

# **Changes to Graduate School Policies**

Changes from April 6, 1999

## **Section 2.1, paragraph 3**

All members of the Graduate Faculty can serve as members of comprehensive exam committees, exit project committees, and master's thesis committees. In general, only those members of the Graduate Faculty with a tenured or tenure-track position may chair master's thesis committees and serve on doctoral dissertation committees. With the approval of the Graduate Dean, non-regular Graduate Faculty who bring a particular expertise to a committee may also serve in these capacities.

## **Section 2.3, paragraph 1**

All members of the Doctoral Faculty may serve on doctoral dissertation committees. In general, only those members of the Doctoral Faculty with a tenured or tenure-track position may chair doctoral dissertation committees. With the approval of the Graduate Dean, non-regular Doctoral Faculty who bring a particular expertise to a committee may co-chair doctoral dissertation committees.

Changes from November 19, 2001

## **2.1 The Graduate Faculty**

The Graduate Faculty will consist of all tenured and tenure-track faculty. Visiting and part-time faculty will not normally be members of the Graduate Faculty. Exceptions will be made on a case-by-case basis per approval of the Graduate Council. Upon recommendation by a department chair, area coordinator, or dean, qualified adjunct faculty may be approved by the Graduate Dean to teach graduate courses for a period of up to five years.

All members of the Graduate Faculty can serve as members of comprehensive exam committees, exit project committees, and master's thesis committees. In general, only those members of the Graduate Faculty with a tenured or tenure-track position may chair master's thesis committees and serve on doctoral dissertation committees. With the approval of the Graduate Dean, non-regular Graduate Faculty who bring a particular expertise to a committee may also serve in these capacities.

## **3.4 Course Loads**

Full-time enrollment is defined as nine credit hours during a semester and five credit hours during the summer. In calculating credit hours for full-time enrollment, students may include the following semester hour equivalents:

3 equivalency hours for holding a 0.5 FTE Graduate Teaching Assistantship or Graduate Research Assistantship; up to 2 equivalency hours for appointments between 0.25 and 0.49 FTE.

3 equivalency hours in the semester the student is preparing for comprehensive examinations (this semester hour equivalency is allowed for a maximum of two semesters)

8 equivalency hours after achieving candidacy (this semester hour equivalency is allowed for a maximum of eight semesters)

Equivalency hours upon enrollment in Clinical Supervision, PSY 431 (maximum of 3 credit hours, available 4 semesters and 2 summer terms)

Equivalency credit hours upon enrollment in Clinical Internship, PSY 450 (maximum of 5 credit hours for one summer session)

Equivalency credit hours upon enrollment in Clinical Internship, PSY 451 (maximum of 8 credit hours for two terms)

Equivalency hours upon enrollment in Advanced Practice Nursing

Students wishing to obtain equivalency hours need to complete the Graduate Equivalency Credit form.

## Section 9. Doctoral Degrees

### **9.1. Credit Requirements**

A minimum of 60 semester hours carrying graduate credit is required for every doctoral degree program. Units\* may require a greater number of hours for their programs.

[\*Unit is operationally defined as the appropriate governing body (e.g., department, school, division or area).]

### **9.4. Time Limitation**

The maximum amount of time allowed for completion of a doctoral degree will be eight years after the first course enrollment.

Work completed as a post-master's-degree student, prior to admission to a doctoral program, may be counted toward a doctoral degree, up to a maximum of 12 hours. Inclusion of such course work is subject to unit approval and must have been completed within eight years of the time the doctoral degree is awarded. Exceptions to this regulation must be justified on academically defensible grounds and must be approved by the Graduate Dean prior to filing the program.

When doctoral students have earned a master's degree at UM-St. Louis or at another institution, appropriate credits may be applied toward meeting the requirement for the doctoral degree, subject to unit approval. Such credits must constitute less than half of the total credits required for the doctorate. For example, for a doctoral degree requiring 90 hours of work beyond the bachelor's degree, no more than 44 credits from a master's degree may apply to the doctoral degree. Credit for courses taken for a master's degree is exempt from the eight-year time limitation.

### **9.5. Residence Requirement**

The majority of credits used to satisfy requirements for a doctoral degree must be completed in residence at UM-St. Louis. For example, for a doctoral degree requiring 90 hours of work beyond the bachelor's degree, at least 46 hours must be completed at UM-St. Louis. These 46 hours may include credit hours taken for the dissertation. Special courses such as graduate institutes and workshops, as well as courses taken through Continuing Education-Extension, may be included as part of the residence requirement.

Students who enter the Ed.D. or Ph.D. in Education degree programs with an Education Specialist (Ed.S.) degree from an accredited university, or with an Advanced Certificate approved by the Missouri Department of Elementary and Secondary Education, can satisfy the residence requirement by completing one-third of the required credits at UM-St. Louis.

At some point in their course work, doctoral students must successfully complete a minimum of 15 hours over two consecutive terms ("term" meaning a regular semester or a summer session). The 15 hours may not all be taken in one term.

### **9.6. Enrollment**

Full-time status is defined in Section 3.4. Units may require higher enrollments than this. After students achieve candidacy and complete the residence requirement, they must remain enrolled during fall and winter semesters until the degree is completed. Failure to register in any regular semester will result in termination from the Graduate School. If students so terminated decide to reapply and if they are readmitted, they will be subject to all regulations in effect at the time of readmission and will be required to enroll for at least one credit hour in each semester since their last enrollment.

When doctoral students are enrolled for research credit, the credit amount may vary, but the student must register for all work required, and the credit total may exceed the minimum requirements.

### **9.7. Comprehensive Examinations**

Each unit will determine the number of times a comprehensive examination may be taken by a student. The unit must file with the Graduate School a statement specifying (a) the number of times the unit will allow its students to take a comprehensive examination, and

(b) the maximum and/or minimum period of time the unit will allow between the first and final attempt to pass the comprehensive examination.

The Comprehensive Examination Committee will consist of no fewer than three members of the UM-St. Louis graduate faculty appointed by the Graduate Dean upon recommendation of the unit. The committee is proposed by the unit using the Appointment of Comprehensive Examination Committee form.

An oral examination may not substitute for the standard written portion.

### **9.8 Doctoral Dissertation Advisor**

As early as possible in a doctoral student's program, the unit will recommend, in consultation with the student, a doctoral dissertation advisor. The doctoral dissertation advisor must be a member of the Doctoral Faculty. This recommendation will be forwarded to the Graduate School using the Appointment of Doctoral Dissertation Advisor form. Appointment of a doctoral dissertation advisor must be made no later than the time of filing the Application for Candidacy form. The Graduate Program Director or another faculty member who holds Graduate Faculty status should serve as the graduate program advisor prior to the appointment of a Doctoral Dissertation Advisor.

### **9.9. Application for Candidacy**

An Application for Candidacy should be filed immediately after the student has passed all comprehensive and language examinations, written or oral, as required by the department unit and completed all course work.

### **9.10. Dissertation Committee**

The Dissertation Committee will consist of no fewer than four members of the UM-St. Louis graduate faculty appointed by the Graduate Dean upon the recommendation of the unit, except that units may replace, with the Graduate Dean's permission, one of the members of the graduate faculty by a recognized scholar or professional. One member of the committee must be a member of the UM-St. Louis graduate faculty from outside the unit. This individual cannot be considered the outside member if he or she holds a joint appointment in the unit. The committee is proposed by the unit using the Appointment of Dissertation Committee form. Changes in its composition must be approved by the Graduate Dean using the same form.

~~B. Defense of Dissertation~~ (moved to 9.11.3.)

### **9.11.1. Dissertation Proposal**

A Doctoral Dissertation Proposal should be filed before the student conducts any substantial research. Prior to this filing, the dissertation committee will meet with the student for an oral defense of the proposal. The dissertation proposal must be accepted by

the Graduate Dean before a doctoral student completes the sixth semester of study, or before the student takes more than four hours of dissertation credit, whichever comes later. That is, students who have taken more than four hours of dissertation credit by the end of the sixth semester must have successfully filed their dissertation proposal by that point. Students who have taken no more than four hours of dissertation credit by the end of the sixth semester have a later deadline: the point at which they intend to take their fifth dissertation credit.

It is understood that the dissertation research may evolve in directions quite different from the Dissertation Proposal, and the proposal is not intended to restrict the normal development of a research project. The Dissertation Proposal is in no way a contract between the University and the student. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated at the stage of the Dissertation Proposal. The termination of a line of research and the adoption of a substantially new dissertation project will require the preparation, oral defense, and acceptance by the Graduate Dean of a new dissertation proposal.

### **9.11.2. Preliminary Dissertation Approval**

One copy of the dissertation, certified as complete and provisionally acceptable to the committee, will be submitted to the Graduate Dean at least six weeks prior to commencement. A Preliminary Approval of Dissertation and Preliminary Application for Doctoral Degree form, an Appointment of Defense of Dissertation Committee form, an Oral Defense form, and a camera-ready copy (or pc text file) of the oral defense announcement with the dissertation abstract should be submitted with the copy of the dissertation. The Dean of the Graduate School may seek advice, and make suggestions to the committee about dissertation content and style. If all procedures have been followed and the dissertation has been approved by the Dissertation Committee, the Graduate Dean will sign the Preliminary Approval of Dissertation and Preliminary Application for Doctoral Degree form.

### **9.11.3. Defense of Dissertation**

The Graduate Dean appoints the Defense of Dissertation Committee, in accordance with the recommendation of the unit and using the Appointment of Defense of Dissertation Committee form. The Graduate Dean may appoint one additional qualified voting member to the Defense of Dissertation Committee. This individual should be a member of the Graduate Faculty within the University of Missouri System.

When the Defense of Dissertation Committee deliberates on the oral defense of the dissertation, two negative votes are sufficient for failure, even if outnumbered by positive votes. An abstention will be considered a negative vote. A student failing an oral defense should be provided with an opportunity for one additional defense. The timing and format of the subsequent defense will be determined by the Defense of Dissertation Committee and the second defense will take place before the same committee.

Final examinations are open to the public.

The decision of the Defense of Dissertation Committee is final. The report of the final examination is due in the Graduate School office not later than 2 days after the examination.

#### **9.11.4. Dissertation Abstracts**

Three different abstracts are required. UMI requires an abstract of a maximum of 350 words. The abstract forming the second page of the dissertation should be no more than 600 words. The abstract submitted for the dissertation defense announcement is limited by the requirement that it must fit the half page as illustrated on the form, Sample Oral Defense Announcement, and cannot be smaller than 12 point.

#### **9.11.5. Dissertation Format**

Original copies of the dissertation must be typed on good quality paper, and they must be legible and neat in order to be accepted by the Graduate School. Only high quality copies are acceptable. Dot-matrix printers produce unacceptable copies. Any conventional type may be used.

The following margins are to be employed: left margin, 1 1/2 inches; top, bottom, and right margins, 1 inch.

In matters of style and documentation, the custom of the discipline should be followed.

Prior to preparation of the final draft of the dissertation, the prudent student will meet with the library representative, who can give preliminary approval to the dissertation format.

#### **9.11.6. Official Copies of Dissertation**

The chairperson of the dissertation committee is responsible for verifying that all the changes suggested by the Graduate Dean and the dissertation committee have been incorporated in the final draft of the dissertation or have been discussed further with the Graduate Dean or the committee. This certification is made by signing the Final Approval of Doctoral Dissertation form.

The student is then responsible for taking this form along with three deposit copies of the dissertation to the Thomas Jefferson Library. The library representative will verify dissertation format, the receipt of three copies, and the receipt of the abstract for UMI. The library representative will also sign the Final Approval of Doctoral Dissertation form. The student will then file this form with the Graduate School.

The library will charge the student for microfilming one copy by UMI and for filing for copyright registration of the dissertation. The microfilming is a requirement of the

Graduate School; the filing for copyright registration is an option of the student. Information from the Thomas Jefferson Library on processing of dissertations is found in Appendix 2.

Changes made April 23, 2002

### **9.10 Dissertation Committee**

Revision to items approved at the Fall Graduate Faculty meeting regarding an omission from section 9.10 in the rules and regulations. The sentence "Included in this number is the committee chair who must be a member of the doctoral faculty" was incorrectly omitted by last year's rules and regulations committee and should have remained in the regulations. The committee recommends approval of the revised wording for section 9.10 as follows:

The Dissertation Committee will consist of no fewer than four members of the UM-St. Louis graduate faculty appointed by the Graduate Dean upon the recommendation of the unit, except that units may replace, with the Graduate Dean's permission, one of the members of the graduate faculty by a recognized scholar or professional. **Included in this number is the committee chair who must be a member of the doctoral faculty.** One member of the committee must be a member of the UM-St. Louis graduate faculty from outside the unit. This individual cannot be considered the outside member if he or she holds a joint appointment in the unit. The committee is proposed by the unit using the **Appointment of Dissertation Committee** form. Changes in its composition must be approved by the Graduate Dean using the same form.

Changes made December 2, 2002

### **3.3 paragraph 4**

Inclusion of the workshop credit is subject to the approval process inherent in the filing of a degree program. In instances where workshops are taken on a credit/non-credit or pass/fail basis, such credit may not be applied to a graduate degree.

### **3.3 paragraph 6**

~~...Participation in an intensive workshop ordinarily constitutes full-time graduate study...~~

### **Section 4.8**

After the term of admission, students must enroll for at least one term each calendar year to remain in good standing. Students not meeting this enrollment requirement will be dropped from the Graduate School and will be required to submit the Request to Re-enroll form.

Changes made April 14, 2003

## **4.2 Categories of Admission**

To receive graduate credit for a course at the University of Missouri-St. Louis students must have been admitted to the Graduate School under one of the categories specified for admission:

1. Graduate Certificate or Degree-seeking
2. Non-degree seeking

### **4.2.1. Graduate Certificate or Degree-Seeking Student**

Students who wish to take courses to obtain a degree or graduate certificate are *normally* admitted if the undergraduate G.P.A. and major field G.P.A. are both 2.75 or above. A department or school may establish additional or more restrictive standards of admission for a particular program.

Because they follow an established curriculum, students in Graduate Certificate programs have the same admission requirements as Degree-seeking students. Graduate Certificate Students may transfer up to 18 hours of work on a Graduate Certificate Program Plan to a Master's or Doctoral Program Plan, if the department granting the degree approves the transfer.

Changes made April 8, 2004

## **4.8. Term Limits**

Graduate teaching and research assistantships are major institutional investments that cannot be awarded to the same student for an extended period. *Units may establish term limits to assure that awards are available to a greater number of students. Such limits shall be specified in the initial appointment letter.*

### **6.1. Definition of a Graduate Course**

~~..Departments without graduate programs may offer 5000 level course after the Graduate Council reviews the content, function, and purpose of the course. Such courses shall be reviewed every two years and may be reauthorized...~~

## **7.2 In-Progress Grades**

When a course extends for more than one term and the student's performance is deferred until the end of the final term, provisional grades of In-Progress may be assigned in the intervening terms. The In-Progress grade represents progress in a sequential course and

indicates that a grade will be assigned at the end of the sequence. In-Progress grades do not count toward earned hours. No credit is awarded or grade points assigned until the sequence is complete and a permanent grade is entered replacing the In-Progress grade(s).

In-Progress grades are left on the student's record until the committee and dean of the Graduate School accept the thesis or dissertation and the research advisor or internship director submits the final regular grade. At that time, the grade point average will be calculated to award the same grade for all hours taken in the In-Progress sequence. In the event that the full sequence is not completed as scheduled, the Registrar shall replace the In-Progress grade with the Delayed grade when the instructor has no basis for assigning a grade for the term(s) completed.

### **7.8 Probation**

Failure to make adequate progress jeopardizes a student's potential to complete the degree and their financial aid. To provide students notice of inadequate progress at the end of each semester, graduate students with a cumulative GPA below 3.0 in a minimum of nine credit hours are placed on probation. A program may also place a student on probation if it regards the student's progress as unsatisfactory. Graduate School shall inform students of their probation by letter, with copies sent to the graduate director of the program, the Graduate Admissions Office and Financial Aid.

If at the end of the probationary semester the cumulative GPA is at least 3.0, the *probationary* status is removed. A probationary student who fails to raise the cumulative GPA to 3.0 may, on the recommendation of the program, be allowed a second probationary semester. A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester or cumulative GPA falls below 3.0.

### **7.9 Dismissal**

A student who is on probation for more than two semesters during his/her program of study will be dismissed, unless the dean of the Graduate School approves an exceptional request for continuation from the advisor and/or graduate director. Upon recommendation of the unit, the Graduate School may dismiss any graduate student who does not make adequate progress. The Graduate School is responsible for sending dismissal letters to students, with copies sent to the graduate advisor, the graduate director of the program, the Graduate Admissions Office, and the Financial Aid Office.

### **3.7 Admission of International Students**

International students shall meet the requirements for admission to the Graduate School. International students whose native language is not English and who have spent less than two of the last three years in an English-speaking country are required to submit scores on the TOEFL examination before a decision is made on admission.

### **4.3. Tuition Scholarships**

...and availability of funds each year...

Changes Made November 30, 2004

### **3.2 Graduate Certificate or Degree-Seeking Students**

Applicants for a degree or graduate certificate program at the University of Missouri-St. Louis shall submit an application, an official transcript documenting the baccalaureate degree, scores from examinations required by the program, and other evidence of academic and professional preparation required by the program. Such evidence may include standardized test results, letters or recommendation, transcripts of all academic work attempted and writing samples.

### **9.6 paragraph 3**

Residency normally requires that doctoral students successfully complete a minimum of 15 hours over ~~two~~ three consecutive terms, which may include summer. The Dean of the Graduate School may grant exceptions upon recommendation by the program.

### **9.11 paragraph 1**

Before a student may conduct substantial research for the dissertation, the dissertation committee ~~may~~ must approve a proposal after a formal defense. The student submits the approved proposal for review and approval by the dean of the Graduate School.

~~The dissertation proposal must be accepted by the Graduate School before a doctoral student completes the sixth semester of study, or before the student takes more than four hours of dissertation credit, whichever comes later. That is, students who have taken more than four hours of dissertation credit by the end of the sixth semester must have successfully filed their dissertation proposal by that point. Students who have taken no more than four hours of dissertation credit by the sixth semester have a later deadline: the point at which they intend to take their fifth dissertation credit.~~

An approved dissertation proposal in no way implies a contract between the university and the student. Depending on the outcome of the research, the dissertation may require substantially more work than anticipated.

### **2.2 Graduate Council**

When a vacancy occurs on the Graduate Council, the Graduate Council shall fill it with a replacement from the same college or division of Arts and Sciences. ~~The Council shall designate as the replacement that member of the Graduate Faculty who received the largest number of votes of those not elected to the Graduate Council at the last election.~~

#### Changes made April 5, 2006

### **7.1 S/U Option**

The satisfactory/unsatisfactory (S/U) option, which is an option for undergraduate students, is not normally available in any courses for graduate credit. S/U grades may be given only for specific internships, practica, or project courses as requested by a school or college, with prior approval from the Graduate Council. Courses on the S/U grading system will carry no points toward calculation of the grade point average. A satisfactory grade is defined as an A or B equivalent.

#### Changes made November 8, 2006

### **1.2**

Graduate Faculty may review, change or rescind any policies enacted by the Graduate Council. Graduate faculty who wish to call a Graduate Faculty meeting may submit to the Graduate Dean a petition *electronically* signed by 20 or more members of the Graduate Faculty, then a special meeting of the Faculty will be called to discuss and act on the actions in question.

### **2.1 The Graduate Faculty**

Deleted paragraph 3

### **2.2 paragraph 1**

... By College or division of humanities, social sciences, and natural sciences of the college of Arts and Sciences, Graduate Faculty members will elect their representatives to the Graduate Council during normal election processes within the college.

### **2.2 paragraph 2**

Membership on the Graduate Council shall be for ~~two~~ three years, with one-third of the members replaced each year. To implement this, members at the time the policy is enacted shall determine the method for changing members' terms from two to three years...

### **2.2 paragraph 4**

When members of the Graduate Council cannot be present at a particular meeting, they may designate alternates to attend in their place. With prior electronic notification, alternates shall be allowed to participate in the meeting and they may vote.

### **2.2 paragraph 7**

The Graduate Council shall review, add, delete and/or revise the policies of the Graduate School and recommend priorities in new graduate programs to committees of the Faculty Senate and the Chancellor that considers planning and fiscal resources.

Normally, policy proposals must be electronically distributed to the Graduate Faculty at least seven days before they are discussed by Graduate Council. Policies enacted by Council shall take effect no sooner than 30 days after the Graduate Faculty has been notified.

### **2.2 last paragraph**

...Minutes of the Graduate Faculty meetings shall be distributed electronically to all Graduate Faculty within 14 days.

### **9.11 Dissertation**

...All doctoral degrees require a dissertation as a final component of the program. The dissertation must be written on a subject approved by the candidate's doctoral dissertation committee, must embody the results of original and significant research and must be the candidate's own work.

Changes made October 2007

### **2.1. The Graduate Faculty.**

The Graduate Faculty shall consist of all tenured and tenure-track faculty. Visiting and part-time faculty will not normally be members of the Graduate Faculty. Exceptions may be made on a case-by-case basis per approval of the Graduate Council. **Graduate Faculty may teach graduate level courses, serve on and/or chair master's thesis and doctoral committees.**

All members of the Graduate Faculty may serve as members of comprehensive examination committees, exit project committees, and master's thesis committees. In general, only tenured or tenure-track members of the Graduate Faculty may chair doctoral dissertation committees. Upon recommendation of the unit and approval of the Graduate Dean, a non-regular Graduate Faculty member who brings a particular expertise to committees may chair doctoral dissertation committees.

**Professional/Special Appointment Faculty.** Upon recommendation by a college, qualified adjunct faculty may be approved by the Graduate Dean to teach graduate courses for a period of up to five years. **Each year, the appropriate unit chair or director will submit the vitae of any faculty member assigned to teach a graduate level course who has not previously been approved by the graduate dean during the preceding 5 years. A rationale, including the faculty member's qualifications to teach at the graduate level, will be included.**

Changes made November 2007

**REVISION TO POLICIES:**

**4.2. Graduate Academic Appointments**

Graduate students may hold one of four academic appointments: Graduate Instructor, Graduate Teaching Assistant, Graduate Research Assistant, or Graduate Assistant. **To hold a graduate academic appointment, students must be admitted to a degree or certificate program and must be enrolled and making satisfactory progress (at least 3.0 GPA) toward the degree.** The term of all assignments is normally one week prior to the first day of class to the last day of the semester for each semester of employment.