

# ADMISSIONS AND ACADEMIC PROGRAM PROCEDURES

## 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 demonstrate sufficient command of English to successfully pursue work at Missouri University of Science and Technology by doing one of the following:

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

The campus minimum for TOEFL scores is 79 (internet-based scoring). Departmental 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>

The TOEFL Bulletin of Information and registration form may also be obtained in a number of cities outside the United States, and are often available at American embassies and consulates, Offices of the United States Information Service (USIS), United States educational commissions and foundations abroad, and binational centers.

Students seeking Taiwanese editions of the TOEFL should apply to:

Language Center

2-1 Hsueh Road  
Taipei, Taiwan

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 6.5 for campus. Departmental minimums are 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 of graduate studies. Students may also submit proof of successful completion of a commission on English language program accreditation (CEA) recognized English as a second language (ESL) program.

### 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.

Contact the Missouri S&T international and cultural affairs office ([ia@mst.edu](mailto:ia@mst.edu)) regarding required immigration documents for SEVIS transfer within the United States.

## 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:

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

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

Applications, transcripts, English proficiency test scores (if applicable), required immigration documents, and any other materials required by an individual degree program must be received by the above dates in order to facilitate the student's admittance to Missouri S&T. Students whose credentials are not complete or are still being processed by the above dates may have their admission delayed. Students are strongly encouraged to submit their complete application package as early as possible, to ensure that all documents can be processed in a timely manner.

## 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.

## Admission Categories and Graduate Student Classifications

Graduate students at Missouri S&T are admitted or classified in one of the following categories:

### Regular Status

Admission as a regular graduate student is normally limited to those who ranked in the upper third of their baccalaureate graduating class or

who have done quality work at the graduate level. For this requirement, a cumulative B average (3.0 GPA on a 4.0 scale), or a B average (3.0 GPA on a 4.0 scale) for the student's last sixty credit hours of undergraduate coursework is considered equivalent to an upper one-third standing. If the student's undergraduate coursework does not meet the standards of the graduate degree granting department, the student may be required to take additional courses, for non-graduate credit, as determined by the chair or designate of the academic department. For more specific information about minimum GPA requirements, please consult your prospective department's website or entry in the areas of study section of this catalog.

### Probational Status

Any person not eligible for admission as a regular graduate student may be considered for admission as a probational graduate student. Probational graduate admission is normally limited to those students who ranked in the upper one-half of their baccalaureate graduating class, or who have achieved at least a cumulative 2.75 GPA (on a 4.0 scale) for their entire undergraduate career, or a 2.75 GPA (on a 4.0 scale) for their last sixty credit hours of undergraduate coursework. Minimum GPA requirements for particular departments may be set higher, so please consult your prospective department's website or entry in the areas of study sections of this catalog for more specific information.

Any probational graduate student who subsequently desires to pursue a degree as a regular graduate student may apply to change his or her status from "probational" to "regular." However, such consideration is not permitted until the probational graduate student has completed a minimum of twelve credit hours of graduate coursework with a cumulative grade point average of 3.0 or higher. After these initial twelve hours are completed satisfactorily, the probational student may, with the concurrence of his or her advisor, apply for regular student status by submitting Form 1. The approval of Form 1 by the department chair and the vice provost of graduate studies confers "regular" status to a formerly "probational" graduate student.

Only those credits completed as a probational graduate student that are subsequently approved by the student's advisor, department chair, and vice provost for graduate studies may be applied toward a graduate degree. However, all coursework completed as a probational graduate student, as well as the student's GRE scores, will be considered relevant to this change-of-status decision. Probational graduate students may retain their probational status for no more than one additional semester after completing their first twelve hours of graduate coursework. Regardless of the student's admission status, all completed graduate coursework (excluding 5000, 6000, and graduate research) will apply toward the student's cumulative GPA. Students with probational status are not allowed to register for graduate research credit until the semester in which the minimum of twelve credit hours of graduate coursework that form the proposed schedule on Form 1 will be completed.

### 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 Enrollment Student Status

Undergraduate students may apply for dual enrollment as both an undergraduate and a graduate student. A student who seeks dual enrollment must submit an application to the office of admissions. Admission for dually enrolled students is granted by the department chair and the vice provost of graduate studies. Students are eligible to enroll when they have obtained senior status, with a minimum GPA of 3.5 if two semesters remain, 3.0 if in their final semester. Students must declare which courses are to be taken for graduate credit within the first two weeks of the semester. A dually enrolled student must take at least three hours of undergraduate credit from Missouri S&T each semester. Dually enrolled students are limited to sixteen total credit hours per semester, but petitions for additional credit hours will be considered by the provost. Dual enrollment 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/currentstudents/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 Handbook, available online at <http://registrar.mst.edu/academicregs/>.

## 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 each fall and spring 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 teaching and research assistants (GTA/GRA), including graduate assistants (GA), graduate instructors, and teaching fellows, are required to be enrolled for at least nine credit hours each fall and spring semester and three credit hours during summer session.
5. Graduate students using campus resources\* will enroll for credits consistent with their usage, 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 fall and spring semester or summer session. Graduate students not using campus resources during a summer session are not required to be enrolled in the summer session.
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. When a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends his/her thesis or dissertation they must be enrolled on the date of the exam/defense. Failure to do so may invalidate the exam or final defense.
8. If a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends his or her thesis or dissertation during the intersession, then an examination-only fee is appropriate by enrolling in one credit hour of Oral Examination, 5040/6040. 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 beginning of classes for the academic session that immediately follows.
9. A one-time only exit semester exemption of full-time enrollment is available to students on an F-1 or J-1 visa 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 fall and spring 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.

### B. Other Registration Guidelines for Candidates for a Doctoral Degree

1. A student actively engaged in research work toward the degree must be enrolled for credit commensurate with this activity, but in no

case fewer than three credit hours each fall and spring semester or summer session.

2. After completing the residency requirement and passing the comprehensive examination for the doctoral degree, the student must remain enrolled until completion of the degree. Failure to do so may invalidate the candidacy.
3. When all requirements except the defense and submission of the final dissertation have been completed, and the candidate is not using any university resources\*, he or she may enroll for at least one credit hour of 6050-Continuous Registration for each registration period until the degree is completed. Failure to do so may invalidate the candidacy.
4. Once application for continuous registration is made and the Continuous Registration Form is approved, registration and billing will be automatic after the student passes the comprehensive examination.
5. Continuous Registration 6050 for F-1 and J-1 visa holders may be allowed only during summer sessions and only if the student is finishing the degree requirements prior to the beginning of the next fall semester.
6. 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, achieved by enrolling in one credit hour of Oral Examination, 5040/6040, 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 final copy of thesis/dissertation by the last business day before the next academic session must register for at least one credit hour of graduate research 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 spring semester may enroll at the in-state educational fee rate the following summer semester. If the Thesis/Dissertation Approval and Report on Examination for Master's/Doctoral Degree and the final 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.

\*University resources include but are not limited to: student health; library; recreation facilities; faculty/staff at Missouri S&T; etc.

## 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 each 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

Appointment	Regular Semester	Summer Session
0.250 FTE Grad. Asst.	14	7
0.375 FTE Grad. Asst.	13	6
0.500 FTE Grad. Asst.	12	6
0.625 FTE Grad. Asst.	11	5
0.750 FTE Grad. Asst.	10	5
Graduate Instructor	8	4
Teaching Fellow	9	0

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 graduate research 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 graduate research, a delayed grade (DL) can be used. Delayed grades are sometimes assigned to students enrolled in graduate research 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.