



Interdisciplinary Ph.D. Student Handbook  
Fall 2022

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*Note: This handbook includes information regarding policies, procedures, programs, facilities, and activities of the Interdisciplinary Ph.D. Program, the School of Graduate Studies, and UMKC as a whole. It is not all-inclusive and serves only as a supplement to other publications. If a discrepancy is found among materials, consult your advisor for clarification.*

## UMKC Mission, Vision and Values

### **Mission statement**

As an urban research university, our mission at the University of Missouri-Kansas City is to promote learning through the discovery, preservation and dissemination of knowledge of public value across a broad spectrum of disciplines and fields of study. UMKC celebrates the individual and embodies diversity and inclusion by intertwining these goals with innovation to enable transformational impact aimed at bringing cultural, social, health and economic prosperity to the metropolitan, regional and global communities we serve.

### **Vision**

UMKC aspires to be an exemplary public urban research university of the 21<sup>st</sup> Century, pursuing excellence as a human-centric learning and discovery community, fostering equity, diversity and inclusion to enrich the lives of the people and regions we serve.

### **Values**

We, the community members of UMKC, are proud to contribute to a student-centered urban university, serving our mission of learning, discovery, research and service, inspired by our commitment to equity, diversity, inclusion, and respectful interaction.

Our key values:

- Accountability
- Learning
- Respect
- Diversity
- Collaboration
- Integrity

## INTERDISCIPLINARY Ph.D. PROGRAM MISSION, GOALS, & VALUES

### **Mission and Philosophy**

The Interdisciplinary Ph.D. Program 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 the UMKC's core values: Discovery and Innovation; Education First; Integrity and Accountability; Diversity; Inclusiveness and Respect; and Energized Collaborative Communities.

### **Program Goals**

Students in the Interdisciplinary PhD program will acquire:

- Grounding in the primary and co-disciplines;
- Ability to integrate the principles and theories of each of the disciplines;
- Ability to effectively communicate findings and approaches to solving interdisciplinary research problems;
- Research skills in each discipline such as approaches, methods, ethical principles, and tools to pursue a research line of inquiry;
- Ability to form effective teams with diverse scholars across disciplines to solve novel research questions

### **Core Values and Attributes**

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 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
- Integrates disciplinary perspectives to give students methodological and theoretical tools to thrive in a wide range of scholarly & professional environments

Society derives great benefit from collaborative efforts that transcend discipline boundaries to solve problems. Therefore, the program:

- Prepares individuals to combine disparate skills to solve problems
- Provides opportunities to gain skills in working within a collaborative environment

## SCHOOL OF GRADUATE STUDIES ADMINISTRATION & STAFF

**Website:** <https://sgs.umkc.edu/>  
**Address:** 5000 Holmes Street, Atterbury Student Success Center 120  
**Phone:** 816-235-1301  
**Fax:** 816-235-1310

**Dr. Chris Liu, Dean of the School of Graduate Studies and Vice Chancellor for Research**  
<mailto:Y.Liu@umkc.edu>

**Dr. Stephen Dilks, Associate Dean of the School of Graduate Studies**  
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**Dr. Joseph Parisi, Director of the Interdisciplinary Ph.D. Program**  
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816-235-1161; [HeimanM@umkc.edu](mailto:HeimanM@umkc.edu); Atterbury Student Success Center, 120B

**Nancy Hoover, Program Manager I Student Support Services**  
816-235-1731; [HooverN@umkc.edu](mailto:HooverN@umkc.edu); Atterbury Student Success Center, 120

## **INTERDISCIPLINARY Ph.D. EXECUTIVE COMMITTEE**

Monitoring of the Interdisciplinary Ph.D. Program's quality rests with the Doctoral Faculty of UMKC under the guidance of the Dean of the School of Graduate Studies and the Director of the Interdisciplinary Ph.D. Program. The Interdisciplinary Ph.D. Executive Committee shall speak for the UMKC Doctoral Faculty on issues related to the Interdisciplinary Ph.D. Program and shall consult the Graduate Council about areas where the Interdisciplinary Ph.D. Program relates to other graduate programs. This committee shall formulate and implement policies that govern the granting of the Interdisciplinary Ph.D. degree at the University of Missouri-Kansas City. Specifically, the Interdisciplinary Ph.D. Executive Committee shall:

- a) Monitor and review goals of the Interdisciplinary Ph.D. program and recommend major changes in goals, policies, and procedures to the Doctoral Faculty for final approval.
- b) Monitor the quality of the Interdisciplinary Ph.D. program and its implementation by means of periodic reviews based on reports from existing bodies, councils, committees, and external reviewers.
- c) Recommend to the Graduate Council and Research Board, policies and criteria concerning internal funding of research, research-related travel, and all other matters related to research and the Interdisciplinary Ph.D. program.
- d) Review other policy matters as required.

In addition to membership on the Interdisciplinary Ph.D. Executive Committee, coordinators are responsible for serving as interim-advisor of Interdisciplinary Ph.D. students within their primary discipline, until a permanent advisor is assigned. This includes aiding in course selection, informing incoming students of applicable orientations, and promoting appropriate student organizations. After a permanent advisor has been assigned, the coordinator will continue to monitor Interdisciplinary Ph.D. students' progress, communicate with students/advisors regarding School of Graduate Studies and Interdisciplinary Ph.D. program opportunities and requirements, and keep up-to-date on the course catalog and rotation schedule within the primary discipline.

## INTERDISCIPLINARY Ph.D. COORDINATORS

The chart below shows each discipline, the corresponding coordinator, and the coordinator's email address and campus phone extension. Add @umkc.edu to the email listed, and use 816-235-xxxx for the phone extension, if calling from a non-campus phone.

<b>Discipline</b>	<b>Coordinator</b>	<b>Email</b>	<b>Ext.</b>
Biomedical and Health Informatics	Jenifer Allsworth	AllsworthJ	1781
Cell Biology and Biophysics	Karen Bame	BameK	2243
Chemistry	Zhonghua Peng	PengZ	2288
Computer Networking and Communication Systems	Sejun Song	SongSej	5661
Computer Science	Yugyung Lee	LeeYu	5932
Curriculum and Instruction	Candace Schlein	SchleinC	5754
Economics	Scott Fullwiler	ScottF	5700
Educational Leadership, Policy and Foundations	Eric Camburn	CamburnE	1293
Electrical and Computer Engineering	Ahmed Hassan	HassanAM	6219
Engineering	Ceki Halmen	HalmenC	1286
English	John Barton	BartonJC	2764
Geosciences	Fengpeng Sun	SunF	2973
History	Matthew Osborn	OsborneMW	5704
Humanities Consortium	Larson Powell	PowellLar	1316
Mathematics	Liana Sega	SegaL	6254
Molecular Biology and Biochemistry	Karen Bame	BameK	2243
Music Education	Joseph Parisi	ParisiJo	2919
Oral and Craniofacial Sciences	Mary Walker	WalkerMP	2825
Pharmaceutical Science	Kun Cheng	ChengKun	2425
Pharmacology	Hari Bhat	BhatH	5903
Physics	Mark Brodwin	BrodwinM	2508
	Paul Rulis	RulisP	5945
Public Affairs and Administration	Arif Ahmed	AhmedAr	2319
Social Science Consortium	Marc Garcelon	GarcelonM	1116

## GUIDE THROUGH THE INTERDISCIPLINARY Ph.D. PROGRAM

### Student Enters Program

Student contacts the discipline advisor(s) to review past academic record and plan a tentative schedule for the student's first two semesters in the program.

### Annual Evaluation (FORM: IPHD-1)

Student completes two portions of an Annual Evaluation each year.

In the Fall is part one, assessing the student's past year and detailing next year's goals, as well as giving the student a chance to assess the primary and co-discipline advisors.

In the Spring is part two, which gives the student a chance to assess the discipline Coordinators.

The advisors provide feedback after the Fall evaluation.

### Student Forms Supervisory Committee & Develops Plan of Study (FORM: IPHD-2)

The Supervisory Committee shall consist of at least five members, composed of at least one doctoral faculty from each of the primary and co-disciplines, with a maximum of three from any one discipline. **(NOTE: This requirement has changed starting Fall 2020. For students admitted in Fall 2020 and after, the committee must have at least four members.)** 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 Director of the Interdisciplinary Ph.D. program. Where graduate or adjunct graduate faculty are included, the Advisor shall provide a strong justification for their inclusion.

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

Ensure residency requirements are identified in the Plan of Study.

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

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

The student submits the Plan of Study to the School of Graduate Studies for a final review and approval by the Program Director.

The Director of the Interdisciplinary Ph.D. program conducts a final review and signs to indicate approval of the Supervisory Committee and Plan of Study. Copies of the Plan of Study with signatures are distributed to the student, Supervisory Committee members, Records Office, Discipline Coordinators in the student's disciplines, and placed in the student's file in the School of Graduate Studies.



## 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. The comprehensive exam may include written and/or oral components and 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 a student can take the comprehensive examination:

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

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.

Appointment of a Supervisory Committee via the Plan of Study.

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 examining committee typically consists of members of the student's Supervisory Committee, but others may be approved by the Director of the Interdisciplinary Ph.D. program.

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 School of Graduate Studies, who then informs the student and the registrar. (**FORM: IPHD-4**)



## 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.



## Preparation and Preliminary Approval of Dissertation (FORM: IPHD-6)

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!**

## MINIMUM ACADEMIC REGULATIONS & DEGREE REQUIREMENTS

The following requirements pertain specifically to students pursuing Interdisciplinary Ph.D. programs. However, Interdisciplinary Ph.D. students are also subject to regulations common to all graduate students and the dissertation requirements common to all doctoral students (see links below). 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.

### **UMKC General Catalog**

<http://catalog.umkc.edu/>

### **General Graduate Academic Regulations and Information**

<https://catalog.umkc.edu/general-graduate-academic-regulations-information/general-graduate-academic-regulations/>

### **Doctoral Degree Programs**

<https://catalog.umkc.edu/general-graduate-academic-regulations-information/doctoral-degree-programs-edd-phd-dma/>

### **Change of Discipline by Admitted Students**

Once a student is admitted, 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 our web site (Form IPhD-12).

<https://sgs.umkc.edu/interdisciplinary-ph-d-program/forms-for-the-interdisciplinary-ph-d-program/>

### **Interim Advisor**

Once an Interdisciplinary Ph.D. student is admitted to the School of Graduate Studies, the student's interim advisor is the Coordinator of the primary discipline, unless otherwise specified by the discipline. As the student progresses and develops focused research interests, the interim advisor assists in identifying potential research advisors among doctoral-faculty members with whom the student can discuss research plans. The interim advisor provides academic guidance until the student selects a research advisor, has satisfied all qualifying requirements, and is classified as fully admitted. The interim advisor reports on the student's progress to the Dean of the School of Graduate Studies and/or the Director of the Interdisciplinary Ph.D. Program. 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 will automatically become the student's research advisor.

### **Qualifying Requirements for Full Admission**

Admission to the Interdisciplinary Ph.D. program is granted on either a provisional or fully admitted basis, as determined by the doctoral faculty review group of the student's chosen discipline(s). If accepted provisionally, applicants are notified of the specific qualifying requirements they must satisfy before they can be classified as fully admitted. At the end of each academic year, the interim advisor reports the provisional Ph.D. student's progress toward satisfying the qualifying requirements to the Dean of the School of Graduate Studies and/or the

Director of the Interdisciplinary Ph.D. Program. When all qualifying requirements have been completed, the interim advisor requests that the student's classification be changed to fully admitted, via a Change of Status form (Form IPhD-11). Provisional admission does not guarantee advancement to full admission, and full admission does not guarantee advancement to Ph.D. candidacy.

### **Residency Requirement**

Interdisciplinary Ph.D. students must satisfy the doctoral residency requirement by satisfactory completion of at least 18 credits, exclusive of dissertation research, in no more than 24 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**

Interdisciplinary 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 (up to 50%), or from a previous UMKC degree, as determined by the student's supervising committee.

### **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 Interdisciplinary 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. The research advisor/committee chair 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 members 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 including one doctoral faculty from each of the primary and co-disciplines with a maximum of three members from any one discipline. **(NOTE: This requirement has changed starting Fall 2020. For students admitted in Fall 2020 and after, the supervisory committee needs a minimum of four members.)** Up to two of the 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 research advisor/committee chair from the Dean of the School of Graduate Studies and/or the Director of the Interdisciplinary Ph.D. Program. 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**

In the fall semester of each year, 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. There are three sections to be completed: one by the student, one by the primary advisor, and one by the co-discipline advisor. The evaluations will be sent from SGS in the fall semester with due dates for the student and advisor sections. Failure to meet this requirement may result in a hold being placed on the student's enrollment.

### **Plan of Study**

Within 24 months (2 years) of initial (provision or full) admission, a student chooses a research advisor and forms a supervisory committee. In consultation with the research advisor and other members of the proposed supervisory committee, the student prepares a proposed Interdisciplinary Ph.D. plan of study, obtains all required signatures, and submits the appropriate documentation to the School of Graduate Studies for review and final approval. **This submission must occur within 24 months of being admitted to the program.** 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 Interdisciplinary Ph.D. program, or proceeding under the modified requirements. The plan of study form (Form IPHD-2) can be found on the School of Graduate Studies website: <https://sgs.umkc.edu/interdisciplinary-ph-d-program/forms-for-the-interdisciplinary-ph-d-program/>

### **Guidelines**

- The plan of study must include coursework from all the student's disciplines (including courses completed prior to admission that are being credited toward discipline-specific requirements) and must satisfy all of the applicable discipline-specific core requirements.
- The plan of study must note the total of didactic hours beyond the baccalaureate degree, exclusive of thesis or dissertation research hours (minimum of 30 hours).
- Didactic coursework on the plan of study will include a minimum of nine credit hours in a co-discipline area.
- 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.

- 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.
- The plan of study will include a list of the proposed members of the supervisory committee, with their signatures to indicate their willingness to serve in this capacity.

### **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 and/or Director of the Interdisciplinary Ph.D. Program for review and approval.

The plan of study will be accepted 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
  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 Dean of the School of Graduate Studies and/or Director of the Interdisciplinary Ph.D. Program 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.

## **Comprehensive Examination**

To advance to degree candidacy, Interdisciplinary Ph.D. students are required to pass a comprehensive examination (written, oral, or both) that integrates components of each discipline to which they have been admitted. 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 be met before students can take the comprehensive examination:

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 Interdisciplinary Ph.D. plan of study and completion of essentially all coursework or other requirements for the degree.

The student must be enrolled when taking the comprehensive examination. The comprehensive examination may be written, oral, or both. A student, through his or her research advisor, applies to the Dean of the School of Graduate Studies and/or Director of the Interdisciplinary Ph.D. Program 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 and/or Director of the Interdisciplinary Ph.D. Program. 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 and/or Director of the Interdisciplinary Ph.D. Program, who then informs the student and the registrar. A student is considered to have passed the comprehensive examination if at least 80% of the committee votes for the student to pass the examination. 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. Students will typically not enroll in dissertation credit hours until they have passed the comprehensive examinations. Students should then remain continuously enrolled until the dissertation work is completed and successfully defended. Exceptions to this policy require documentation from the student's chairperson, with support from the program director and dean. Final approval will be provided by the Dean of the School of Graduate Studies or the Interdisciplinary Ph.D. Coordinator.

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 and/or Director of the Interdisciplinary Ph.D. Program may grant a one-year extension. Some academic units may impose more stringent time requirements.

### **Dissertation Research Proposal**

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 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 research 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 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 & Completion of Degree**

All UMKC Ph.D. degrees require a dissertation as the final component of the program. For regulations pertaining to formatting the dissertation and the process for approval, the reader is directed to [the webpage](#) for Dissertation Guidelines. 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.

### **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 the 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/or Director of the Interdisciplinary Ph.D. Program, 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 Results of Final Doctoral Examination form (Form IPhD – 7). 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 completion of the dissertation, please refer to the information found on [this webpage](#).

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

Students should process any petitions for waiver of policy or other academic appeals to their discipline's coordinator or their advisor. The coordinator/advisor should attach their recommendation and forward the request to the School of Graduate Studies. 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 and/or the Director of the Interdisciplinary Ph.D. Program for action or referral to the appropriate subcommittees of the Interdisciplinary Ph.D. Executive Committee.

## INTERDISCIPLINARY Ph.D. FORMS LIST

See <https://sgs.umkc.edu/interdisciplinary-ph-d-program/forms-for-the-interdisciplinary-ph-d-program/> for up-to-date forms.

- Form IPhD **1 – Annual Evaluation** (due every year, one part in the fall, second part in the spring)
- Form IPhD **2 – Plan of Study** (due at 24 months)
- Form IPhD **3 – Comprehensive Exam Request** (due after Plan of Study is approved, before the Comprehensive Exams have been scheduled to take place)
- Form IPhD **4 – Comprehensive Exam Results** (due from Committee as soon as possible after the exam completion)
- Form IPhD **5 – Final Research Proposal Approval** (due after Comprehensive Exams, as the approval from your committee of your dissertation research)
- Form IPhD **6 – Preliminary Dissertation Approval** (due with your dissertation draft to Nancy Hoover for format review)
- Form IPhD **7 – Dissertation Report of Results** (due with the Final Report Forms as soon as possible after the defense)
- Form IPhD **8 – Dissertation Final Report Forms** (due with the Report of Results as soon as possible after the defense)
- Form IPhD **9 – Change in Plan of Study** (applicable anytime a course listed on the previously-approved POS needs to be changed)
- Form IPhD **10 – Change in Supervisory Committee** (applicable for every committee member change after the POS has been approved)
- Form IPhD **11 – Change in Status** (applicable for Provisionally admitted students, when the provisional requirements have been met – must be a Full admit in order to take Comprehensive Exams)
- Form IPhD **12 – Change in Discipline** (applicable for any Primary or Co- discipline change)
- Form IPhD **13 – Request for Program Extension** (applicable for any requested extension for the Comprehensive Exams, 5 years after admission, or for the completion of the program, 5 years after Comprehensive Exams)
- Form IPhD **14 – Sponsor Form** – required by History for admission
- Interdisciplinary Ph.D. Faculty Handbook
- Satisfactory Progress Policy
- Interdisciplinary Ph.D. Student Handbook

## RESEARCH & WRITING

It is incumbent upon each student in the Interdisciplinary Ph.D. program to provide high quality research and writing. Below you will find information on support services available through UMKC, as well as links to important policies.

### Support Services

#### **Blackboard Organization – Writing Resources**

This site includes a plethora of resources for graduate student writing. Students are granted access upon becoming an active student. This site can be found by logging into Blackboard, and searching in the *Organizations* tab.

#### **UMKC Writing Studio**

The UMKC Writing Studio is dedicated to providing students with support and assistance in all forms and all stages of writing. It offers a peer consultation service that is free of charge for students. Consults last between 20 - 50 minutes and are available on a walk-in or appointment basis. <http://www.umkc.edu/writingstudio/>

#### **UMKC Applied Language Institute**

International students, US citizens, permanent residents, and refugees whose first language is not 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 the American educational environment. The Institute offers cross-cultural and language acquisition courses, provides education of American culture and values, and has scholarships available. <https://info.umkc.edu/ali/>

### Policies

**Academic Dishonesty:** [http://www.umsystem.edu/ums/rules/collected\\_rules/](http://www.umsystem.edu/ums/rules/collected_rules/)

#### **Research Misconduct:**

[http://www.umsystem.edu/ums/rules/collected\\_rules/research/ch420/420.010\\_research\\_misconduct](http://www.umsystem.edu/ums/rules/collected_rules/research/ch420/420.010_research_misconduct)

#### **Conflict of Interest:**

[http://www.umsystem.edu/ums/rules/collected\\_rules/personnel/ch330/330.015\\_policy\\_on\\_conflict\\_of\\_interest](http://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.015_policy_on_conflict_of_interest)

**Plagiarism:** Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the [University of Missouri Student Conduct Code](#) and [Rules of Procedures in Student Conduct Matters](#).

## FINANCIAL ASSISTANCE

### **Graduate Assistantships**

Assistantship funding for graduate students is typically offered through the academic units in the form of a Graduate Teaching Assistantship (GTA), Graduate Research Assistantship (GRA), or Graduate Assistantship (GA). Occasionally, non-academic or administrative units will put out a call for GA positions; when possible the School of Graduate Studies will announce these opportunities through our weekly email communication.

#### GTA Orientation

GTA orientation typically takes place each fall and spring semester. Please contact the School of Graduate Studies for registration information by email at [UMKCSGS@umkc.edu](mailto:UMKCSGS@umkc.edu).

#### GTA Resources

[GTA handbook \(PDF\)](#)

**Note:** All international students except those with U.S. degrees must complete the certification process before being eligible for Graduate Teaching or Graduate Instructor positions. Please see the above policy and procedures for more information.

#### **Definitions**

Graduate students may hold one of four academic appointments: Graduate Instructor, Graduate Teaching Assistant, Graduate Research Assistant or Graduate Assistant.

#### **Graduate Instructor**

A Graduate Instructor (GI) is an advanced graduate student who holds a master's degree or its equivalent and is completing the last requirements for a doctoral degree, typically the dissertation. The GI has full responsibility for the instructional duties assigned, and teaching assignments are those of a regular faculty instructor. The GI appointment shall be an appointment at the appropriate FTE level. The appropriate academic unit will appoint GIs, with salaries drawn from that unit's instructional budget on the same basis as salaries for faculty Instructors. After completing degree requirements, a student may not continue in the University employment as a GI.

#### **Graduate Teaching Assistant**

A Graduate Teaching Assistant (GTA) is a graduate student at any appropriate level appointed to instructional work supervised by a regular faculty member. GTAs are normally assigned at the 0.25, 0.50, or no more than 0.70 FTE levels (SGS Dean approval required), with 10 hours of work per week expected for each .25 FTE. A 0.5 FTE level GTA receives a minimum of 6 credits tuition remission (resident and non-resident, if applicable) each semester and are adjusted accordingly by FTE. Units may provide more than the minimum.

#### **Graduate Research Assistant**

A Graduate Research Assistant (GRA) is a graduate student at any appropriate level appointed as an active participant in the research activity of an academic unit. Such research is normally related to the students' academic program and may serve to fulfill thesis or other research requirements of their degree programs. GRAs are assigned at the 0.25, 0.50, or no more than 0.70 FTE levels (SGS Dean approval required), with 10 hours of work per week expected for each .25 FTE. The appropriate academic division shall make GRA appointments, normally drawing stipends from external sources. A 0.5 FTE level GRA receives a minimum of 6 credits tuition remission (resident and non-resident, if applicable) each semester and are adjusted accordingly by FTE. Units may provide more than the minimum.

#### **Graduate Assistants**

A Graduate Assistant (GA) is a graduate student at any appropriate level appointed to a non-instructional or non-research role, but one that is associated with the educational process (e.g., academic advising or assisting a student support unit). Graduate assistant appointments may or may not necessitate use of knowledge or disciplinary skills acquired in their academic programs, but should enhance their knowledge or develop skills for future use in their career and professional development. Examples of assistantship functions in this category include academic advising, support for functions of the Provost's office (e.g., University assessment or institutional research), grading responsibilities not associated with additional instructional support), setting up laboratories, or working in Student Affairs or Athletics.

Graduate students in this category may be paid hourly or receive a stipend; tuition remission may or may not be granted. When they receive a stipend, GAs are normally assigned at the 0.25, 0.50, or no more than 0.70 FTE levels (SGS Dean approval required), with 10 hours of work per week expected for each .25 FTE. A 0.5 FTE level GA receives a minimum of 6 credits tuition remission (resident and non-resident, if applicable) each semester and are adjusted accordingly by FTE. Units may provide more than the minimum. GA positions paid hourly do not generally come with tuition remission; GA positions paid hourly must pay at or above MO minimum wage.

#### **Minimum Stipend Levels**

The minimum campus assistantship stipend will be \$15/hour (\$10,800 for a .50 FTE 9 month assistantship).

*In rare circumstances stipend levels can be offered below the minimum, as long as the compensation package (not including tuition remission) is valued above the campus minimum (e.g., stipend + subsidization of on-campus housing).*

#### **Women's Council of UMKC Graduate Assistance Fund**

The Women's Council offers fellowships for currently enrolled female graduate students to complete requirements for graduate degrees, facilitate their studies, and enrich their educational experiences. Awards can total up to \$2,000 and are based on the budget submitted with the applications. Additional monetary awards are occasionally granted to applicants with projects of exceptional merit. Examples of support considered include: expenses in conjunction with completion of theses and dissertations; unusual photocopying needs; special laboratory or art supplies; extensive use of computing services; special equipment needs; unusual costs for surveys or other research tools; travel to enhance the applicant's graduate research; or unusual living or education costs (e.g., extenuating personal circumstances that require additional financial support). In addition, the Women's Council considers requests throughout the year for Immediate Assistance Grants to cover expenses, such as those listed above, which are of an immediate nature and cannot be delayed until the next fellowship period.

<https://www.umkcwc.org/>

#### **School of Graduate Studies Fellowships and Grants**

The application deadline for all School of Graduate Studies Fellowships and Grants is typically early in the Spring semester for an award starting the upcoming Fall semester. Additional information, including application requirements, and applications tips can be found on the School of Graduate Studies website.

<https://sgs.umkc.edu/prospective-students/funding-your-graduate-education/> and <https://sgs.umkc.edu/current-students/grants-and-awards/>

*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 supports competitive graduate research grants. Proposals are open to all graduate students at UMKC who will be enrolled full-time during academic year. Grant awards 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.

*School of Graduate Studies Opportunity Fellowship:* Two fellowships are typically awarded per year. These fellowships include a stipend of \$10,000 each, plus remission of up to 12 hours of graduate educational fees. Applicants must be admitted or enrolled in a doctoral program, a U.S. citizen, and a member of a federally recognized U.S. racial/ethnic minority group, or have a federally recognized physical disability.

*Arthur Mag Graduate Fellowship:* Applicants must be 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. A 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 are also considered in the selection process.

*Ronald A. MacQuarrie Graduate Fellowship:* 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 \$1,000 dollars.

*Preparing Future Faculty Scholar Award:* Up to 6 PFF Scholar Awards of \$1,200 are awarded each year and 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. 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. Applicants must meet the following criteria:

- A desire to pursue an academic career in their field
- Be enrolled in a doctoral program at UMKC, 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

## STUDENT CONDUCT POLICIES

### **General Graduate Academic Regulations**

All graduate students are governed by the General Graduate Academic Regulations, found here: <https://catalog.umkc.edu/general-graduate-academic-regulations-information/general-graduate-academic-regulations/>

### **Student Standard of Conduct**

Students enrolling in the University assume an obligation to behave in a manner compatible with the University's function as an educational institution, and abide by the University of Missouri Standard of Conduct (200.010), and the Rules and Procedures of Student or Student Organization Conduct Matters (200.020). Both codes of conduct are linked below.

[https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.010\\_standard\\_of\\_conduct](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct)

[https://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.020\\_rules\\_of\\_procedures\\_in\\_student\\_conduct\\_matters](https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.020_rules_of_procedures_in_student_conduct_matters)

## ADDITIONAL INFORMATION & RESOURCES

### **Career Services Center**

Career planning and placement services are available through the Campus Career Services Center, including assistance in the preparation of applications, confidential letters of recommendation, and resumes; development of employment interview skills; identification of appropriate job search networks; the selection and securing of suitable positions; and the understanding of ethical obligations of students, employers, and others involved in the employment process. <http://www.career.umkc.edu/>

### **Student Organizations**

#### **Office of Student Involvement (OSI)**

The Office of Student Involvement website contains information about events and other opportunities happening on campus. You can explore campus organizations that may interest you by following this link: <https://info.umkc.edu/get-involved/student-organizations/>

#### **Graduate Student Council (GSC)**

The UMKC Graduate Student Council provides opportunities for graduate students to support each other by sponsoring a variety of academic, research, and social programs throughout the year. Membership is open to all enrolled graduate-level students at no cost. The council is governed by an executive committee consisting of three representatives from 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. More information is available on the GSC RooGroups and Facebook pages. <https://www.facebook.com/umkcgradcouncil/>

### **Technology Services**

#### **Computer Labs & Remote Labs**

For a map of computer lab locations and hours on the Volker and Hospital Hill campuses, visit <http://www.umkc.edu/is/Labs/hoursLocations/> Students have a limited amount of free printing from the labs per semester. Black and white printing on 8.5 x 11 size paper is \$0.05 per page. Remote Labs allows students to access many software applications from home. Available software depends on the school in which a student is enrolled. To see a complete list of available software, login to Remote Labs: <http://www.umkc.edu/is/remotelabs/>

#### **Student E-mail**

Each student, upon being admitted, is issued a UMKC e-mail account with an address on the mail.umkc.edu domain and email storage space. This is the account used for University business and official University communications to students via e-mail. The University will only identify a student's UMKC e-mail account when communicating information to a student. Students are expected to regularly check their UMKC account



for University communications and are responsible for communications sent through 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 the Acceptable Use Policy (110.005).

### **Information Services**

Information Services assists with technology on campus. They can be reached via phone, email, or website: <https://www.umkc.edu/IS/>

## **Parking & Safety**

### **Parking & Transportation**

Information about free public transit, campus shuttles, and parking permits can be found here: <https://www.umkc.edu/finadmin/parking/default.cfm>

### **Campus Police**

Emergency notification towers are located throughout campus. Campus Police provides safety escorts, motorist assistance, and other services. You may contact them at ext. 1515, or via their website: <https://www.umkc.edu/finadmin/police/services/>

## **Student Support & Health Services**

### **International Student Affairs Office (ISAO)**

As the campus office devoted to international students, the ISAO strives to create an environment that allows for successful educational and personal experiences through orientation, advising, programs, and outreach. The ISAO office is located through the north entrance in the Student Success Center, on the Ground Floor (G-04).

<http://www.umkc.edu/isao/>

### **Disability Support Services**

For more information, call ext. 5696, or visit <http://www.umkc.edu/disability/>

### **Title IX**

For more information, visit <http://info.umkc.edu/title9> or contact Title IX Coordinator KC Atchinson at ext. 6705, or email <mailto:atchinsonk@umkc.edu>

### **Student Health**

The *Student Health Office* and the *Counseling Center* are both located at Brookside 51. The *MindBody Connection* is located in the Student Union. More information is available on their websites:

<http://info.umkc.edu/studenthealth/>

<https://info.umkc.edu/counseling-services/>

<https://info.umkc.edu/counseling-services/resources/mindbody-connection/>