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University of Missouri-Kansas City  
Interdisciplinary Ph.D. Program  

2014-2015  

Name: ____________________________________________________________  

Notes:  

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This handbook has been compiled to acquaint you with the activities, programs, facilities, policies and procedures of the Interdisciplinary Ph.D. Program. Although some material from the UMKC General Catalog has been duplicated here for your convenience, this handbook serves only as a supplement to other publications. This handbook is not all-inclusive, but does contain applicable policies and other frequently used information.  

All students are encouraged to read and become familiar with the University of Missouri-Kansas City 2014-2015 Catalog (http://catalog.umkc.edu/) and the UMKC Student Handbook (http://www.umkc.edu/stu-aff/student-handbook-home.asp).
School of Graduate Studies
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Adviser to Interdisciplinary Doctoral Student Council (IDSC) / Coordinate IDSC Travel Grant Applications
Annual Evaluation of Interdisciplinary Ph.D. Students / Monitor progression through the program
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Commencement Coordinator for Interdisciplinary Ph.D. students
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Maintain/update Graduate Regulations section of catalog
Maintain/update Graduate Studies website

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Coordinate Plan of Study approvals for Interdisciplinary Ph.D. students
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Manage academic dishonesty process
Manage fellowships, fee remissions, non-resident fee waivers, & SGS student travel grants
Provide administrative support to the Dean’s office

IPhD Student Handbook 2014-2015
Congratulations!!

You are entering what can be one of the most rewarding experiences of your life, yet at the same time can be one of the most challenging as well. Here is some advice that will help you not just merely to survive, but to thrive in this demanding degree program.

Know what you want and then… “Go for it!!”

Pursuing a Ph.D. will challenge you at every turn! Some people begin a Ph.D. program and never finish. Make up your mind now that you will not become yet another academic statistic! Attitude is everything!

Find a balance

Whether or not you work full-time, are married, have family responsibilities, etc. you must know when to stop and take time for personal renewal. Yes, you want that Ph.D., yet it will elude you if you will not take that occasional breather away from the books, the computer, the library, etc. There will be plenty of times when you will need that endurance when a big project or presentation is coming due. Schedule time for regular exercise, as it does wonders for your endurance, mental energy, and attitude. That endurance will not be there if the body and/or mind are worn to a frazzle.
Keep current with the literature.
Aside from being a wise practice anyway . . . , reading beyond the expectations of your coursework will set you in good shape for your comprehensive exams. Granted, these exams may seem in the distant future, yet the best way to prepare for any exam is not to cram but to keep pace with the literature in the first place. Visit the UMKC Libraries Graduate Student Services website: http://library.umkc.edu/grad-students

Communicate with your research advisor, supervisory committee members and fellow students.
Keeping your supervisory committee members, especially your research advisors for your Primary and Co-discipline areas, informed as to your progress will set you in good stead when it comes time for your research proposal and dissertation. Take the initiative and call, send an e-mail, or schedule a time to meet once in a while just to say hello and inform them of how you are doing personally as well as academically.

Hang in there and you will realize your dream!
If a person wants something badly enough, success will be realized. Again, strike a balance, help others along and you too will be referred to as “Dr.” after you graduate. Once again,

WELCOME ABOARD!!
CHANGING ADDRESSES?

Please keep UMKC informed!

There are two ways for students to update their address with UMKC and have it reflected on their Pathway account.

Update your address in Pathway

   - Type in your Single Sign-on (the part of your UMKC email before the @ symbol) and password and click Sign In.
   - If you don’t know your Single Sign-on or the password, click on Forgot My Password.
   Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, Self-Service.
2. In the menu on the left, click on Self-Service.
3. In the menu on the left, click on Student Center.
4. Scroll to the Personal Information section and click to expand the Other Personal… list.
5. Select Addresses from the list.
6. Click the go or >> button
7. Click the Edit button for the address you would like to update
8. Enter the new address information and click the OK button
9. Click the Save button
10. Click the OK button
11. Repeat steps 7 through 10 for an additional addresses that need to be updated

Complete a Change of Address form

You can complete and sign the Change of Address form and return to either UMKC Central or the Office of Registration and Records.
UMKC MISSION, VISION AND GOALS

Vision

UMKC will become a model urban research university characterized by signature graduate and professional programs, a dynamic undergraduate population, a highly diverse faculty, staff and student body, and active engagement with its city and region.

Mission statement

UMKC’s mission is to lead in life and health sciences; to deepen and expand strength in the visual and performing arts; to develop a professional workforce and collaborate in urban issues and education; and to create a vibrant learning and campus life experience.

Goals

- Place student success at the center
- Lead in life and health sciences
- Advance urban engagement
- Excel in the visual and performing arts
- Embrace diversity
- Promote research and economic development

Interdisciplinary Ph.D. Program Mission and Core Values

Mission
The Ph.D. Program in Interdisciplinary Studies at University of Missouri-Kansas City prepares the students to investigate some of the most complex and pressing problems of the world today through independent research that integrates two or more disciplines perspectives and methodologies. Because of its focus on collaboration, problem-solving, boundary-crossing, academic excellence, and innovation, the mission of this program reinforces UMKC’s core values: Discovery and Innovation; Education First; Integrity and Accountability; Diversity; Inclusiveness and Respect; and Energized Collaborative Communities.

The core values and program attributes for the PhD program in Interdisciplinary studies are:

Learning is enhanced by a search for knowledge across discipline boundaries. Therefore, the program:
• Is student-centered
• Enables students to acquire the skills of interdisciplinary scholarship and research
• Broadens students’ exposure to multiple academic fields.

Interdisciplinary research draws on discipline-based knowledge, generating integrated solutions to problems that cross discipline boundaries. Therefore, the program:
• Is problem-oriented
• Integrates the attributes of a broad-based interdisciplinary approach with the grounding of a traditional academic focus
• Provides a solid grounding in theories, concepts and methodologies of two or more disciplines

Learning thrives in an environment open to a diversity of ideas, cultural backgrounds, discipline perspectives, and approaches to problems. Therefore, the program:
• Instills an appreciation of different disciplines

IPhD Student Handbook 2014-2015
• Integrates the disciplinary perspectives to give students the methodological and theoretical tools to thrive in a wide range of scholarly and professional environments

Society derives great benefit from collaborative efforts that transcend discipline boundaries to solve problems. Therefore, the program:
• Prepares individuals to be multi-functional; to combine disparate skills to solve problems
• Provides opportunities for individuals to gain skills in working within a collaborative environment

**Interdisciplinary Ph.D. Student Learning Outcomes**

Student performance in the program will be measured by the following learning outcomes:

• Students will demonstrate a thorough degree of knowledge in the primary discipline and co-discipline.
• Students will demonstrate interdisciplinarity in their writing by integrating methods, theories, paradigms, concepts, etc. from more than one discipline.
• Students will demonstrate an ability to use proper investigation techniques for their chosen disciplines.
• Students will effectively use oral and written forms of communication to convey their ideas.
UMKC Graduate Student Services & Information

Research and Writing

Graduate work requires a significant amount of research and writing to enhance the knowledge base and skills of the students. It is incumbent on each student in the Interdisciplinary Ph.D. program to provide high quality research and writing. There are courses and support services available at UMKC to assist students in these areas. In addition, the programs adhere to the standards on academic dishonesty (such as cheating, plagiarism, or sabotage) set forth in the University of Missouri System Collected Rules and Regulations (http://www.umsystem.edu/ums/rules/collected_rules/).

Also, specific information related to research and writing can be found here:
Policy on Research Misconduct:
http://www.umsystem.edu/ums/rules/collected_rules/research/ch420/420.010_research_misconduct

Policy on Conflict of Interest:

UMKC Writing Studio

The UMKC Writing Studio is dedicated to providing students support and assistance in all forms of writing. http://www.umkc.edu/writingstudio/

The Writing Studio has been a vibrant part of UMKC's writing community for over 25 years and stands as proof of UMKC's commitment to Writing Across the Curriculum. We offer a peer consultation service that is free of charge for students. Peer consultants can help students with a wide array of writing - everything from English to economics, from music to science, from engineering to business. The Writing Studio's services are available to all students at all levels, from undergraduate to graduate. Consultants at the Writing Studio help students improve both their papers and their ability as writers by focusing on the organization and content of ideas within the paper over the less immediate details of grammar, mechanics, and spelling.

Goals

- Offer quality one-to-one writing consultations to the students of UMKC by creating a safe, comfortable, and professional environment where students can share their writing and thoughts and, in turn, consistently receive meaningful attention, criticism, and instruction.
- Contribute to the learning experience of undergraduate and graduate students by not only offering employment opportunities, but by providing extensive training over a variety of topics related to tutoring, learning, and writing.
- Offer support services to UMKC faculty about syllabi and assignment design, providing in-class workshops, and maintaining sample paper files.

Visit Us!

Writing consultants primarily work with writers face-to-face. In order to meet with a Writing Studio consultant, you can walk in or make an appointment by calling (816) 235-1146. Consultations last 20-50 minutes. Consultants will work with you at any point in the writing process, so bring your assignment sheet, the assignment rubric, and/or your fifth draft. The assignment sheet is highly useful.
Students with Disabilities

To obtain related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call 816-235-5696. Once verified, OSSD will notify the course instructor and outline accommodation and/or auxiliary aids to be provided. Additional information can be found on the OSSD web site: http://www.umkc.edu/disability/.

English Proficiency

Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly with their instructors. If additional assistance is needed, they may contact the UMKC Help Line at 816-235-2222 for assistance.

International Students

International Student Affairs Office (ISAO): http://www.umkc.edu/isao/

Here at UMKC, we are committed to providing culturally sensitive services of the highest quality.

We are located in the new Student Success Center on the Ground Floor (G-04) with our own entrance on the North side of the building.

As the campus office devoted to international students, we strive to create an environment that allows for successful educational and personal experiences through orientation, advising, programs and outreach.

Office Location:
International Student Affairs,
Student Success Center,
5000 Holmes Street, G-04
Kansas City, MO 64110

Phone: 816-235-1113
Document Fax: 573-884-4894
E-mail: isao@umkc.edu

Office Hours: Monday - Friday: (8 a.m - 5 p.m.)

UMKC Applied Language Institute: http://www.umkc.edu/ali/

International students, US citizens, permanent residents and refugees whose first language is other than English can seek support from UMKC's Applied Language Institute, whose mission is to offer comprehensive English-as-a-Second-Language (ESL) instruction for academic, personal or professional purposes. The Institute aims to teach students to preserve, appreciate and value their own cultures and languages while gathering understanding and appreciation of American educational environment. Located at 5301 Rockhill Road, Phone (816) 235-1233.

- Offers Cross-Cultural and Language Acquisition courses
- Provides education of American culture and values
- Built-in scholarships make program affordable
- Midwest location offers the amenities of a city with lower cost of living than comparable East Coast or West Coast schools
UMKC Student Computer Access

There are many computer labs on the Volker and Hospital Hill campuses. For a map of Lab Locations and Lab Hours, visit: http://www.umkc.edu/is/Labs/hoursLocations/

Remote Labs are available so that you can access many software applications from home. Available software depends on which school you are enrolled in. To see a complete list of available software, login to our Remote Labs through this web page: http://www.umkc.edu/is/remotelabs/

Students are encouraged to use the UMKC e-mail system and the course Blackboard websites to communicate with faculty and fellow students, as well as to access up-to-date information. All e-mail communications related to the Interdisciplinary Ph.D. program will be through your assigned UMKC e-mail account.

Social Networking Opportunities and Video Tutorials

As a way to keep involved in the Interdisciplinary Ph.D. program and connect with faculty, staff, and students; please follow us on Facebook and Twitter! Information on upcoming events, career opportunities, program changes, video tutorials, recent news, as well as faculty and student updates will be available through our social network channels. Check us out!

Facebook – https://www.facebook.com/umkcsgs?ref_type=bookmark

Twitter – https://twitter.com/umkcsgs

YouTube – https://www.youtube.com/channel/UCtCTEfOFX5sRWd6JyBHDQdQ

Students who use social networking sites (e.g., Facebook, Twitter, etc.) and other forms of electronic communication should be mindful of how their communication may be perceived by colleagues, students, faculty, and other professionals. As such, students should make every effort to minimize visual or printed material that may be deemed inappropriate for a professional doctoral student. To this end, students should set all security settings to “private” and should avoid posting information/photos and avoid using any language that could jeopardize their professional image.

Interdisciplinary Doctoral Student Council (IDSC)

The UMKC Interdisciplinary Doctoral Student Council (originally called the Doctoral Student Association) was formed in 1991 to provide an opportunity for doctoral students to interact with each other and to support the students in their academic and research endeavors. The council sponsors a variety of social and academic programs throughout the year. Membership in the UMKC Interdisciplinary Doctoral Student Council is open to all dually enrolled Interdisciplinary Ph.D. students. Doctoral students in other UMKC programs are eligible to be associate members and are welcome to participate in all Interdisciplinary Doctoral Student Council activities but are not eligible to vote or serve on the executive committee. The council is governed by an executive committee consisting of three representatives with coordinating disciplines in each of the following five areas: physical, mathematical, computer and engineering sciences; biological and chemical sciences; social and behavioral sciences; humanities and the arts; and administrative and information sciences.

Interdisciplinary Doctoral Student Council (IDSC) Executive Board

2014-2015

Executive Board Officers:
- IDSC President – Kaustubh Dhondge (Physical, Math, Engineering & Computer Science)
- IDSC Vice President – Harika Vemula (Biological & Chemical Sciences)
- IDSC Treasurer – Stefanie Cole (Social & Behavioral Sciences)
- IDSC Secretary – Vibhuti Agrahari (Biological & Chemical Sciences)
Electronic Mail (E-Mail) Student Policy

The University of Missouri-Kansas City (UMKC) provides e-mail for use to its students and encourages the appropriate use of e-mail by students to further their educational goals. As a condition of access, all use of UMKC resources must accord with all laws, University policy, University contracts, and any policies specific to a resource utilized.

Each student, upon being admitted, is issued an UMKC e-mail account with an address on the umkc.edu domain. This is the account used for University business and official University communications to students via e-mail. Students are expected to regularly check their UMKC account for University communications and are responsible for communications sent to this account. Students may use their UMKC e-mail account at their discretion for personal use as long as the usage is in compliance with the University's Acceptable Use Policy (110.005).

Forwarding e-mail to a personal account is at the student's discretion. Students must keep in mind that UMKC e-mail may be more secure than another e-mail system and for security purposes, the University will only identify a student's UMKC e-mail account when communicating information to a student.

If a student withdraws completely from all coursework, their e-mail account will be disabled if the student is not registered for a future term. Student e-mail accounts are routinely disabled 30 days after the first day of classes (summer excluded) if the student is not registered for the current or any future term. Prior to a student e-mail account being disabled, an e-mail will be sent to the account informing the student that the account is to be disabled. Students who desire to have their account access extended due to extenuating circumstances (study abroad, medical leave, etc.) may request an extension by replying to the e-mail. Exceptions to e-mail account discontinuation is granted on a case-by-case basis.

Related Policies


Reporting E-Mail Abuse [http://www.umkc.edu/is/cs/abuse/](http://www.umkc.edu/is/cs/abuse/)

For questions about accessing your UMKC e-mail account: [http://www.umkc.edu/exchange-faq/](http://www.umkc.edu/exchange-faq/)

To log-on to your UMKC e-mail account: [http://www.umkc.edu/exchange](http://www.umkc.edu/exchange)

Note: We do not sell or share user information to unrelated third parties for the third parties to use for their own purposes.

To find out your assigned UMKC user name (SSO), visit UMKCENTRAL: [http://www.umkc.edu/central/information/get-my-user-name.cfm](http://www.umkc.edu/central/information/get-my-user-name.cfm)

Your SSO is emailed or mailed to you when you apply for admission to UMKC. New students are automatically assigned a Single Sign On (SSO) which is also known as a User ID.

- If you know your SSO, but do not know your password or forgot your password, read the instructions on setting-up a new password (PDF).
- If you were given your SSO and a Bootstrap password, read the instructions on how to set-up a real password (PDF).
- You can change, reset, or recover your SSO password on the Information Services password page.

If you are still having trouble setting up your SSO and password, contact the IS Call Center by phone at 816.235.2000, or via email at callcenter@umkc.edu.

To access your account through the Internet go to: [http://www.umkc.edu/exchange](http://www.umkc.edu/exchange).
Interdisciplinary Ph.D. Admissions Procedures & Requirements

Applicants must meet both the general and the discipline-specific criteria for admission and be recommended for admission by the doctoral faculty review groups in at least two disciplines. Upon approval by the graduate dean, students are admitted to the School of Graduate Studies. The School of Graduate Studies monitors student progress in the program, enforces program regulations and facilitates communication among the disciplines. A discipline coordinator, usually a doctoral faculty member, coordinates admission reviews and tracking of students within each discipline.

Admissions Procedures
All applicants are encouraged to review the requirements for the Primary and Co-discipline(s) by visiting the Interdisciplinary Ph.D. website. It is recommended that applicants talk to the Interdisciplinary Ph.D. Discipline Coordinators in their areas of interest BEFORE applying to the program. Discipline Coordinators offer valuable program, academic and application information.

Please read through all steps below before beginning your application!

Step One (UMKC Web Application):
Complete the UMKC Web Application. Select “Applying to the School of Graduate Studies” and then select “Interdisciplinary Doctorate of Philosophy”. Once you are logged in to the web application system, please be sure to select “Interdisciplinary Ph.D. Studies” as the intended major and then also indicate your preferred primary discipline and co-discipline(s). A list of Participating Disciplines is available on the School of Graduate Studies website.

Step Two (Supplementary Application Materials):
Once the UMKC web application is complete, you will receive an email within 24 to 48 hours inviting you to log in to the Supplementary Interdisciplinary Ph.D. Application site. You will use your UMKC web application Username and Password to log in. Additional supplemental materials for Interdisciplinary Ph.D. applicants must be uploaded as .PDFs in the Supplementary Application site. Once the requirements (shown below) are completed, you change your Application Status from “In Process” to “Complete” in the Supplementary Application site so that your application can be reviewed by the disciplines:

- Narrative statement / Statement of intent
- Resume / Vita
- Three letters of recommendation (The applicant provides referee contact information in the Supplementary Application site. The referee receives an email invitation to upload the reference letter into the site.)
- Writing sample (not required of all disciplines, check applicable discipline requirements at IPhD Studies) Please note: the narrative statement is NOT the same as the writing sample.

Official transcripts should be sent directly to the UMKC Admissions Offices. Please check with the Admissions Office (domestic applicants) or the International Student Affairs Office (ISAO – international applicants) regarding the receipt of your official transcript(s). Your application cannot be reviewed until official transcripts have been received.

Test scores should be sent directly to UMKC from ETS-Institution code: 6872
If you have questions regarding the application process, please contact the School of Graduate Studies at 816-235-1301 or umkciphdadm@umkc.edu

**Additional Information**

1. The deadlines for applications to the Interdisciplinary Ph.D. program vary by discipline. All application materials must be uploaded into the Supplementary Application site, and test scores and official transcripts must be received in Admission Offices by the earliest discipline deadline. (For example, if one discipline’s deadline is February 1st and the other March 15th, then application materials must be received by the February 1st deadline.)

2. Applicants can expect admission decisions approximately two to four weeks after the latest deadline. (For example, if one discipline deadline is February 1st and the other March 15th, an admission decision should be received, approximately, by March 31st to April 15th.

3. Applicants will be notified of admission decisions by mail. Newly admitted international applicants will receive necessary admission documentation by courier service from the International Student Affairs Office.

4. Admission decisions cannot be provided over the telephone.

**Interdisciplinary Ph.D. Admissions Requirements**

Applicants must meet both the general and the discipline-specific criteria for admission and be approved for full or provisional admission by the doctoral faculty review groups in at least two disciplines (primary and co-discipline). Upon approval by the graduate Dean, students are admitted to the School of Graduate Studies.

The general criteria for admission for Interdisciplinary Ph.D. program study are as follows:

- Graduate Record Examination (GRE) scores.
- TOEFL or IELTS scores (International applicants)
- A grade-point average of at least 2.75 (on a 4.0 scale) covering all college work taken prior to the bachelor's degree, or a grade-point average of at least 3.0 covering all post-baccalaureate work completed to date.
- Three letters of recommendation speaking to the applicant’s ability to complete doctoral-level work.
- Official transcripts from all post-secondary schools attended.

To review the 2014-2015 UMKC Catalog’s information for each discipline, visit: [http://catalog.umkc.edu/colleges-schools/graduate-studies/interdisciplinary-phd-program/](http://catalog.umkc.edu/colleges-schools/graduate-studies/interdisciplinary-phd-program/)
2014-15 Summary of Competitive Fellowships and Grants awarded through the UMKC School of Graduate Studies for which applications are required

Application deadline for all SGS Fellowships and Grants is **November 21, 2014**

ALL applications should be submitted to the School of Graduate Studies accompanied by all required materials and copies.

Link to detailed information regarding these fellowships: [http://sgs.umkc.edu/fellowships-and-grants/](http://sgs.umkc.edu/fellowships-and-grants/)

<table>
<thead>
<tr>
<th>Fellowship / Grant Name</th>
<th>Who is eligible to apply</th>
<th>Required documents &amp; number of copies</th>
</tr>
</thead>
</table>
| **School of Graduate Studies Research Grant Awards** | In keeping with UMKC’s goal to support cutting-edge research activities and economic development, the School of Graduate Studies (SGS) supports competitive graduate research grants. Proposals are open to all graduate students at UMKC who will be enrolled full-time during the 2015-2016 academic year and are designed to elevate visibility of UMKC’s research and economic development activities. Students are expected to present their work at an appropriate venue and to present their results at the Community of Scholars Symposium each spring. | • Transcripts of previous work (students who will be new to the program in Fall 2014, supply transcripts from institution where undergraduate degree was conferred, plus transcripts of all graduate work to date; for continuing UMKC students, supply only a UMKC transcript).  
• Grant proposal not to exceed 4 single spaced pages including references and budget with justification. See proposal guidelines.  
• A letter of recommendation from the student’s major adviser speaking to the quality of the applicant’s research or an estimate of the applicant’s research potential and discussion of the applicant’s proposed research.  
• Research Grant Application Form for 2015-16 |
| **School of Graduate Studies Opportunity Fellowship** | Applicants must be degree-seeking doctoral students (Ph.D., Ed.D., D.M.A.), who are U.S. citizens who are members of a federally recognized U.S. racial/ethnic minority group or have a federally recognized physical disability, and who are admitted or enrolled in a doctoral program at UMKC for the 2014-2015 academic year. Benefits: The fellowships include a stipend of $10,000 each, plus remission of up to 12 hours of graduate educational fees divided as appropriate to the student’s program, over the fall, winter and summer terms. Two fellowships will be awarded. | • Transcripts of previous work (students who will be new to the program in Fall 2014, supply transcripts from institution where undergraduate degree was conferred, plus transcripts of all graduate work to date; for continuing UMKC students, supply only a UMKC transcript).  
• Three faculty recommendation forms.  
• Opportunity Fellowship application form. |
| **Arthur Mag Graduate Fellowship** | U.S. citizens who are planning to pursue a graduate degree at UMKC on a full-time basis. First-year graduate students and previous Arthur Mag Graduate Fellows will be given preference. | • Transcripts of previous work (students who will be new to the program in Fall 2014, supply transcripts from institution where undergraduate degree was conferred, plus transcripts of all graduate work to date; for continuing UMKC students, supply only a UMKC transcript).  
• Three faculty recommendation forms. |

IPhD Student Handbook 2014-2015
| High level of academic achievement is required. Personality, good citizenship, commitment to community service, and potential to contribute to programs in the Kansas City area will also be considered in the selection process. | degree was conferred, plus transcripts of all graduate work to date; for continuing UMKC students, supply only a UMKC transcript).  
- One faculty recommendation form  
- Arthur Mag application form |
| --- | --- |
| Ronald A. MacQuarrie Graduate Fellowship | One Ronald A. MacQuarrie Graduate Fellowship will be awarded for 2014-15. The MacQuarrie Fellowship Fund was formed with the intent to assist graduate students with financial need to pursue their graduate education. During Dr. MacQuarrie’s tenure as Dean of the School of Graduate Studies from 1995-2011 the Interdisciplinary Ph.D. program saw tremendous growth, with higher enrollment and new disciplines added. His commitment to students and their success was a motivating factor in the creation of this fund. The annual award is in the amount of $1000 dollars. | Transcripts of previous work (students who will be new to the program in Fall 2014, supply transcripts from institution where undergraduate degree was conferred, plus transcripts of all graduate work to date; for continuing UMKC students, supply only a UMKC transcript. Grade reports printed from Pathway are not acceptable.  
- Three faculty letters of recommendation speaking to the quality of the applicant’s research or an estimate of the applicant’s research potential.  
- MacQuarrie Fellowship application |
| Preparing Future Faculty Scholar Award | Up to 6 PFF Scholar Awards of $1,200 can be made each year. These awards may be renewed for a second year, provided the awardees have satisfactorily completed the first three PFF Seminar courses and are making satisfactory progress toward their degrees. The focus of the awards will alternate each year between students in the STEM areas [science / technology / engineering / mathematics] and students in the Humanities, Arts, or Social Sciences areas in order to ensure that the scholars have the opportunity to collaborate with colleagues across diverse disciplines. Eligibility criteria: PFF Scholars must -  
- Have expressed a desire to pursue an academic career in their field  
- Be enrolled in a doctoral program at UMKC, have completed at least two years in their doctoral program, and have at least two years left to complete the degree  
- Be recommended by faculty in their respective doctoral program or primary discipline.  
- Either have previously had a GTA appointment or have been selected to receive a GTA appointment during the first year of the PFF Scholar award  
- Agree to pursue the Graduate Certificate in College Teaching and Career Preparation while they are PFF Scholars | Transcripts of previous work (students who will be new to the program in Fall 2014, supply transcripts from institution where undergraduate degree was conferred, plus transcripts of all graduate work to date; for continuing UMKC students, supply only a UMKC transcript. Grade reports printed from Pathway are not acceptable.  
- Two faculty letters of recommendation speaking to the quality of the applicant’s potential for an academic career.  
- PFF application  
- A statement from the applicant’s primary discipline coordinator or graduate program director concerning either the applicant’s past GTA performance and/or the discipline or program’s intention to provide the applicant with a GTA appointment during the applicant’s tenure as a PFF Scholar.  
- Applications for the fall 2014 awards are due by February 3, 2014, and will be reviewed by the members of the Preparing Future Faculty |
Steering Committee. Selection will be based upon strength of recommendations from faculty, applicant’s narrative statement that focuses on his or her career goals and teaching philosophy, and evidence of academic and scholarly merit.

| Graduate Student Travel Grant | The School of Graduate Studies provides funds to help defray graduate student travel costs for the purpose of presenting original research papers at reputable professional meetings or equivalent activities in the creative arts. Such presentations may be volunteered or invited, and may be podium or poster presentations. In order to assist the maximum number of graduate students, support from the Graduate School is limited to the cost of: transportation, registration fee (if required), one day’s lodging, and the current University per diem rate for one day’s meals. To receive the maximum award of $400 from the Graduate School, matching funds of at least $400 are required to be committed in advance by the student’s academic unit, and the total allowable expenses must be equal to or greater than $800. Students are limited to no more than one graduate student travel grant per academic year. Read the guidelines for further details. | • Travel Grant application  
• Type of meeting and what student is presenting  
• The importance of the meeting to the applicant’s research goals  
• Evidence of acceptance of the presentation |
Interdisciplinary Ph.D. Program Administration

Quality control of the Interdisciplinary Ph.D. program rests with those faculty members certified by the University of Missouri to chair and serve on doctoral supervisory committees. These doctoral faculty members are responsible for the design and implementation of a student's doctoral plan of study and for the assessment of the qualifications of a student they recommend to the curators for the Ph.D. degree. To help students formulate an appropriate plan of study, the doctoral faculty are divided into five broad groups corresponding to research interests and expertise. The groupings do not preclude an interdisciplinary plan of study and research involving more than one of these five groups, but are intended only to provide a structure that will assist students and doctoral faculty in developing a plan of study for each Interdisciplinary Ph.D. student. A 15-member executive committee of the doctoral faculty, chaired by the dean of the School of Graduate Studies, formulates the policies that govern Interdisciplinary Ph.D. studies. Ten members of the committee are elected by the doctoral faculty. The chancellor, in view of the election results and in consultation with the dean of the School of Graduate Studies, appoints five members. There are three members from each of the five broad research areas. This process ensures representation from across the primary areas of responsibility assigned to the campus by the curators. The Interdisciplinary Ph.D. Executive Committee is also charged with formulating, monitoring and reviewing goals of the Interdisciplinary Ph.D. program and recommending changes in goals, procedures and policies to the faculty. Any proposed major change must be ratified by the doctoral faculty of the campus.
<table>
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<tr>
<th>Research Area</th>
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<th>Coordinator</th>
<th>Contact information</th>
<th>Administrative Liaison</th>
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<td>Art History</td>
<td>Burton Dunbar</td>
<td>00225 FA204A/2531</td>
<td>Jennifer Tufts</td>
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<td>BC</td>
<td>Biomedical &amp; Health Informatics</td>
<td>Mary Gerkovich</td>
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<td>Curriculum and Instruction (C &amp; I)</td>
<td>Ominuofo Uduyenogho</td>
<td>00243 ED319/2469</td>
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<td>Carolyn Thompson</td>
<td>00243 ED 339/1103</td>
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<td>Ghulam Chaudhry</td>
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<td>John Fife</td>
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<td>Sharon Sdf</td>
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**ACADEMIC DEANS**

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**Interim Dean Chris Brown**

| School of Education | Biological Sciences | School of Pharmacy | School of Dentistry | DS 441/2010 |

Research Areas:

- **AI**: Administrative & Information Services
- **HA**: Humanities & Arts
- **SB**: Social & Behavioral Science
- **BC**: Biological & Chemical Sciences
- **PMCS**: Physical, Mathematics, Engineering & Computer Science

IPhD Student Handbook 2014-2015  
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Minimum Interdisciplinary Ph.D. Academic Regulations and Degree Requirements

The following requirements pertain specifically to students pursuing Interdisciplinary Ph.D. programs. However, Interdisciplinary Ph.D. students are subject to, and also should refer to, those regulations common to all graduate students and the dissertation requirements common to all doctoral students included in the General Graduate Academic Regulations and Information section of this catalog. Students should also consult the specific requirements for the disciplines to which they have been admitted. Where discipline requirements are more stringent than the general requirements, the discipline requirements take precedence.

Change of Discipline by Admitted Students

Once a student is admitted to Interdisciplinary Ph.D. study, any change of disciplines requires a full review process by the disciplines, similar to the initial admission review. Forms to initiate this review may be obtained from the School of Graduate Studies or downloaded from their Web site: http://www.umkc.edu/iphd.

Interim Advisor

Once an Interdisciplinary Ph.D. student is admitted to the School of Graduate Studies, the dean, upon recommendation from the student's disciplines, identifies a doctoral-faculty member from each discipline to serve as the student's interim advisor in that discipline. Students who have had minimal prior graduate study will be encouraged to explore research opportunities before choosing fields of endeavor.

As the student progresses and develops focused research interests, the interim advisors are expected to assist in identifying potential research advisors among doctoral-faculty members in appropriate research areas with whom the student can discuss research plans. The interim advisors also provide academic guidance until the student selects a research advisor, has satisfied all qualifying requirements and is classified as fully admitted. The interim advisor in the student's primary-unit discipline reports on the student's progress to the dean of the School of Graduate Studies. If another faculty member has not been identified as the research advisor by the time the student is fully admitted and ready to formulate the plan of study, the interim advisor in the primary-unit discipline will automatically become the student's research advisor.

Qualifying Requirements for Full Admission

Admission to the Interdisciplinary Ph.D. program is granted on a provisional or fully admitted basis as determined by the doctoral faculty review group of the student's chosen discipline(s). Upon their acceptance as provisional Ph.D. students, applicants are notified of the specific qualifying requirements they must satisfy before they can be classified as fully admitted Ph.D. students. Provisional admission does not guarantee advancement to full admission, and full admission does not guarantee advancement to Ph.D. candidacy.

At the end of each academic year, the interim adviser reports the provisional Ph.D. student's progress toward satisfying the qualifying requirements to the dean of the School of Graduate Studies. When all qualifying requirements have been completed, the interim adviser requests that the student's classification be changed to fully admitted.

Residency Requirement

Interdisciplinary Ph.D. students must satisfy the doctoral residency requirement by satisfactory completion of at least 21 credits, exclusive of dissertation research, in no more than 18 months. When satisfying the residency requirement, all Interdisciplinary Ph.D. students are subject to the following restrictions:
1. The doctoral residency requirement must be satisfied no later than the end of the semester in which the student completes his or her comprehensive examinations.
2. Students must achieve a cumulative graduate grade-point average of at least 3.0 in all courses counted toward satisfying the residency requirement.
3. Dissertation research credits (5696-5699) may not be counted toward satisfying the doctoral residency requirement.

Transfer Credit

Ph.D. plans of study are tailored to the needs of individual students based on their prior academic work as evidenced by transcripts and other credentials. An approved plan of study may recognize class work from other institutions as determined by the student's supervising committee, either as qualifying courses or as relevant to a program of study.

Research Advisor and Supervisory Committee

The chair and a majority of the members of a student's supervisory committee must be from disciplines certified as eligible to participate in the Ph.D. program. The student's committee chair must be a regular doctoral faculty member from the student's primary discipline, and has the final authority over the student's program. A graduate or adjunct graduate faculty member may be the dissertation director if approved by the primary discipline.

The adviser assists the student in identifying other members of the doctoral faculty to form a supervisory committee appropriate to the student's research goals. A request for appointment of supervisory committee is included as part of the written proposal for the student's Ph.D. plan of study.

The supervisory committee shall consist of at least five members composed of one doctoral faculty from each of the primary and co-disciplines with a maximum of three from any one discipline. Up to two of the remaining members of each committee can hold either graduate or adjunct graduate faculty status. Final approval of the composition of each supervisory committee shall be obtained in writing by the advisor (or committee chair) from the Dean of the Graduate school. Where graduate or adjunct graduate faculty are included, the advisor shall provide a strong justification for their inclusion.

An outside reader may also be included on the supervisory committee as a non-voting member.

Annual Evaluation of Progress

During the spring semester, Interdisciplinary Ph.D. students, using forms provided by the School of Graduate Studies, must submit a summary of their accomplishments over the previous year and a projection of the progress they intend to make during the next academic year. Forms are submitted to their interim advisers or, if their supervisory committees have been formed, to the chairs of their supervisory committee. The faculty adviser or supervisory committee chair will review the student's report and meet with the student to discuss the student's progress and plans for the coming year. They will provide the student and the School of Graduate Studies with a copy of the completed evaluation form. Failure to meet this requirement may result in a hold being placed on the student's enrollment.
Filing a Plan of Study

An official plan of study form (IPHD-2) can be found on the School of Graduate Studies website: [http://sgs.umkc.edu/forms/](http://sgs.umkc.edu/forms/)

Within 24 months (2 years) of admission, a student chooses a research adviser and forms a supervisory committee. In consultation with the research adviser and other members of the proposed supervisory committee, the student prepares a proposed Ph.D. plan of study, obtains all required signatures and submits the proposed plan to the School of Graduate Studies for review and final approval by the Interdisciplinary Ph.D. Executive Committee. **This submission must occur within 24 months of being admitted to the program.**

In addition to any coursework completed prior to admission that is being credited toward discipline-specific requirements, the written Interdisciplinary Ph.D. plan of study includes courses and other activities at UMKC that should normally be completed approximately two years from the time the Ph.D. student is fully admitted, a statement about overall plans for study and research, and a list of the proposed members of the supervisory committee.

The Interdisciplinary Ph.D. Plan of Study Guidelines

- The plan of study must include coursework from all the student's disciplines and must satisfy all of the applicable discipline-specific core requirements.
- The plan of study must include at least 30 didactic hours beyond the baccalaureate degree, exclusive of thesis or dissertation research hours, in courses taken at UMKC or courses taken at another institution and approved for transfer by the student's supervisory committee.
- Didactic coursework on the plan of study will include a minimum of nine credit hours in a co-discipline area.
- No more than 60 percent of the total coursework taken at UMKC and listed on the plan of study, exclusive of thesis or dissertation research hours, will be in any one discipline.
- All plans of study must include a minimum of 12 hours of dissertation research (5696-5699) credit.
- At least two-thirds of the total courses included on the plan of study must be numbered 5500 or above if taken at UMKC, or, if taken from an institution with a course-numbering system that differs from UMKC's, they must be courses intended primarily for graduate students.
- UMKC courses at the 100 and 200 levels, and courses with equivalent lower-division numbers taken at another institution, are not available for graduate credit and may not be applied toward the hours required for the degree nor included in the discipline percentages.
- At least 75 percent of the coursework on the plan, exclusive of dissertation credits, must be in disciplines certified as eligible to participate in the Interdisciplinary Ph.D. program.
- Students’ needs will be examined on a case-by-case basis by their supervisory committees, and appropriate language or related research skill requirements will be incorporated into each student’s plan of study.
- The plan of study will include a brief description of the course focus and the name of the supervising professor for any independent study courses listed.
- The plan of study will specify which courses are being used to satisfy the residency requirement.
- The plan of study will outline the comprehensive examination expectations.
- The plan of study will include a preliminary research proposal for the dissertation research, including key bibliographic references.

If modifications to discipline-specific requirements are made after the student is admitted, the student has the option of proceeding under either the requirements in place at the time he or she entered the Ph.D. program or the current requirements.
Plan of Study Approval Process

Once the supervisory committee members and student have agreed on and signed the plan of study, appropriate academic officers corresponding to the student's choice of disciplines [dean(s) or program director(s), department chair(s), division head(s), etc.], must then review and certify by signature that the courses and all other resources are currently available at UMKC and in the respective units for the student to initiate the plan of study. The student then submits the certified plan of study to the dean of the School of Graduate Studies for review and approval by the appropriate subcommittees of the Interdisciplinary Ph.D. Executive Committee.

The subcommittees of the Interdisciplinary Ph.D. Executive Committee will accept Ph.D. plan of study proposals for review only if:

- The Ph.D. coursework falls within the guidelines outlined above.
- The student will enroll at UMKC for dissertation credit under the supervision of a UMKC member of the UM doctoral faculty.
- The plan includes written assurance from the appropriate academic officers that:
  1. adequate faculty, laboratories, library support and all other necessary resources are presently available at UMKC to support the proposed Ph.D. plan of study, and
  2. the courses included in the plan are either presently available at UMKC or can be taken by the student as a visiting student in a time period less than that required to satisfy the residency requirements on the other campus.

The appropriate Interdisciplinary Ph.D. executive committee subcommittees will review the certified plan of study within 60 calendar days and will either recommend to the dean of the School of Graduate Studies approval of the plan as presented or will return the plan to the student with recommendations for modification. Once the proposed plan of study and supervisory committee are approved by the Interdisciplinary Ph.D. executive committee, the dean of the School of Graduate Studies will confirm the appointment of those doctoral-faculty members who will serve as the student's supervisory committee and file the plan with the registrar. Any further modifications of the plan of study must be made in consultation with the student's supervisory committee and major modifications must be approved by the Interdisciplinary Ph.D. Executive Committee.

Comprehensive Examination

To advance to degree candidacy, Interdisciplinary Ph.D. students are required to pass a comprehensive examination that integrates components of each discipline to which they have been admitted. Either the written or oral or both component(s) of the comprehensive examination must include an evaluation of the student's ability to integrate content, theory and/or methods from each specified discipline. The doctoral comprehensive examinations must be completed at least seven months before the date of graduation.

The following requirements must have been met before students can take the comprehensive examination(s):

1. Successful completion of all qualifying requirements and full admission to the School of Graduate studies.
2. Appointment of a research advisor and supervisory committee.
3. Filing and approval of the Ph.D. plan of study and completion of essentially all coursework or other study required for the degree.

The student must be enrolled when taking the comprehensive examination. Comprehensive examinations are not administered when UMKC is not officially in session. The comprehensive examination may be written, oral or both. A student, through his or her advisor, applies to the dean of the School of Graduate Studies for an examining committee. This committee consists of members of the student’s supervisory committee and others approved by the dean of the School of Graduate Studies. The examination is arranged and conducted by the examining committee.
Upon completion of the examination, the student’s research advisor sends a report of the results, carrying the signatures of all members of the examining committee, to the dean of the School of Graduate Studies, who then informs the student and the registrar. A student is considered to have passed the comprehensive examination if no more than 20 percent of the committee members vote for failure of the student. If failure is reported, the examining committee will either recommend termination as a Ph.D. student or suggest additional work or other remedial measures. Furthermore, a student who has failed may not take a second examination for at least 12 weeks. Failure of the second comprehensive examination shall automatically preclude candidacy at this institution.

**Program Time Constraints**

The doctoral student must take and pass the doctoral comprehensive examination and advance to candidacy within five years from the beginning of doctoral coursework (within four years if entering with a master’s degree in the same or closely related field). After the establishment of degree candidacy, a maximum of five years will be allowed for completion of degree requirements. Failure to complete the work within the periods specified will necessitate re-evaluation of the entire program and may result in a notice of termination. In compelling circumstances and on the written recommendation of a majority of the student's supervisory committee members, the dean of the School of Graduate Studies may grant a one-year extension. Some academic units may impose more stringent time requirements.

**Dissertation Research Proposal Development and Approval**

The student's supervisory committee must approve the research activities associated with a dissertation. These activities must be performed under the direct and continuing supervision of the supervisory committee chair. If the proposed research involves the use of human subjects, animals or radioactive materials, the student and the research advisor must obtain prior written approval of the proposed research by the appropriate Institutional Review Board, the Animal Care and Use Committee or the Radiation Safety Committee.

For the approval process, the Ph.D. candidate must submit a brief dissertation research proposal. The dissertation proposal shall include the following:

- An abstract.
- A statement regarding the general purpose of the research.
- Background information, including a review of the relevant literature, the rationale for the research and a concise statement of the hypotheses to be investigated and/or the research questions to be answered.
- Methods.
- Appropriate protocol or application if human subjects, animals or radioactive materials are to be used in the research.

This proposal must be approved in writing by all members of the student's supervisory committee and filed with the School of Graduate Studies. It is in the best interest of the Ph.D. student to complete the approval process of the dissertation research proposal before significant progress is made on the completion of the dissertation. Any important changes in the research outlined in the proposal must be approved by the supervisory committee.

**Dissertation and Completion of Degree**

**Doctoral Dissertation Requirement**

All UMKC Ph.D. degrees require a dissertation as the final component of the program. The doctoral faculty view the dissertation as one of the most important aspects of the student's experience because:

- It is a work of original research or scholarship that makes a contribution to existing knowledge.
- It is an educational experience that demonstrates the candidate's mastery of research methods and tools of the specialized fields.
- It demonstrates the candidate's ability to address a major intellectual problem.

For regulations pertaining to formatting the dissertation and the process for approval, the reader is directed to Thesis and Dissertation Preparation and Approval Process, included under Graduate Academic Regulations in this catalog section.

**Final Dissertation Examination**

Final examinations in defense of the dissertation are open to all members of the doctoral faculty, who may attend as interested observers. The format and procedures of the defense are determined by the supervisory committee and its chair. The date, time and location must be announced and published at least two weeks before each final examination takes place. This examination may be conducted only after the dissertation has been approved by the dean of the School of Graduate Studies, and may not be administered when UMKC is not officially in session.

The defense of the dissertation is approved when a majority of the supervisory committee recommend approval and sign the Report of the Result of Final Doctoral Examination form. Within 48 hours of the defense, the supervisory committee chair will report the results of the final dissertation examination in writing to the candidate.

**Deposit of Approved Dissertation with Libraries**

For regulations pertaining to deposit of the approved dissertation with the libraries, please refer to Thesis and Dissertation Preparation and Approval Process, included under Graduate Academic Regulations in this catalog section.

**Interdisciplinary Ph.D. Student Appeal Process**

Students should process any petitions for waiver of policy or other academic appeals to their interim advisors or research advisors. The advisors should attach their recommendation and forward the request to the doctoral faculty review groups within the disciplines.

If the appeal does not require a policy decision, action on the appeal may be handled at the discipline level. If a policy decision is required or if, after action by the discipline, the student wishes a higher level of review of the case, the appeal or petition, complete with documentation of all reviews up to that point, may be forwarded to the dean of the School of Graduate Studies for action or referral to the appropriate subcommittees of the Interdisciplinary Ph.D. Executive Committee.

**Student Conduct Policies**

All graduate students are governed by the graduate policies found in the UMKC Graduate Catalog at http://catalog.umkc.edu/general-graduate-academic-regulations-information/
UMKC Student Standard of Conduct (see http://www.umkc.edu/helpline/code_conduct.asp)

Students enrolling in the University assume an obligation to behave in a manner compatible with the University's function as an educational institution. The University of Missouri Student Standard of Conduct includes the following areas:

- Academic dishonesty (cheating, plagiarism or sabotage);
- Forgery;
- Obstruction or disruption;
- Physical abuse;
- Nonconsensual sexual behavior;
- Stalking;
- Harassment;
- Invasion of privacy;
- Participating in attempted or actual theft;
- Unauthorized possession;
- Violation of University policies;
- Manufacture, use, possession, sale or distribution of alcoholic beverages;
- Disruptive or disorderly conduct;
- Failure to comply;
- Illegal or unauthorized possession or use of firearms; and
- Misuse in accordance with University policy of computing resources.

In addition, students enrolled in the certain Schools at UMKC must abide by the following policies:

- [UMKC School of Dentistry Honor Code](http://www.umkc.edu/helpline/code_conduct.asp)
- [UMKC School of Law Honor Code](http://www.umkc.edu/helpline/code_conduct.asp)
- [UMKC School of Medicine Honor Code](http://www.umkc.edu/helpline/code_conduct.asp)
- [UMKC School of Nursing Standards of Professional and Ethical Behavior](http://www.umkc.edu/helpline/code_conduct.asp)
- [UMKC School of Pharmacy Honor Code](http://www.umkc.edu/helpline/code_conduct.asp)
The University of Missouri System’s Collected Rules and Regulations – Student Conduct is available at:  

(UM CRR) Chapter 200: Student Conduct

200.010 Standard of Conduct

Amended Bd. Min. 3-20-81; Bd. Min. 8-3-90, Bd. Min 5-19-94; Bd. Min. 5-24-01, Bd. Min. 7-27-12; Bd. Min. 12-7-12; Bd. Min. 6-19-14; Revised 9-22-14 by Executive Order 41.

A student at the University assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students must adhere to community standards in accordance with the University’s mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

1. Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, the University may take appropriate action, including, but not limited to the imposition of sanctions under Sections 200.020 and 200.025 of the Collected Rules and Regulations against students for conduct occurring in other settings, including off campus, in order to protect the physical safety of students, faculty, staff, and visitors or if there are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities.

2. Conduct for which students are subject to sanctions falls into the following categories:

   1. Academic dishonesty, such as cheating, plagiarism, or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

      1. The term cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

      2. The term plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
3. The term **sabotage** includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. **Forgery**, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.

3. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

4. Physical abuse or other conduct which threatens or endangers the health or safety of any person.

5. **Stalking** another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

6. **Violation of the University’s Equal Employment/Education Opportunity Policy** located at Section 320.010 of the Collected Rules and Regulations. These violations include, but are not limited to:
   
   1. **Harassment.** Harassment in violation of the University’s anti-discrimination policies, is unwelcome verbal or physical conduct, on the basis of actual or perceived membership in a protected class as defined in the University’s anti-discrimination policies, that creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.
   
   2. **Sex Discrimination, Sexual Harassment and Sexual Misconduct** as further defined in Section 600.020 and/or referenced in Section 200.010B7 below.

   3. **Bullying.** Bullying is defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class.

   4. **Retaliation.** Retaliation is any adverse action taken against a person because of that person’s participation in protected activity. The University strictly prohibits retaliation against any person for making any good faith report or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of discrimination in violation of the University’s Equal Employment/Education Opportunity Policy.

   5. **False Reporting.** False reporting is making an intentional false report or accusation as opposed to a report or accusation, which, even if erroneous, is made in good faith.

7. **Violation of the University’s Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy in Section 600.020 of the Collected Rules and Regulations.**

   These violations include:

   1. **Sex Discrimination.** Sex discrimination occurs when a person has been treated inequitably on the basis of sex, gender identity, or gender expression. Specifically, the University of Missouri System upholds Title IX, which states in part that “[n]o person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity.” Sexual harassment, sexual misconduct, sexual exploitation, stalking on the basis of sex and dating/intimate partner violence are forms of sex discrimination.

   2. **Sexual Harassment.** Sexual harassment is defined as:

      1) Unwelcome sexual advances or requests for sexual activity by a person or persons in a position of power or authority to another person, or

      2) Other unwelcome verbal or physical conduct of a sexual nature by a person to another person, when:
a) Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
b) Such conduct creates a hostile environment by being sufficiently severe or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

3. **Sexual Misconduct.** Sexual misconduct is: 1) nonconsensual sexual intercourse; 2) nonconsensual sexual contact involving the sexual touching of the genitals, breast or anus of another person or the nonconsensual sexual touching of another with one’s own genitals whether directly or through the clothing; 3) exposing one’s genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm; or 4) sexual exploitation.

4. **Stalking on the Basis of Sex.** Stalking on the basis of sex is following or engaging in a course of conduct on the basis of sex with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.

5. **Dating/Intimate Partner Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the recipient of the violent behavior.

6. **Sexual Exploitation.** Sexual exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another person for his/her own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited and which behavior does not constitute any other form of sexual misconduct. Examples of sexual exploitation include, but are not limited to, the following activities done without the consent of all participants:
   1) Invasion of sexual privacy;
   2) Prostituting another person;
   3) Taping or recording of sexual activity;
   4) Going beyond the boundaries of consent to sexual activity (letting your friends hide to watch you engaging in sexual activity);
   5) Engaging in voyeurism;
   6) Knowingly transmitting an STI, STD, venereal disease or HIV to another person;
   7) Inducing another to expose their genitals.

7. **Retaliation.** Retaliation is any adverse action taken against a person because of that person’s participation in protected activity. The University strictly prohibits retaliation against any person for making a report required by Section 600.020 of the Collected Rules and Regulations, for making any good faith report to a Title IX Coordinator or for filing, testifying, assisting, or participating in any investigation or proceeding involving allegations of sex discrimination, sexual harassment or sexual misconduct.

8. **False Reporting.** False reporting is making an intentional false report or accusation as opposed to a report or accusation, which, even if erroneous, is made in good faith.

8. **Threatening or Intimidating Behaviors,** defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable fear of harm in another.

9. **Participating in attempted or actual taking of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.**
10. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

11. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.

12. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

13. Disruptive conduct. Conduct that creates a substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus.

14. Failure to comply with directions of University officials acting in the performance of their duties.

15. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

16. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

17. Misuse of computing resources in accordance with University policy, including but not limited to:

1. Actual or attempted theft or other abuse.
2. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
4. Unauthorized use of another individual's identification and password.
5. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
6. Use of computing facilities to interfere with normal operation of the University computing system.
7. Knowingly causing a computer virus to become installed in a computer system or file.
Graduate Teaching and Research Assistantships

Financial support for graduate students at the University of Missouri-Kansas City is primarily provided through the academic unit in which the student is enrolled. This support may be in the form of a Graduate Teaching Assistantship (GTA), a Graduate Research Assistantship (GRA), or a fellowship. The stipend amounts and number of awards vary from unit to unit. Students interested in being considered for such support should contact the Principal Graduate Adviser or Graduate Officer in the respective academic unit for information on application procedures and deadlines.

Each semester, students who hold GTA or GRA appointments may also be recommended by their academic units for GTA/GRA Fee Remission awards. These awards cover the basic graduate educational fee for six credit hours. Doctoral or MFA students who receive a GTA/GRA Fee Remission Award and who have an appointment of at least 50% FTE (approx. 20 hrs. per week) may also be nominated for a Special Ph.D./DMA/MFA Fee Remission Award that covers the basic graduate educational fees for three additional credit hours.

For students who are not residents of Missouri, an additional benefit of having a GTA or GRA appointment is that it qualifies them for a non-resident fee remission. A minimum FTE of 25% (approx. 10 hrs. Per week) is required to be eligible for this latter award.

Fee Remission

Each semester, students who hold GTA or GRA appointments may also be recommended by their academic units for GTA/GRA Fee Remission awards which are funded through the School of Graduate Studies. These awards cover the basic graduate educational fee for six (6) credit-hours only. Program User, Computer, ASUM, and Multipurpose Building Fees are the responsibility of the student. In order to “hold” classes in which they are pre-enrolled, graduate students receiving GTA/GRA Fee Remission Awards must pay the required percentage of their fees which are in excess of the Fee Remission Award by the dates indicated in the schedule of classes. Failure to make the required partial payment by the published deadlines will result in the student being dropped from the classes in which he or she has pre-enrolled and having to re-enroll. For students who are not residents of Missouri, an additional benefit of having a GTA or GRA appointment is that it qualifies them for a nonresident fee remission. A minimum appointment of 25 percent time (approximately 10 hours per week) is required to be eligible for either award.

GTA Resources

Visit the School of Graduate Studies to download a copy of the Graduate Teaching Assistant Handbook (PDF) and to see Certification Requirements for International Students who do not have a degree from a U.S. institution. http://sgs.umkc.edu/current-students/graduate-teaching-assistantships/

Career Planning and Placement

The faculty in the Interdisciplinary Ph.D. program will work with students to provide professional career advising to program participants. Students will be assisted to clarify objectives and establish goals; explore the full range of career possibilities; prepare for the job search; present themselves effectively as a candidate for employment; and make the transition from the doctoral program to a professional position.

Career planning and placement services may also be available through the UMKC campus career services center, including assistance in the preparation of placement credentials such as applications, confidential letters of recommendation, and resumes; development of employment interview skills; identification of appropriate job search networks including professional associations; the selection and securing of suitable positions; and the understanding of ethical obligations of students, employers, and others involved in the employment process. Visit: http://www.career.umkc.edu/
Flowchart: A Student’s & Advisor’s Guide through the Interdisciplinary Ph.D. Program

Student Enters Program

Student contacts the Primary Discipline and the Co-Discipline Interim Advisors to review past academic record and plan a tentative schedule for the student’s first two semesters in the program.

Is the student provisionally admitted?

[Yes]

When provisional requirements are met, Interim Advisor or Chair of Supervisory Committee notifies the School of Graduate Studies (SGS) that the student’s status should change to Fully Admitted. 

(FORM: IPHD-11) All current forms available on the SGS website http://sgs.umkc.edu/forms/

[No]

Student enrolls in initial coursework with guidance from the Primary Discipline and Co-Discipline Interim Advisors.

Annual Assessment of Student Progress (FORM: IPHD-1)

Student meets with the Primary Discipline and the Co-Discipline Interim Advisors (if no Plan of Study) or with the Supervisory Committee Chair and Co-discipline Advisor on an annual basis to complete the Annual Assessment of Student Progress (complete before September 30 each year).

1. The student completes the first three pages and signs the Assessment of Student Progress form. (All current forms available on the SGS website.)

2. The student meets with the Primary Discipline and the Co-Discipline Interim Advisors (if no Plan of Study) or with the Supervisory Committee Chair and Co-discipline Advisor to review the Annual Assessment form in conjunction with the student’s Supervisory Committee members. Advisors will determine:
   a. Has the student completed requirements according to the Plan of Study?
   b. Is the student making satisfactory progress (GPA, progress toward degree completion such as comprehensive examinations, research proposal approval, etc.)?
   c. What achievements (publications, presentations, teaching experience, awards, etc.) has the student completed during the previous year?
   d. Has the student engaged in ethics education and interdisciplinary activities?
   e. Are the student’s academic and research plans for the coming year acceptable?

3. Once the faculty members have completed their part of the Annual Assessment form, the student may add written comments in response to the faculty evaluation if desired.

4. The Interim Advisor or Supervisory Chair forwards copies of the Annual Assessment to the student’s co-discipline Advisor, the student, the school of Graduate Studies, and the Coordinator of the primary discipline prior to September 30.
Student Forms Supervisory Committee & Develops Plan of Study (FORM: IPHD-2)

1. The Supervisory Committee shall consist of at least five members composed of one doctoral faculty from each of the primary and co-disciplines with a maximum of three from any one discipline. Up to two of the remaining members of each committee can hold either graduate or adjunct graduate faculty status. Final approval of the composition of each Supervisory Committee shall be obtained in writing by the Advisor (or Committee Chair) from the Dean of the Graduate school. Where graduate or adjunct graduate faculty are included, the Advisor shall provide a strong justification for their inclusion.

2. The Plan of Study form with Preliminary Research Plan (2-4 pages) must be developed within the first two years of the program.

3. Ensure residency requirements are identified in the Plan of Study.

4. Supervisory Committee meets with the student to review the proposed Plan of Study. Each committee member must sign the Plan of Study to indicate willingness to serve on the Supervisory Committee and approval of the Plan of Study.

5. Once the Supervisory Committee members have signed the Plan of Study, the student obtains the necessary administrative official approvals of the Plan of Study.

6. The student submits the Plan of Study to the School of Graduate Studies for a final review and approval by the Interdisciplinary Ph.D. Executive Committee.

7. The Dean of the School of Graduate Studies conducts a final review and signs to indicate approval for the Supervisory Committee members and Plan of Study. Copies of the POS with signatures are distributed to the student, Supervisory Committee members, Records Office, IPh.D. Coordinators in the student’s disciplines, and placed in the student’s file in SGS.

Application to take Comprehensive Examinations

To advance to degree candidacy, Interdisciplinary Ph.D. students are required to pass a comprehensive examination that integrates components of each discipline to which they have been admitted. Either the written or oral or both component(s) of the comprehensive examination must include an evaluation of the student’s ability to integrate content, theory and/or methods from each specified discipline. The doctoral comprehensive examinations must be completed at least seven months before the date of graduation.

The following requirements must have been met before students can take the comprehensive examination(s):

1. Successful completion of all qualifying requirements (such as residency requirement) and full admission to the School of Graduate Studies.

2. Appointment of a Supervisory Committee.

3. Filing and approval of the Ph.D. Plan of Study (FORM: IPHD-2) and completion of essentially all coursework or other study required for the degree.

4. The student must be enrolled when taking the comprehensive examination.

A student, through his or her Supervisory Committee Chair, applies to the School of Graduate Studies for an examining committee. (FORM: IPHD-3)
Student takes Comprehensive Examinations

The comprehensive examination may be written, oral or both. The Dean of the School of Graduate Studies appoints an examining committee that consists of members of the student’s Supervisory Committee and others approved by the Dean of the School of Graduate Studies.

The examination is arranged and conducted by the examining committee.

Upon completion of the examination, the student’s Supervisory Committee Chair sends a report of the results, carrying the signatures of all members of the examining committee, to the Dean of the School of Graduate Studies, who then informs the student and the registrar. (FORM: IPHD-4)

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**Did the student pass Comprehensive Examinations?**

- **Yes**
  - Student advances to Ph.D. candidacy.

- **No**
  - **Has student previously taken and failed exam?**
    - **Yes**
      - Student exits the program.
    - **No**
      - Examing committee suggests additional work or other remedial measures in preparation to take a second examination after at least 12 weeks.

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**Approval of Interdisciplinary Ph.D. Research Proposal (FORM: IPHD-5)**

Candidate submits the Dissertation Research Proposal to the Supervisory Committee. When the proposal is approved by the Supervisory Committee members (and the appropriate Institutional Review Board, if applicable), the candidate’s Supervisory Committee Chair sends the Research Proposal Approval form with a copy of the Research Proposal to the School of Graduate Studies. The candidate begins/continues dissertation research and analysis of data according to the proposal.

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**Preparation and Preliminary Approval of Dissertation (FORM: IPHD-6 or 6A)**

Candidate continues to work with the Supervisory Committee to complete the dissertation research and to write the final dissertation. The candidate seeks approval from the Supervisory Committee Chair to apply for graduation. At least six weeks prior to graduation, the candidate sends a copy of the dissertation with the Preliminary Approval Form signed by the Supervisory Committee Chair and a MoSPACE License Form to the School of Graduate Studies for a format review.
Defense of Dissertation

Candidate works with the Supervisory Committee Chair in conjunction with the student’s Supervisory Committee members to schedule the defense of the dissertation and to announce the date, time, and location to doctoral faculty at least 2 weeks prior to the defense. The defense must take place during the regular semester (Fall, Spring, Summer). Any exceptions must be approved by the Dean of the School of Graduate Studies. The defense is open to all doctoral faculty members. Supervisory Committee members sign the Report of Results of Final Dissertation Examination for Interdisciplinary Ph.D. Candidates (FORM: IPHD-7). The Supervisory Committee Chair sends the report of the results of the final dissertation examination in writing to the candidate and to the School of Graduate Studies within 48 hours of the defense.

Supervisory Committee members each complete the Interdisciplinary Ph.D. Dissertation Final Report (FORM: IPHD-8) and forward them to the Supervisory Committee Chair. When all final changes to the dissertation have been made, the Supervisory Committee Chair signs each of the Committee members’ forms to indicate acceptance of the dissertation for the degree requirements. The Supervisory Committee Chair sends all Final Approval forms to the School of Graduate Studies. The Supervisory Committee Chair submits changes of grade forms for any Incomplete grades in dissertation hours (or other courses) to the Records Office.

Submission of Dissertation Final Copy

The candidate completes all revisions to the dissertation communicated by the School of Graduate Studies as a result of the formatting check. Once the corrected dissertation and the Final Approval forms have been received, the dissertation is certified by the School of Graduate Studies and instructions are communicated to the candidate for uploading a final copy to ProQuest.

Graduation!
Assessment of Student Progress

TO BE FILLED OUT BY STUDENT AND INTERIM ADVISOR OR SUPERVISORY COMMITTEE CHAIR. STUDENTS WHO HAVE NOT YET ADVANCED TO CANDIDACY SHOULD COMPLETE SECTIONS A AND B. STUDENTS WHO HAVE ADVANCED TO CANDIDACY SHOULD COMPLETE SECTIONS B AND C.

A. This section to be completed by students who have not yet advanced to candidacy.

1. Course work and examinations prior to candidacy.
   a. Development of a Plan of Study and constitution of Supervisory Committee. Indicate which of the following apply (1, 2, 3 or 4):
      1) Plan of Study approved and Committee appointed in prior year.
      2) Plan of Study approved since the last annual report.
      3) Supervisory Committee appointed since the last annual report.
      4) Plan and/or Committee under consideration. (If you have been in the doctoral program for more than two years, indicate why the Plan has not been finalized).

   b. Provide a list of coursework completed since your last annual report:

   c. Provide a list of courses that you plan to complete during the coming year:

   d. List any required examinations (such as qualifying/preliminary examinations or comprehensive examination) that were taken since your last annual report and indicate the outcomes of those examinations:

   e. List any required examinations that you plan to complete this coming year:

B. This section to be completed by all students:

1. Research proposals, conferences attended, seminars or other presentations since your last annual review (list):
2. Publications – submitted, accepted, published since your last annual report (include complete citations):

3. Honors and awards received since your last report (list):

4. Teaching experience since last annual report (describe):

5. Ethics education since last annual report (describe):

6. Financial support received since last annual report (include assistantships, scholarships/fellowships, grants, travel awards):

7. Interdisciplinary activities:
   a. Do your research activities involve collaborators? (explain)

   b. List of other interdisciplinary activities (such as seminars given or programs attended (describe):

8. Memberships and activities in professional or student organizations:

9. Provide self assessment of your progress for the past year:

10. Describe your academic plans for next year:

11. Describe any assistance that you need from your advisor, your department, the School of Graduate Studies or others:
C. To be completed by students who have advanced to candidacy.

1. Date advanced to candidacy (check one):

<table>
<thead>
<tr>
<th>Since the last annual report</th>
<th>Prior to the last annual report</th>
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2. Dissertation progress (check all that apply)

   - Research proposal approved
   - Dissertation draft in preparation
   - Submitted to committee
   - Dissertation under revision

3. Other progress (such as courses taken, other requirements completed)

4. Post-Ph.D. employment plans, if any. List the name of employer and title of position, if known:

   Student’s signature: ____________________________
1. Are the Student’s academic and research plans for the coming year acceptable? If not, suggest appropriate modifications.

2. Describe the student’s progress thus far in research, particularly with regard to specific goals outlined in the Research Proposal (if submitted) or the previous year’s academic and research plan.

3. Is this student progressing satisfactorily toward degree completion? If not, identify the problems involved and recommend action to correct the situation.

4. Comments on student’s objectives for the next year:

5. How was feedback provided to the student?

6. Has the student met with the full supervisory committee during the past year?
   Has the student met with each supervisory committee member during this past year?

7. Names of faculty members who participated in this evaluation:

   Signature of interim or research advisor          Date signed

   Signature of co-discipline advisor               Date signed
Student Name:  

It is the responsibility of the interim advisor or supervisory chair to forward copies of this evaluation to the student’s co-discipline advisor, the student, the School of Graduate Studies Office and the Coordinator of your Interdisciplinary Ph.D. discipline by September 30, 2014.

If desired, the student may add written comments here in response to the faculty evaluation.

Student Signature ____________________________ Date signed ____________________________
INTERDISCIPLINARY Ph.D. PLAN OF STUDY FORM

STUDENT'S NAME: ___________________________ ID#: ___________________________

STUDENT’S MAILING ADDRESS: ______________________________________________________

_____________________________________________________________________________

PRIMARY DISCIPLINE: ___________________________ 

CO-DISCIPLINE(S): ___________________________

Previous College Work:

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<tr>
<th>Institution / Location</th>
<th>Dates attended (years)</th>
<th>Degrees received / major</th>
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</table>

Month/year first enrolled in Ph.D. program: ________________________ Month/year fully admitted: ________________________

STUDENT'S CERTIFICATION: I have worked with the proposed Research Adviser and Supervisory Committee members to develop this Ph.D. Plan of Study and agree to all requirements listed herein.

Student’s Signature: ________________________ Date signed: ________________________

Process for Preparing and Submitting the Interdisciplinary Ph.D. Plan of Study:

1. The proposed Interdisciplinary Ph.D. Plan of Study, signed by the student, members of the student’s proposed Supervisory Committee, and the Academic Administrators in the student’s disciplines, must be filed with the School of Graduate Studies no later than the end of the second year after the student has been admitted. The Interdisciplinary Ph.D. Plan of Study may be filed prior to that time.

2. If the Interdisciplinary Ph.D. Plan of Study is filed prior to the student being fully admitted, the requirements for full admission must be included under the SPECIAL REQUIREMENTS section of the Plan.

3. The student, in consultation with the Research Adviser and proposed members of the Supervisory Committee, develop the Plan of Study, taking into consideration the core requirements of the student’s disciplines, the focus of the student’s proposed research, and the general program requirements.

4. The student is responsible for initiating the Plan of Study development process and obtaining the signatures of the proposed Supervisory Committee members and Academic Administrators prior to submitting the Plan to the School of Graduate Studies.

General Program Requirements for the Interdisciplinary Ph.D. Plan of Study:

1. Supervisory Committee Composition: The Supervisory Committee shall consist of at least five members composed of one doctoral faculty from each of the primary and co-disciplines, with a maximum of three from any one discipline. Up to two of the remaining members of each committee can hold either graduate or adjunct graduate faculty status. Final approval of the composition of each Supervisory Committee shall be obtained in writing by the adviser (or committee chair) from the Dean of the School of Graduate Studies. Where graduate or adjunct graduate faculty are included, the adviser shall provide a strong justification for their inclusion.

2. Minimum Coursework Requirements: Coursework must satisfy all discipline-specific requirements and may include additional courses as appropriate to the student’s research focus. The General requirements are listed below:
   - The Plan must include coursework from all of the student’s disciplines.
   - The Plan must include at least 30 didactic hours beyond the baccalaureate degree, exclusive of thesis or dissertation research hours, in courses taken at UMKC or in courses taken at another institution which are approved for transfer by the student’s Supervisory Committee.
   - The Plan must include a minimum of 9 credit hours, exclusive of thesis or dissertation research hours, in a co-discipline area to which the student has been admitted.
   - No more than 60 percent of the total coursework taken at UMKC and included on the Ph.D. Plan of Study, exclusive of thesis or dissertation research hours, may be from any one discipline.
   - Coursework from disciplines other than the ones to which the student has been admitted may be included on the Plan of Study and counted in the total percentage.
   - No more than 25 percent of the total coursework may be from disciplines not formally participating in the Interdisciplinary Ph.D. program.
   - Students must include at least 12 hours of dissertation credits on Plan.

3. Comprehensive Examination / Residency Requirements: All students must satisfy these requirements, meeting both the general and discipline-specific guidelines.
APPROVALS OF PLAN OF STUDY

1. SUPERVISORY COMMITTEE: By their signature below, the proposed Supervisory Committee members agree to serve on the Ph.D. Supervisory Committee for this student in the capacity noted and indicate their approval of the preliminary research plan and the course work and other requirements outlined on this Plan of Study.

<table>
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<tr>
<th>Committee role</th>
<th>Faculty member’s name (printed)</th>
<th>Faculty member’s discipline</th>
<th>Faculty member’s signature</th>
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<tr>
<td>Research Adviser</td>
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<td>Committee Member</td>
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<td>Outside Reader</td>
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2. ADMINISTRATIVE APPROVALS AND ASSURANCE OF RESEARCH AVAILABILITY

[By signing below, the academic officers of the disciplines listed in this Ph.D. Plan of Study certify that adequate faculty, laboratories, library support and all other necessary resources are presently available at UMKC to support this proposed Ph.D. Plan of Study, and the courses included in the Plan are either presently available at UMKC and/or on the UM Video Network. The "Academic Officers" for a student include the Discipline Coordinators and the Academic Deans of the academic units where each of the student’s disciplines are housed.]

<table>
<thead>
<tr>
<th>Name/Title of Academic Officer</th>
<th>Signature of Academic Officer</th>
<th>Date signed</th>
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Ph.D. EXECUTIVE COMMITTEE ACTION:

Subcommittee Recommendation(s):

PLAN OF STUDY APPROVED: __________ As submitted __________ As modified on (date): __________________________

Dean, School of Graduate Studies: __________________________ Date approved: __________________________
A. SPECIAL PROGRAM REQUIREMENTS (ATTACH AN ADDITIONAL PAGE IF NECESSARY)

Language or Related Research Skill Requirements: [If these requirements have been met by work undertaken while pursuing graduate degrees, please describe in detail and attach appropriate documentation (e.g., transcripts)]

Discipline-specific requirements other than required doctoral-level coursework, such as prerequisite courses, qualifying examinations, special training, etc.

Other activities: [Include here any special activities approved by the supervisory committee as essential to the proposed research, such as library research at other institutions, tutorials or independent study at an off-campus site, coursework at another UM campus, etc.]

Residency Requirement: [Indicate here the basis by which you have satisfied, or will satisfy your residency requirement; e.g., the specific catalog option you have selected, courses to be counted toward residency.]

☐ 21 credits within 18 months, exclusive of dissertation research credits – to be satisfied no later than the end of the semester in which the student completes comprehensive examinations. Student must achieve a cumulative graduate grade point average of at least 3.0 in all courses counted toward satisfying the residency requirement.

List below the numbers and titles of the courses being used to satisfy your residency requirement under this option:

Comprehensive Examinations: To advance to degree candidacy, Interdisciplinary Ph.D. students are required to pass a comprehensive examination that integrates components of each discipline to which they have been admitted. [Include here the areas to be included in the Comprehensive Examination and the format—whether it will be written, oral, or both.]

Preliminary Research Plan: Please attach a preliminary statement (typically two to four pages single-spaced) of your proposed dissertation research. The following elements will support the development of the preliminary research plan:

- Background / problem statement associated with the research topic
- Purpose / rationale / goal(s) for the dissertation research
- Hypothesis / research questions to be addressed
- Methods to be used in conducting your research (qualitative, quantitative, mixed methods design, etc.)
- The interdisciplinary nature of your proposed research (integrating concepts, theories, etc. from more than one discipline)
- Several key literature references or sources formatted according to citation style appropriate to discipline

It is understood that the research topic may evolve and change during the course of your studies. It is also critical that you demonstrate the interdisciplinary nature of your research.
B. COURSEWORK APPLYING TO Ph.D. DEGREE AND DISCIPLINE REQUIREMENTS:

- If the courses listed are NOT UMKC courses, place an “X” in the box to the left of the AU/course number listing and attach transcript to the Plan of Study. These courses may be counted into the minimum of 30 hours of didactic coursework required beyond a baccalaureate degree, but are not included in the discipline's percentage limitation.

- For each Independent Study or Directed Readings course listed on the Plan of Study, include the documentation noted on page 6 of this form (e.g. (a) the name of the faculty member who will direct and grade the work, and (b) the focus of the study.

Comments / Justification for waiver of any discipline-specific requirements (Primary Discipline or Co-Discipline):

1. PRIMARY DISCIPLINE COURSEWORK:
   a. Courses satisfying discipline-specific core requirements of Primary Discipline:

<table>
<thead>
<tr>
<th>Academic Unit Designation</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hrs.</th>
<th>Grade</th>
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   b. Other Primary Discipline courses applying to the degree:

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   Subtotal of 1a and 1b: ___
## 2. CO-DISCIPLINE COURSEWORK

Courses satisfying discipline-specific co-discipline requirements
(Must include at least one co-discipline):

<table>
<thead>
<tr>
<th>Discipline name - Co-discipline 1:</th>
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Subtotal : 

**Discipline name - Co-discipline 2 (if applicable):**

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Subtotal :

## 3. OTHER DISCIPLINE COURSEWORK (NOT THE PRIMARY OR CO-DISCIPLINES):

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Subtotal :

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<tr>
<th>Courses taken at another institution and counting toward total credits beyond baccalaureate</th>
<th>Credits</th>
<th>% of total UMKC credits</th>
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<tbody>
<tr>
<td></td>
<td>N/A</td>
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<tr>
<td>Total Primary Discipline didactic credits taken at UMKC (not more than 60%)</td>
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<tr>
<td>Total Co-discipline credits taken at UMKC (at least 9 credits, but any discipline not more than 60%)</td>
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<tr>
<td>Total other discipline credits taken at UMKC (not more than 25% from non-participating disciplines)</td>
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<tr>
<td><strong>TOTAL UMKC CREDITS ON PLAN OF STUDY (exclusive of dissertation research)</strong></td>
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<td>100%</td>
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<tr>
<td>TOTAL UMKC and other institution credits (Must include a minimum of 30 hours beyond the baccalaureate degree)</td>
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<tr>
<td><strong>Minimum number of dissertation credits required (no less than 12)</strong></td>
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</table>
INDEPENDENT STUDY / DIRECTED READINGS COURSE DOCUMENTATION:
Include the information listed below for each independent study / directed readings course listed on this plan of study.

(Duplicate page as needed)
Academic Unit designation / Course Number:
Course Title (as it will appear on the student’s transcript):
Name of faculty member supervising the work:
Brief description of the topic(s) to be covered:

Academic Unit designation / Course Number:
Course Title (as it will appear on the student’s transcript):
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Revised 8/1/2014
I. APPLICATION FOR INTERDISCIPLINARY DOCTORAL COMPREHENSIVE EXAMINATION AND REQUEST FOR APPOINTMENT OF EXAMINING COMMITTEE

STUDENT'S NAME: ___________________________ Student ID#: ___________________________

Primary Unit Discipline: ___________________________

Co-Discipline(s): ___________________________

Date(s) or extended time period over which examination is to be conducted: ___________________________

Anticipated date by which results will be reported: ___________________________

Format to be used: □ Written □ Oral □ Written and Oral □ Other (Please describe): ___________________________

Discipline-specific regulations:
□ All discipline-specific regulations are covered by the standard comprehensive examination regulations.
□ In addition to the standard comprehensive examination regulations, the following discipline-specific regulations will be in effect for this examination: (Please describe any special discipline-specific requirements that apply to this examination, such as the need to pass a departmental examination at a certain level before taking the committee-administered portion of the examination, etc.):

Certification of eligibility to take comprehensive examination: ___________________________ Date criterion satisfied ___________________________

□ Full admission to Ph.D. study (level 8)
□ Research adviser and supervisory committee appointed
□ Interdisciplinary Ph.D. Plan of Study filed and approved
□ Essentially all course work or other study required for degree completed

Course work remaining: ___________________________

□ Student has not previously taken Comprehensive Examination
   OR
□ Student has taken Comprehensive Examination previously, and at least 12 weeks will have elapsed between administrations of the examination

Request for Examining Committee:
Supervisory Committee Members:
Name ___________________________ Discipline ___________________________ Chairperson ___________________________

In addition to the Supervisory Committee listed above, the Chair requests that the following persons also be appointed to the Examining Committee by the Dean of the School of Graduate Studies:

Student's Signature: ___________________________ Date signed: ___________________________

Research Adviser's Signature: ___________________________ Date signed: ___________________________

II. APPROVAL: The student named above has satisfied the eligibility criteria for administration of the Doctoral Comprehensive Examination and this application is approved as submitted. By copy of this form, the faculty members named above are notified of their appointment to the Examining Committee. The Research Adviser is responsible for contacting the committee members, making arrangements for the examination, and reporting the results to the School of Graduate Studies office.

Dean of the School of Graduate Studies: ___________________________ Date approved: ___________________________

Revised February 2012
Report of Results of Interdisciplinary Ph.D. Comprehensive Examination

Student's Name: ___________________________ Student ID#: ___________________________

Candidate's Primary Discipline: ________________________________________________________

Candidate's Co-Discipline(s): __________________________________________________________

Format of Comprehensive Examination: [Check the boxes below that apply to this student]

☐ Written only  Date(s) ___________________________ / # of Hrs. (per day) ____________

☐ Oral only  Date(s) ___________________________ / # of Hrs. (per day) ____________

☐ Written and Oral  Date(s) ___________________________ / # of Hrs. (per day) ____________

☐ Other Format Combinations [Please specify]:  Date(s) ___________________________ / # of Hrs. (per day) ____________

RESULTS OF EXAMINATION:

☐ PASSED the Comprehensive Examinations and is now a Doctoral Candidate (student is considered to have passed the comprehensive examination if all, or all but one member, of the examining committee vote that the candidate passes)

☐ DID NOT FULLY PASS at this taking. Remedial measures have been recommended and student may re-apply to take all or specified portions of the Comprehensive Examination after 12 weeks.

☐ FAILED the Comprehensive Exam and the Examining Committee recommends termination as an Interdisciplinary Ph.D. student.

☐ FAILED the second Comprehensive Exam attempt and is automatically terminated from the Interdisciplinary Ph.D. program.

CERTIFICATION OF RESULTS OF DOCTORAL COMPREHENSIVE EXAMINATION:

The above named student has completed the Doctoral Comprehensive Examination with the following results:

☐ PASSED COMPREHENSIVE EXAMINATION and advanced to CANDIDACY

☐ DID NOT PASS first administration of the COMPREHENSIVE EXAMINATION

☐ FAILED COMPREHENSIVE EXAMINATION and is terminated from Ph.D. program on basis noted above.

Dean of School of Graduate Studies: ___________________________ Date Certified: ____________

Signatures and Evaluations of Examining Committee Members: (attach one evaluation form for each committee member)

The CHAIR OF THE EXAMINING COMMITTEE obtains evaluations and signatures of other members of the Examining Committee and transmits the signed form to the Dean of the School of Graduate Studies no later than one month after the termination of the examination. The Dean of the School of Graduate Studies certifies and informs the Student and the Registrar of the final results of the examination.
Disciplinary Knowledge: Evidence of disciplinary knowledge in the primary discipline

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<tr>
<th>Superior □</th>
<th>Good □</th>
<th>Acceptable □</th>
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Please write a few sentences explaining your evaluation:

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Knowledge in Co-Discipline: Evidence of disciplinary knowledge in the co-discipline

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Additional Comments:

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Co-discipline Adviser: ___________________________ Date: ___________________________

### Disciplinary Knowledge: Evidence of disciplinary knowledge in the primary discipline

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<td>Adequate use of the specific knowledge base, without fundamental errors</td>
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Please write a few sentences explaining your evaluation:

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Additional Comments:

________________________________________________________________________

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Revised Fall 2014
Approval of Interdisciplinary Ph.D. Dissertation Proposal

Candidate’s Name: ___________________________  Student I.D.#: ______________________

Primary Discipline: ___________________________

Co-Discipline(s): ____________________________

Title of Research Proposal: ____________________

Approved by the appropriate Research Compliance Committee: Institutional Review Board, Animal Care and Use Committee, Institutional Biosafety Committee, or Radiation Safety Committee:

Date(s) approved: ____________________________

OR

Approval not required for this study because: __________________________________________

________________________________________________________________________________

Please send this form, along with the Scoring Rubrics completed and signed by each committee member, and a copy of the Dissertation Proposal to:

School of Graduate Studies
Administrative Center 300F

Signatures and Evaluation of Examining Committee Members: We hereby certify that the undersigned have examined and evaluated the attached dissertation proposal and give the candidate permission to proceed with the study as proposed:

________________________________________ (Chair)  □ Superior  □ Good  □ Acceptable  □ Unacceptable

(Co-Discipline Adviser)

□ Superior  □ Good  □ Acceptable  □ Unacceptable

________________________________________ (Member)  □ Superior  □ Good  □ Acceptable  □ Unacceptable

________________________________________ (Member)  □ Superior  □ Good  □ Acceptable  □ Unacceptable

________________________________________ (Member)  □ Superior  □ Good  □ Acceptable  □ Unacceptable

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# Scoring Rubric for Interdisciplinary Ph.D. Dissertation Proposal

**Chair:** ____________________________  **Date:** ____________________________

### Interdisciplinary Thought: Evidence of mastery of interdisciplinary thought in the research proposal

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Chair’s Additional Comments:

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Scoring Rubric for Interdisciplinary Ph.D. Dissertation Proposal

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### Scoring Rubric for Interdisciplinary Ph.D. Dissertation Proposal

**Member 3:** ____________________________  **Date:** ____________________________

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Member #3’s Additional Comments:

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### Scoring Rubric for Interdisciplinary Ph.D. Dissertation Proposal

**Member:** ___________________________  **Date:** ___________________________

| Interdisciplinary Thought: Evidence of mastery of interdisciplinary thought in the research proposal |
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### Member #4's Additional Comments:


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Member #5’s Additional Comments:

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<td>Incremental advance in application of methodology and careful plan for execution of research</td>
<td>Conventional use of methodology and adequate plan for execution of research</td>
<td>Inappropriate use of method; use of method that cannot adequately address research question</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Please write a few sentences explaining your evaluation:

__________________________________________________________________________________________

__________________________________________________________________________________________
### Use of Existing Literature: Command of the literature on the subject.

<table>
<thead>
<tr>
<th>Superior ☐</th>
<th>Good ☐</th>
<th>Acceptable ☐</th>
<th>Unacceptable ☐</th>
<th>Cannot Judge ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive, in depth; appropriate interpretations</td>
<td>Thorough, may be slightly lacking in either comprehensiveness or depth; appropriate interpretations</td>
<td>Adequate breadth and/or depth; minor misinterpretation</td>
<td>Insufficient breadth and/or depth; major misinterpretation</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Please write a few sentences explaining your evaluation:

__________________________________________________________________________________________

__________________________________________________________________________________________

### Originality: Originality and insight of the research question and interpretation of literature.

<table>
<thead>
<tr>
<th>Superior ☐</th>
<th>Good ☐</th>
<th>Acceptable ☐</th>
<th>Unacceptable ☐</th>
<th>Cannot Judge ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground-breaking study; original in research question, approach, and interpretations of literature</td>
<td>Originality in one or two areas (question, approach, or interpretation)</td>
<td>Contributes to understanding but does not break any new ground</td>
<td>Does not contribute to understanding of problem</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Please write a few sentences explaining your evaluation:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Additional Member’s Comments:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
PRELIMINARY APPROVAL OF THESIS OR DISSERTATION
BY DEGREE CANDIDATE'S SUPERVISORY COMMITTEE

TO: Dean, School of Graduate Studies

RE: Candidate's Name:

Degree sought:

The SUPERVISORY COMMITTEE for the degree candidate named above, has reviewed this manuscript and finds it acceptable, pending satisfactory defense by the candidate at the final examination.

The bibliographic reference format approved by the committee for this candidate's work is:

___ Turabian - Parenthetical author/date format
___ Turabian - Numbered list format
___ American Psychological Association (APA) [Approved standard for use by: Communication Studies, Psychology, School of Education, Conservatory of Music, and School of Nursing]
___ Association of Computing Machinery (ACM) - [CSTP Standard]
___ Journal of the American Medical Association - [Approved standard for School of Dentistry]
___ Handbook for Authors of Papers in American Chemical Society Publications - [Approved standard for Department of Chemistry, School of Biological Sciences, and School of Pharmacy]
___ Council of Biology Editors. CBE Style Manual - [An approved alternative standard for School of Biological Sciences. Also an approved style for some students with a Pharmacology focus in their research.]
___ ASM Style Manual for Journals and Books - American Society of Microbiology - [An approved alternative standard for School of Biological Sciences]
___ Chicago Manual of Style [Approved standard for History]
___ AMSPLAIN Double Spaced [Approved standard for Mathematics]
___ Alternate Style Manual: [List alternate source and attach a copy of the guidelines to this form]

Comments:

Signature of Supervisory Committee Chair:

________________________________________

Date signed: ________________ Typed name of Chair: ____________________________

[Revised 9/11/97]
REPORT OF RESULTS OF FINAL DISSERTATION EXAMINATION
FOR INTERDISCIPLINARY Ph.D. CANDIDATES

Candidate’s Name:

Student ID Number:

Date of examination:

Candidate’s Primary Unit Discipline:

Candidate’s Co-Discipline(s):

Title of Dissertation:

Results of Examination:

☐ Passed the Final Dissertation Examination

☐ Failed the Final Dissertation Examination

Examing Committee Member Evaluations and Comments:

<table>
<thead>
<tr>
<th>Signatures of Examining Committee Members</th>
<th>Member’s Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Superior</td>
</tr>
<tr>
<td>(Chair)</td>
<td></td>
</tr>
<tr>
<td>(Co-discipline Adviser)</td>
<td></td>
</tr>
</tbody>
</table>

The defense of the dissertation is approved when a majority of the supervisory committee members recommend approval and sign the Report of Results of Final Dissertation Examination form. Within 48 hours of the defense, the supervisory committee chair shall report the results of the final dissertation examination in writing to the candidate and to the Dean of the School of Graduate Studies. The Dean of the School of Graduate studies, in turn, informs the Registrar.

Revised July 2014
UNIVERSITY OF MISSOURI - KANSAS CITY
School of Graduate Studies
INTERDISCIPLINARY Ph.D. DISSERTATION FINAL REPORT FORM

Ph.D. Candidate: Academic Primary Discipline:
Fields:
Co-Discipline:

Title of Dissertation:

Committee Member Completing Report:

Please Complete this form and give it to the Dissertation Director after the Doctoral Defense.

Please answer all questions using the ranking below: superior, good, acceptable, unacceptable, and cannot judge.

**Disciplinary Knowledge**

**Knowledge in Primary Discipline: Evidence of disciplinary knowledge in the primary discipline**

<table>
<thead>
<tr>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastery of the specific knowledge base for the dissertation as well as its relevance to the field</td>
<td>Comprehensive and adept use of the specific knowledge base for the dissertation as well as its relevance to the field, with only minor errors</td>
<td>Adequate use of the specific knowledge base for the dissertation as well as its relevance to the field, without fundamental errors</td>
<td>Inadequate use of the specific knowledge base for the dissertation as well as its relevance to the field, and/or with fundamental errors</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:

**Knowledge in Co-Discipline: Evidence of disciplinary knowledge in the co-discipline**

<table>
<thead>
<tr>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastery of the specific knowledge base for the dissertation as well as its relevance to the field</td>
<td>Comprehensive and adept use of the specific knowledge base for the dissertation as well as its relevance to the field, with only minor errors</td>
<td>Adequate use of the specific knowledge base for the dissertation as well as its relevance to the field, without fundamental errors</td>
<td>Inadequate use of the specific knowledge base for the dissertation as well as its relevance to the field, and/or with fundamental errors</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:
**Investigation**

**Method of Research:** Command of the proper method of research or experimentation.

<table>
<thead>
<tr>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cutting edge methodology or novel application of existing method</td>
<td>Incremental advance in application of methodology and careful execution</td>
<td>Conventional use of methodology and adequate execution</td>
<td>Inappropriate use of method; use of method that cannot adequately address research question; poor execution</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:

---

**Use of Existing Literature:** Command of the literature on the subject.

<table>
<thead>
<tr>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive, in depth, appropriate interpretations</td>
<td>Thorough, may be slightly lacking in either comprehensiveness or depth, appropriate interpretation</td>
<td>Adequate breadth and/or depth; minor misinterpretation</td>
<td>Insufficient breadth and/or depth; major misinterpretation</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:

---

**Originality:** Originality and insight of the research question and interpretation of literature and findings.

<table>
<thead>
<tr>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground-breaking study, original research question, approach, and interpretation of findings</td>
<td>Originality in one or two areas (question, approach, or interpretation)</td>
<td>Contributes to understanding but does not break any new ground</td>
<td>Does not contribute to understanding of problem</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:

---

**Scope/Comprehensiveness:** Adequacy of scope and of substance.

<table>
<thead>
<tr>
<th>Superior</th>
<th>Good</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Cannot Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and substance beyond usual expectations</td>
<td>Either scope or substance beyond usual expectations</td>
<td>Scope and substance within usual expectations for dissertations</td>
<td>Scope or substance deficient</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:
### Interdisciplinary Learning

**Interdisciplinary Thought:** Evidence of mastery of interdisciplinary thought

<table>
<thead>
<tr>
<th>Superior ☐</th>
<th>Good ☐</th>
<th>Acceptable ☐</th>
<th>Unacceptable ☐</th>
<th>Cannot Judge ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>An original knowledge structure integrating methods, theories, paradigms, concepts, etc. from more than one discipline</td>
<td>Skilled application of an existing knowledge structure integrating methods, theories, paradigms, concepts, etc. from more than one discipline</td>
<td>Adequate application of different disciplines and/or writing without meaningful integration</td>
<td>Inadequate application of different disciplines and/or uni-disciplinary in nature</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:

### Written Communication

**Writing:** Clarity, logical organization, appropriate use of English.

<table>
<thead>
<tr>
<th>Superior ☐</th>
<th>Good ☐</th>
<th>Acceptable ☐</th>
<th>Unacceptable ☐</th>
<th>Cannot Judge ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Clear and concise; (2) well-organized; (3) proper spelling and grammar; (4) correct voice and formality; (5) citation style appropriate to discipline</td>
<td>Readable, solid work with few issues in writing</td>
<td>Readable, but some problems with two or more criteria</td>
<td>Issues in writing make it difficult to comprehend substance</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:

### Oral Communication

**Oral Communication:** Demonstrated ability to communicate effectively through the oral defense

<table>
<thead>
<tr>
<th>Superior ☐</th>
<th>Good ☐</th>
<th>Acceptable ☐</th>
<th>Unacceptable ☐</th>
<th>Cannot Judge ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear and concise, well organized, professional, articulate, and engaging in productive discussions</td>
<td>Clear and concise, but minor weaknesses in organization, professionalism, and/or ability to engage in productive discussion</td>
<td>Inconsistently clear and concise, and/or some weaknesses in organization, professionalism, and/or ability to engage in productive discussion</td>
<td>Poor or absent clarity, conciseness, organization, professionalism, and/or ability to engage in productive discussion</td>
<td>Outside area of expertise</td>
</tr>
</tbody>
</table>

Comments:
**Summary**
Summary: Estimate of the work as a whole. Please summarize your evaluation of the dissertation. Include an appraisal of the significance of the contribution to the discipline.

<table>
<thead>
<tr>
<th>Superior □</th>
<th>Good □</th>
<th>Acceptable □</th>
<th>Unacceptable □</th>
<th>Cannot Judge □</th>
</tr>
</thead>
</table>

Comments:

Has the student published the dissertation (or parts thereof)? □ Yes □ No

Final (Dissertation) Examination Committee:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Representative of Primary Discipline?</th>
<th>Representative of Co-Discipline?</th>
<th>Representative of Other Discipline? (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (chair)</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>2.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>3.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>4.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>5.</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Date ____________________________  
Signature of committee member completing this report

All final changes to the dissertation have been made and I recommend acceptance of the dissertation for the degree requirements.

Date ____________________________  
Signature of Supervisory Committee Chair
University of Missouri-Kansas City
School of Graduate Studies

Request for Change in Ph.D. Plan of Study
Interdisciplinary Ph.D. Program

TO: Dean, School of Graduate Studies

Student’s Name: 

Student ID#: 

Primary Unit Discipline: 

Co-Discipline(s): 

Courses to be Added to Section II, B, Listing of UMKC Courses Applying to Degree:

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Credits</th>
<th>Discipline</th>
</tr>
</thead>
</table>

Courses to be Deleted from Section II, B, Listing of UMKC Courses Applying to Degree:

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Credits</th>
<th>Discipline</th>
</tr>
</thead>
</table>

- By signature below, we certify that the changes requested above have been reviewed and approved by all members of the student’s Supervisory Committee and fall within the appropriate distribution of disciplines credits. (No more than 60 percent of the total coursework taken at UMKC and included on the Ph.D. Plan of Study, exclusive of thesis or dissertation research hours, may be from any one discipline.)

Signatures:

Supervisory Committee Chair 

Ph.D. Student 

Date 

Date

[Note: Major modifications to a previously approved Ph.D. Plan of Study require submission of a revised Ph.D. Plan of Study for review and approval by the Interdisciplinary Ph.D. Executive Committee.]

Revised July 2014
Request for Change in Supervisory Committee
Interdisciplinary Ph.D. Program
(Please print or type)

TO: Dean, School of Graduate Studies

Student’s Name _______________________________ Student’s ID# __________________

Primary Unit Discipline: ____________________________________________

Co-Discipline(s): _________________________________________________

Rationale for Requesting Committee Change

______________________________________________________________

Committee as presently constituted and approved on student’s Ph.D. Plan of Study:

<table>
<thead>
<tr>
<th>Faculty Member’s Name</th>
<th>Faculty Member’s Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair:</td>
<td></td>
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</tr>
</tbody>
</table>

Proposed Committee:

Faculty Member’s Name           Faculty Member’s Discipline
(New members must place their initials and the date beside their name to signify agreement to serve)

Chair: _________________________ ____________________________

______________________________________________________________

Request submitted by:

Student’s signature: __________________________ Date: _____________

Research Adviser’s signature: ______________________ Date: ___________
TO: Dean, School of Graduate Studies

Student's Name: ___________________________ Student ID# ______________________

Student's Address: ___________________________

Primary Unit: __________________________________

Co-Discipline(s): __________________________

Requirements to be met for Full Admission:

________________________________________________________________________

________________________________________________________________________

The above student has met / not met these requirements and we recommend:

(circle one)

_____ Termination from the Interdisciplinary Ph.D. Program

_____ Full Admission to the Interdisciplinary Ph.D. Program (see note below)

**Full Admission Effective As of (insert year):**

☐ FS______

☐ SS______

☐ SP______

An Extension of time to meet requirements

Extension Date: ___________________________

Other: ______________________________________

Signatures:

Date: ________

Interim/Research Adviser

Date: ________

Primary Discipline Interdisciplinary Ph.D. Coordinator

Please submit the completed form to: The School of Graduate Studies Office, 300F Administrative Center.
TO: Dean, School of Graduate Studies

Student: ___________________________ Student ID: ___________________________

Address: ________________________________________________________________

Term Effective: SP 20________ SS 20_______ FS 20_______

The following change(s) are hereby requested:

☐ Delete ___________________________ as Primary Discipline

☐ Add ___________________________ as Primary Discipline

☐ Delete ___________________________ as Co-Discipline

☐ Add ___________________________ as Co-Discipline

The additional application form/materials required by the discipline(s) to be ADDED are attached:

PLEASE NOTE: For all requests ADDING a discipline, a new narrative statement, indicating how the new discipline will be incorporated into the student’s doctoral program, must be attached.

☐ A new narrative statement

☐ Tentative plan of study (required by English and History)

☐ Writing sample (required by Curriculum & Instruction; Educational Leadership, Policies & Foundations; English; History; Music Education; Public Affairs & Administration; and Art History)

☐ Other: ___________________________

Date: ___________________________ Student

Date: ___________________________ Interim/Research Adviser

Date: ___________________________ Coordinator’s Signature (from discipline that you are planning to leave)

After obtaining the Interim/Research Adviser’s signature and of the Discipline Coordinator, the student must submit this form to the School of Graduate Studies, Room 300F Administrative Center. Once this form is submitted, the review process for an added discipline could take 4-6 weeks or longer, depending upon the admission deadlines for the added Discipline. Upon approval of the request, copies will be sent to the Student, the Discipline Adviser(s), Discipline Coordinator(s), and Records Office.

Request Approved:

Date: ___________________________ Dean, School of Graduate Studies

Adviser for ___________________________ is ___________________________

Adviser for ___________________________ is ___________________________

Revised July 2014
REQUEST FOR EXTENSION OF INTERDISCIPLINARY PH.D. PROGRAM

Student's Name: ________________________________  Student ID Number: ____________________________

Student's Primary Discipline: ____________________  Student's Co-Discipline(s): ______________________

Type of extension requested:
   __ Additional time to advance to candidacy
   __ Additional time, at candidacy stage, to complete dissertation

Beginning and ending dates of request for extension (months/year -- up to a maximum of one year):

Justification for extension:
   __ Major change of focus in program or research
   __ Medical leave
   __ Need to re-take all or portions of comprehensive examination
   __ Change of research adviser
   __ Other (please specify):

Student's Signature: _____________________________  Date: ____________________________

Has the student been granted an extension before (Yes/No)? ______ (If Yes, list the beginning and ending dates of previous Ph.D. program extensions):

Supervisory Committee's evaluation of student's program and recommendation:

Supervisory Committee Members' individual recommendations:

<table>
<thead>
<tr>
<th>Committee Member's Printed Name</th>
<th>Committee Member's Signature</th>
<th>Date</th>
<th>Recommendation (approve or deny)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

(Send this form, with the above sections completed, to the School of Graduate Studies, AC 300F, for final recommendation)

Action by Dean, School of Graduate Studies:
   __ Approve
   __ Refer to Ph.D. Executive Committee
   __ Deny

Dean's Signature: _____________________________  Date of action: ____________________________

Revised July 2014
The Interdisciplinary Doctoral Student Council (IDSC) travel grant—for research or conference presentation—provides partial financial support for travel costs for currently enrolled Interdisciplinary Ph.D. students at UMKC.

- Applications are reviewed three times a year.  
  (Applicants may apply for all three periods in a given year, but must submit a separate application for each event).

- Application Deadlines: September 19, 2014  
  November 7, 2014  
  February 6, 2015  
  (Awarded applicants are notified approximately two weeks after above deadlines).

- Maximum total award money per applicant is $500 per fiscal year (July 2014-June 2015).

- All applications will be evaluated on the following criteria:  
  • Relevancy to the student’s current research as it pertains to their dissertation  
  • Importance of the conference/meeting/facility to the field and the research  
  • Student’s progress towards Ph.D. candidacy  
  • Number and amount of previously awarded IDSC travel grants  
  • Role in research or authorship of paper (preference will be given to first-author)  
  • Quality of application presentation

- If you are selected to receive a travel grant:  
  • You will be asked to present the results of your research grant at the following Community of Scholars event and/or Orientation/Research Day  
  • You will be expected to stay in the conference hotel per SAFC Travel Guidelines.  
  • You will be expected to provide itemized documentation for reimbursement expenses or go through the Office of Student Involvement to make reservations / purchase airline tickets / etc. prior to travel.

SECTION 1 (please type)

1. Name: ______________________________________________________________

   Address ______________________________________________________________

   Email: ______________________________________________________________

2. Coordinating Unit: ______________________________________________________

   Co-Discipline: _________________________________________________________

3. Achieved Candidacy………………………………………………..YES [ ] NO [ ]

4. Travel Grant request is for……………………..Conference Presenting [ ] Research [ ]

   Do not fill out this application if you intend only to attend a conference without presenting a paper.
5. Have you previously been awarded an IDSC Travel Grant? YES ☐ NO ☐
   If YES, when: ___________________________ amount $ ______________
   If YES, when: ___________________________ amount $ ______________

SECTION 2

Conference Title/Research Facility: ________________________________
Conference Dates: __________________________ Presentation Date (if known): _____________
Travel Dates: ________________________________

Conference Presenters: attach documentation showing you’ve been accepted to present or indicate when confirmation of acceptance is expected (documentation is required before funds will be awarded).

6. Briefly describe the relevancy of this research or conference presentation to your dissertation (1600 characters or less). PLEASE TYPE.

7. Briefly describe the importance of this research facility or conference to your field (1600 characters or less). Researchers: please describe research facility; institution/library/etc. PLEASE TYPE.
SECTION 3:

8. PROPOSED TRAVEL BUDGET
(for information regarding travel expenses and reimbursements visit http://studo.umkc.edu/faq_travel.htm)

Hotel / Motel Cost

<table>
<thead>
<tr>
<th>Length of Stay</th>
<th>Hotel / Motel Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days: Nights:</td>
<td>Per day: $</td>
</tr>
<tr>
<td></td>
<td>Total Hotel / Motel Cost: $</td>
</tr>
</tbody>
</table>

Transportation (see http://www.umkc.edu/finadmin/accounting/faq.asp for mileage reimbursement details)

<table>
<thead>
<tr>
<th>Travel Distance One Way</th>
<th>Transportation Cost to Destination One Way</th>
<th>Other Transportation Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles:</td>
<td>Plane: $</td>
<td>Car: $</td>
</tr>
<tr>
<td></td>
<td>Total Transportation Cost: $</td>
<td></td>
</tr>
</tbody>
</table>

Food (see http://www.umkc.edu/finadmin/accounting/faq.asp for information on maximum meal allowances)

<table>
<thead>
<tr>
<th>Food</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Food Cost: $</td>
</tr>
</tbody>
</table>

Other Costs

<table>
<thead>
<tr>
<th>Conference Fees</th>
<th>Research e.g. Copying Fees at Host Institution</th>
<th>Other Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Other Costs: $</td>
<td></td>
</tr>
</tbody>
</table>

Total Cost for Trip: $ 

Amount you are requesting from IDSC Travel Grant: $ 

Submitting this application via email to friendjl@umkc.edu certifies that the information in this application is true and complete. I also certify that if I am granted an IDSC research grant I will use it for the purposes indicated in this application. I also understand I will be asked to present the results of my research grant at the following Community of Scholars event and/or Orientation/Research Day.

Your advisor must send an email to friendjl@umkc.edu that states that they have reviewed your application for an IDSC Travel Grant, and that to the best of their knowledge the information on the student’s application is an accurate representation of financial need for the research described and the budget is appropriate.

For questions contact Dr. Jennifer Friend, School of Graduate Studies, 343 Administrative Center, Fax: 816-235-1310, Phone: 816-235-1161, email: friendjl@umkc.edu or Kaustubh Dhondge, IDSC President, email: kaustubh.dhondge@mail.umkc.edu

Form revised July 2014