approved by the candidate's committee, the major department chair and the Vice Provost for Graduate Studies prior to beginning the internship. At the time the internship is approved, the candidate's internship advisor<sup>1</sup> (the student's supervisor at the interning organization) will be added to the advisory committee. The organization must agree to visits to the internship site by the candidate's major advisor and/or advisory committee members. It also must be agreed that any results of the internship may be published by the candidate although reasonable proprietary rights of the interning organization will be protected. Responsibility for arranging the internship, including site selection and financial compensation during the period of the internship, lies with the candidate.

The internship and preparation of the candidate's dissertation are to be counted in terms of hours making up the total credit hours required for the degree. Approximately 18 to 25 hours credit for these phases of the degree will be regarded as a portion of the total requirement of 90 hours for the doctor of engineering degree.

<sup>1</sup> The internship advisor is selected to have thorough education and experience, doctoral equivalency qualifications.

### Examinations

The student is required to pass a comprehensive examination and a final examination during candidacy. The comprehensive examination planned and administered by the committee, will cover the course work contained in the candidate's plan of study. It will be both written and oral. The final examination, the candidate's oral defense of the dissertation, will be held in the presence of the advisory committee and others.

### Dissertation

The dissertation embodying the results of an original engineering investigation, must be written upon a subject approved by the major advisor. Normally the dissertation will be directly related to the candidate's internship. The dissertation must represent significant, creative, and independent engineering work. A manual titled "Specifications for Thesis and Dissertations (T/D)" is available at: <http://grad.umar.edu/>.

## Procedures for Doctor of Engineering Candidates

1. Completes admission requirements;
2. Passes as early as possible a qualifying examination, administered by the faculty of the major department;
3. Department chair reports the results of the qualifying examination to the Vice Provost for Graduate Studies (Graduate Form IV);
4. Consults with the advisor to select an advisory committee of at least five members. This should be done by graduate students who have completed 30 hours of graduate studies or who have obtained a master's degree. (A tentative program may be planned much earlier);
5. Requests the department chair to approve the advisory committee (Graduate Form V) and to submit it for approval to the Vice Provost for Graduate Studies. Changes in committee membership will be processed using Graduate Form VI-A;
6. Solicits the aid of the committee in preparing a plan of study and internship. Note: (a) A standard format (Graduate Form VI-DE) must be followed, (b) the plan is not to be sent to the department chair or the Vice Provost for Graduate Studies for approval until the student has passed the qualifying examination;
7. Major advisor requests the Vice Provost for Graduate Studies to authorize the advisory committee to administer the comprehensive examination after the candidate has completed all courses on his or her doctoral program. Not required by Geological Sciences and Engineering, Materials Science and Engineering, and Mining and Nuclear Engineering Departments.
8. Advisory committee reports the results of this examination to the Vice Provost for Graduate Studies (Graduate Form VII). A candidate is considered to have passed if all, or all but one, of the

advisory committee vote for passing. If failure is reported, the advisory committee recommends remedial measures to the candidate. A second comprehensive examination may not be scheduled until after the lapse of 12 weeks. Failure of the second examination automatically terminates the candidacy;

9. After the student passes the comprehensive examination for the doctorate degree, continuous enrollment must be maintained in accordance with Policy Memo II-20 until the degree is completed or the candidacy is canceled;
10. Candidate completes the engineering internship. The candidate's industrial supervisor is added to the committee at the beginning of the internship;
11. Within four weeks of the beginning of the last semester, the student must check with the registrar to make application for diploma;
12. The candidate and the advisor select the date, time and place of the examination and inform the Office of Graduate Studies so that the examination can be publicly announced at least one week in advance. A candidate is considered to have passed if all, or all but one, of the advisory committee vote for passing. If failure is reported, the advisory committee recommends remedial measures to be taken before another examination is scheduled. Note: The student must be enrolled at the time of the examination.
13. Advisory committee reports results of final examination to the Vice Provost for Graduate Studies on Graduate Form VIII, accompanied by approved copy of dissertation, completed "UMR Doctoral Dissertation Agreement" form, and "Survey of Earned Doctorates" form;
14. When all requirements have been met and payment of enrollment or examination fees made, the Vice Provost for Graduate Studies forwards the approved dissertation to the UMR library. Student presents one copy to the department chair, one to the adviser, and retains a copy;
15. Board of Curators grants degree upon recommendation of graduate faculty.





# GENERAL INFORMATION

## Fees

The University reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increase can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification.

## Educational Fee

All students enrolled at UMR are required to pay an educational fee.

### Educational Fee per credit hour

Missouri <u>Resident</u>	Non- <u>Residents</u>	Engr. Education <u>Center of St. Louis</u>
\$286.90	\$740.80	\$605.88

Courses audited and courses taken for reduced credit will be counted at their normal credit value in computing the amount of fees to be paid. Students enrolling in zero credit courses are required to pay fees according to the equivalent credit for the course.

The difference between the educational fee for nonresident and Missouri students is waived for a graduate or first professional degree student who is a teaching, research, or extension assistant holding a .25 or more FTE (full-time equivalent) appointment.

The difference between the educational fee for nonresident and Missouri resident students is waived for a graduate or first professional degree student holding a fellowship which does not include payment of required fees.

### Information Technology Fee

All students enrolled at the University of Missouri-Rolla (which includes the Engineering Education Center of St. Louis) are required to pay an Information Technology Fee of \$11.70 per credit hour.

### Supplemental Fees

An additional Supplemental Fee will apply for the following and will be charged per credit hour:

Engineering Supplemental Fee of \$52.40 per credit hour will be charged to all students enrolled in engineering courses, except for courses offered by the Department of Geology & Geophysics. Co-listed courses are subject to the Engineering Supplemental Fee.

Science Supplemental Fee of \$52.40 per credit hour will be charged to all students enrolled in Computer Science, Biological Sciences, Chemistry, Geology,

and Geophysics courses. Co-listed courses are subject to the Science Supplemental Fee.

Science Supplemental Fee of \$26.20 per credit hour will be charged to all students enrolled in Physics courses. Co-listed courses are subject to the Science Supplemental Fee.

Business, IS&T, and M&IS Course Fee of \$26.20 per credit hour will be charged to all students enrolled in Business, IS&T, and M&IS courses. Co-listed courses are subject to the Business Supplemental Fee.

### Student Activity/Facility Fee

A Student Activity/Facility Fee is charged to students each semester to pay for a variety of activities, services and bonded debt on student fee funded buildings. The activity/facility fee is determined and approved by the Student Council. The activity/facility fee includes fees for the Havener Center, intramural and recreational facilities and programs, campus events, the student newspaper, radio station and yearbook, and funding for a variety of student organizations. The activity fee for the fall semester is \$288.20, for the spring semester is \$288.20, and for the summer semester is \$124.00. The Rolla Mo Yearbook fee of \$10.00 will be charged to all undergraduate students enrolled for seven or more hours and will remain optional for all undergraduate students enrolled for less than seven hours and all graduate students. Graduate student pay \$3.20 to fund the Council of Graduate Students. The activity/facility fee is prorated for students enrolled in less than 10 hours.

The activity/facility fee is charged to all students, undergraduate and graduate. Students attending the Engineering Education Center in St. Louis pay the designated UMSL student activity fee.

Additional information concerning the UMR Student Activity/Facility Fee is available on the following website: <http://umr.edu./studentactivities/>.

### Health Service Fee

The Health Service Fee is charged to all students, graduate and undergraduate (full or part time enrolled). This fee does not apply at the Engineering Education Center of St. Louis.

For fall/spring session: \$79.00 per session

For summer session: \$39.50

### Time of Payment of Fee

All fees must be paid in full, or payment arrangements made, at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid. Consult the academic calendar for date of registration and payment of fees.

### Minimum Fee Payment Plan

The student's account (to include fees, housing, telephone, traffic violations, etc.) will be billed for the full amount each month with a minimum payment allowed. The minimum payment is derived by dividing the full account balance by the number of scheduled

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payments remaining in the semester. If a STUDENT CHOOSES TO PAY THE MINIMUM PAYMENT AMOUNT, A 1% PER MONTH INTEREST CHARGE WILL BE ASSESSED ON THE REMAINING UNPAID ACCOUNT BALANCE.

### Fall Semester Payment Due Dates:

Preregistered students: five installments due July, August, September, October and November 15<sup>th</sup>. Regular registration students: four installments with the first one due at registration and the remaining due September, October and November 15<sup>th</sup>.

### Spring Semester Payment Due Dates:

Preregistered students: five installments with December, January, February, March and April 15<sup>th</sup>. Regular registration students: four installments with the first one due at registration and the remaining due February, March and April 15<sup>th</sup>.

### Summer Term Payment Due Dates:

Preregistered students: 50% of fees due May 15<sup>th</sup> and 50% due June 15<sup>th</sup>.

Regular registration students: total fees due at registration.

### **Late Payment Fee**

Student fee accounts will be subject to a late fee of \$10.00 for unpaid amounts billed when payment is not received by the scheduled due date as communicated on the student's monthly billing statement. If the minimum payment or billed balance due is paid on or before the scheduled due date, as it appears on the student's monthly billing statement, no late fees will apply.

### **Delinquent Student Accounts**

Past due amounts owed the University must be satisfied by payment in full. Failure to pay may result in transcripts or diplomas being withheld. The University will pursue appropriate collections practices which may include referrals to a collection agency for accounts that remain past due. The account may be assessed an additional collection charge of up to 35% of the balance if referral to a collection agency becomes necessary.

### **Personal Checks**

Personal checks will be accepted only for the amount due from the student. A late registration fee will be assessed if a check presented in payment of student fees is returned unpaid and remains unpaid after the close of regular registration.

### **Credit Card Payments**

The University of Missouri Cashier's offices will no longer accept Visa-branded credit cards for payments to the student account. If you choose to make payments on the student account using MasterCard or Discover cards, the third-party vendor will add a service charge of 2.75% to the transaction.

To avoid the service charge, students are able to make payments directly from any checking account by using the new web payment option (Electronic Funds Transfer) through Joe'SS, simply by entering the bank/financial institution routing and account number information at the time of online payment. The student will need their single sign-on and password in order to

make payment. The student is the only one that would have this information.

Parents are able to make a credit card payment by going to the cashier's office web site at [www.UMR.edu/cashier](http://www.UMR.edu/cashier) and clicking on the "Make a Parental Credit Card Payment". This option requires only the student id number and the birth date of the student. Because of FERPA laws, financial information is not shown. The 2.75% service charge will apply to any credit card payments made.

### **Late Registration Fee**

A student who registers later than the regular registration day for a semester will be charged the late-registration fee of \$235.90. Also, by registering late a student may find certain sections or entire courses closed to registration. Each school reserves the right to close sections or courses, or even to close enrollment in a department, when the capacity of the class is reached.

### **Offset of Missouri Income Tax**

For those non-residents who pay Missouri income tax, the non-resident educational fee shall be credited in an amount equal to the actual Missouri income tax paid for the previous calendar except that the remaining obligation shall not be less than the amount of the resident education fee. Unemancipated minor or adult dependent students are eligible for reason of payment of Missouri income tax by the non-resident individual or individuals having legal custody of said students. Students entering in January shall be regarded as entering in the fall for purposes of determining previous calendar year. For students entering after January, previous year means immediate past calendar year.

For those non-resident student's who have non-resident scholarships, the amount of this scholarship will be deducted first from their non-resident fee. If a student qualifies, the remainder of the non-resident balance may be offset by Missouri income taxes paid. (See above.)

To effect an offset, the student shall furnish to the Cashier satisfactory evidence that the tax was paid, the date of payment, and that the student is entitled to an offset. Ordinarily evidence of payment and the date thereof will be by exhibiting to the Cashier a copy of the state Income Tax return, together with cancelled checks (if any) or photostatic copies thereof: or if all taxes were withheld, the MO-WH-2 form, or photostatic copy thereof, showing amount of tax withheld must be presented. After reviewing the evidence submitted, the Cashier may request other evidence of payment of tax.

Tax credit thus established may be used only once as an offset against the non-resident Educational Fee but any tax credit not used in a given term may be carried forward to be used in subsequent term, subject to the time limitation stated above. If several students from the same family claim allowable tax credit, the tax credit shall be applied as the taxpayer directs, if the taxpayer does not direct application, the Cashier shall make such application. Tax credit may be offset against the Non-resident Educational Fee only, and may not be offset against any other fees or obligations.

**Refund of Fees**

Fees subject to refund include: Educational Fee, Information Technology Fee, Engineering , Science, and Business Fees, Supplemental Fee, Student Activity/Facility Fee, Health Service Fee, and any instruction-related miscellaneous fees which may be assessed. Deductions may be made from any refund of fees for any financial obligation due the university.

Students who have registered for credit courses, made payment of fees, and whose registration is subsequently canceled, who withdraw from the university or reduce their course load, will be subject to certain exceptions and upon written request to the Cashier's office, receive a refund of the fees paid in accordance with the following schedule: class day of cancellation, withdrawal, or change of course load.

**Fall/Spring Semester - 16 weeks**

Before the first day of classes, 100% refund, less an enrollment cancellation fee of \$20.00

Class days 1-5 . . . . . 90% refund.  
 Class days 6-10 . . . . . 70% refund.  
 Class days 11-25 . . . . . 50% refund.  
 After class day 25 . . . . . NO REFUND.

**Summer Semester - 8 weeks**

Before the first day of classes, 100% refund, less an enrollment cancellation fee of \$20.00

Class days 1-3 . . . . . 90% refund.  
 Class days 4-5 . . . . . 70% refund.  
 Class days 6-13 . . . . . 50% refund.  
 After class day 13 . . . . . NO REFUND.  
 Class days are counted by excluding Saturdays, Sundays, and holidays.

**Cap and Gown Fee**

Candidates for a master's degree pay a charge of \$49.90 for the purchase of a cap, gown, hood, and tassel for commencement exercises.

Candidates for doctoral degrees pay a charge of \$65.90 for rental of a cap and gown, hood, and a gold tassel. The hood for a doctoral candidate may be purchased by the student for \$109.00. The above prices are current and subject to change. Candidates wishing to purchase all doctoral regalia to own must place an order at the UMR Bookstore at least eight weeks prior to commencement. Additional information is available at the Bookstore or view the Registrar's website at: <http://registrar.umr.edu/commencement/index.html>

**Examination Fee**

A candidate for a graduate degree who, before the end of a semester, has submitted to the Office of Graduate Studies his/her thesis/dissertation, may enroll during the intersession for the final examination only (course 493) for no hours credit and pay the examination fee of \$286.90. If the submission of Graduate Form II/VIII and library copy of the thesis/dissertation are not completed before the next semester begins, the student may register in one hour of research (490) good through the end of the fourth week of the semester or second week of a summer session. If the submission of graduate

Form II/VIII and library copy of the thesis/dissertation are not completed by then, the student must enroll in a minimum of three credit hours for the semester. The one hour of 490 should be approved by the advisor, department chair, and the Vice Provost of Graduate Studies (following the same approval process as 493). A candidate for a graduate degree beyond commuting distance of campus who returns to defend his/her thesis/dissertation may enroll for the final examination only (Course 493), for no hours credit and pay the examination fee of \$286.90.

**International Student Fees**

**Sponsored Student Program**

A full range of services for sponsored international students is provided through the Office of International Affairs (IA). International students sponsored by international agencies receive special services and are required to pay \$250 per semester per student administrative fees.

**Mandatory Health Insurance for International Students**

As a condition of their enrollment, all international students are required to purchase UM international student health insurance. This includes all F-1 and J-1 visa holders. In addition, the J-2 dependents of the J-1 visa holders are required to maintain international student health insurance. Premiums must be paid within two weeks of the beginning of the Fall and Spring semester (Summer premiums are included in the Spring Semester).

For more information on the mandatory health insurance requirement, contact the Office of International Affairs, 104 Norwood Hall, 573-341-4208.

**Federal Financial Aid**

**Our Mission**

The Student Financial Assistance Office is dedicated in helping families obtain financial funding to pay for college education at the University of Missouri-Rolla. The Student Financial Assistance Office also has the responsibility to coordinate many federal, state, and agency sources and facilitates a vast number of university awards based on performance and provide debt management and credit card counseling to interested parties.

The Student Financial Assistance office continually strives to provide high quality service to all student, families, faculty and staff while using automated systems for timely delivery of financial aid funds.

To apply for federal financial aid, (loans and work study), you must complete a need analysis form (i.e. Free Application for Federal Student Aid). Preference will be given to those students whose FAFSA has been received by March 1. If you apply for federal financial aid at any other time of the year, UMR will attempt to fill your financial needs to the extent that funds or opportunities are available.

The Student Financial Assistance Office strongly encourages students to keep their expected graduation

date current. Having an incorrect expected graduate date could affect a student receiving financial aid for a given semester. Contact the Registrar's Office if you wish to change your expected graduation date.

### **Fellowships, Research Assistantships, Teaching Assistantships and Graduate Assistants**

Financial assistance of five types is available to graduate students at UMR: graduate teaching assistantships, graduate research assistantships, graduate assistants, graduate instructorships<sup>1</sup> and fellowships.

#### **Chancellor's Fellowships**

A limited number of these fellowships are available to new highly qualified Ph.D. candidates independent of other forms of support. Students apply for these through their department chair. The fellowship shall consist of a waiver of the resident and applicable non-resident fees, and it may be renewed for as many as six semesters (and intervening summer sessions) as long as the graduate student maintains a 3.50 cumulative GPA.

#### **National Science Foundation Fellowships**

NSF Fellowships are awarded to the successful applicants directly. NSF pays the fees of the fellows. Part-time teaching by NSF fellows may increase the appointment; some departments require this teaching experience.

#### **Graduate Teaching Assistantships**

Part-time teaching is mandatory in some departments, the purpose being achievement of professional experience and self-development. Departmental policies on this matter vary and inquiry should be made to the appropriate chair. Permissible schedules for graduate students holding part-time teaching appointments are described under "Permissible Schedules." Remuneration varies according to the number of academic hours taught. Half-time assistantships at \$15,000 for the academic year require 20 hours per week of effort.<sup>1</sup> In-state student status for fee purposes is acquired by all graduate assistants employed 25 percent time or more.

#### **Graduate Research Assistantships**

Graduate research assistantships are offered in all departments. Half-time graduate assistant stipends pay up to \$15,000 per academic year. Holders of assistantships devote approximately 20 hours per week to

laboratory effort and are, therefore, limited to a maximum of 12 credit hours of academic study per semester. Research credits toward a degree may require effort beyond that required of the appointment. A number of positions are available during the summer months. In-state student status for fee purposes is acquired by all graduate assistants employed 25 percent time or more.

#### **Radcliffe Graduate Scholarships**

The Geology and Geophysics program offers the Radcliffe Graduate Scholarship to qualified M.S. and Ph.D. students. To be considered for this scholarship, students should have a minimum grade point average of 3.0/4.0, high GRE scores (1100 quantitative + verbal; 3.5 analytical) and a minimum TOEFL score of 550. *International students see International Student Admission requirements.* The deadlines for application are Feb. 15 and Oct. 15 for admissions in the fall and spring semesters, respectively.

#### **State and Federal Fellowships**

UMR receives grants from various agencies.

#### **United States Department of Education Fellowships**

Under a cooperative agreement between the United States Department of Education and UMR, fellowships are offered for graduate study leading to a doctor of philosophy degree. DOE fellows receive a yearly stipend of \$15,000. DOE pays the fees for the fellow.

#### **Stephen P. Gorman Graduate Fellowships**

Several fellowships of \$6,000 are provided each year by the Gorman Foundation for new graduate students who attended St. Louis city high schools. These fellowships may be held in addition to other fellowships and assistantships. Need is a factor. Application is to be made through the chair of the department concerned. Information also may be obtained from the Student Financial Aid Office at UMR.

#### **Industrial Fellowships**

Several industrial fellowships are available, the number varying with the problems and support given by the industry. Industrial fellowship holders are required to work part time on the project to which they are assigned. The exact amount of time is governed by the character of the project and its applicability to thesis requirements. The stipend for industrial fellowships is variable, depending on support from industry, but appointments are ordinarily effective for a year at a time. Both academic and research work may be applied as credit to fulfill the requirements of the master of science or doctor of philosophy degrees. Complete information concerning the fellowships currently available may be obtained from the chair of the department concerned.

<sup>1</sup> Graduate instructorships require full-time teaching effort and are appointed for only exceptional circumstances.

## Minority Science and Engineering Programs (MEP)

The MEP programs are designed to promote and support under represented minority (African American, Hispanic American, and Native American) and women students who are pursuing engineering or science degrees.

MEP Office also provides opportunities for professional development activities, networking events, and opportunities to participate in regional and national conferences. UMR is also a member of the National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM). To learn details about these opportunities contact: Director, Minority Engineering and Science Programs, 212 ERL, (573) 341-4212, [mep@umr.edu](mailto:mep@umr.edu), [mep.umr.edu](http://mep.umr.edu) or [wli.umr.edu](http://wli.umr.edu).

## Miscellaneous Grants and Awards

Several miscellaneous awards also are available for graduate students in various disciplines. Research programs are carried on in a variety of fields and are sponsored by such donors as the National Science Foundation, various government agencies, and industrial companies. The periods of award and the amounts of the stipends vary widely according to the qualifications of the applicant and the funds available.

All graduate teaching assistants, graduate research assistants, graduate assistants, fellows, and holders of industrial fellowships must pay the regular fees required for enrollment as graduate students at UMR. However, many of the fellowships do provide for payment of these fees from fellowship funds and provide for waiver of out-of-state fees.

A brief description of some of these awards follows:

*Research Assistantships:* A number of research projects sponsored by federal agencies or other donors carry graduate research assistantships. The stipends and tenures vary according to the particular grant, but they are usually comparable with other assistantship figures. Specific information can be obtained from the department involved. Recipients work on a specified research program under the supervision of a member of the professional staff.

*Other Research Assistantships:* A number of research assistantships are offered each year in conjunction with UMR research centers. The research performed may supplement other credited research in the preparation of theses and dissertations.

Applicants must have a bachelor of science degree or its equivalent, have had the proper training in engineering or science, and be qualified for admittance to graduate standing while doing research work. Fellows must register as candidates for one of the advanced degrees (master of science or doctor of philosophy).

## Council of Graduate Students

The Council of Graduate Students (CGS) is the authorized governing body for the graduate students on the UMR campus. As such, it provides a liaison between the school administration and the graduate student population, representatives to many faculty and administrative committees, and information on graduate student procedural matters and general campus social events. The Council of Graduate Students maintains open lines of communication with all the other governing bodies at UMR and other UM System campuses. CGS also organizes several events such as Graduate Student Orientation, Graduate Research Showcase, and Graduate Recognition Banquet etc for the benefits of the graduate students.

All graduate students at UMR are members of the Council of Graduate Students. The Executive Board of the CGS consists of the department representatives and the officers. The department representatives are elected from each graduate degree-granting department. One representative serves for each 25 graduate students in a single department. The department secretary has a listing of the department's representatives and the Provost can provide further information about the organization and its present officers.

CGS provides leadership opportunities for its members and makes all the effort to improve quality of life for the graduate student community at UMR. Please visit CGS website [www.cgs.umr.edu](http://www.cgs.umr.edu) to learn more about the organization's mission and its activities or contact Raj Singh (President), 212 UC-East, [cgs@umr.edu](mailto:cgs@umr.edu).

## Assistance for Students With Disabilities

This policy statement relating to otherwise qualified persons with disabilities outlines the roles and responsibilities of students, faculty, staff and the Coordinator of Disability Support Services (Coordinator) in making the University of Missouri-Rolla (UMR) programs and services available to all persons. The University places specific emphasis on accommodating the needs of matriculated students with a disability, providing related services, and ensuring the academic integrity of UMR. This policy statement is in accordance with Section 240.040 E, Policy Related to Students with Disabilities, Collected Rules and Regulations of the University of Missouri, the Missouri Human Rights Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

### I. Confidentiality

- A)** In accordance with the requirements of the Family Educational Rights and Privacy Act, medical information concerning a disability will be treated with utmost confidentiality. It will be:
- 1)** treated like other medical information,

- 2) maintained in secure files under the jurisdiction of the Coordinator, and
- 3) released only on a need-to-know basis within the university community.

### II. Responsibilities of the Student

- A) All disabled students seeking reasonable accommodations and provision of disability-related services must:
  - 1) identify himself or herself to the Coordinator as desiring accommodations
  - 2) provide current and adequate documentation of his/her disability and of appropriate accommodations to the Coordinator, and
  - 3) request needed classroom accommodations and related services of the Coordinator.
- B) All of the above requirements must be met by the student in a timely manner to ensure full resolution of accommodations and related services prior to the Student's entrance into the program or course of study. The student should provide the necessary documentation at least six weeks prior to the first semester for which accommodations are being requested and should provide the Coordinator with a copy of his/her class schedule as soon as it is available for each semester during which s/he is seeking accommodations. Waiver of these deadlines may be made by the Coordinator on a case by case basis. Failure to meet the specified deadlines and requirements may result in a denial of accommodations.

### III. Documentation Procedure

- A) Documentation of a specific disability provided to the Coordinator must be adequate and up to date. Diagnosis and evaluation costs shall not be the responsibility of the university.
  - 1) Current medical or other diagnostic documentation of a disability must be provided by a qualified physician or other qualified diagnostician.
  - 2) Current documentation of the need for reasonable accommodations and related services must also be provided to the Coordinator.
  - 3) If existing documentation is incomplete or outdated, the Coordinator may require the student to provide additional documentation at the student's expense.

### IV. Collaborative Responsibilities of the Coordinator, Faculty, and Staff

- A) The Coordinator shall review the documentation provided by the student and discuss the accommodation and related services requested.
- B) The Coordinator shall make an initial determination as to whether requested accommodations and related services are required.
- C) The Coordinator shall provide the student with a letter describing recommended accommodations and related services.
- D) The faculty or staff member responsible for a specific class, program, or service shall then determine accommodations of the disability and provision of related services in consultation with the Coordinator if necessary.

- E) Any disagreement relating to accommodations shall be described in writing and submitted to the Chancellor or his/her designee for resolution in a prompt manner. This appeal must specify why the accommodation request is considered unreasonable or unworkable.
- F) In any disagreement related to IV.E, the Chancellor shall take into consideration all relevant factors including but not limited to:
  - 1) current documentation of the specific disability,
  - 2) the need for the requested services or accommodations,
  - 3) the essential elements of the academic program or course of study being pursued, and,
  - 4) the fact that no applicable law requires UMR to substantially alter essential elements of its academic program or course of study or to otherwise compromise its academic standards.
- G) The written judgement of the Chancellor or his/her designee shall be presented to the faculty member or department administrator within ten working days following receipt of the written notice of disagreement.

### V. Specific Responsibilities of the Faculty

- A) It is the responsibility of the faculty to:
  - 1) establish curriculum requirements and uphold the academic standards of UMR,
  - 2) determine that the essential elements of these curricula, as well as those of an individual course are being fulfilled,
  - 3) work with the Coordinator to determine the provision of reasonable accommodations and related services for disabled students when requested by the Coordinator and,
  - 4) follow applicable rules with respect to individual privacy and confidentiality related services for disabled students when requested by the Coordinator and,
- B) If the faculty member concerned opposes the determination made by the Coordinator, s/he should proceed as follows:
  - 1) S/he initiates a review of this determination with the Coordinator.
  - 2) If after this review the faculty member or department administrator still does not agree with the Coordinator's determination, s/he may have recourse to the procedures outlined by Section IV, subsections D and E.

### VI. Grievance & Complaint Process

- A) A student who believes that the determination of the Coordinator for the provision of reasonable accommodations and related services is not being fulfilled by a faculty or staff member must contact the coordinator in a timely manner to discuss the concerns.
- B) A student who is not satisfied with the accommodation plan or the initial determination of the Coordinator may file a grievance under the University of Missouri Discrimination Grievance Procedure for

Students (Section 370.010). A copy of this policy can be obtained from the following sources: The UM system web page at <http://www.system.missouri.edu:80/uminfo/rules/grievance/390010.htm> and (1) The Affirmative Action/EEO office in 106 Harris Hall (573) 341-6314; (2) Office of the Vice Chancellor for Student Affairs (106 Norwood) (573) 341-4292

### Contact Information

Coordinator of Disability Support Services:  
Counseling & Academic Support Programs  
203 Norwood Hall  
Phone: (573) 341-4211  
FAX: (573) 341-6179  
Email: [clss@umr.edu](mailto:clss@umr.edu)  
TTY: (573) 341-6645

## Career Opportunities Center

The Career Opportunities Center (COC) is located on the third floor of Norwood Hall and provides a variety of services to assist University of Missouri-Rolla students and alumni in their search for employment.

### Employment Opportunities:

*On-campus Interviews-* Hundreds of employers interview each semester for full-time, co-op and summer positions in our professional interview suites. The interview scheduling system, InterviewTRAK, is on-line and includes electronically submitting resumes to job postings and signing up for an interview with those employers who are conducting on-campus interviews.

*Career Fairs-* Two career fairs are held each year where students and alumni meet recruiters face-to-face to distribute resumes.

*Resume Referrals-* Thousands of resumes are forwarded each year to employers. The employers directly contacts the students they are interested in for interviews.

*Resume Drop-* Some employers do not plan to interview on-campus however will post positions in InterviewTRAK and request a "Resume Drop" from interested students. Employers will contact students directly.

*Alumni Services-* Alumni resume referral system, the password into InterviewTRAK and MonsterTRAK job listings are available for a \$40.00 annual fee. Alumni upload their resume into the database to be referred to requesting employers. Entrance into the career fairs and cover letter, resume critiquing and advising are free of charge to UMR alumni.

### Advising Services:

*Workshops-* A variety of workshops are presented every semester to help students prepare for employment. All workshops are held at the COC in, 305 Norwood Hall.

*Appointments* Appointments with an Advisor are available for one-on-one assistance in writing an effective cover letter and resumes or to discuss any job search concern.

*Practice Interviews-* Videotaped practice interviews are available with a career advisor to improve your interviewing skills.

*Etiquette Dinners-* A special 5 course dinner to teach you sensible strategies on dining and business etiquette is available for sophomores through graduate students. Reservations are required and there is a \$10.00 charge.

*CCAN-* A network of alumni is available to assist students in their pursuit of employment and can provide information about their profession, employer or location. Contact information is available on the COC website by logging into InterviewTRAK.

*Employer Seminar Series-* Series of workshops that host professionals from industry speaking on various career related topics.

*Life After UMR Seminar Series-* Series of workshops that help seniors prepare for the "real world" upon graduation. Topics include "Tips for buying your first home" and "Investing options."

*Interview Evaluations-* Student interview evaluation forms may be filled out by recruiters to assess student's interviewing skills. These evaluations are an invaluable tool indicating areas of strength and needed improvement.

## The Counseling and Academic Support Programs

### The Counseling Center

The Counseling Center offers various services, including individual and group counseling, consultation, organizational development, programming on many topics, and the Van Matre Resource Center.

Personal, academic, and career counseling is provided on a time-limited basis. Services are free, confidential, and provided by professionally trained counselors and/or psychologists. Concerns commonly addressed in personal counseling include self-exploration, family issues, college adjustment, feelings of depression and anxiety, interpersonal issues, self-esteem, and childhood abuse. Individuals may also learn relaxation and coping strategies to deal with the many stressors of daily living.

Persons wondering about their majors and career options may benefit from career counseling, which typically explores personal and professional goals and how to achieve them. Academic counseling involves assistance with study skills, test anxiety, time management, and other skills related to success at UMR.

Group counseling is an interactive, supportive, and interpersonal form of therapy. The Counseling Center offers several groups based on campus need and interest. Some current and past groups are Family Issues, Graduate Student Support Group, Career Exploration, and Student Success.

The Counseling Center actively promotes student learning and professional development through its learning enhancement and outreach programming services. The staff offers programs to campus groups on

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topics such as teamwork, stress management, academic success, test anxiety, conflict resolution, and time management.

The Van Matre Resource Center, a self-help library, contains excellent audio, video, and reading materials. Topics range from communication skills to parenting, career exploration issues to dealing with depression, anxiety, and abuse. Materials are available for checkout.

The Faculty Staff Assistance Program (FSAP) is based on the Employee Assistance Program (EAP) model and offers a variety of services such as brief counseling, consultation, organizational development, and programming for faculty and staff.

For further information about the Counseling Center contact The Counseling Center, 204 Norwood Hall, 341-4211 (<http://campus.umar.edu/>).

### Academic Support Programs

The Academic Support Programs office is located in 203 Norwood Hall and is home of the Student Learning Center.

Academic Support Programs provides quality academic assistance through a variety of means. We operate Disability Support Services and the Testing Center. We strive to foster positive perceptions and experiences about participating in learning assistance activities. Through a wide range of resources, students have many opportunities to enhance their learning experience. Learning resources include individual consultations, test and course review materials, learning style inventories, study skill enhancement workshops, and organization of study groups. Disability Support Services offers academic access to students with special needs and the Testing Center offers alternative testing environments, opportunity to test out of courses, and much more.

The Academic Support Programs has a comprehensive resource web site (<http://campus.umar.edu/learn>), including links to faculty support websites, Library Electronic Reserves and virtual learning resources.

The Student Learning Center is a place (204 Norwood Hall) where students can study with others, check out self-help resources, and use the LEAD Peer Tutoring program.

For further information about Academic Assistance, contact Academic Support Programs, 203 Norwood Hall, 341-6655, <http://campus.umar.edu/learn>.

### Co-Curricula Activities

#### Academic Department Groups

American Association of Petroleum Geologists/C.L. Drake Society, American Ceramic Society, American Concrete Institute, American Foundry Society, American Institute of Aeronautics & Astronautics, American Institute of Chemical Engineers, American Nuclear Society, American Society for Engineering Management/IIE, American Society of Civil Engineers, American Society of Heating, Refrigerating, and Air Conditioning Eng., American Society of Mechanical Engineers, Architectural Engineering Institute, Associated General Contrac-

tors, Association for Computing Machinery, Association of Engineering Geologists, Earthquake Engineering Research Institute, El Club De Espanol, Financial Management Association, HELIX Life Science Club, History Club, Institute of Electrical & Electronic Engineers, Institute of Transportation Engineers, International Society for Explosives Engineers, Iron & Steel Society, Mathematical Association of America, National Society of Black Engineers, SOBEIT, Society of American Military Engineers, Society of Automotive Engineers, Society of Hispanic Professional Engineers, Society of Manufacturing Engineers, Society of Metallurgical Engineers (ASM/TMS), Society of Mining Engineers, Society of Petroleum Engineers, Society of Physics Students, Student Missouri State Teachers Association, W. T. Schrenk Society, Water Environment Federation/Association of Environment Engineers & Science Professors, Women In Mining.

### Honor and Professional Groups

Alpha Chi Sigma, Alpha Iota Delta (Engineering Management), Alpha Iota Delta (Management Systems), Alpha Nu Sigma, Alpha Sigma Mu, Blue Key, Chancellor's Leadership Alumni Association, Chi Epsilon, Eta Kappa Nu, Kappa Kappa Psi, Kappa Mu Epsilon, Keramos, National Residence Hall Honorary, Omega Chi Epsilon, Omicron Delta Kappa, Order of Omega, Phi Alpha Theta, Phi Eta Sigma, Phi Sigma, Pi Epsilon Tau, Pi Tau Sigma, Psi Chi, Sigma Gamma Epsilon, Sigma Gamma Tau, Sigma Pi Sigma, Sigma Tau Delta, Society of Women Engineers, Tau Beta Pi, Tau Beta Sigma, Upsilon Pi Epsilon.

### Inter-cultural Groups

African Student Association, Association of Black Students, Chinese Students & Scholars, India Association, International Student Club, Korean Students Association, Malaysian Students Organization, Vietnamese Students Association.

### Media and Publications Groups

KMNR Radio Station, Missouri Miner, Rolla Mo and Southwinds

### Programming and Governing Groups

ASUM, Council of Graduate Students, Interfraternity Council, Panhellenic Council, Residence Hall Association (RHA), St. Pat's Committee (StuCo Committee), Student Council, Student Union Board.

### Recreation and Sports Groups

Aikido Club, Ballroom Dancing Club, Chess Club, Cycling Club, Fencing Club, Gaming Association, In-Line Roller, Hockey Club, Intramural Managers Association, Juggling Club, Lacrosse Club, Paintball Club, Racquetball Club, Rugby Club, Skydiving Club, Spelunkers Club, Taekwondo Club, Trap & Skeet Club, Ultimate! Club, Youn Wha Ryu.



## Religious Organizations

Baptist Student Union, Catholic Newman Center, Chi Alpha, Christian Campus Fellowship, Christian Science Organization, Common Call Campus Ministry, Fellowship of Christian Athletes, Koinonia (Student Fellowship of Church of Christ), Latter-Day Saint Student Association, Lutheran Student Center, Muslim Student Association, Society of All Paths, The Vine, Voices of Inspiration, Wesley House.

## Residence Halls Associations

Quadrangle Hall Association (QHA), Residential College Association (RCA), and Thomas Jefferson Hall Association (TJHA).

## Service Organizations

Alpha Phi Omega, Circle K Club, Gamma Alpha Delta, Habitat for Humanity, Intercollegiate Knights, Lambda Sigma Pi, Omega Sigma, Up 'til Da.

## Social and Special Interest Groups

Academic Competition Team, Amnesty International, Black Man's Think Tank, Blue Sabres, College Republicans, College Democrats, Collegiate Eagle Scout Association, DaVinci Society, Delta Omicron Lambda, Fly fishing Club, Future Investors Club, IAESTE-International Assoc for the Exchange of Students In Tech. & Eng., Independents, John Marshall Society, M-Club, Military Aerospace Society, Objectivism Club, Perfect 10 Improv, Radio Club (Amateur), Raiders, Show Me Anime, Society of Flight Test Engineers, Toastmasters.

## Student Design

Advanced Aero-Vehicle Group, Concrete Canoe Team, Formula SAE, Human Powered Vehicle Team, Miners In Space, Robotics Competition Team, Solar Car Team, UMR RTI Solar House Team.

## UMR Information Technology (IT)

### Getting Started

UMR Information Technology (IT) provides you with a variety of computing tools and resources to assist with the academic and administrative work done at UMR.

Most faculty, staff and students use computers daily to help with tasks such as registering for classes, communicating with friends using electronic mail (e-mail), collaborating on group projects and research, publishing web pages, writing reports, and finding course schedules.

## Computer Accounts

Computer accounts are used to access various computing resources at UMR, such as UMR's campus-wide network or the computers and software in Technology Learning Spaces (TLSs). Most UMR IT services require you to use an authorized UserID and password to gain access. The following services are available through UMR computer accounts:

- Electronic mail (e-mail) using Microsoft Outlook.
- Network file storage for personal documents (500 MB)
- General purpose software, such as Microsoft Word, Excel, PowerPoint, Web Browsers, and Maple to assist in your academic or administrative work.
- Remote access through VPN to the computer facilities such as Ethernet in residence halls and Greek housing or local service from Rolla-area Internet Service Providers (ISPs).

## Setting Up Computer Accounts

Upon admission to UMR, all applicants should receive a letter from the Office of Admissions containing computer account userids and temporary passwords. Should you encounter problems accessing UMR's technology resources through this account, please contact the UMR IT Help Desk at (573) 341-HELP. You will need to have a non-UMR e-mail account available (e.g. Hotmail or Gmail) so account information can be provided via e-mail.

## When You Leave UMR

Computer accounts remain active and available for use continuously until you are no longer enrolled or employed by the university. Accounts are deleted several weeks after the start of the Spring and Fall Semesters. Details concerning account maintenance may be found at <http://campus.umn.edu/it/policies.html> by selecting the "Userid Maintenance" link.

Before you leave UMR, you should copy the documents that you wish to save and remove files from accounts. An e-mail notification will be sent to your UMR e-mail address several weeks before the account is scheduled to be deactivated.

## Systems and Software

UMR IT provides a wide variety of computing and network facilities and support. These facilities include, but are not limited to the following:

- Desktop and laptop systems (Windows, Macintosh, and Linux operating systems)
- Technology Learning Spaces
- General purpose and numerically intensive computing

Please contact UMR IT at 573-341-HELP for more information on general purpose or cluster computing or for assistance in locating specific software applications.

### Technology Learning Spaces

Technology Learning Spaces (formerly known as Computing Learning Centers or CLCs) are computing sites on campus provided to support academic computing and teaching methodologies. More than 40 TLSs are located in various buildings around campus. Use of computers in these locations is restricted to UMR faculty, staff, and students. A list of TLS locations, hours of operation, and equipment is available online at <http://umr.edu/helpdesk/resources/clcs>.

### Privileges and Responsibilities

UMR provides access to computing, networking, and information resources in support of teaching, research, and other official duties of the university. Your access to the computing resources and facilities is a privilege, not a right, of your association with UMR. The "[UMR Computing and Network Facilities Acceptable Use Policy](#)" brochure describes your ethical and legal responsibilities regarding computing resources.

You do not have the freedom to impose yourself on others, to access private files (even if those files are unprotected), to attempt to breach the security of any system, to illegally copy software, or to use computing supplies or facilities frivolously. Misuse of university computing facilities may result in access restrictions or other disciplinary action. UMR is obligated to uphold the Digital Millennium Copyright Act (DMCA). Students who violate the terms of the DCMA will be held accountable by Student Affairs, Information Technology, and UMR.

Because UMR is also a business in addition to an educational institution, all electronic records (including e-mail originating from or delivered to a UMR e-mail address) is considered to be the property of UMR and is subject to UMR's and UM-System's business record retention policies.

Computing policies and procedures, including the UM policies, can be found at <http://umr.edu/it/policies.html>.

### Individually Owned Computers

UMR IT, in conjunction with the UMR Bookstore, provides recommendations for supported hardware and software to those wishing to purchase a computer for personal use.

Academically priced software for personally owned computers may be purchased at the UMR Bookstore. Software on University-owned systems is provided through licensing agreements with various vendors (for instance, UMR has a site-license for Microsoft Office).

Students are required to help UMR IT maintain a virus-free computing environment. UMR IT allows all students to download a free copy of McAfee VirusScan software. As long as you are a student, you may obtain all of the updates to the anti-virus engine and definitions free of charge. This software is available for download at: <http://umr.edu/it/software/antivirus/>

### Connecting to the Network

Computers in campus residence halls, fraternities or sororities connect to the network through an Ethernet connection or via wireless connection. Wireless coverage extends to over 80% of the campus (including near 100% wireless coverage of the Residential Halls and Greek houses as of Fall Semester 2007), providing great flexibility and convenience for members of the campus community. Ethernet cables and cards may be purchased at the UMR Bookstore. Students living in University-approved housing must register their Ethernet cards (both wired and wireless) on the campus network. To do so, simply plug into an available Ethernet jack in a dorm room or other campus residential location. An online registration page will load when you log into the machine. Complete the registration form and you are ready to access the campus network.

Off-campus students may also connect to the campus network, but will first need to have an Internet Service Provider (ISP). A list of local ISPs may be found at: <http://umr.edu/it/refcenter/connect/dialup/index.html>.

Detailed instructions on connecting to the network are available on the IT Help Desk web site (<http://umr.edu/helpdesk>). Special usage policies apply to network connections. See the "Policies and Procedures" section at <http://umr.edu/it>.

Special usage policies apply to network connections; see the "Policies and Procedures" web page at <http://umr.edu/it/policy>.

### Getting Help

The UMR IT Help Desk is available to assist the students, faculty, and staff of UMR in using the different computing systems on campus. Help is available on a wide range of items from the Windows-based PC's, Macintosh, and UNIX workstations to the supported software on these systems. Select the "Knowledge-BASE" link on the IT Help Desk home page, <http://umr.edu/helpdesk> to search for self-service solutions or to request help.

You can also use the direct URL <http://help.umr.edu> to submit an online Help Request. After you have completed your request submission, you will be given a ticket number that you can use to monitor the progress of your request. With this ticket number you will also be able to add information to your request if necessary.

Location: 1st Floor Computer Science Building  
Phone: 573-341-HELP (4357)  
Hours: Posted each semester  
Web: <http://helpdesk.umr.edu>

## Internet Resources

IT KnowledgeBASE	<a href="https://help.umn.edu">https://help.umn.edu</a>
UMR home page	<a href="http://www.umn.edu">http://www.umn.edu</a>
IT Help Desk	<a href="http://helpdesk.umn.edu/">http://helpdesk.umn.edu/</a>
Information Tech	<a href="http://it.umn.edu/">http://it.umn.edu/</a>
Campus Library	<a href="http://library.umn.edu/">http://library.umn.edu/</a>
Telecommunications	<a href="http://umn.edu/it/telecom">http://umn.edu/it/telecom</a>
IT Security	<a href="http://umn.edu/it/security">http://umn.edu/it/security</a>
E-mail Web Access	<a href="http://minermail.umn.edu">http://minermail.umn.edu</a>

## University Communications to Students

Each student, once initially registered for classes, will be issued a UMR e-mail account with an address on the umn.edu domain. This is the account used for official University business and official University communications to students. Students are expected to regularly check their UMR e-mail account for University communications and are responsible for communications sent to this account. Therefore, communications sent to this account will be considered to have fulfilled any University obligation for notification.

## Curtis Laws Wilson Library: UMR's Information Access Gateway

As the primary learning resource center for the UMR Campus, Wilson Library provides services and materials to support the University's academic programs. In addition to providing students with access to research resources, the library is a place where students can develop the information seeking and management skills that are necessary to excel in an information-based society.

UMR is known as Missouri's premier technological research university; Wilson Library is equally well known for its strong science and technology collection. In addition, the humanities and social science collections have grown to support programs in these areas. The print collection consists of approximately 443,000 volumes and subscriptions to over 860 scholarly and popular journals. Print resources are supplemented by many other materials, including DVDs, videos, CDs, and CD-ROMs. Numerous online resources are also available via the Web from the library homepage. In addition, in-person professional reference assistance is available in choosing or appropriately using all library resources.

Wilson Library makes every effort to provide UMR students with access to state-of-the-art library technologies. In 1983, UMR was the first campus in the University of Missouri system to implement an online public access catalog. The current catalog, called MERLIN, shows the library's holdings and links to electronic full-text journals. The library catalog not only lets students look at UMR's holdings but also allows them to search, view, and borrow from the collections at the three oth-

er University of Missouri campuses. In addition, patrons can access MOBIUS (Missouri Bibliographic Information User System), in which they are able to browse and borrow from over 60 other Missouri libraries. A daily courier service links all MOBIUS libraries and speeds the exchange of materials within the consortium. These catalogs are complemented by databases that cover a wide range of subject areas and are available through the library's webpage or in the library.

In the library's Multimedia Center, which was made possible by a grant from the Emerson Electric Company, the library ceases to be just a repository for information and becomes a laboratory where students are active participants in the creation and manipulation of information. Students have access to state-of-the-art technologies, including non-linear video editors, scanners, illustration packages, slide scanning, graphics manipulation programs, and poster printing and laminating.

UMR is a partial depository for United States and Missouri government documents. The library receives a wide selection of print, microform, and electronic materials from the Government Printing Office and other agencies. A large percentage of all new government publications are now available online. Links to government sources can be found on the library's government publications home page. The full text of many online government document is also accessible through the library catalog.

Through interlibrary loan, the UMR collection is supplemented by materials owned by other libraries throughout the United States. Wilson Library is able to borrow most materials needed by students from other libraries.

Yesterday's library was a collection of books, and the information universe was fairly static. Today's library has become a dynamic resource center, where books and journals coexist with online databases and Web-based resources. The information universe is no longer limited to UMR's physical campus. As student and faculty information skills become ever more critically important, Wilson Library will continue to be UMR's gateway to the ever-expanding world of information. Students are encouraged to explore the library's homepage at <http://library.umn.edu/>.

## Minority Science and Engineering Programs (MEP)

The primary mission of the Minority Engineering and Science Program (MEP) is to uphold ethnic diversity within the university community and to increase the number of minority graduates entering the work force. The program sponsors organizations and events that expose students to opportunities that will enhance communications, leadership, and professional abilities. MEP is here to set the course for a potentially successful engineering career through its financial, professional, and academic support. Minority students interested in an engineering or science career will find that the University of Missouri -Rolla (UMR) and its Minority

Engineering and Science Program (MEP) provide the challenge and the tools needed to be successful. For more information about this opportunity, please contact Sunnie E. Hughes, Director of Student Diversity Programs (SDP) at 573-341-4212 or by email at [mep@umr.edu](mailto:mep@umr.edu).

### Nuclear Reactor

The UMR Nuclear Reactor (UMRR) is a Nuclear Regulatory Commission (NRC) licensed 200 kilowatt pool-type reactor that is used to support the engineering and science activities on campus. Using the facility, the reactor staff provides hands-on laboratory, research & development and project opportunities. The reactor itself uses uranium fuel and is cooled by natural convection in a pool containing approximately 30,000 gallons of water. The reactor generates a brilliant blue glow (Cerenkov radiation) when operated at higher powers.

The open pool design allows access to the reactor core where experiments and samples to be irradiated can be positioned. The facility is equipped with a pneumatics sample irradiation system, a neutron beam port that provides a collimated neutron beam, a thermal column that provides a diffused thermal neutron source, gamma spectroscopy systems, and computer data acquisition and control systems.

The reactor is open to the greater campus community and offers an active (operations) licensure program for interested students and others. The facility hosts numerous projects that actively engage students of various backgrounds; some recent projects include activities in: 1) applied robotics, 2) applied biometrics, 3) photolytically-induced novel material development, 4) radiation tolerance of electronic chips, 5) instrumentation and sensors, 6) convective heat transfer and multi-phase flows and so on. We encourage you to contact the facility for additional information.

### Oak Ridge Associated Universities (ORAU)

Since 1981, students and faculty of the University of Missouri-Rolla have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 91 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunity for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education (ORISE), the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering,

physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of under represented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found at <http://www.orau.gov/orise/educ.htm>, or by calling either of the contacts below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research, and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact:

K. Krishnamurthy, Vice Provost for Research  
ORAU Councilor for University of Missouri-Rolla  
(573) 341-4154

Monnie E. Champion, ORAU Corporate Secretary  
(865) 576-3306; or visit the ORAU Home Page  
(<http://www.orau.org>).

### Office of the Registrar

#### Mission Statement

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

#### Absence from Class

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

#### Application for Graduation

Students planning on graduating must do the following:

- Fill out an Application for Graduation form at the Registrar's office.
- Submit to Registrar's Office for processing.
- Check application deadlines for semester in which you are applying for graduation.

## Certification of Enrollment Status

Certifications of enrollment status to lending agencies should be made through the Registrar's Office, 103 Parker Hall. Certification of full-time or half-time status is based upon the number of credit hours scheduled by the student and includes courses in which the student is enrolled as a hearer as defined by SEVIS, hearer courses are not included for international students status. Full-time is based on at least 9 credit hours; half-time is at least 4 credit hours during a normal fall and spring term. For the summer session: full-time is 4 semester hours and half-time is at least 2 credit hours.

## UMR Grade Reports on the Web

Students may obtain their grades on the Web through Joe'SS. Students that desire a paper copy of their grade report should contact the Registrar's Office.

## Grading System

The following system of grades is used:

A-Excellent.....	4 Grade Points per Credit Hour
B-Superior.....	3 Grade Points per Credit Hour
C-Medium.....	2 Grade Points per Credit Hour
F-Failure.....	0 Grade Points per Credit Hour
I-Incomplete	

**S-Satisfactory** (Indicates credit has been earned for course scheduled)

**U-Unsatisfactory** (Indicates credit has not been earned for course scheduled)

Grades of "S" and "U" are used for research (490), internship (491) and continuous registration (495). For ongoing research, a delayed grade (DL), can be used. Grades of S and U are also permitted for special problems (300 and 400) and seminar (310 and 410).

Graduate students can not take courses with-pass/fail grading option. "D" grades are not permitted for graduate students.

Effective Winter of 2001 the incomplete grade time limit will require the student to complete the course work in which they are deficient within one calendar year from the close of the semester in which the "I" grade was recorded. Incomplete grades recorded prior to Winter Semester 2001 must be removed by the tenth week (five weeks of summer school) of the next term enrolled or they will be changed to "F" grades by the Registrar's Office.

## Schedule of Classes

The most current information regarding the Schedule of Classes is located at <http://registrar.umr.edu/classofferings/index.html>.

## Confidentiality Policy The Family Educational Rights and Privacy Act of 1974

These statements are set forth as guidelines and procedures to implement the University of Missouri

Policy on student records developed from The Family Educational Rights of Privacy Act 1974.

The University of Missouri-Rolla as charged in the Act will annually inform its eligible students by including in the Academic Regulations and the General Catalog the following information:

**1)** "Educational Records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university. Those records made available under The Family Educational Rights and Privacy Act of 1974 are student financial aid, the student's mutative advisement file, student health records, disciplinary record, the admissions file and the academic record. The University of Missouri-Rolla "Educational Records" do not include:

- A)** Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereof which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
- B)** The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.
- C)** In the case of persons who are employed by the university but are not in attendance at the university, records made and maintained in the normal course of business which relate exclusively to such person and person's capacity as an employee where the records are not available for any other purpose.
- D)** All records on any university students which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

**2)** The University of Missouri-Rolla recognizes "Directory Information" to be the student's name, e-mail address, address, telephone listing (including local and permanent address), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, must inform the Registrar's Office before the end of the two-week period following the first day of classes that this information should not be released without the student's prior consent. The information listed above will become directory information as of the first day of classes following the

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- end of the one-week period during the summer session.
- 3) University of Missouri-Rolla students have access to the educational records identified in Paragraph 1 above. In accordance with Pub. L. 93-380, as amended, the University of Missouri-Rolla will not make available to students the following material:
    - A) Financial records of the parents of students or any information contained therein.
    - B) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.
    - C) Confidential recommendations respecting admission to the university, application for employment, and receipt of an honor or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404 the University Policy on Student Records.
  - 4) The director of financial aid, the appropriate academic dean, the director of the student health service, the vice chancellor for student affairs, the director of admissions, and registrar are the officials responsible for the maintenance of each type of record listed in Paragraph 1.
  - 5) Any student may, upon request, review his or her records and if inaccurate information is included, may request the expunging of such information from his or her file. Such inaccurate information will then be expunged upon authorization of the official responsible for the file.
  - 6) Students desiring to challenge the content of their record may request an opportunity for a hearing to challenge the content of his or her educational record in order to ensure that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting the content of such records.
  - 7) The university official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the university's educational records through informal meeting and discussions with the student.
  - 8) Upon request of the student or the university official charged with custody of the records of the student, a formal hearing shall be conducted, as follows:
    - A) The request for a hearing shall be submitted in writing to the campus chancellor who will appoint a hearing officer of a hearing committee to conduct the hearing.
    - B) The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the item and place of the hearing.
    - C) The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.
    - D) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
    - E) Either part may appeal the decision of the hearing official of officials to the campus chancellor. Appeal from the chancellor's decision is to the president is to the Board of Curators.
  - 9) The University of Missouri-Rolla may permit access to or release the educational records without the written consent to a school official with legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his or her position or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
  - 10) If any material or document in the educational record of a student includes information on more than one student, they may inspect and review only such part of such material or document as relates to him or her or to be informed of the specific information contained in such part of such material.
  - 11) Students desiring reproduction of copies of educational records will be charged \$.10 per page. Official copies of transcripts are \$7.00 per copy for currently enrolled students and alumni.

## Residential Life

The UMR Residential Life housing is composed of three separate residence hall complexes, Thomas Jefferson Hall, the Quadrangle Complex, and the Residential College, and one apartment complex, Nagogami Apartments. The Residential Life Department's intention in operating all of these facilities is to provide students with a living environment that is best designed to meet the academic and personal needs of the individual student. Each residence hall complex is administered by a professional live-in resident director and is staffed by paraprofessional students called resident assistants (RAs). The apartments are administered by an apartment manager. All residence hall staff members work to develop academic living environments and are trained to help students cope with the challenges associated with college. Their efforts are supervised by the Residential Life staff and they work closely with the Counseling Center staff and other members of the Student Affairs Division.

The Residential Life Department strives to provide students with facilities and services that will best serve the lifestyle needs of UMR students. Various living arrangements are available to students, including quiet floors, specialized learning communities and interest area communities, upperclassmen housing, double

rooms, suite-style housing, cooperative living units, and married housing. All rooms are furnished with beds, closets or wardrobes, desks, chairs, bookshelves, and study lamps. Students have the option of bringing personal items to give their room their own individual touch. Each community has its own study room and TV lounge. Other facilities in the residence hall include laundry facilities, computer learning centers, fitness rooms, meeting areas, game rooms, vending machines and convenience stores, depending on the complex.

The residence hall communities are administered with input from students. Each complex has its own governing body and the Residence Hall Association (RHA) is a representative group of all residence hall students. These groups play a major role in defining the policies that govern the residence halls and sponsor a significant number of social, diversity, community service and educational programs. Representatives for these groups are selected in community or complex elections.

Being a residential university, UMR requires freshman and sophomores to reside in campus approved housing: the residence hall complexes, an approved fraternity house, an approved sorority house or Christian Campus Fellowship. Exceptions may be granted for married students, students whose homes are in the Rolla area, military veterans, and students over 21 years of age or other justified situations.

Thomas Jefferson Hall, the largest residence hall complex, is located at the north end of the campus. This is a co-ed facility that is capable of housing up to 720 residents in two high-rise towers. Although this community is comprised of a predominantly undergraduate population, graduates have chosen to live in this area. Thomas Jefferson also houses the Voyager Learning Community.

The Quadrangle residence hall complex is located on the south end of the campus. It houses approximately 350 residents in four halls, McAnerney, Farrar, Holtman and Kelly. All of these halls are co-ed facilities with Farrar Hall providing cooperative living environments and Holtman Hall being designated to house students over age 21 in single rooms and students interested in the Holistic Community. The facilities and the environment in Holtman Hall are administered with the intent of trying to meet the unique needs of its special population.

The Residential College houses approximately 530 students and provides commons areas to host gatherings, teach learning communities, or showcase speakers. Additional amenities include faculty and staff residences, a reception and service area, and a computer learning center. Living accommodations will vary between four-person single-deluxe suites with a semi-private bath to four-person double suites with two semi-private half baths. To live in the Residential College complex, students must be enrolled in one of the six courses directly connected to the Residential College Learning Community: Women as Global Leaders, Entrepreneurial Scholars, Experimental Design, Global Research, Music, Theater and the Arts or Seeds of Success.

Nagogami Terrace, located on the west side of the campus, includes 36 two-bedroom apartments that have outside exits which face directly into a courtyard setting. While both married and single graduate and undergraduate students are housed in this community, priority is given to students who are married or with family, graduate students, and then undergraduate students.

Meals are served in dining halls located in or near each complex. They offer full-meal service on the weekdays and partial-meal service on the weekends that school is in session. Throughout the year special meals are served to provide more variety in the cafeteria service. Seven meal plans are available that can be used at all on-campus retail and dining locations. These plans are designed to allow students the opportunity to select the meal plan that is best tailored to meet their needs. Students who live in the residence halls are required to contract for one of these seven plans. Students who live in the University's apartments or who live off campus have the option of purchasing a dining plan if they so choose.

**How to Apply**

Applications and information regarding university housing are sent, beginning in October, to students who are accepted for admission. If you are interested in more information about university housing, contact the Residential Life Office, 107 Norwood Hall, University of Missouri-Rolla, 1870 Miner Circle, Rolla, MO 65409-0510, email [reslife@umr.edu](mailto:reslife@umr.edu), visit online at [campus.umr.edu/reslife](http://campus.umr.edu/reslife), or call (573) 341-4218.

Housing Expenses by Semester

Residence Halls

	Thomas Jefferson Quadrangle	Residential College
Fall	\$3,330 \$3,142	\$4,055
Spring	\$3,330 \$3,143	\$4,055
Total	\$6,660 \$6,285	\$8,110

Several factors influence the cost of affiliating with fraternities and sororities. Consequently, the cost varies from chapter to chapter, but compares favorably with other types of student housing. To obtain the most accurate information, contact an individual fraternity or sorority or the Student Life Office. Meals are available by each fraternity or sorority and additional meal plans are available through Residential Life.

Additional information about the housing and food services offered by the University is available through the Residential Life Office, 107 Norwood Hall, University of Missouri-Rolla, 1870 Miner Circle, Rolla, MO 65409-0510, email [reslife@umr.edu](mailto:reslife@umr.edu), visit online at [campus.umr.edu/reslife](http://campus.umr.edu/reslife), or call (573) 341-4218.

**Student Conduct**

A student enrolling in UMR assumes an obligation to behave in a manner compatible with the university's function as an educational institution. The University's "Standard of Conduct" and "Rules of Procedures in Student Conduct Matters" are printed in the "Student Handbook" and the "Student Academic Regulations" and can

be found on the Web. Other departments and organizations, such as Residential Life and IT Communications & Resources, have specific policies and standards for their residents and/or users, as well as procedures for handling violations. See: [campus.UMR.edu/values/](http://campus.UMR.edu/values/).

### Student Health Services

Any currently enrolled student can be treated at Student Health Services (SHS). The cost is supported by health fees paid each semester by all students. SHS offers a wide range of primary health-care services to meet students needs and is designed for care of acute and intermittent health problems.

Insurance is recommended since hospital care and specialists are not covered by the SHS fee. An optional student group plan of accident and sickness insurance is available to all students. Information on this plan may be obtained at the Cashier's office.

### Measles and Rubella Immunization Policy

No incoming student born after 1956 shall be registered for classes at the University of Missouri-Rolla without documented proof of two doses of live measles vaccine. Students matriculating only in off-campus or continuing education/extension courses are excluded.

The incoming student shall present acceptable documentation of immunization before registration to the University of Missouri-Rolla is complete. Acceptable documentation shall be defined by the campus and may include a measles immunization record signed by a physician, or a health record from a high school or a branch of the military.

Students not in compliance with this policy will be notified of the need to provide acceptable documentation in order to register for classes. In addition, a hold will be placed on the records of students not in compliance.

Exemptions from immunization are permitted for medical, religious or philosophical reasons. Students who exempt themselves from immunization for religious or philosophical reasons must sign the University of Missouri-Rolla measles/rubella form (parents must sign for persons under the age of 18). For medical exemptions, the University of Missouri-Rolla measles/rubella form must be signed by a physician. This form will be on file in the student health clinic or other office designated by the Chancellor. For their own protection, students who have an exemption may be required to leave campus in case of a measles or rubella outbreak.

### Meningitis Immunization

Beginning with the 2004-2005 school year and in compliance with State Law (SB 686) all students living in UMR approved housing shall provide documented proof of the Meningococcal vaccine or be required to sign a waiver stating that the institution of higher education has provided the student, parent or guardian with detailed written information on the risks associated with the meningococcal disease and the availability and ef-

fectiveness of the meningococcal vaccine. These records will be maintained at the SHS and will be available to the Resident Halls, Greek Housing and other University housing.

Proof of meningitis vaccine or a signed waiver must be provided by the student to SHS before they will be allowed to move into university approved housing.

### Other Immunizations

The following immunizations are recommended by the American College Health Association.

- Diphtheria/Tetanus (in past 10 years)
- Hepatitis B (series of 3 injections)
- Hepatitis A (series of 2 injections)
- PPD (tuberculosis test-in past year)
- Varicella (series of 2 injections)
- PPD (tuberculosis test-in past years)
- Human Papillomavirus Vaccine (HPV) (series of 3 injections)

### Policy for Tuberculosis Testing For UMR Students Adopted April 2004

The UMR campus takes reasonable steps to protect students from exposure to infectious diseases. Students from endemic areas account for about 95% of the risk of a tuberculosis (TB) outbreak on campus. Untreated TB can result in serious health problems for the student and for other people who come in contact with him or her. In order to ensure a healthy campus, beginning with the Fall semester 2004 and every semester thereafter, all international students shall be required to have a Mantoux skin test for tuberculosis administered in the United States and a reported reading in millimeters.

Testing with the Mantoux two step skin test must be done or verified, at no charge, at UMR Student Health. If a skin test is positive, a further test involving a chest X-ray must be administered to determine if active tuberculosis is present.

All students who test positive for tuberculosis shall be offered tuberculosis medication and must be directly observed taking their medicine at Student Health for the designated time period. Enrollment is contingent upon completion of TB testing and possible treatment as described above.

### University Police Office Parking

All student-operated vehicles in the Rolla area should be registered with the University Police Department and should have either a valid campus parking permit or student registration decal affixed properly to the vehicle. UMR Parking, Security and Traffic Safety Regulations, as adopted by the Parking, Security and Traffic Safety Committee and approved by the Chancellor, provide for the payment of established fees for parking privileges and set fees for violation of those regulations. The University Police Department has the responsibility of enforcing parking regulations at UMR.



The size of the student body, faculty, and staff, coupled with the fact that a large number of students live off-campus, leads to a relatively large number of motor vehicles on and near the campus. This traffic load, in turn, complicates parking for the campus citizen and creates a hazard for vehicles and pedestrians. The Committee has prescribed the rules governing the classification and use of parking lots, the qualifications for parking on those lots, and the rules for application, issuance, and use of parking permits.

Specific information on current regulations and other details pertaining to parking can be obtained at the University Police Department, 121 General Services Bldg., 341-4303. The regulations may also be found at: <http://campus.UMR.edu/police/parking/parking.html>.

### UMR Parking-Rules in Capsule Form

- 1) All parking on campus requires either a purchased permit or payment at a meter. Decals (permit and registration stickers) must be affixed to the outside of the rear window or bumper on driver's side of the vehicle. Temporary tags shall be affixed to the inside rear window on the driver's side of the vehicle.
- 2) All vehicles shall be parked **HEADING** into the parking spaces. (Do not back into or pull through the space.)
- 3) A visitor is anyone **OTHER THAN** an employee, student or member of their family.
- 4) Regulations pertaining to area permits and metered parking are enforced **YEAR ROUND** from 7:30 a.m. to 4:30 p.m. except on Saturdays, Sundays, and Official University holidays. Other regulations are enforced at all times as noted below.
- 5) Permit and metered parking at Thomas Jefferson Residence Hall shall be enforced 24 hours a day 7 days a week.
- 6) Employees and students lending their vehicle to a visitor will be responsible for any violations occurring on campus.
- 7) Parking permit owners shall park only in the area to which the purchased permit allows access.
- 8) Employees and students without parking permits shall use only metered spaces.
- 9) Specially marked disabled parking, driveways, yellow curbs and zones, spaces marked for 24 hour enforcement, fire lanes, vehicle types and areas not designated as a parking area, etc. shall be enforced 24 hours a day 7 days a week.
- 10) University driveways, yellow curbs and zones and any other area not specifically designated as a parking area shall not be used at any time.
- 11) The Director of University Police, with the concurrence of the Parking Committee Chair, shall have the authority to suspend all or part of the parking regulations for specific periods of time.

The full and complete set of the UMR Parking Rules and Regulations can be found on our website: <http://UMR.edu/police/parking/parking.htm>.

### Lost and Found

The University Police Department is the central "Lost and Found" repository for the campus. Any lost and found items should be turned in to University Police for reclamation purposes. If an item is lost, information should be filled out with University Police, 341-4308, in case the item is turned in at a later date. There is a link on the UMR Police home page to report lost or found items. The web address is: [UMR.edu/police/lost](http://UMR.edu/police/lost).

### Campus Security

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement.

The University of Missouri-Rolla is committed to the safety and welfare of the campus community. This annual security report is intended to heighten awareness of crime and security on campus. Campus safety and security at UMR is a shared responsibility.

UMR's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by UMR; and on public property within the city limits of Rolla, MO. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by accessing the following web site at: [http://UMR.edu/police/security\\_act/report](http://UMR.edu/police/security_act/report) or by contacting University Police, 121 General Services, Rolla, MO. 65409.

### University Police

The mission of the University Police, as a vital part of the administrative staff is to support the academic and campus community in fulfilling its commitment to teaching, research and service. The responsibilities of the University Police, as set forth in Chapter 172, Missouri Revised Statutes, are:

"To protect and preserve peace and good order in the public buildings and upon the campuses, grounds, and farms, over which they may have charge and controls."

Chapter 172 also provides University Police with:

"The same power to maintain order, preserve the peace, and make arrests as is now held by police officers."

Duties include, but are not limited to, crime prevention through active campus involvement, individual interactions, and public educational endeavors, preventative patrols, service to students and others in emergencies, maintenance of peace and order, special event coverage, control and supervision of traffic, the enforcement of state laws and university rules and regulations, and the investigation of crimes.

### University Police to be Notified

The University Police Department is to be notified as soon as practical of incidents involving alleged violation of state statutes that occur on campus property and other circumstances requiring police service, including health or safety emergencies.

## 48 — General Information

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The University Police shall be responsible for the maintenance of peace and order, and the investigation of crimes occurring on University property. To help insure that this accomplished, the campus community must report incidents in a timely manner.

The University Police Department shall attempt to monitor and record, in cooperation with local police agencies, criminal activity at off-campus student organizations with off-campus housing facilities.

The Student Affairs Division at UMR has developed a "Protocol for Responding to Survivors of Sexual Assault" for Student Affairs personnel which outlines the options for support and services available to the victim during a time of crisis caused by a sexual assault.

Reporting options include direct reporting, where the victim speaks directly with law enforcement officers, whether it be UMR Police or Rolla Police. If the victim does wish to participate in the prosecution of the offender, direct reports are required and should be made as soon as possible.

Reporting by third party involves law enforcement being contacted by someone other than the victim, such as University personnel, who reports the details of the assault. This option should only be used when the victim is unwilling to report the assault directly. However, it is unlikely any prosecution of the assault will be made unless the victim agrees later to make a direct report.

Through an anonymous report the victim contact authorities and reports the details of the assault but does not disclose her/his identity. Again, although this type of reporting may be useful in preventing additional assaults on campus, it cannot be used for investigation and prosecution of the assault.

### Security of Campus

Accountability of the security of campus facilities originates with the department chair. Areas of responsibility include, but are not limited to, both interior and exterior entryways, exits, and windows, and items of value within the department. Areas not under a specific department shall be under the responsibility of the next higher level within the division.

The department chair is ultimately answerable for security problems existing within his/her area of control, but can designate a dependable and reliable individual(s) areas of security responsibility.

A particularly sensitive area in building access control is the issuance of keys by departments to faculty, staff, and students. Department key issuance and control shall comply with guidelines set forth in section 07-13, under the title, "Property & Capital Equipment, Keys To University Buildings (UMR)."

Buildings shall be secured during the evening hours at the earliest reasonable time. Any facility open for an extended period after normal operating hours for that building shall require a permit to be open for the hours specified on the permit.

During the academic year in which residence halls are open, those halls shall be secured during the evening hours according to Housing Department regulations. Faculty, staff, and students are encouraged to

prevent access by unauthorized personnel, in both residence halls and other campus buildings, by verifying any door entered or exited has closed and locked.

Maintenance of campus facilities involving security problem areas, such as broken locks, windows, door, etc., shall involve reporting the security problem as soon as possible to the Physical Facilities department, who shall rectify the security breach within a timely manner.

### Notification of Agencies

Local law enforcement agencies (i.e., Rolla Police Department, Phelps County Sheriff's Office, State Highway Patrol) are routinely notified of violations of law and other incidents occurring on campus that may appear to affect the off-campus community

The Director of University Police or his representative will act as liaison between the University and local law enforcement agencies and make the determination as to when they should be notified of an incident occurring on campus.

### Police Reports

Police reports involving criminal activity will be turned over to the County Prosecutor for his/her disposition. The Director of University Police shall review each report and make every effort to establish a procedural relationship to permit campus disciplinary procedures to be implemented for minor infractions.

Certain University officials, because of the nature of their responsibilities, will be informed in cases involving students faculty, and staff. Information concerning student conduct not required is referred to the office of the prosecutor and will be forwarded to the University Student Conduct Officer.

### Compilation of Crime Statistics

The University Police will compile crime statistics and prepare annual reports for dissemination according to University, state, and/or federal guidelines. These annual reports shall be reviewed by the Director of Residential Life and, upon his review, be made available for public examination.

Timely reports shall be made to the campus community on crimes considered to be a threat to other students and employees. Those crimes include murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

### UMR Crime Statistics

The crime statistics for the University of MO-Rolla can be found at: [http://umr.edu/police/security\\_act/report](http://umr.edu/police/security_act/report) or by contacting the University Police Department, 341-4300.

### Alcohol/Illegal Drugs Policies: Alcoholic Beverages

The use, or possession of any alcoholic beverage is prohibited on all University property, except in the

President's residence and the Chancellors' residences, and the sale, use or possession may, by appropriate University approval be allowed in approved University Alumni Centers of Faculty Clubs, and for single events and reoccurring similar events in designated conference, meeting, or dining facilities provided by University food services, subject to all legal requirements. Further information pertaining to alcoholic beverages can be obtained from the UMR Alcohol Handbook.

### Illegal Drugs

University of Missouri regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by University students and employees on University-owned property and at University or supervised activities. Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Violation of the University of Missouri regulations and federal and state laws can result in disciplinary action up to and including expulsion for students and discharge for employees.

A variety of resources exist for drug and/or alcohol counseling, treatment, or rehabilitation program. For detailed information concerning University and community resources, students and employees may contact the Substance Abuse Prevention Program, 106 Norwood Hall, 341-4292. Confidential consultation, assessment, short term counseling, and referral services are available free of charge to faculty, staff, and students. A variety of prevention of education programs are also offered.

## Sexual Assault Programs and Procedures

### Educational Programs

- Rape/sexual assault prevention
- Burglary/theft prevention
- Room or building security surveys
- Property engraving programs
- Campus watch
- Floor security programs
- Alcohol/liquor law programs
- Drug violation programs

There is no set agenda for giving these programs, but they are presented at least once a year and some of them numerous times during the school year. Any or all of them can be given upon request by any student, faculty, staff, or university related group. It is preferable that arrangements be made as far in advanced as possible to assure the program you may be interested in can be arranged at your convenience.

### Possible Sanctions For Sex Offenses

Possible sanctions for rape, acquaintance rape, or other sex offenses following an on-campus disciplinary procedure includes disciplinary probation, suspension, or expulsion. Information involving any crimes committed on campus and investigated by the University of Missouri-Rolla Police Department will be submitted to

the Phelps County Prosecutor for his disposition and possible prosecution of the alleged assailant(s).

### Preserving Evidence if a Sex Offense Occurs

Receiving medical care immediately following a rape, attempted rape, or sexual assault is extremely important for the victim's well being. It is essential that the victim of the crime obtain:

- 1) emergency medical exam if the victim has serious injuries;
- 2) a general medical exam to ensure that she/he hasn't obtained injuries that she/he's unaware of or unable to determine;
- 3) a medical/legal examination for the collection of evidence if she/he thinks there is any possibility she/he will want
- 4) testing for Sexually Transmitted Diseases, AIDS, and possible pregnancy (as part of follow-up treatment).

For medical emergencies call UMR Police (341-4300) who will subsequently have an ambulance dispatched. It is strongly encouraged that a report to the UMR Police be made as soon as possible after the sexual assault. A report can be made at the hospital or the police department.

Successful apprehension and/or prosecution of the offender depends greatly on a rapid and accurate report of the crime. Information about the assault can assist law enforcement authorities in providing and improving prevention strategies for the protection of the victim and others in the community.

Making a report assists the police in protecting the community. While the actual prosecution of the offender is pursued by the Phelps County Prosecutor (not by the victim), prosecution is unlikely to occur without the consent and assistance of the victim. University Police services are STRICTLY CONFIDENTIAL, and in no way does contacting this support unit obligate the victim to take any further action.

If the victim is considering a medical/legal exam, the only resource in this area is the Phelps County Regional Medical Center Emergency Room. To obtain physical evidence that will be useful, the medical/legal exam must be conducted within 48 hours of the assault.

If the victim pursues this course of action the UMR Police and the Rolla Police will be contacted by Phelps County Regional Medical Center. The police will be notified by the Emergency Room personnel who will arrive at the hospital to begin their investigation upon completion of the exam. The Director of Residential Life will be contacted by UMR Police and informed of the assault and the identity of the victim. The Director of Residential Life is subsequently responsible for coordinating the University response to the assault.

Other sources of emergency medical exams for victims include UMR's Health Services, whose services are available 24 hours a day (341-4284), and Planned Parenthood, where appointments are required (364-1509).

### **Sexual Assault On-Campus Disciplinary Action Procedures**

There are two possible situations which may arise as a result of an accusation of sexual assault or rape. The policy/procedures for dealing with the situations are defined in the Collected Rules and Regulations of the University of Missouri, Section 200.020, Part C: RULES OF PROCEDURES IN STUDENT DISCIPLINARY MATTERS, approved by the Board of Curators. The situations which may arise are:

- 1) The victim has reported a rape or sexual assault to a law enforcement agency. The Director of Residential Life is then notified by the UMR Police.
- 2) The victim does not report the rape or sexual assault to a law enforcement agency, but wishes the University to take action against the alleged perpetrator under Section 200.010 of the Collected Rules and Regulations of the University of Missouri: STANDARD OF CONDUCT. The campus judicial officer will inform the victim that an investigation may take place, and that action may be taken without the victim's consent, if it is deemed in the best interest of the University community.

The accused will be contacted by the judicial officer immediately after initial information has been gathered. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both will be informed of the outcome of any campus disciplinary proceeding involving a sexual assault complaint.

### **Counseling, Mental Health Services For Sexual Assault Victims**

The UMR resource for crisis intervention is the UMR Center for Personal and Professional Development (341-4211). UMR counselors are trained professionals who will assist victims of rape, attempted rape, or sexual assault in coping with the trauma or long standing victimization issues. There is no cost to the student for these services. The victim has the right to decline an immediate interaction with the Center for Personal and Professional Development. These services are STRICTLY CONFIDENTIAL and contacting this support service does not obligate the victim to take any further action. Other counseling or mental health services in the community include Central Ozarks Mental Health Services, 364-7551, and the Phelps County Regional Medical Center Stress Center, 341-2350.

### **Changing Academic, Living Status After Alleged Sexual Assault**

If the accused and the victim may be in close contact with each other because of class schedules and/or living arrangements, two situations may arise:

- 1) The Director of Residential Life has the authority to give the victim and/or accused the option of changing living arrangements. If the victim and the accused refuse to change living arrangements, the Director has the authority to

change the living arrangements of either person. Contact should be made with the Director of Residential Life office, 341-4218, for assistance in this area.

- 2) The judicial officer shall give the parties the option of changing class schedules to avoid contact. However, change of class schedules cannot be required until after disciplinary proceedings have concluded. Contact can be made with the judicial officer in the Student Affairs Office, 341-4292, for assistance in this area.