

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 tuition, 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."

Electronic Billing Statements

Electronic billing is the official billing method for currently enrolled students at Missouri University of Science and Technology. Students will be notified by e-mail at their Missouri S&T e-mail account when monthly billing statements are available. Currently enrolled students will be able to view, print, and pay their student fee bill online at Joe'SS.

Currently enrolled students can also authorize others (parents, grandparents, guardians) to view and pay their student fee bill. Authorized users can be established and maintained on Joe'SS under Campus Finances, Billing Authorized Users. Authorized users have access to electronically view and print the monthly billing statement and make payment online. They are also notified when the statement is available at the e-mail address entered by the student during set-up. For further information, visit the Missouri S&T Cashier's Office web site at: <http://cashier.mst.edu>.

Tuition

All students enrolled at Missouri S&T are required to pay tuition and will be charged per credit hour. Visit the Missouri S&T Cashier's Office website for fee information at <http://cashier.mst.edu>.

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.

Information Technology Fee

All students enrolled at Missouri S&T (which includes the Engineering Education Center of St. Louis) are required to pay an Information Technology Fee per credit hour.

Supplemental Fees

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

An Engineering Supplemental Fee 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.

A Science Supplemental Fee 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.

A Science Supplemental Fee will be charged to all students enrolled in Physics courses. Co-listed courses are subject to the Science Supplemental Fee.

A Business, IS&T, and M&IS Course Fee 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 Rollamo Yearbook fee will be charged during the fall semester 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 students pay 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 Missouri S&T Student Activity/Facility Fee is available at: <http://cashier.mst.edu>.

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.

Time of Payment of Tuition and Fees

All tuition and 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 tuition and fees are paid. Consult the academic calendar for date of registration and payment of tuition and fees.

Minimum Payment Plan

The student's account (to include tuition, fees, housing, 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

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account balance by the number of scheduled 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.

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.

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 33% of the balance if referral to a collection agency becomes necessary.

Fall Semester Payment Due Dates

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

Spring Semester Payment Due Dates

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

Summer Term Payment Due Dates

Preregistered students: 50% of fees due May 15th and 50% due June 15th. Regular registration students: total fees due at registration.

Financial Aid

Approved financial aid is applied directly to a student's account. The entry will appear as a credit on the billing statement and will reduce the current term balance due. The balance remaining after application of financial aid will be billed to the student and will be subject to the minimum payment process and interest charge calculation.

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 do not accept Visa-branded credit cards for payments to the student account. If you choose to make payments on the student account using MasterCard, Discover or American Express 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 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 his or her 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 <http://cashier.mst.edu> 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. Currently enrolled students can also authorize others (parents, grandparents, guardians) to view and pay their student fee bill. Authorized users have access to electronically view and print the monthly billing statement and make payment online. 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 equivalent to one hour undergraduate tuition. 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.

International Student Sponsored Student Program Fee

A full range of services for sponsored international students is provided through the Office of International Affairs. International students sponsored by international agencies receive special services and pay an administrative fee per semester. Individual students desiring to take advantage of these special services may apply for them.

Details on the current sponsored student program and costs are available upon request from the Office of International Affairs, 103 Norwood Hall, Rolla, Missouri 65409-0160.

Mandatory Health Insurance for International Students

All international students, as a condition of their enrollment, are required to purchase mandatory health insurance. This includes all F-1 and J-1 visa students. In addition, J-1 visa students whose spouse and/or children are living in the U.S. are required to carry health insurance. An independent carrier, working through the

International Affairs (IA) office, provides an insurance policy at a reasonable cost. Premiums will be charged during the Fall and Spring semesters. (Summer premiums are included in the Spring Semester.)

For more information on the mandatory health insurance requirements for international students, contact the International Affairs Office, 103 Norwood Hall, (573)341-4208.

Offset of Missouri Income Tax

For those non-residents who pay Missouri income tax, the non-resident tuition may 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 tuition. 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 affect an offset, the student shall furnish to the Cashier a copy of the state Income Tax return, together with cancelled checks (if any) or photo copies thereof: or if all taxes were withheld, the MO-WH-2 form, or photo copy there of, showing amount of tax withheld must be presented, and a photocopy of the front page of the federal return as evidence of eligibility. 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 tuition, but any tax credit not used in a given term may be carried forward to be used in a 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 tuition only, and may not be offset against any other tuition fees or obligations.

Refund of Fees

Fees subject to refund include: tuition, information technology fees, engineering, science, and business supplemental fees, student activity/faculty fees, health service fees and any instruction-related miscellaneous fees that may be assessed.* Students who have registered for credit courses, and made payment of fees, and whose registration is subsequently canceled, or who withdraw from the university or reduce their course load, will, subject to certain exceptions, receive a refund of the fees in accordance with the following schedule: class day of cancellation, withdrawal, or change of course load. The

official Missouri S&T refund policy can be found from the Chancellor's Policy Memorandum site at: <http://chancellor.mst.edu/documents>.

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 Session - 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.

*Deductions may be made from any refund of fees for any financial obligation due the university.

Cap and Gown Fee

Candidates for a Master's degree are able to purchase their cap, gown, hood, and tassel through the Missouri S&T Bookstore for a total of \$55.97 plus tax. Gowns are also able to be purchased and shipped through our website www.mstbookstore.com.

Candidates for doctoral degrees are able to rent their PhD regalia through the bookstore. The tam, gold tassel, PhD hood, and gown can be rented for \$69.97 plus tax. PhD graduates wanting to purchase their hood can do so for \$109.00 plus tax. All doctoral candidates wishing to rent must submit their order at least three weeks in advance. Orders received after the three week margin will be subject to late fees and expedited shipping costs. The above prices are current and subject to change. Doctoral candidates can also purchase their PhD regalia at the Missouri S&T Bookstore. These orders must be placed at least eight weeks prior to commencement to allow for custom tailoring. Additional information is available at the Missouri S&T Bookstore (573)341-7901.

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 equivalent to one credit hour graduate, in-state tuition. If the submission of Graduate Form 2/7 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 2/7 and library copy of the thesis/dissertation are not completed by then, the student

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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 equivalent to one credit hour graduate, in-state tuition.

Financial Assistance

Our Mission

The Student Financial Assistance Office is dedicated to helping families obtain financial funding to pay for college education at the Missouri University of Science and Technology. The Student Financial Assistance Office coordinates many federal, state, and agency resources, facilitates a vast number of university awards based on performance to interested parties.

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

Federal Aid Policies and Procedures

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 or FAFSA). 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, Missouri S&T will attempt to fill your financial needs to the extent that funds or opportunities are available.

Federal aid is contingent upon students meeting Satisfactory Academic Progress (SAP). SAP requirements are listed on the Student Financial Assistance website: <http://sfa.mst.edu>.

The Student Financial Assistance Office strongly encourages students to keep their expected graduation date current. Having an incorrect expected graduation 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.

Graduate Certificate Programs and Gainful Employment Program Disclosure

Effective July 1, 2011, the Department of Education requires that all certificated programs must disclose particular Gainful Employment information to current and prospective students. The information that is provided in the disclosure includes the estimated cost of the certificate program as well as on-time graduation and job placement rates for this particular certificate program. Information on graduate certificate programs, including Gainful Employment Disclosures, may be found at <http://dec.mst.edu/>

Fellowships, Research Assistantships, Teaching Assistantships and Graduate Assistants

Institutional financial assistance of four types is available to graduate students at Missouri S&T: graduate teaching assistantships, graduate research assistantships, graduate assistants, and fellowships.

Chancellor's Fellowships

A limited number of these fellowships are available to highly qualified graduate students to encourage them to begin and complete a Ph.D. course of study at Missouri S&T. Non-thesis master's students are not eligible. Students apply for these fellowships through the department of Graduate Studies at <http://grad.mst.edu/>. The fellowship shall consist of a waiver of the resident and applicable non-resident tuition for the Fall, Spring and Summer semesters,, and 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 and meets other criteria.. The Chancellor's Fellowships are administered by the Vice Provost of Graduate Studies.

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, to help students achieve 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 for the academic year require 20 hours per week of effort. In-state student status for fee purposes is awarded to 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 may be available. 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. Graduate instructorships require full-time teaching effort and are appointed only under exceptional circumstances. 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 awarded to 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 should 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

Missouri S&T receives grants from various agencies.

United States Department of Education Fellowships

Under a cooperative agreement between the United States Department of Education and Missouri S&T, 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 Scholarship

Gorman applicants must have lived in St. Louis City or County and graduated from a St. Louis City high school. Need is a factor. An application may be obtained from the Student Financial Aid website <http://sfa.mst.edu>.

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.

Student Diversity and Academic Support Programs

The Student Diversity and Academic Support programs are designed to promote and support under represented minority (African American, Hispanic American, and Native American) students with special emphasis on those who are pursuing engineering or science degrees.

The Student Diversity and Academic Support Office also provides opportunities for professional development activities, networking events, and opportunities to participate in regional and national conferences. Missouri S&T 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: Graduate Studies, 118 Fulton Hall, mstgrad@mst.edu, (573)341-4141.

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 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 Missouri S&T. However, many of the fellowships do provide for payment of these fees from fellowship funds and waive out-of-state fees.

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 Missouri S&T 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 the required field of study 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).

Career Opportunities & Employer Relations (COER)

Career Opportunities & Employer Relations (COER) is located on the third floor of Norwood Hall and provides a variety of services to assist Missouri S&T students and alumni in their search for employment.

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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, MinerJobs, is on-line and allows electronic submission of resumes to job postings and allows a student to sign up for an interview with 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 and network.

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

Resume Drop- Some employers do not plan to interview on-campus, but will post positions in MinerJobs and students have the option of submitting their resume.

Alumni Services- Entrance into career fairs and workshops are free of charge to Missouri S&T alumni. Resume critiquing, advising, alumni resume referral system, and access to MinerJobs listings are available for a \$60 annual fee (\$10/semester if within one year postgrad). Alumni upload their resumes into the database to be referred to requesting employers.

Advising Services

Workshops- A variety of professional development workshops are presented every semester to help students prepare for employment. All workshops are held at COER in 305 Norwood Hall.

Appointments- Appointments with an advisor are available for one-on-one assistance in writing an effective cover letter and resume or to discuss any job search concerns.

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

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

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

Life After S&T Seminar Series- A series of workshops that help seniors prepare for the "real world" upon graduation. Topics include "Paying Back Student Loans" 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.

Council of Graduate Students

The Council of Graduate Students (CGS) is the authorized governing body for the graduate students on the Missouri S&T campus. As such, it provides a liaison

between the school administration and the graduate student population. Representatives of the council serve on various committees on the campus and represent the graduate community to advocate their opinions and concerns on various campus policies. CGS deals with the procedural matters on campus and exists to share and discuss the information pertinent to all Missouri S&T graduate student. The Council of Graduate Students maintains open lines of communication with all the other governing bodies at Missouri S&T and other UM System campuses. CGS strives to maximize the quality of life, develop leadership skills and foster higher academic standards for graduate community at Missouri S&T.

All graduate students who are in good academic standing at Missouri S&T are automatically the members of Council of Graduate Students. The Executive Board of CGS is elected through student voting and holds office for a year. The board consists of the president, vice-president, secretary and treasurer. The department representatives are elected from each graduate degree-granting department. One representative serves for each 25 graduate students in a single department. The information on department representative and the executive board can be obtained from CGS website <http://cgs.mst.edu/>.

The Office of CGS is in Pine Building, room 309. You can email your inquiries to cgs@mst.edu. Please visit CGS website <http://cgs.mst.edu> to learn more about the organization's mission and its activities.

Counseling, Disability Support, and Student Wellness

Counseling, Disability Support, and Student Wellness (CDSW) offers a variety of services to the Missouri S&T campus community including individual, group, and crisis counseling; consultation; programming on many topics; the Van Matre Resource Center of self-help materials; the Faculty and Staff Assistance Program; and assistance for students with disabilities.

Missouri S&T's Disability Support Services ensure that students with disabilities have equal access to academic classrooms and curricula by coordinating services and academic support. Accommodations can make a difference in academic success.

Personal and career counseling is provided on a time-limited basis to Missouri S&T students and benefit-eligible employees. Services, which are provided by licensed counselors and psychologists, are free and confidential within ethical and legal limitations. Concerns commonly addressed in personal counseling include self-exploration, college adjustment, family issues, feelings of depression and anxiety, interpersonal issues, communication skills, and self-esteem. Relaxation strategies and methods to cope with the many stressors of daily living may also be addressed. Overcoming test anxiety or procrastination, improving self- and time- management, and developing other skills related to success at Missouri S&T may be a focus in counseling.

Individuals wondering about their majors and career options may benefit from career counseling, which typically explores personal and professional goals and how to achieve them.

Group counseling is an interactive, supportive, and interpersonal form of therapy. Counseling Services offers several groups based on campus need and interest. Some current and past groups are General Therapy, Family Issues, ADD/ADHD Support Group, and Test Anxiety.

CDSW actively promotes student learning and professional development through its learning enhancement and outreach programming services. The staff offers programs to campus groups on topics such as teamwork, stress management, 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) offers a variety of services such as counseling, consultation, organizational development, and programming for faculty and staff. For more information, call (573)341-6655 or visit <http://counsel.mst.edu> and <http://dss.mst.edu>.

Student Wellness

The Student Wellness Program promotes healthy behaviors to create a campus environment conducive to academic, professional, and personal success. Wellness is an active, continuing process of becoming more conscious of and making choices towards a fulfilling and thriving life. S&T's Student Wellness Program takes an environmental approach to address the well-being of the campus community because individuals are influenced both positively and negatively by the behaviors of others and the environment in which they live. The Student Wellness Program topic areas include: alcohol and other drug prevention; stress management and mental health promotion; healthy eating and physical activity promotion; sexual health; and sexual violence prevention. The Student Wellness Program provides workshops over various health and wellness topics; social norms and health marketing campaigns; special events; information tables; on-line education; and one-on-one wellness consultations. The Health Educator for the Student Wellness Program advises Joe's P.E.E.R.S. (Providing Education, Encouragement, and Resources for Students) Peer Education Group. Joe's P.E.E.R.S. is a student group that promotes healthy behaviors among S&T students through interactive programming, awareness campaigns, and distribution of health and wellness information. More information about Joe's P.E.E.R.S. and the Student Wellness Program can be found at: <http://counsel.mst.edu/wellness>. If you have questions, you may contact the Health Educator at healthed@mst.edu.

Disability Support Services

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/Advisor) in making Missouri University of Science and Technology 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 Missouri S&T. 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/Advisor, 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/Advisor as desiring accommodations
 - 2) provide current and adequate documentation of his/her disability and of appropriate accommodations to the Coordinator/Advisor, and
 - 3) request needed classroom accommodations and related services of the Coordinator/Advisor.
- 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/Advisor 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/Advisor 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/Advisor must be adequate and up to date. Diagnosis and evaluation costs shall not be the responsibility of the university.

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- 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/Advisor.
- 3) If existing documentation is incomplete or outdated, the Coordinator/Advisor 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/Advisor shall review the documentation provided by the student and discuss the accommodation and related services requested.
- B) The Coordinator/Advisor shall make an initial determination as to whether requested accommodations and related services are required.
- C) The Coordinator/Advisor 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/Advisor 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 or his/her designee 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 Missouri S&T to substantially alter essential elements of its academic program or course of study or to otherwise compromise its academic standards.
- G) The written judgment 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 Missouri S&T,
 - 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/Advisor to determine the provision of reasonable accommodations and

related services for disabled students when requested by the Coordinator/Advisor and,

- 4) follow applicable rules with respect to individual privacy and confidentiality.
- B) If the faculty member concerned opposes the determination made by the Coordinator/Advisor, he or she should proceed as follows:
- 1) He or she initiates a review of this determination with the Coordinator/Advisor.
 - 2) If after this review the faculty member or department administrator still does not agree with the Coordinator's/Advisor determination, he or she may have recourse to the procedures outlined by Section IV, subsections E and F.

VI. Grievance & Complaint Process

- A) A student who believes that the determination of the Coordinator/Advisor 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/Advisor 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.umsystem.missouri.edu> 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/Advisor of Disability Support Services:
Counseling, Disability Support, and Wellness
204 Norwood Hall
Phone: (573) 341-4211; TTY: (573) 341-6645
Fax: (573) 341-6179
E-mail: dss@mst.edu Web: <http://counsel.mst.edu>

Global Learning

Global Learning's mission is to bring Missouri S&T's teaching, research, and service capabilities to a global market. Through its programs, you can earn an advanced degree or a graduate certificate via distance education, connect as a youth with Missouri S&T's summer camps, or attend a technical conference for professional development.

Global Learning blends technology and education to enhance learning. Programming is available both face-to-face and online through live streaming video. With collaborative learning tools and archived classes, Global Learning provides an education that fits your needs. Go online to <http://dce.mst.edu> for a current list of graduate degrees and certificate programs offered through distance

education. Graduate certificates are a great way to earn college credit toward a master's degree.

Global Learning includes:

- **Distance and Continuing Education:** administers and coordinates a wide variety of credit and non-credit programs. Contact (573) 341-6222, <http://dce.mst.edu>, dce@mst.edu
- **Engineering Education Center (St. Louis):** provides educational services to the greater St. Louis, Rolla, & distance locations. Contact (341) 516-5431, <http://eec.mst.edu>, eec@mst.edu
- **Video Communications Center:** manages communication technologies that bring together Missouri S&T instructors and students. Contact (573) 341-4526, <http://vcc.mst.edu>, vcchelp@mst.edu

For further information, contact:
Global Learning
216 Centennial Hall
300 West 12th Street
Phone: (573) 341-6222
Fax: (573) 341-4992
Web: <http://global.mst.edu>

Information Technology (IT)

Getting Started

Missouri S&T's Information Technology (IT) Department provides a variety of computing tools and resources to assist with academic and administrative work done at the University. Faculty, staff and students use computers daily to register for classes, communicate with friends, send e-mail, collaborate on group projects and research, publish web pages, write reports, and find course schedules.

Computer Accounts

Computer accounts are assigned to students and are used to access various resources at Missouri S&T, such as the computing network and the computers and software in Computer Learning Centers (CLCs). Most Missouri S&T IT services require an authorized computer account (User ID and password) to gain access. The following services are available through IT computer accounts.

- Joe'SS (student web portal)
- Blackboard (learning management system)
- Network file storage
- Personal website storage folders
- Access to the campus network, including wireless networks on campus

University Communications to Students

Each student, once initially registered for classes, will be issued a Missouri S&T e-mail account with an address on the mst.edu domain. This is the account used for official University business and official University communications to students. Students are expected to check their Missouri

S&T e-mail account regularly 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.

Students must activate their email account online at: http://it.mst.edu/current_students/emailoptions.html

Leaving Missouri S&T

Assigned computer accounts remain active and available for use as long as a student is enrolled in classes at Missouri S&T. Additional information regarding account maintenance may be found at <http://it.mst.edu/about/policies/index.html> and then clicking the "User ID Maintenance" link.

Following graduation, Missouri S&T students retain access to their student email accounts. Local account access is removed one semester after students graduate or stop attending. If the student was also employed by the university, account removal may occur sooner.

Students are responsible for creating a backup of any data on their network storage prior to leaving the university.

Systems and Software

Missouri S&T IT provides a wide variety of computing and networking facilities and support. These facilities include, but are not limited to the following:

- Windows-based PCs
- Macintosh systems
- Linux systems
- Computer Learning centers (CLCs)
- General Purpose Cluster computing

Computer Learning Center

Computer labs, called Computer Learning Centers or CLCs, provide computers and specialty software for students to use for in-class, homework, and project related work.

CLCs are located in various buildings around campus. Use of computers and technology in these locations is restricted to Missouri S&T faculty, staff and students. The list of CLC locations, hours of operation, and equipment is available online at <http://edtech.mst.edu/clc/index.html>.

Instructional Technology

To support teaching and learning, IT supports a broad set of instructional technologies. In addition to CLCs, classroom presentation technology, such as podium computers, laptop connections, projectors, and speakers, are provided to enhance the ability of instructors and teaching assistants to present course materials and use student response systems (clickers) in the classroom.

Blackboard, the supported learning management system, is used to enhance the distribution of course materials, assess student learning (e.g., quizzes, exams), enable student discussion and learning collaboration.

Personalized assistance in best practices and usage of these technologies is available to instructors and teaching assistants upon request by calling the IT Help Desk at (573) 341-HELP(4357).

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More information about available instructional technologies can be found online at <http://edtech.mst.edu>.

Privileges and Responsibilities

Missouri S&T IT provides access to computing, networking and information resources in support of teaching, research and other official duties of the university. Access to the computing resources and facilities is a privilege, not a right. The "Missouri S&T Computing and Network Facilities Acceptable Use Policy" describes the ethical and legal responsibilities regarding computing resources.

Other computing policies and procedures, including the University of Missouri policies, can be found at <http://it.mst.edu/about/policies/index.html>.

Individually Owned Computers

Missouri S&T IT, in partnership with the Missouri S&T Bookstore, provides recommendations for supported hardware and software to those wishing to purchase for personal use.

Academic discounts are available for personally-owned computers and software purchased through the Missouri S&T Bookstore. Most software on university-owned machines is provided through licensing agreements with various vendors.

Microsoft Security Essentials is recommended and available for free download at: <http://windows.microsoft.com/en-US/windows/products/security-essentials>

Please visit <http://www.mstbookstore.com> and click Technology for more information on supported technology and recommended systems.

Connecting to the Network

Computers in campus residence halls and fraternities or sororities connect to the network through an Ethernet connection or via wireless connection. Wireless coverage currently extends to over 80 percent of the campus (including the Residential College), providing great flexibility and convenience for members of the campus community.

To register a machine on the campus network, simply plug-in to an available Ethernet jack and open a web browser. An online registration page will load. Complete the online form and you are ready to access the network. Detailed instructions on connecting to the network, using either wired or wireless Ethernet, are available by supported operating system at:

http://it.mst.edu/current_students/tools.html

Virtual Private Network (VPN) connections are available, which allow members of the campus community to connect to the network while away from campus or traveling.

Special usage policies apply to network connections. For more information, see the "Policies and Procedures" web page at <http://it.mst.edu/about/policies/index.html>. In addition, Ethernet cards (both wired and wireless) and cables may be purchased through the Missouri S&T Bookstore, located in the Havener Center.

Emergency Alert System

Missouri S&T has a system in place to alert the campus community in the event of a campuswide emergency. An e-mail is automatically sent to every university e-mail account, but students, faculty and staff can enter additional contact information and register to receive emergency alerts via cell phone voicemail or text message.

For more information, or to register for the Emergency Alert System, visit:

<http://it.mst.edu/about/emergencyalert.html>

Getting Help

The Missouri S&T IT Help Desk and the IT Walk-In Center are available to assist the students, faculty and staff of Missouri S&T in using the different computing systems on campus.

Help is available on a wide range of items, including Windows-based PCs, Macintosh systems, and Linux workstations, as well as supported software on these systems.

Members of the campus community may call (573)341-HELP (4357), stop by the IT Walk-In Center on the first floor of the Library, or access the online Help Request system at <http://help.mst.edu>. Hours of operation are available by visiting http://it.mst.edu/help_index.html.

Internet Resources

- IT Press Blog (breaking IT news, updates, etc.) - <http://itpress.mst.edu>
- Online Help Request - <http://help.mst.edu>
- Missouri S&T campus gateway- <http://www.mst.edu>
- IT Help Desk - http://it.mst.edu/help_index.html
- IT Department Homepage - <http://it.mst.edu>
- IT Security - http://it.mst.edu/current_students/security/index.html
- Campus Library - <http://library.mst.edu>
- Joe'SS (student web portal) - <http://joess.mst.edu>

International Affairs

The Office of International Affairs (IA), located at 104 Norwood Hall, coordinates international activities, administers all matters involving immigration for international students and scholars, and provides advisement services to the University's international population.

The Office of International Affairs is responsible for the recruitment of international students and serves as a direct contact with U.S. government agencies, embassies, consulates, and the private sector concerning international activities. The office serves as the campus home for international student exchange programs and study abroad programs (see section on Study Abroad Programs). In addition, the Office assists faculty wishing to travel or work overseas, and offers educational and training programs, both domestically and abroad.

The Office of International Affairs coordinates and administers Missouri S&T's Applied Language Institute which houses the Intensive English Program. The Office of

International Affairs is responsible for the organization of international protocol activities, and monitors the status of Missouri S&T's international linkage agreements.

International Student Sponsored Student Program

A full range of services for sponsored international students is provided through the Office of International Affairs. International students sponsored by international agencies receive special services and pay an administrative fee per semester. Individual students who are not currently sponsored and are desiring to take advantage of these special services may apply for them.

Details on the current sponsored student program and costs are available upon request from the Office of International Affairs, 104 Norwood Hall, Rolla, Missouri 65409-0160.

Mandatory Health Insurance for International Students

All international students are required to purchase Missouri S&T international student health insurance as a condition of their enrollment. 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 purchase international student health insurance. Student insurance premiums are charged to the student's Missouri S&T Cashier's account.

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

Study Abroad Programs

The Office of International Affairs coordinates a variety of study abroad opportunities for Missouri S&T students (<http://studyabroad.mst.edu>). Credit earned at these foreign universities may transfer back to Missouri S&T degree programs, as long as the student receives approval in advance. Some scholarships are available.

Missouri S&T offers exchange opportunities in most degree fields and 48 countries including Australia, Austria, Belgium, China, Finland, France, Germany, Greece, Hong Kong, Malaysia, South Korea, Spain, and the United Kingdom. A list of countries and universities are available online at <http://studyabroad.mst.edu/universities/>. Exchange opportunities are available for a semester, academic year, or summer. Faculty-led study abroad programs range from one week to months.

Students interested in studying abroad should make an appointment to consult with a specialist in the Office of International Affairs (<http://international.mst.edu> or call (573)341-4208).

Intensive English Program (IEP)

The Intensive English Program (IEP) at the Missouri University of Science & Technology provides intensive instruction in the English language for international students whose proficiency in the language is insufficient for admission into course work at the University.

The IEP offers 20 hours of non-credit course work per week in all aspects of language learning: pronunciation, reading comprehension, vocabulary development, grammar, writing, listening comprehension, speaking interaction, and note-taking. The program provides instruction at four proficiency levels: Beginning English, General English, Introduction to Academic English, and English for Academic Purposes.

All international students who have not satisfied the University's language proficiency requirements are required to complete IEP's assessment testing, which is comprised of four parts:

Michigan Test of English Language Proficiency (MTELP) A standardized test that evaluates abilities in grammar, reading comprehension, and vocabulary.

Test of Writing Proficiency (TWP) A locally developed test that evaluates abilities to write clear, well organized English based on nationally developed guidelines.

Oral Proficiency Evaluation (ORE) A locally developed test that evaluates abilities to speak English clearly, based on nationally developed guidelines.

Test of Listening Proficiency (TLP) A standardized test that evaluates abilities to understand spoken English, especially in a classroom setting.

Students who perform well on all tests may be approved immediately for academic course work at the University. Other students are enrolled in IEP course work and may then complete the series of tests again at the end of the semester. Recommendations for promotion into a higher level of the IEP or for advancement into university course work are made by the IEP's academic coordinator based on student testing and faculty input.

Students who enroll in the IEP must complete that program to the satisfaction of its director and academic coordinator (i.e. satisfy all completion requirements) before being allowed to enroll full time in university course work. A student may enroll in a reduced university load (in conjunction with IEP course work) with the approval of both his/her academic department and the director of the IEP.

Ordinarily, the IEP is open only to students who intend to pursue study at Missouri S&T, and who have been conditionally admitted to the University. If space exists, international students already admitted to Missouri S&T and already taking course work may enroll in IEP courses to improve their English. In addition, international persons with no academic affiliation with the University may be considered for admittance for Intensive English Studies only.

Testing fees and program costs can be obtained by contacting the number below. For more information on the IEP, contact the Intensive English Program (IEP), 1207 N. Elm St., 114 SWBCC, Missouri University of Science and Technology, Rolla, MO 65409-1140. Phone: (573)341-6640, fax: (573)341-4514, e-mail: mstali@mst.edu, or visit our website at <http://ali.mst.edu>.

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Curtis Laws Wilson Library

As the primary learning resource center for the Missouri S&T 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.

Missouri S&T 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 477,000 volumes and subscriptions to scholarly journals. Print resources are supplemented by many other materials, including DVDs, CDs, and CD-ROMs. Numerous online resources, including databases and electronic journals, are available via the Web from the library homepage. Professional research assistance is available to help with using all of the library resources.

Wilson Library makes every effort to provide students with access to state-of-the-art library technologies. The library catalog, called MERLIN, shows the library holdings and links to electronic full-text items. The library catalog allows students to search, view, and borrow from the three other University of Missouri campuses. In addition, patrons can use MOBIUS, through which they are able to borrow from over 60 other Missouri libraries. A daily courier service links all MOBIUS libraries to allow them to exchange materials. These catalogs are complemented by databases that cover a wide range of subject areas. They are available through the library's webpage or in the library. The library also provides access to research materials through Summon, a search tool that allows users to retrieve items in databases, electronic journals, and the library catalog with a single search.

In the library's Multimedia Center, which was made possible by a grant from the Emerson Electric Company, the library 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, graphics manipulation programs, and poster printing and laminating.

Missouri S&T is a selective depository for United States and Missouri government documents. The library receives a wide selection of materials from the Government Printing Office and other agencies. A large percentage of all new government publications are now available online. The full text of many online government documents is also accessible through the library catalog.

Through interlibrary loan, the Missouri S&T 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 Missouri S&T's physical campus. As student and faculty information skills become ever more important, Wilson Library will continue to be Missouri S&T's gateway to the ever-expanding world of information. Students are encouraged to explore the library's homepage at <http://library.mst.edu/>.

Nuclear Reactor

The Missouri S&T Nuclear Reactor 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 either natural convection or a 400 kilowatt forced cooling system 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 that provides a collimated neutron beam, a thermal column that provides a diffused thermal neutron source, gamma spectroscopy system, computer data acquisition and control systems, and an internet accessible hot cell.

The reactor is open to the greater campus community and offers 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 material development, 4) radiation tolerance of electronic chips, 5) instrumentation and sensors, 6) convective heat transfer and multiphase 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 Missouri University of Science and Technology have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 101 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, communications and graphic design, computer science, earth, environmental, and marine sciences, engineering, life, health, and medical sciences, mathematics, physical sciences, social and behavioral sciences. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the number of underrepresented 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://see.ora.u.org>, 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, Sponsored Programs, ORAU Councilor for Missouri University of Science and Technology (573) 341-4154; Monnie E. Champion, ORAU Corporate Secretary (865) 576-3306; or visit the ORAU Home Page (<http://see.ora.u.org>).

Office of Graduate Studies

Editing Services

The Office of Graduate Studies is pleased to offer free editing services to all on-campus graduate students currently enrolled at Missouri S&T. Our technical editor provides feedback regarding grammar, punctuation, and more to help students improve the quality of their work. If you'd like the editor to review your work, follow these simple instructions.

1. Print a copy of your document*, formatted as follows:
 - Times New Roman
 - Double-spaced
 - 12-point font
 - 1-inch margins
 - Numbered pages
 - No staples
2. Print and fill out a "Graduate Editing Request" form (found at <http://grad.mst.edu>).
3. Submit both your work and your form to the Office of Graduate Studies.
4. Watch your email. Once received, the editor will email you with an estimated completion date

5. Meet with the editor once all edits are complete to discuss necessary revisions.

*Due to the demand for editing services, a student may submit no more than one chapter of either a thesis or dissertation per editing session. Students may submit 20 pages of either a journal article or conference paper per editing session.

Writing Resources

The editor at the Office of Graduate Studies has put together a number of resources to help you at every level of writing, from beginning the first draft to revising the final one. Novice writers and advanced writers alike can find information on style guides, literature reviews, document organization, and more. You'll find tips and techniques from the editor herself on topics like avoiding plagiarism, conducting research, and writing with a reader focus. The editor also invites you to join the conversation by posting questions and comments that address your writing concerns.

In addition to these resources, you will find a current calendar of events the Office of Graduate Studies hosts on a regular basis. These events include upcoming workshops, seminars, and guest speakers. For more information visit the Office of Graduate Studies website at grad.mst.edu.

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 Missouri University of Science and Technology. In addition, the Office will strive to provide quality service to students, alumni, faculty, staff, and other constituents of the University. To this end, the Office will attempt to utilize available technology to deliver services and information in an efficient manner. Further, the Office

will seek to interpret and apply the academic policies and regulations of the University for the benefit of the institution and its constituents.

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.

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Certification of Enrollment Status

Certifications of enrollment status to lending agencies should be requested through the Registrar's Office either by visiting 103 Parker Hall or using the form located at: <http://registrar.mst.edu/documents/certlet.pdf>. Certification of full-time or half-time status is based on the number of credit hours for which the student is enrolled and includes courses in which the student is enrolled as a hearer, with one exception. Hearer courses are not included for international student status, as defined by SEVIS.

For graduate students, full-time is based on at least nine credit hours; half-time is at least four credit hours in a regular fall and spring term. For the summer term: full-time is three credit hours and half-time is at least two credit hours.

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

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

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

1) "Educational Records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university. Those records made available under 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 Missouri University of Science and Technology "Educational Records" do not include:

- A) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereof which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.
- B) The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.
- C) In the case of persons who are employed by the university but are not in attendance at the university, records made and maintained in the normal course of business which relate exclusively to such person and person's capacity as an employee where the records are not available for any other purpose.
- D) All records on any university students which are created and maintained by a physician, psychiatrist, psychologist, or other recognized

professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

- 2) The Missouri University of Science and Technology recognizes "Directory Information" to be the student's name, address, e-mail address, telephone listing, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, student level, and full- or part-time status. All students 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 end of the one-week period during the summer session.
- 3) Missouri University of Science and Technology students have access to the educational records identified in Paragraph 1 above. In accordance with Pub. L. 93-380, as amended, the Missouri University of Science and Technology will not make available to students the following material:
 - A) Financial records of the parents of students or any information contained therein.
 - B) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.
 - C) Confidential recommendations respecting admission to the university, application for employment, and receipt of an honor or honorary recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404 the University Policy on Student Records.
- 4) The director of financial aid, the appropriate academic department chair, the director of the student health service, the vice chancellor for student affairs, the director of admissions, and 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 Missouri University of Science and Technology may permit access to or release the educational records without the written consent to a school official with legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his or her position or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- 10) If any material or document in the educational record of a student includes information on more than one student, they may inspect and review only such part of such material or document as relates to him or her or to be informed of the specific information contained in such part of such material.
- 11) Students desiring reproduction of copies of educational records will be charged \$.10 per page. Official copies of transcripts are \$10.00 per copy for currently enrolled students and alumni.

University Communications to Students

Each student, once initially registered for classes, will be issued a Missouri S&T e-mail account with an address on the mst.edu domain. This is the account used for official University business and official University communications to students. Students are expected to check their Missouri S&T e-mail account regularly 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.

Missouri S&T Grade Reports on the Web

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

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 cannot take courses with a 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.mst.edu/class_offerings/index.html.

Course Information

The number in parentheses following the name of the course indicates the number of credit hours given for successfully completing the course. It also reflects the section type; for example, (LEC 3.0) designates a lecture

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course of three hours credit; (LAB 1.0) designates a laboratory course of one-hour credit and (IND 0.0-15.0) designates independent study or research with variable hours. A lecture credit hour is usually the credit granted for satisfactorily passing a course of approximately 15 classroom hours. A laboratory course of one-hour credit would normally meet three classroom hours per week for 15 weeks.

Three credit hour courses normally meet 50 minutes three times per week, or 75 minutes twice a week, for 15 weeks. The time in class is the same in each case. If you have two classes in succession, there should be at least 10 minutes between classes. Classes meeting Monday-Wednesday-Friday will normally begin on the hour. Classes meeting Tuesday-Thursday will normally alternate between the hour and half hour, beginning at 8:00 a.m. In addition, there is an Academic Free hour 12:00-1:00 on Monday, Wednesday, and Friday.

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

Student Diversity, Outreach and Women's Programs

Student Diversity Programs

The mission of Student Diversity Programs (SDP) is to actively recruit and retain academically talented students from ethnic populations that are historically underrepresented in higher education. In conjunction with the university's mission, SDP's ultimate goal is to create an environment that provides the development/guidance and academic support needed to be successful at Missouri S&Ts'; while equipping our students with the knowledge and skills needed to transition effectively into society.

SDP, through its programs, partnerships and ongoing assessments of the learning, styles and personality traits will foster an academic environment that will ensure our students success. Through execution of these initiatives, the university will develop a pool of committed and gifted Missouri S&T's ambassadors that could be utilized to recruit other underrepresented minority students to the campus.

Activities include (but are not limited to) academic recognition events, off and on campus recruitment programs, mentoring, leadership and professional development and scholarships. Such scholarships as the Minority Engineering and Science scholarships are to increase minority representation in math, engineering, science or technology degree programs.

For more information about SDP and its events, programs and scholarships, visit our website at: www.sdp.mst.edu. Also, you may contact us directly at (573) 341-4212 or via e-mail at asksdp@mst.edu.

Women's Leadership Institute (WLI) Women in Engineering and Science (WISE)

The mission of the WLI/WISE program is to promote diversity and support the needs of female graduates entering our nation's engineering and science workforce, and to serve as an Educational and Professional Development Resource Center for all Missouri S&T students. The program provides a number of activities and programs for students to learn about leadership from the female perspective. Its goals encourage student involvement and strategic leadership in campus and community organizations through involvement in the following areas: Classes, Residential College Learning Communities, Guest Lecturers, Workshops, Scholarships, WISE, Student Organizations, Resource Center, Mentoring/networking programs, Social Activities.

For more information contact the WLI/WISE office at: 215 Centennial Hall, (573) 341-7286, woli@mst.edu, wise@mst.edu or <http://wli.mst.edu>.

Student Health Services

Student Health offers a wide range of primary health care for currently enrolled students at Missouri S&T. Multiple providers are available to deliver care for acute illness and injury as well as provide limited longer term services for ongoing medical issues. The Student Health Fee covers most of the costs but some care and medications may require a copay. Specialty and hospital services can be billed to private insurances. It is highly recommended that all students have some form of health insurance. An Aetna group policy is available and information on this plan may be obtained at the Cashier's Office or Student Health Complex.

Measles and Rubella Immunization Policy

Incoming students born after 1956 must have documented proof of two measles immunizations. Both immunizations must have been given after 1 (one) year of age. Acceptable documentation is defined as an immunization record signed by a doctor or health record from a high school or a branch of the military. A grace period of 6 weeks is allowed to meet this requirement. Students not in compliance with this policy will be notified by e-mail of the need to provide acceptable documentation. In addition, a "hold" will be placed on the records of the students not in compliance.

Exemptions from immunization are permitted for medical, religious, philosophical reasons. Students who exempt themselves from immunizations for these reasons must sign the Measles Waiver Form (parents must sign for students under the age of 18) available at Student Health. The form must be completed EACH semester and kept on file at Student Health. For their own protection, students who have waived immunizations may be required to leave campus in case of a measles or rubella outbreak.

Students matriculating only in off-campus or continuing education/extension courses are excluded from the measles immunization requirement.

Meningitis Immunization

Beginning with the 2004-05 school year and in compliance with State Law (SB 686), proof of meningitis immunization must be provided by the student in order to move into university approved housing. If the student has not had the immunization, he may sign a waiver (parents must sign for students under the age of 18). Proof of meningitis immunization or a signed waiver will be kept on file at Student Health and will be available to the Residence Halls, Greek Housing and other university housing.

Other Immunizations

The following are recommended by the American College Health Association:

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

Tuberculosis Policy

Missouri University of Science and Technology takes every reasonable step to protect students from exposure to infectious diseases. Students from endemic areas account for 95% of the risk of 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 Winter Semester 2010 and until updated again, all incoming students will be screened for potential TB. Those who do not pass the screening will then be target tested with the QuantiFERON-TB Gold blood test for tuberculosis (QFT-G). This blood test will be accepted from outside the United States if it is completed within 3 months prior to enrollment. Otherwise, the student will be required to complete the screening at the scheduled clinic held on campus or will need to stop by Student Health to pick up the order for the test and will be directed to Quest Laboratory located on Hwy 72 in Rolla, MO.

The QFT blood test will be billed to the student's insurance. If the blood test comes back positive, there is then a process in place per the Student Health policy on continuing the work up.

All students who test positive will be offered treatment.

Enrollment is contingent upon completion of this screening process and work up. Students who do not complete the above will have a "hold" placed on their account and will not be able to enroll in the following semester until this testing is completed.

Leadership & Cultural Programs

Leadership and Cultural Program's mission is to assist students in developing skills they need to serve as successful leaders in a global community. We realize that in order to be successful citizens and competitive in the job market, students need to be culturally competent and possess strong communication, leadership, and personal management skills. We contribute to student retention and satisfaction by enhancing students' educational experience through providing quality programs and resources. Our programs include cultural celebrations, skill development workshops, dialogue series, and experiential learning activities on and off campus. For more information visit our website at: <http://lcprograms.mst.edu>.

Volunteerism and Service

At Missouri S&T, we realize that our impact goes far beyond our campus. As a result, Student Life is committed to contributing to the betterment of our local, surrounding, and global communities. We do this by offering students a variety of opportunities to become actively engaged through service, all of which is possible due to the mutually beneficial partnership that exists between community organizations and the university. Annual events such as Make A Difference Day, Martin Luther King Day of Service, and the Miner Challenge Alternative Spring Break program are some of the volunteerism highlights each year. Learn how to get involved in volunteer activities by joining our listserve at:

http://studentlife.mst.edu/volunteer/wanting_volunteer_form.html or by watching campus announcements for opportunities. For more information on how you can get involved in volunteerism and service, please contact Student Life in the Student Involvement and Leadership Center located at 218 Havener Center; call (573) 341-6771 or email stulife@mst.edu.

Student Organizations

Academic Departmental Groups

Actuarial Science Club; American Society of Petroleum Geologists/C.L. Drake Society; American Concrete Institute; American Foundry Society; American Indian Science and Engineering Society; American Institute of Aeronautics and Astronautics; American Institute of Chemical Engineers; American Nuclear Society; American Society for Engineering Management; American Society of Civil Engineers; American Society of Heating, Refrigerating & Air Conditioning Engineering; American Society of Mechanical Engineers; Architectural Engineering Institute; Associated General Contractors; Association for Computing Machinery; Association for Engineering Geologists; Computer Society Student Branch of IEEE; FBLA PBL; Gaffers Guild; HELIX Life Science Club; History Club; Institute of Electrical & Electronic Engineers; Institute of Transportation Engineers; International Council on Systems Engineering;

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International Society for Explosives Engineers; MBA Association; Material Advantage; Mathematical Association of America; Miner Choir Guild; National Sand, Stone & Gravel Association; National Society of Black Engineers; SCRUBS; Society of Exploration Geophysicists; Society of Hispanic Professional Engineers; Society of Manufacturing Engineers; 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 Business; Women in Mining; Women in Nuclear.

Honor and Professional Groups

Alpha Chi Sigma; Alpha Nu Sigma; Alpha Psi Omega; Alpha Sigma Mu; Blue Key; Chi Epsilon; Epsilon Mu Eta; Eta Kappa Nu; Industrial Designers Society of America; Kappa Kappa Psi; Kappa Mu Epsilon; Keramos; National Residence Hall Honorary; Omega Chi Epsilon; Order of Omega; Phi Alpha Theta; Phi Eta Sigma; Phi Sigma; Phi Sigma Pi; Pi Epsilon Tau; Pi Tau Sigma; Psi Chi; Sigma Gamma Epsilon; Sigma Gamma Tau; Sigma Tau Delta; Society of Women Engineers; Tau Beta Pi; Tau Beta Sigma.

Intercultural Groups

African Student Association; Association for Black Students; Chinese Students & Scholars; Chinese Students Association; India Association; International Student Club; Iranian Students Association; Korean Students Association; Saudi Students Organization; Thai Students Association; Turkish Students Association.

Media and Publications

KMNR Radio Station; Missouri Miner; Rollamo; Southwinds.

Programming and Governing

Associated Students of the University of Missouri; Council of Graduate Students; Interfraternity Council; Panhellenic Council; Residence Hall Association; St. Pat's Committee; Student Council; Student Union Board.

Recreation and Sports Groups

Aerial Swing Dancing; Baduk Club; Ballet & Dance Club; Boffer Club; Chess Club; Cycling Club; Fencing Club; Gaming Association; In-Line Roller Hockey Club; Lacrosse Club; Paintball Club; Radio Control Club; Raquetball Club; Rugby Club; Skydiving Club; Spelunkers Club; Table Tennis Club; TaeKwonDo Club; Tennis Club; Trap & Skeet Club; Ultimate! Club; Volleyball Club; Yoga Fitness Club; Youn Wha Ryu Club.

Religious Organizations

All Nations Christian Fellowship; Baptist Student Union; Campus Crusade for Christ; Catholic Newman Center; Chi Alpha; Christian Campus Fellowship; Common Call Campus Ministry; Fellowship of Christian Athletes; Koinonia (Student Fellowship of Church of Christ); Latter-Day Saint Student Association; Lutheran Student

Fellowship; Muslim Students Association; Restoration Campus Ministries; The Navigators; Voices of Inspiration; Wesley House.

Residence Halls Associations

Quadrangle Hall Association; Residential College Association; Thomas Jefferson Residence Hall Association

Service Organizations

Alpha Phi Omega; Circle K International; FIRST Alumni Association; Habitat for Humanity; Intercollegiate Knights; Lambda Sigma Pi; Omega Sigma.

Social and Special Interest

Academic Competition Team; BBQ Club; Black Man's Think Tank; Blue Sabres; College Republicans; Collegiate Eagle Scout Association; DaVinci Society; Delta Omicron Lambda; Fraternal Order of Leaders; Independents; John Marshall Society; M-Club; Military Aerospace Society; Perfect 10 Improv; Radio Club (Amateur); Show Me Anime; Students Today Alumni Tomorrow; Technical Innovators & Entrepreneurs; Toastmasters.

Student Design

Advanced Aero-Vehicle Group; Concrete Canoe Team; Formula SAE; Engineers Without Borders; Human Powered Vehicle Team; Hydrogen Design Solutions; Internationally Genetically Engineered Machines (iGEM); Miner Baja SAE; Miners In Space; Robotics Competition Team; Solar Car Team; Solar House Team; Steel Bridge Team.

Fraternities

Alpha Epsilon Pi; Alpha Phi Alpha; Beta Sigma Psi; Delta Lambda Phi; Delta Sigma Phi; Delta Tau Delta; Kappa Alpha; Kappa Alpha Psi; Kappa Sigma; Lambda Chi Alpha; Omega Psi Phi; Phi Beta Sigma; Phi Kappa Theta; Pi Kappa Alpha; Pi Kappa Phi; Sigma Chi; Sigma Nu; Sigma Phi Epsilon; Sigma Pi; Sigma Tau Gamma; Tau Kappa Epsilon; Theta Xi; Triangle.

Sororities

Chi Omega; Delta Sigma Theta; Kappa Delta; Phi Sigma Rho; Zeta Tau Alpha.

For information about any recognized student organization or to learn how to get involved on campus, contact Student Life (573) 341-7877, stulife@mst.edu or <http://studentlife.mst.edu>.

S&T Police Department Parking

All student-operated vehicles in the Rolla area should be registered with the Parking Lot Operations and should have either a valid campus parking permit or student registration decal affixed properly to the vehicle. Missouri S&T 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 Missouri S&T Police Department has the responsibility of enforcing parking regulations at Missouri S&T.

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 Parking Lot Operations, G-10 Campus Support Facility, 341-4303. The regulations may also be found at: <http://police.mst.edu/parking/parking.html>.

Missouri S&T 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 and the Multi-Purpose Building 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 Missouri S&T Police Department, 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 Missouri S&T Parking Rules and Regulations can be found on our website: <http://police.mst.edu/parking/parking.html>.

Lost and Found

The Missouri S&T Police Department is the central "Lost and Found" repository for the campus. Any lost and found items should be turned in to S&T Police Department for reclamation purposes. If an item is lost, information should be filled out with S&T Police, (573) 341-4300, in case the item is turned in at a later date. There is a link on the Missouri S&T Police Department home page to report lost or found items: <http://police.mst.edu/lost.html>.

Campus Security

Missouri State Uniform Crime Reporting (UCR) Statistics

Every law enforcement agency in the State is required to report crime data monthly to the Missouri State Highway Patrol (MSHP). MSHP creates and maintains computer files of the Missouri data and supplies information not only to the Federal Bureau of Investigations (FBI) for use in national crime statistics, but also to local agencies and organizations. To access crime data for the Missouri S&T Police Department submitted to the MSHP visit the MSHP Statistical Analysis Center: http://www.mshp.dps.mo.gov/MSHPWeb/SAC/data_and_statistics_ucr.html.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY)

As required by the U.S. Department of Education, the CLERY Act requires higher education institutions to make public certain crime data. Review the annual CLERY Report submitted by the Missouri S&T Police Department. A paper copy of the report can be requested by contacting the Missouri S&T Police Department at (573) 341-4300 or by responding to the department which is located in G-10 Campus Support Facility.

Daily Crime Report

The CLERY Act also requires that crime information be made available to the public within two working days. Review the Daily Crime Report in the lobby of the Missouri S&T Police Department located in G-10 Campus Support Facility or at <http://police.mst.edu/crimeinfo/ucr/>.

University Police

The mission of the Missouri S&T Police Department is to support the academic and campus community in fulfilling its commitment to teaching, research, and service. The functions performed by the Missouri S&T Police Department include many services offered by a small municipal police agency, as well as certain service functions unique to the University setting. The Missouri S&T Police Department has an authorized strength of 21 full-time employees, including 12 state-commissioned police officers, 9 security guard/dispatchers, 2 parking control officers and 2 administrative staff members. Missouri S&T Police Officers are empowered under Chapter

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172.350 of the Missouri Revised Statutes . As such the Police Officers are commissioned and armed. Additionally all Missouri S & T Police Officers possess Rolla City Police commissions as well. Police Officers patrol on foot and by vehicle all properties owned by the Missouri University of Science and Technology 24 hours 7 days a week. The Security Guards perform additional security checks on the main campus during evening and night hours. In addition to the full-time staff, the department employs 9 Campus Service Officers (CSO's), who are students that assist on a part-time basis. Missouri S&T Police Department also has a Reserve Police Officer Program where part-time officers are used on an as-needed basis.

Duties of the Missouri S&T Police Department include, but are not limited to, preventative patrols, the investigation of crimes, crime prevention through active campus involvement, service to students and others in emergencies, special event coverage, overseeing parking lot operations, and the enforcement of state laws, city ordinances, and University rules and regulations.

Reporting Crimes at Missouri S&T

All crime victims are highly encouraged to report incidents to the Missouri S&T Police Department regardless of how seemingly insignificant the crime. Missouri S&T policy requires employees to promptly report all criminal acts occurring on campus. To report a crime, the victim or witness need only call the Missouri S&T Police Department. A police officer will meet with the person to gather information and prepare an official report. A log of all reported crimes is posted at the Missouri S&T Police Department (G10 Campus Support Facility) and on our website, <http://police.mst.edu/crimeinfo/ucr/>, under Crime Statistics to meet Clery Act requirements.

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 BPM-404 Keys to University Buildings:

http://www.umsystem.edu/ums/rules/bpm/bpm400/manual_404.

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.

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 or 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 S&T Alcohol Handbook:

<http://stuaff.mst.edu/handbook/alcoholicbeverages/>.

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, (573) 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.

Victim of Sexual Assault Information

The following information is provided to assist a person who has been the victim of a sexual assault.

Emergency Medical Examination/Evidence Collection

Receiving medical care immediately following a rape, attempted rape, or sexual assault is extremely important for your well-being. It is essential that you obtain:

- Emergency medical exam if you are injured.
- A general medical exam to ensure that you haven't

obtained injuries that you are unaware of or unable to determine.

- A medical/legal examination for the collection of evidence if you think there is any possibility you will want to prosecute the offender. The exam must be conducted within 48 hours of the assault and you must NOT clean up before the exam to avoid loss or contamination of evidence
- Testing for sexually transmitted diseases. AIDS, and possible pregnancy (as part of follow-up treatment).

For medical emergencies, call 911 to have an ambulance dispatched.

Other sources of medical information for victims include Missouri S&T Student Health Services (available during business hours).

Emotional Support

The need for emotional support and assistance after a rape, attempted rape, or sexual assault is great. In the aftermath of such a violation and loss of control, it may be difficult to consider what steps to take.

Contact a close friend or family member to talk with and assist in making decisions. Contact the Missouri S&T Counseling Center whose services are strictly confidential and contacting this support service does not obligate you to take any further action.

Reporting of Incident

You may wish to report the assault in order to have the alleged offender apprehended and/or for the protection of self or others. If this is the case, 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.

You have the option of making a report for the purpose of assisting the police in protecting the community without obligation to participate in the prosecution. 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. You have the right to choose not to contact the Missouri S&T Police, but you are strongly encouraged to report the assault to the police department.

Anonymous or Third Party Reporting

Even if you may not want to prosecute the offender to have it known you were the victim of an assault, you can choose to report the assault anonymously. Or somebody who you have told about the assault can report it. This type of reporting will provide the department with general information that may be useful in preventing additional assaults on campus. To make an anonymous report, call the police department and request to speak with an officer.

Disciplinary Actions

Whether or not you choose to report the assault to law enforcement or participate in criminal prosecution, you

may decide to take action through the campus judicial system. If you were assaulted by another Missouri S&T student, on or off-campus, the accused may be charged under the University of Missouri Standard of Conduct. The judicial officer at Missouri S & T is available to discuss campus judicial procedures. While the judicial officer may investigate the complaint and impose appropriate discipline with or without the victim's consent, discussing a matter of sexual assault with her/him does not compel the victim to participate actively in pursuing disciplinary charges. The judicial officer's phone number is (573) 341-4292.

Contact with Offender

In situations where the accused and the accuser may be in close contact with each other because of class schedules and/or living arrangements, adjustments to housing or class schedules may be made. The Director of Residential Life has the authority to give the accuser and/or accused the option of changing living arrangements. If the accuser and the accused refuse to change living arrangements, the Director has the authority to change the living arrangements of either person. 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.

Video Communications Center

The Video Communications Center located in G-8 Library offers a variety of video production services to the campus community. This is achieved through several specialized video-equipped classrooms, teleconference rooms and a selection of recording and transmitting technologies.

For the student - especially those pursuing advanced degrees -- the VCC offers an array of communication tools for extending the traditional classroom and laboratory out into "the real world." Services include:

- Multimedia classroom use for thesis defense and project presentation
- DVD or web-streaming video recording of the above
- Video teleconferencing for project presentation to sponsoring companies and for student organizations meeting between campuses, and for job interviews
- Assistance in setting up, capturing, and converting research lab project videos for documentation and presentation
- Participation in advanced coursework carried over and stored on the Web for later access
- The opportunity to take courses "at a distance" while away from or after leaving Missouri S&T

For more information on these and other services, contact the Video Communications Center at (573) 341-4526; or e-mail: vcc@mst.edu or visit our website at: <http://vcc.mst.edu>.