Admission to Graduate Study

Any person who holds a bachelor’s degree, a master’s degree, or any equivalent degree from a college of good standing and who wishes to enroll as a graduate student at Missouri S&T must submit all required application materials to the director of admissions. Required materials include an on-line application, an official transcript sent from all undergraduate and any graduate institutions, standardized test scores (GRE or GMAT) if required by your academic program and non-refundable application fee of $55 for U.S. citizens and permanent residents or $75 for international applicants payable to Missouri S&T. Other application materials may be required by individual programs, so please refer to the department’s website or entry in the Areas of Study section of this catalog to find out the specific admission requirements for your prospective degree program. All graduate school admissions must be approved by the chair or designate of the appropriate department, as well as the vice provost for graduate studies.

Application Deadlines for U.S. Students

Application materials must be received by the Missouri S&T office of admissions by the following dates:

- Fall semester – July 15
- Spring semester – December 15
- Summer session – May 1

International Student Admission

Students from outside the United States who wish to enroll at Missouri S&T are required to submit all application materials required by their prospective department, as well as to demonstrate a command of English sufficient to pursue graduate work at Missouri S&T. International students for whom English is a second language, or whose schooling has been conducted in another language, must do one of the following:

I. Take the Test of English as a Foreign Language (TOEFL).

The minimum acceptable scores are listed on each department’s website or entry in the areas of study sections of this catalog.

Students may obtain TOEFL information from:

Test of English as a Foreign Language
Educational Testing Service
Box 899
Princeton, NJ 08540 USA
http://www.ets.org/toefl

TOEFL scores should be sent directly to Missouri S&T, using school code 6876.

II. Take the International English Language Testing System (IELTS) exam.

The minimum acceptable overall band score on the IELTS exam is listed on each department’s website or entry in the areas of study sections of this catalog.

Students may obtain test information from:

IELTS Administration
7900 W. Division
River Forest, IL 60305
http://www.ielts.org

III. Attend and satisfactorily complete an Intensive English Program (IEP) within Missouri S&T’s Applied Language Institute.

Students who enroll in an IEP must complete that program to the satisfaction of its director and academic coordinator (i.e. satisfy all graduation requirements) before they are allowed to enroll in full-time academic coursework. A student enrolled in an IEP may simultaneously enroll for a part-time academic course load with the approval of his or her academic department chair or designate, the director of the intensive English program, and the vice provost for graduate studies.

International Transfer Students

An international student enrolled in another American college or university is eligible to transfer to Missouri S&T if he or she meets the following criteria:

- has been enrolled full time at the school he or she was last authorized to attend during the term immediately preceding the transfer or last preceding vacation period
- applies to and is accepted at Missouri S&T
- plans to be a full-time student at Missouri S&T
- is financially able to attend Missouri S&T

International Students must

- Pay all expenses while at Missouri S&T. In most departments, financial assistance, in the form of research and/or teaching assistantships, is available to some qualified applicants. International students are encouraged to contact the academic department to apply for these competitive assistantships.
- Submit a health history and immunization record to the Missouri S&T Health Services office.

International students are encouraged to seek transfer for the fall semester, if possible, so that they can complete the International Student Questionnaire during the summer months after finishing their previous academic program.

Application Deadlines for International Students

Application materials for overseas students and international students who are already in the U.S. but who want to transfer to Missouri S&T into a different degree level or into a different degree program must be received in the Missouri S&T office of admissions by the following dates:
Application materials for stateside applicants transferring to Missouri S&T at the same degree level and the same degree program (straight transfer) must be received in the Missouri S&T office of admissions by the following dates:

- Fall semester – June 15
- Spring semester – November 15
- Summer session – April 1

Readmission After a Lapse in Enrollment

Main campus students who do not register for one semester must complete and submit a Former Graduate Student Refresh Registration (SRR) Eligibility Form (available at http://registrar.mst.edu) in order to reinstate their registration. Distance education students who do not register for three consecutive semesters must complete and submit the SRR form to reinstate their registration. A returning student can use this form to reestablish his or her admission status, provided that the student:

- has a graduate GPA greater than 3.0
- has received fewer than nine credit hours of F and/or C grades
- has taken his or her first graduate course within the past six years
- has taken fewer than twelve credit hours under probational M.S. status

All these criteria must be met in order for the student to reestablish active status as a regular graduate student. If any of these criteria are not met, the student must reapply for graduate admission to his or her former department. A student who wishes to change departments or change from non-degree status to regular or probational graduate status must submit a complete graduate admissions application package to his or her prospective department.

Non-degree Status

Any prospective student who wishes to study at the graduate level but who does not intend to pursue a graduate degree may be considered for admission as a non-degree graduate student. Typically, this category of admission applies to, but is not restricted to, individuals who have a job-related need for a particular graduate-level course. Admission to non-degree graduate student status requires an application form, official transcripts, and an application fee, but neither GRE nor GMAT scores are required. Prospective students seeking admission in this category are encouraged to refer to their prospective department’s website or entry in the Areas of Study section of this catalog for further department-specific information regarding non-degree status admission requirements.

Up to nine hours of graduate coursework taken as a non-degree student may be counted toward a Missouri S&T graduate degree program, if applicable. Furthermore, if a student initially enrolls as a non-degree student and is subsequently accepted into a graduate degree program...
before completing a particular course, that course may be accepted
toward the graduate degree program subject to approval by the student's
advisor, department chair, and the vice provost for graduate studies.

Non-degree students may enroll in any graduate course as long as
they meet the course prerequisite(s). Coursework taken to fulfill the
requirements of an approved certificate program can, in some cases, be
transferred into a degree program with the approval of the department
chair and the vice provost for graduate studies. Additional information
about graduate certificate programs is available on the department
websites and in the areas of study sections of this catalog.

Students who must take particular undergraduate courses due to their
different or deficient undergraduate degree, or for any other reason, but
who otherwise meet graduate admission requirements are encouraged to
apply for graduate admission by the first semester that they plan to take
one or more graduate courses. These students must receive permission
from their department in order to enroll in these graduate courses.

Dual Student Status
Dually enrolled students are limited to sixteen total credit hours per
semester, but petitions for additional credit hours will be considered
by the provost. Petition forms are available at http://registrar.mst.edu/
media/administrative/registrar/documents/dualenrolled.pdf. If a dually
enrolled student fails to meet minimum undergraduate scholastic
standards, his or her resulting academic probationary status will be
that of an undergraduate and will be evaluated without reference to the
student's grades in his or her graduate course(s).

Graduate Student Forms
With the help of their advisors and department chairs, all graduate
students must complete and submit a series of forms to the office
of graduate studies throughout the course of their degree programs.
These forms are used to indicate academic intentions, details of degree
programs, membership of advisory committees, and performance on
various examinations. All graduate student forms are available online at:
http://grad.mst.edu/forms

Graduate Student Appeals
Graduate students at Missouri S&T have the right to appeal decisions
made about their performance or their status. For details regarding the
appeals procedure, please refer to the Student Academic Regulations

Graduate Student Registration
The graduate student registration guidelines are outlined in Policy
Memorandum No. II-20, which is available at http://chancellor.mst.edu/
policy/. The policies below are taken directly from that document.

A. Registration Guidelines for All Graduate Degree
Candidates
1. The full-time load for graduate students is a minimum of nine credit
hours for a semester and three credit hours for a summer session.
2. Students possessing an F-1 or J-1 student visa may be subject to
additional course enrollment requirements in order to retain their
student visas.
3. Students may also be subject to the registration requirements of
other agencies, such as federal financial aid, etc.
4. All graduate students employed and conducting research or teaching
shall hold the titles of graduate teaching and research assistants
(GTA/GRA), including graduate assistants (GA), graduate instructors,
and teaching fellows, are required to enroll for at least nine credit
hours each semester and three credit hours during the summer
session.
5. Graduate students using campus resources will enroll for credits
consistent with their use of campus resources, as determined by
their department and their own needs for credit. But in no case shall
they be enrolled for less than three hours each semester or summer.
Graduate students not using campus resources during a summer
session are not required to be enrolled.
6. On-campus graduate students conducting off-campus research for
credit must obtain advance approval from the department chair and
the office of the vice provost for graduate studies.
7. If an on-campus graduate student defends his or her thesis or
dissertation during the intersession, then an examination-only fee
is appropriate. Intersession, for the purposes of this section, refers
to the specific interval of time between the closing date of one
academic session (a semester or summer session) and one week
before the commencement of classes in the academic session that
immediately follows.
8. A one-time only, exit semester exemption of full-time enrollment is
available to students in the terminal semester of studies at Missouri
S&T. If a student does not graduate at the end of the semester of
reduced enrollment, full-time enrollment will be required in each
and every subsequent semester until the student graduates. Full-
time enrollment consists of at least nine credit hours in each regular
semester and at least three credit hours for each summer session
until the student graduates. This may adversely affect the student’s
availability for co-op or curricular practical training (CPT).

B. Other Registration Guidelines for Candidates for a
Doctoral Degree
1. After completing the residency requirement and passing the
comprehensive examination for the doctoral degree, the doctoral
student must remain enrolled until the degree is completed or the
candidacy is cancelled. A student actively engaged in research work
toward the degree at an off-campus location must be enrolled for
credit commensurate with this activity, but in no case fewer than
three credit hours each semester or summer session.
2. When all requirements except the dissertation have been completed
and the candidate is not using the university facilities, he or she must
enroll for at least one credit hour for each registration period until the
degree is completed. Failure to do so may invalidate the candidacy.
3. Registration and billing will be automatic after the student passes
the comprehensive examination, once application for continuous
registration is made and approved on the Continuous Registration
form. Continuous Registration 6050 for F-1 and J-1 visa holders
may be allowed only during summer sessions if the student is
finishing the degree requirements prior to the beginning of the next
fall semester.
4. Interruption of continuous registration due to failure to comply
(e.g., non-payment) may result in the need for readmission under
requirements then in effect.

C. Other Registration Guidelines for Candidates for a
Master’s Degree
An examination-only fee is an appropriate substitute for the three-credit-
hour minimum enrollment requirement when a master’s degree student
who has (in a previous session) completed all other requirements for
the degree and is no longer an on-campus student returns at any time
during the semester to defend the thesis or take the M.S. comprehensive examination.

D. Other Registration Considerations

Students enrolled in oral examination only during an intersession but who fail to submit the library copy of thesis/dissertation before the next semester begins must register for at least one hour of research (6099) through the end of the fourth week of the semester or the second week of the summer session. All non-resident students on appointment during the previous semester may enroll at the in-state educational fee rate. If thesis/dissertation approval and report on Examination for master’s degree and the library copy of the thesis/dissertation are not submitted by that time, the student will enroll in at least three but no more than nine credit hours, depending on the student’s individual circumstances.

Graduate Assistantship Permissible Schedules

Graduate students enrolled in a full-time academic program may enroll in no more than sixteen credit hours of coursework during any regular semester and nine credit hours during the summer session, except for those students enrolled in the eighteen-credit-hour MBA core semester. Graduate students who are employed by the university as graduate instructors, teaching fellows, or graduate teaching and research assistants may not exceed a total of eighteen credit hours during a regular semester or nine credit hours for the summer session of combined coursework and employment assignment. The credit-hour equivalent for graduate teaching appointments varies according to how many hours the student teaches. The chart below outlines permissible schedules for graduate instructors, teaching fellows, and graduate teaching and research assistants. The “appointment” column indicates the level of employment assigned to a graduate student. A 0.25 FTE, full time equivalent, appointment requires approximately ten hours per week of effort; a 0.375 FTE appointment requires approximately fifteen hours per week of effort; a 0.50 FTE appointment requires approximately twenty hours per week of effort; and a 0.75 FTE appointment requires approximately thirty hours per week of effort. Graduate Instructors accept the responsibilities of a full-time position that requires forty hours per week of effort. The time commitment of teaching fellow varies. The “credit hours of coursework” columns indicate the maximum number of academic credit hours in which a student with a particular appointment may enroll during a semester or summer session.

Credit Hours of Coursework

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Regular Semester</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.250 FTE Grad. Asst.</td>
<td>14</td>
<td>7</td>
</tr>
<tr>
<td>0.375 FTE Grad. Asst.</td>
<td>13</td>
<td>6</td>
</tr>
<tr>
<td>0.500 FTE Grad. Asst.</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>0.625 FTE Grad. Asst.</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>0.750 FTE Grad. Asst.</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Instructor</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Teaching Fellow</td>
<td>9</td>
<td>0</td>
</tr>
</tbody>
</table>

In addition to the above schedule, any graduate student may enroll for no more than one credit hour in graduate seminar courses in a given semester.

Enrollment Requirements for Students on GTA/GRA/GA or Graduate Fellowships of 0.25 FTE or More

Graduate assistants employed by Missouri S&T as graduate teaching assistants (GTA), graduate research assistants (GRA), or who receive university or departmental fellowships at the 0.25 FTE or higher level, are expected to enroll in at least nine credit hours per academic semester. Students hired in these positions will pay regular educational fees for the first six hours; the educational fees for all hours beyond the first six hours will be covered by a fee waiver. This policy is known as the 6/9 rule. All other charges and fees, including the engineering course supplementary fee, are not covered by this fee waiver. Furthermore, only courses for the graduate degree that are approved on Forms 1,1-A, or 5,5-A, or prerequisites for these courses, shall be covered by the fee waiver under the 6/9 rule.

Grading System for Graduate Students

Grades in graduate courses, with the exception of the below listed pass/fail courses, are A, B, C, and F. “A” is an honor grade and indicates outstanding work. “B” means that the work is entirely satisfactory. “C” means that the work will be considered satisfactory, to a limited extent, in fulfilling the requirements for advanced degrees. “F” means that the student has not earned credit for the course. 6050, 5080/6080, 5085/6085, and 6099 grades are satisfactory (S) and unsatisfactory (U). Grades of “S” and “U” are also permitted for courses numbered 5000, 5010, 6000, and 6010. For ongoing research (6099), a delayed grade (DL) can be used. Delayed grades are sometimes assigned to students enrolled in 6099 until all of the research has been satisfactorily completed and the thesis or dissertation is successfully defended. Delayed grades may be changed to “S” upon satisfactory completion of the research or “U” if the research is not satisfactorily completed.

The grade of incomplete (I) is given only at the end of a semester or session in which the student is prevented from completing a course due to sickness or unavoidable absence within the last four weeks of a semester or session (three weeks of class plus finals week). Incomplete grades can be assigned only if the student had earned a passing grade in the course up to the time of such sickness or unavoidable absence. Effective Winter 2001, students must complete the work in which they are deficient within one year from the close of the semester in which the Incomplete (I) grade was recorded. Failure to do so will cause the incomplete grade to be changed automatically to an “F” or a “U.” Effective Fall 1992, a student may not withdraw from a course in which he or she receives a grade of incomplete.

GPA Requirements for Graduate Students

In order to earn a graduate degree, all students must achieve a cumulative GPA of 3.0 or higher in all graduate work taken at Missouri S&T, as well as for all graduate courses listed on the program of study (Form 1 for master’s students and Form 5 for doctoral students). This 3.0 GPA requirement does not apply to courses taken for undergraduate credit, nor does it apply to courses taken so long ago that they cannot be counted toward a graduate degree. No substitutions may be made on the program of study for courses in which the student has earned less than a B grade. All graduate students are encouraged to maintain at least a 3.0 cumulative GPA at all times, and certain departments may even require this minimum GPA. In cases where a graduate student repeats a
course, both the original and repeat grades will be used in calculating the student’s GPA, and both will appear on the student’s transcript.

A graduate student who accumulates ten or more credit hours of C or F grades shall no longer be a candidate for an advanced degree from Missouri S&T. This rule does not apply to courses taken for undergraduate credit, nor does it apply to courses taken so long ago that they cannot be counted toward a graduate degree. This limit is cumulative over all degree programs (M.S. plus Ph.D., M.S. plus a second M.S., etc.) and is not per degree program.

**Graduate Learning Outcomes**

The Graduate Learning Outcomes for Missouri University of Science and Technology as required by the higher Learning Commission are listed below:

1. Knowledge: an ability to apply knowledge of subject matter within their field of study
2. Communication: an ability to communicate effectively within their field of study
3. Critical Thinking: an ability to engage in productive critical thinking within their field of study
4. Professional Development: an ability to develop professionally within their field of study.

**Certification of Enrollment Status**

Students who must send certification of enrollment status to their lending agencies may apply for these certifications at the registrar’s office, using the form located at: http://registrar.mst.edu/media/administrative/registrar/documents/certlet.pdf. Certification of full-time or half-time status is based upon the number of credit hours for which the student is enrolled and includes courses in which the student is enrolled as a hearer. Full-time status is granted to students enrolled in at least nine credit hours during a regular semester; half-time status is granted to students enrolled in at least four credit hours during a regular semester. For the summer session, at least three credit hours is considered full-time and two credit hours is considered half-time. Hours committed to fulfilling GRA and GTA appointments are not included in enrollment certifications.