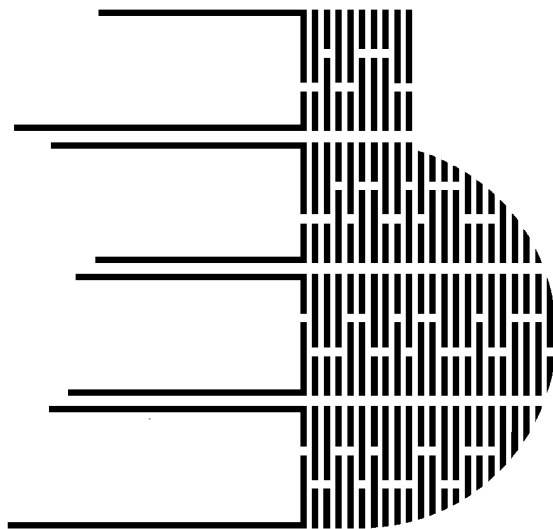


M.A. GRADUATE PROGRAM HANDBOOK



School of
Biological
Sciences

UNIVERSITY OF MISSOURI - KANSAS CITY

May 2004

Questions or Comments? Phone (816) 235-2352

Email: sbs-grad@umkc.edu

Additional information, updates and schedules can be obtained from our Internet Homepage:
<http://www.umkc.edu/sbs>

INTRODUCTION

Welcome to the School of Biological Sciences at the University of Missouri-Kansas City. The purpose of the Graduate Programs Handbook is to summarize the School of Biological Sciences' graduate programs, the requirements for graduate degrees, and various academic rules and regulations. This version for students in the Master of Arts in Biology program, offered in conjunction with the Truman School of Nurse Anesthesia, represents a selection from the complete handbook. A complete, up-to-date version can be found on the SBS website at <http://sbs.umkc.edu/graduate/>. The contributions of students, faculty and staff to make this handbook more useful are greatly appreciated. Note that academic regulations will change over time. When questions arise, please contact the Graduate Programs Office (Room 212 BSB; phone (816) 235-2352). For additional information about rules and regulations, students are referred to the UMKC Catalog, including the Graduate and Professional Catalog, at <http://www.umkc.edu/catalog>.

Students are responsible for familiarizing themselves with the general and specific requirements, applicable to their degree. Students are also responsible for knowing the rules and regulations contained herein, as well as in the UMKC Graduate Catalog. The Graduate Programs Office is available to answer questions and assist students. However, knowledge of the requirements, rules and regulations is ultimately the responsibility of the student.

Jakob H. Waterborg, Ph.D.
Graduate Programs Officer
School of Biological Sciences
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TABLE OF CONTENTS

DEGREE REQUIREMENTS 2
 M.A. Degree Program in Biology 2
 Academic Performance Standards for Master’s Degrees 2
 Sample Program of Study 3

ORIENTATION 3
 General Information 3
 Registering for Courses at UMKC 3
 Fee Remissions 4
 Courses in the School of Biological Sciences 4
 Taking Courses outside the School of Biological Sciences 4
 Kansas University Medical Center 4
 Kansas University, Edwards Campus 4
 Kansas University course credit 4

OTHER INFORMATION AND REQUIREMENTS 5
 Continuous Graduate-Enrollment Requirement 5
 Re-taking Courses 5
 Student Files and Student Database 5
 Student Code of Conduct 5
 Preparation of the M.A. Program of Study 6
 Application for the M.A. degree in Biology 6

TABLE OF FORMS

Update Graduate Student Information <http://sbs.umkc.edu/graduate/pdf/3updtSI.pdf>
 UMKC Student Information Change Form <http://www.umkc.edu/registrar/forms/information.pdf>
 Official Transcript Request <http://sbs.umkc.edu/graduate/pdf/4KUgrade.pdf>
 Master’s Degree Program of Study <http://sbs.umkc.edu/graduate/pdf/5POSms.pdf>
 Application for Graduation <http://www.umkc.edu/registrar/forms/graduation.pdf>

DEGREE REQUIREMENTS

The UMKC Graduate and Professional Catalog (<http://www.umkc.edu/umkc/catalog-grad/html/>) lists under 'Graduate Academic Regulations and Information' the general academic regulations that apply to all graduate degree programs, including minimal standards for admission and retention. Some of the catalog information is included in this handbook. In certain cases, the School of Biological Sciences has implemented more stringent Academic Regulations than those contained in the UMKC Catalog.

M.A. DEGREE PROGRAM in BIOLOGY**M.A. Degree Requirements:**

- The Master of Arts program of study requires a minimum of 36 credit hours.
- No more than 40 percent of the program may be at the 300 to 400 level; the balance must be at the 500 level or above.
- BIOL 592 Master of Arts Topics in Biology, an advisor-approved, intense investigation with oral presentation. This investigation may be a literature search or a clinical/laboratory investigation.

No more than 6 hours of BIOL 591, Directed Individual Studies, may be applied to this program.

Students typically pursue in a coordinated program the M.A. in Biology and a certificate in the Truman Medical Center Nurse Anesthesia Program. Students interested in this option should contact the Department of Anesthesiology at Truman Medical Center and the School of Biological Sciences for information; admission by both programs is required.

ACADEMIC PERFORMANCE STANDARDS for MASTER'S DEGREES

The following rules apply to students who are pursuing any of the Master's degrees in programs administered by the School of Biological Sciences:

1. No more than two C grades or one C and one D grade will be permitted in graduate courses. This includes all required and elected courses. If a Master's student exceeds these limits, he or she will be dropped from the program.
2. No F grades are permitted. Any student who receives an F grade will be dropped from the Master's program. If a student receives a D grade in a course, he/she must repeat that course and obtain a grade of C or higher. No more than one D grade will be permitted.
3. In order to graduate, students must have a 3.0 overall grade point average. Campus regulations regarding graduate student probation should be consulted.
4. A limited number of appropriate undergraduate science courses may be counted toward Master's degrees in the School of Biological Sciences. These must be approved by the Dean. The minimum acceptable grade required for inclusion in a Program of Study is B- (2.7 grade points).
5. Students must consult the UMKC catalog so they are familiar with Campus-wide and University-wide regulations pertaining to them.

SAMPLE Program of Study for M.A. student

<u>Year 1</u>	Summer admission into graduate program.	credit hours
Summer Semester	PHTH 880 Human Anatomy (KUMC)	5
Fall Semester	LSBIOC 304 Biochemistry and Nutrition	4
	PHARM 519 Pharmacology I	4
	BIOL 646 Human Physiology (KU Edwards Campus)	4
Winter Semester	BIOL 734 Cardiovascular and Pulmonary Physiology	3
	BIOL 742 Neurobiology	3
	PHARM 520 Pharmacology II	5
<u>Year 2</u>		
Fall Semester	EDUC 505 Statistics	3
Winter Semester	BIOL 592 M.A. Topics in Biology	2
<u>Year 3</u>		
Fall Semester	BIOL 592 M.A. Topics in Biology	2
Winter Semester	BIOL 592 M.A. Topics in Biology	<u>1</u>
		36

ORIENTATION

Many regulations of graduate programs at UMKC involve the School of Graduate Studies. To avoid misunderstandings, students should NOT directly contact the School of Graduate Studies. Most information is available in the Graduate Programs Office of the School of Biological Sciences. **ALL paperwork to and from the School of Graduate Studies MUST be exchanged by way of the Graduate Programs Office** (Room 212 BSB) where copies of all submitted forms and correspondence are maintained.

General Information

Orientation by the School of Biological Sciences is scheduled prior to the beginning of classes in the first semester of the program.

- Orientation includes a session that will make certain that admission into the MA program has been accomplished. Updated student contact information will be collected [*Form 3-6*]. Any outstanding issues related to new or previous enrollment will be identified. Procedures of registration for classes at UMKC and for classes taken at the University of Kansas on the KUMC or Edwards campus will be reviewed. After advising, students are released to enroll.
- Once a student is registered for the first time for classes and has paid fees, a student ID card can be obtained when proof of registration and another picture ID is presented in the University Center (opposite of Roo Print). With this ID card, students can use student facilities like the gym in the Swinney Recreation Center.
- The email assigned by UMKC will be activated prior to or during Orientation. Activation and use is required for communication of course information and receiving course grades.

Registering for Courses at UMKC

Schedules of UMKC course offerings are available from the Graduate Programs Office or on the web (<http://www.umkc.edu/registrar>). These class schedules provide specific registration dates, costs per credit hour, and procedures for registering by phone or in person.

Some SBS graduate courses are restricted and require specific consent to register. The Graduate Programs Office provides consent numbers for these courses.

Registration for SBS graduate courses requires signature permission from the Graduate Programs Officer. Once a student is registered at UMKC, a pre-printed registration form is sent prior to the start of the next semester. Using the pre-printed form is not required but it assures a smoother process to register for courses, provided that the Graduate Programs Office has released you to register.

Registration may be prevented in case of outstanding payments or academic probation. In this case, contact the Graduate Programs Office immediately.

Fee Remissions

Out-of-State fee waivers/remissions are typically awarded to out-of-state graduate students in their first year, before Missouri residency has been established (see General UMKC Catalog). (Missouri residency status requires U.S. nationality.) This award allows payment of tuition, or the waiving of payment, at the resident fee level.

Courses in the School of Biological Sciences

Every course in the School of Biological Sciences supplies each student with a syllabus, detailing an outline of course content and schedule, information on student contact hours with each instructor, examination schedule, grading and appeal policies. Students may request in the Graduate Programs Office to read course syllabi of previous graduate course offerings to assist in the selection of coursework.

Changes in course registration, including drop, withdraw or change to and from audit, **must** receive prior approval by the Graduate Programs Officer, **must** follow University regulations and **must** conform to University deadlines (see UMKC Class Schedule for the semester (<http://www.umkc.edu/registrar>) and the UMKC Catalog: <http://www.umkc.edu/catalog>).

Taking Courses outside the School of Biological Sciences

- **Kansas University Medical Center**

Students register for the Human Anatomy course PHTH 880 (5 credit hours) in their first Summer semester at KUMC. The Graduate Programs Office will identify all new students in the program to the UMKC School of Graduate Studies in order that the KUMC Registrar is informed and course enrollment is allowed. In 2004, a new agreement was developed between KUMC and UMKC that waives the out-of-state fee portion for up to 6 hours of KUMC courses per semester for all students enrolled in the M.A. in Biology program who, based on Missouri residency or out-of-state fee waivers, are also paying in-state fees to UMKC. Kansas state residents can always pay in-state fees. All fees for courses taken at KUMC are paid to the KUMC registrar.

- **Kansas University, Edwards Campus**

Students register for the Human Physiology course PHSL 822 (4 credit hours) in their first Fall semester at KU, Edwards Campus. The fee level charged by the Edwards Campus for UMKC graduate students who are not enrolled in a KU degree program are currently under negotiation.

- **Kansas University course credit**

All KU courses must appear on the student's UMKC transcript. Following the Fall semester Human Physiology course, an "Official Transcript Request" [*Form 4-6*], with required payment, must be submitted to the Registrar of the University of Kansas to assure that an official KU transcript be sent to the UMKC Records Office for posting. Note that this request form identifies the address of a specific staff person in the UMKC Registrar's Office, to assure proper posting of grades. A representative for the School of Nurse Anesthesia processes this request collectively for all students in a year group.

OTHER INFORMATION AND REQUIREMENTS

Continuous Graduate-Enrollment Requirement

From the time of admission to completion of all coursework all graduate students are expected to enroll in each regular semester (Fall and Winter). Students who do not enroll for one (1) regular semester may re-enroll without applying for readmission. Students who do not enroll for two or more regular semesters must re-apply for admission. Readmitted students are subject to changes in degree requirements.

Re-taking Courses

Graduate students in the School of Biological Sciences are not allowed to re-take any course without the prior approval in writing from the Graduate Programs Officer. Under exceptional circumstances, or after extensive proof of superior performance, such permission may be granted.

Re-taking of a course at UMKC by a graduate student (for graduate credit) *generally* results in the addition of the prior grade to the re-take grade. Both grades contribute to the calculation of the graduate Grade Point Average (GPA). This course of action could allow a student to fulfill a requirement listed on a Plan/Program of Study, provided that the re-take grade reaches or exceeds the minimum level required.

A graduate student can petition the School that the prior grade for a course be changed and replaced by the re-take grade. This requires that a “Course Repeat Form”, available from the Graduate Programs Office, be submitted prior to the fourth week of the semester in which the repeat course is taken. Only in this exceptional case will the original grade no longer contribute to the graduate GPA. In most cases, this exception can be applied maximally to two courses on a graduate student’s Plan/Program of Study.

Student Files and Student Database

The Graduate Programs Office maintains a file for every graduate student. The materials relating to the application and admission process will, over time, be supplemented with all documents related to progress and completion of the degree program. This file is kept under strict abidance with the rules of access under the Family Education Rights and Privacy Act of 1974 (FERPA) [**Form 3-5**] and other applicable regulations [<http://www.umkc.edu/registrar/ferpa.html>].

In order to maintain contact with all students in the graduate programs of the School, students should provide the Graduate Programs Office with **information on address, phone numbers and email address** and should **keep this information current and up-to-date**. To update all files and obtain new addresses of residency, students are asked to fill in the “Update Graduate Student Information” form [**Form 3-6**] and return it to the Graduate Programs Office. The office will also forward the UMKC ‘Change of Name or Address’ form [<http://www.umkc.edu/registrar/forms/information.pdf>], provided it has been signed.

Official mail will be sent to the mailing address of the student, which typically is identical to the “local address”.

Student Code of Conduct

All students enrolled in the University are expected to conduct themselves according to the rules of the Student Code of Conduct as approved and revised by the Board of Curators, May, 1994, and as published in the General UMKC Catalog (<http://www.umkc.edu/catalog>).

This document includes rules of conduct regarding academic dishonesty (such as cheating and plagiarism), obstructive or disruptive behavior, theft, possession of firearms, inappropriate usage of computers and other violations of the University rules and regulations. Students are encouraged to review this document and conduct themselves accordingly. It is the policy of the School of Biological Sciences to strictly enforce the requirements and expectations of the Student Code of Conduct.

The Graduate Programs Committee has decided as a matter of policy that cheating on an exam or falsification of laboratory results shall result in mandatory dismissal from the graduate programs of the School of Biological Sciences.

Preparation of the M.A. Program of Study

The Program of Study [*Form 5-3*] must be filed before 60 percent of the coursework applicable to the degree has been completed. It specifies the coursework, completed and anticipated, that will fulfill the degree requirements. No more than 40 percent of the credits may be 300- and 400-level courses. (The minimum acceptable grade is B⁻ i.e. 2.7 grade points). At least 60 percent of the credits must be at the 500- and 600-level.

Consult the Transfer Credit Policy for Master's Degrees in the UMKC Catalog for the rules and limitations on inclusion of up to 20 percent of graduate coursework, taken at other institutions. Students may petition to be allowed to include up to six credit hours in their Program of Study of coursework applied to a previously awarded Master's degree.

Course work must be less than seven years old at the time of graduation.

The completed Program of Study form is submitted to the Graduate Programs Office for approval, typically before completion of the first year. Once approved, the Graduate Programs Officer will distribute copies to the registrar and the student. Changes in the Program of Study require preparation and submission of a new Program of Study for approval.

Application for the M.A. degree in Biology

M.A. students should file for graduation in the semester that completion of all coursework is anticipated. Filing for the M.A. degree should be done *early* in the semester, well before the deadline noted in the Academic Calendar (<http://www.umkc.edu/registrar>), distributed as part of each semester's Class Schedule.

The official check on fulfilling all degree requirements will be performed when a student files for graduation.

The School of Biological Sciences expects that students who want to receive the M.A. degree participate in the Commencement ceremony. Cap and gown may be rented at the UMKC Bookstore.

FERPA

The Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, provides post-secondary students with rights to access their own student files and privacy regarding their educational records.

The only information which can be made public is directory information: that information which is considered to not be harmful or an invasion of privacy if released. This information includes name, address, phone number, date and place of birth, field of study, most recent previous school attended, participation in officially recognized sports or activities, weight and height of athletes, dates of attendance, degrees and awards earned. Students retain the right to request that any or all directory information be withheld.

Information which is specifically protected and cannot be released without a student's signed and dated written consent includes grades, class schedules and any and all educational records not specifically releasable as directory information.

It is a violation of the Buckley Amendment if test grades, quiz grades, etc. are posted by student name, by full student ID number (often Social Security number) or even as an alphabetized list of names represented by the last 4 digits of the student ID number. The latter list, if arranged in numerical order, is acceptable.

Another violation may occur when returning graded homework, laboratory notebooks or other assignments which are labeled with the student's name and/or student ID number. Graded materials must be returned directly from the instructor to the student. They may not be returned by setting them in the hallway, even if they are in sealed, addressed envelopes. Nor may a secretary or other individual, other than a substitute teacher or Teaching Assistant, return them.

Information regarding a student's academic history, academic performance, etc. may not be shared with anyone other than school officials who have a legitimate educational interest in the records, and only if that school official "is performing a task that is specified in his or her position description, performing a task related to the student's education, performing a task related to the discipline of a student or providing a service or benefit relating to the student or student's family,- such as health care, counseling, job placement or financial aid." This includes that information may not be shared with the parents of a student (unless the student is a dependent of one or both parents, as verified by the most recent federal tax return), with a spouse or other family member of a student.

Telephone messages left for a student may not disclose any grade information or educational record information. If a faculty member needs to contact a student and leave a message, the message should only indicate that a return phone call is necessary, but the nature of the call should not be revealed.

Compliance with the Buckley Amendment is monitored by the U.S. Department of Education, Family Policy Compliance Office. Action may be taken against the post-secondary institution where an offense is committed and could result in withdrawal of Department of Education funds from the institution. Individuals who are in violation could also be named in civil lawsuits brought by a student whose rights were violated.

**University of Missouri-Kansas City
School of Biological Sciences**

Update Graduate Student Information

Date: _____

Name: _____

Address: _____
APARTMENT # _____

CITY _____ STATE _____ ZIP CODE _____

Phone: (____) _____

E-mail: _____

Please inform the Graduate Programs Office of any change of address or phone number.
[The School of Biological Sciences uses the latest address-on-file to inform students by mail of official events, scheduled dates for Comprehensive Exams, etcetera. Keep SBS up-to-date and don't miss important information !]

In case of an emergency, contact:

1. _____
(____) _____ or (____) _____

2. _____
(____) _____ or (____) _____

OFFICIAL TRANSCRIPT REQUEST

**University of Kansas
University Registrar
Attn: Transcripts
121 Strong Hall
Lawrence, KS 66045**

Student Name: _____

Former Name (if any): _____ DOB: _____

KU ID# (if known): _____ Social Security Number: _____

Approximate Dates of Attendance: _____

Degree (if earned): _____ Date Degree Earned: _____

Student Mailing Address: _____

Student Telephone Number: _____

SPECIAL MAILING INSTRUCTIONS:

PLEASE MAIL OFFICIAL TRANSCRIPT TO:

**University of Missouri-Kansas City
UMKC
5115 Oak, AC 115
Kansas City, MO 64110-2499

Attn: Linda Newton
Coord. Stu. Svcs./Rec.**

Signed: _____

Student Name

Date: _____

(Attach \$8.00 check or money order made out to "Kansas University")
(Transcripts will **not** be sent if student has an outstanding financial obligation with Kansas University)

