

**Department of Rural Sociology
Graduate Student Handbook**



September 2016
Department of Rural Sociology Website
<http://dass.missouri.edu/ruralsoc/>

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Statement of Values

The University of Missouri, as the state's major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding. We the students, faculty, and staff of MU hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

Respect

Respect for one's self and for others is the foundation of honor and the basis of integrity. A hallmark of our Community is respect—for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration, and creative expression that characterize a university. Respect results in dedication to individual as well as collective expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

Responsibility

A sense of responsibility requires careful reflection on one's moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources—accountable to ourselves, each other, and the publics we serve.

Discovery

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries—what we know is not all that is.

Excellence

We aspire to an excellence which is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks, and responsibilities involved in pursuing excellence, and so we celebrate each other's successes. We commit ourselves to this process in an ethical and moral manner.

INTRODUCTION

This Graduate Students Handbook is a guide for graduate students in the Department of Rural Sociology at the University of Missouri. This document describes the graduate program in Rural Sociology. It outlines the formal requirements for degrees and discusses the governance of the program. The course requirements found here were updated Spring Semester 2016.

The academic program for any graduate student who entered the Rural Sociology program in Fall Semester, 2016 or later will be governed by the procedures outlined in this Handbook. Students who entered the program in earlier years should refer to that year's version of the Handbook for information on policies and requirements that apply to them. However, with the permission of their advisor students enrolling before Fall 2016 may choose to be subject to these requirements.

In order to receive a graduate degree, students must meet the requirements established by the Graduate School in addition to those required by the Department of Rural Sociology. Each step in the degree process must be documented, filed, and approved by the Graduate School in a prescribed way. Failure to meet Graduate School requirements can result in increased academic fees, delays in receiving a degree, or in extreme cases the non-granting of a degree.

This handbook is a companion to the graduate school requirements for graduation. It is the responsibility of each student to meet the criteria of the Graduate School. All of the required forms plus essential information are found at the Office of Graduate Studies website at <http://gradstudies.missouri.edu/academics/graduation-requirements/> and <http://gradstudies.missouri.edu/policies/>. Students should print, fill, and obtain signatures on the forms indicated and turn them in to the rural sociology graduate program's administrative assistant. The departmental administrative assistant will obtain approval from the director of graduate studies, forward the forms to the Graduate School for approval, and receive and file the final copy in the departmental student file.

Graduate students are responsible for knowing, understanding, and complying with the information that pertains to their academic careers in both documents.

PROGRAM OVERVIEW

Graduate Programs Offered

The department offers three graduate degrees in several areas of specialization.

- **The Professional Master of Science** degree is the principal master's degree in Rural Sociology. It is a **39 credit hour** degree offering specialization in **community facilitation** or **analytical processes** and includes an internship. This program is designed to prepare students for positions in the public and

private sectors in policy analysis, community development and applied research.

- **The Master of Science thesis option** degree is a **30 credit hour** program and requires research that results in a publishable manuscript (equivalent to a thesis). This degree prepares the student for doctoral training in rural sociology. This degree is primarily intended for those who intend to pursue Ph.D. studies at other universities or departments after completing their Masters degree. Even though it requires fewer credit hours, a thesis degree takes on the average longer to complete the thesis masters than the professional master's degrees.
- **The Doctor of Philosophy** degree is the highest academic award offered. It is a **72 credit hour** program of study that is primarily a research degree intended for those who plan to pursue a career in academic institutions, public- or private-sector organizations in research and/or planning departments, administrative leadership positions, non-profit organizations, or as an independent consultant in specialized research or policy analysis. The Doctor of Philosophy in Rural Sociology prepares the student theoretically, methodologically and in specialized interdisciplinary areas of expertise to work in applied and rural sociology settings. The common core of courses emphasizes sustainable development. Students completing a Master's degree in the department are required to apply for the PhD program unless they were admitted to both upon entering the graduate program.

Description of Graduate Training

Students entering the rural sociology graduate program will experience an advanced educational and training program that requires commitment and academic rigor. Graduate education and professionalization is not like undergraduate education. The graduate program requires a high degree of self-direction, independent study beyond classroom education, maturity, consistency of effort, a problem-solving and skill-seeking attitude that welcomes challenge. Prospective graduate students may review *Guidelines for Good Practice in Graduate Education* <http://gradstudies.missouri.edu/academics/scholarly-integrity-ethics/guidelines-good-practice.php> to obtain an understanding of good practice for graduate.

PROGRAM COMPONENTS

Admission

General Philosophy of Admission Committee

The Graduate Program Committee (GPC) are searching for students who have the intellectual ability and the character to be successful in graduate studies and in their professions. We are looking for students who have a good idea of what they want to do

with their degrees and have a degree of maturity that is uncommon among students who have just finished their Bachelor's degrees. There should be a clear fit between an applicant's educational goals and the interests and expertise of the graduate faculty, and in the case of Ph.D. applicants, the doctoral faculty.

Graduate Faculty (Chairs for Professional M.S. and Research M.S. in Rural Sociology)

Dr. Johanna Reed Adams

Dr. Caroline Brock

Dr. Keith Jamtgaard (currently research scientist, Office for Social and Economic Data analysis (OSED))

Dr. James Scott (currently acting vice provost for international relations)

Dr. Judith Stallmann (Graduate Faculty in Rural Sociology; Doctoral faculty in Agricultural and Applied Economics and in Public Affairs.)

Doctoral Faculty (Chairs for MS and Ph.D. in Rural Sociology)

Dr. Jere Gilles

Dr. Mary Grigsby (emeritus)

Dr. Mary Hendrickson

Dr. Stephen Jeanetta

Dr. David O'Brien

Dr. Hua Qin

Dr. J. Sanford Rikoon

Application Process

In the initial stages of the process, prospective students are encouraged to visit the departmental website at <http://www.ssu.missouri.edu/ruralsoc/> There they will find all of the necessary forms, links, and detail to clarify the parts of the complete application. If there is a need for additional information, individuals should contact the department directly at:

Department of Rural Sociology
University of Missouri
121 Gentry Hall
Columbia, MO 65211-7040
U.S.A. Phone: (573) 882-7451
FAX: (573) 884-4444
Email: rural_sociology@missouri.edu

All prospective students must submit the following materials as part of the application process:

- Complete and submit the Graduate Schools application form to the **Graduate School**.

- Submit an application fee to the **Graduate School**.
- Submit Formal Transcripts of previous academic work to the **Graduate School and to the Department of Rural Sociology**.
- Submit the Rural Sociology Department application form to the **Department of Rural Sociology**.
- Submit a statement of intellectual and professional interest to the **Department of Rural Sociology**.
- Submit scores on a standardized test (Graduate Record Examination or the Graduate Management Admission Test) to the **Department of Rural Sociology**. Note that the GRE is now an online exam; one can register online for the GMAT. See <http://www.gre.org/splash.html> or <http://www.mba.com/mba/TaketheGMAT>.
- Three letters of reference to the **Department of Rural Sociology**

Those seeking financial aid or those who are non-U.S. residents will submit additional forms according to their situations.

Applications for fall semester are normally screened from January 20th through April 20th 1. If an applicant wishes to be considered for an assistantship or fellowship they should submit their application by January 20th for fellowships and March 1st for assistantships. For winter semester applications are due from late October through mid-November. Additional admissions meetings of the Graduate Program Committee may be called when needed, but such a meeting is unlikely during the summer months.

It is generally preferable to enter the program in the fall in order to take coursework in proper sequence.

Admission Criteria

Intellectual and Professional Needs

The first criterion for admission used by the Graduate Program Committee is whether or not the Rural Sociology graduate program meets an applicant's intellectual and professional needs and whether there is someone available to act as their advisor. An applicant's statement of intellectual and professional interest assists in evaluation of the fit between the applicants' interests and goals and the program.

Maturity and Self-Motivation

The second assessment is whether prospective students have the maturity and the level of self-motivation needed to succeed in graduate school and as a professionals. The three letters of reference combined with the statement of intellectual interest assist in this part of the evaluation. Success in graduate school requires the ability to evaluate one's prospects and define one's personal and professional goals. The statement of interest and the letters of reference provide insight into these abilities.

Intellectual and Academic Abilities

The third assessment is of the applicant's intellectual and academic abilities

Once the fit between the graduate program and an applicant's educational goals and the maturity and motivation of the applicant has been established the final review of the intellectual and academic abilities of the applicant takes place. The applicant's academic transcripts and test scores are examined in order to evaluate these criteria. Overall GPA, GPA during the last two years of undergraduate coursework, grades in courses involving theoretical and mathematical reasoning and scores on standardized tests are examined in order to determine a person's academic abilities. Normally we are looking for students who rank academically in the top half of graduates on the GRE.

Students entering with a bachelor's degree are admitted into a Masters degree program. Admissions criteria for the **Ph.D.** program are much stricter than those for the master's program.

Prospective students are notified by letter of their acceptance into the program. Funding decisions are made separately from acceptance decisions. Prospective students are notified by letter of the funding offer made by the department. Completion of the master's degree does not automatically qualify a student for the Ph.D. program. Formal application to the Ph.D. program must be made with recommendation from the master's advisor.

English Language Proficiency (TOEFL)

International students who are non-U.S. residents must demonstrate English language proficiency. Each applicant is required to pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 80 on the internet based TOEFL test or the equivalent on the computer based or paper and pencil tests (to see equivalencies go to http://www.ets.org/Media/Tests/TOEFL/pdf/TOEFL_iBT_Score_Comparison_Tables.pdf) or score a 6.5 on the IELTS exam.

In addition to the overall scores indicated above, students must attain minimum scores for the reading and listening subscores of these exams. In the case of the internet based TOEFL test these would be a minimum of 21 on the reading portion and an 18 on the listening portion of the exam (see link above for equivalencies).

Students who miss the above requirements by 1-2 points may apply for a conditional admission. Conditional admissions are granted on a case by case basis by the department and must receive a waiver from the Office of Graduate Studies. Students admitted conditionally will be required to take English courses during their first semester of graduate studies.

Admission Decisions

- Decisions concerning admission to the graduate program are the responsibility of the department's Graduate Program Committee (GPC).
- This committee consists of three members of the faculty, one graduate student, and the Director of Graduate Studies.
- At least two of the members must be on the doctoral faculty and a third member should be someone active in the Professional Master's program who may belong to the graduate faculty.

- The faculty members are chosen by their peers.

Requirement for Admission into the Ph.D. Program

A master's degree is required for admission into the Ph.D. program. In most cases this means the completion of the master's degree in this department. Most students will enter the program with a master's degree which included a research component.

Students with a non-thesis master's degree must conduct research resulting in a publishable manuscript and obtain approval of the resulting product from a three member committee with the same composition as an MU master's committee.

Provisional Status

Students may be admitted to the MSc and the PhD applicants on conditional or provisional status. In this case, their full admission to the graduate program would depend on satisfactory completion of some graduate courses. The intention of provisional status is to provide students who do not appear prepared for graduate work to prove themselves. Such students will be admitted subject to getting a B or better in a list of courses provided by the Graduate Program Committee at the time of their admission. Cases that might warrant provisional status are those where the student has less than 12 credits of undergraduate social science courses beyond the freshman level at the sophomore, junior and senior level, cases of low undergraduate GPA's or cases of low GRE scores. The decision to award provisional status will be made on a case by case basis. The exact conditions will be included in their admissions letters.

Financial Aid

Research and Teaching Assistantships

The Department of Rural Sociology offers assistantships to incoming students whose interests and qualifications are the closest match to the department's needs for assistants. Most are research assistantships, funded by grants obtained by individual faculty members.

- Assistantships, whether for research (RA) or teaching (TA), may be quarter-time (0.25 FTE, 10 hours of work per week) or half-time (0.50 FTE, 20 hours of work per week).
- Research and teaching assistants receive a stipend. The level of the stipend depends upon the number of hours committed to work per week and upon whether one is a master's or a doctoral student.
- Research and teaching assistants receive a waiver of most academic fees, and a health insurance subsidy. The nature and amount of this subsidy are outlined online at the following link: <http://gradstudies.missouri.edu/financials/student-medical-insurance/>
- The College of Agriculture, Food and Natural Resources has a culture in which

teaching by graduate students before they complete all course requirements for the PhD is not the norm. In some cases a graduate student may be mentored over one or more semesters to teach a course for a semester under the guidance of the faculty member who has had experience teaching the course, , but this is not an option that is always available in Rural Sociology. There are also opportunities for students to be unpaid interns in graduate and upper division undergraduate courses. .

- Teaching and research assistantships may be 9 or 12-month positions.
- Those who receive 12-month assistantships are entitled to a month of vacation per year. Unless they take vacation days, Graduate Assistants are expected to work during summer, winter, and spring breaks.
- Students who have 0.50 FTE assistantships must be enrolled full time (9 credit hours) Fall and Spring semesters unless they have completed their plans of study.
- Division of Applied Social Science policy requires that students having a summer assistantship be enrolled for at least 3 credit hours of coursework during summer school—unless they have completed all the coursework required for their degrees. For example ABD's only need to register for 1 hour and Master's candidates can register for 1 hour or for examination only.

Assistantship Awards

Because the timing and nature of grant funding cannot always be predicted in advance, no student can be guaranteed a 0.50 FTE funding for their entire graduate program. Students may also be required to work on a number of different projects during their programs and these may be outside of their area of academic interest.

- The department is committed to ensuring that students who enter the program with an assistantship continue to receive at least a 0.25 FTE assistantship as long as funds are available to the department and their academic and work performance merits it.
- This commitment applies **only** to students who are determined by the Annual Review of Graduate Students to be making satisfactory progress toward the completion of their current degree **and** who have successfully performed their duties as research and/or teaching assistants. Supervising faculty is responsible for assessment of work performance.
- The Graduate Program Committee works with faculty and students to make assistantship assignments.
- The final decision on awards of assistantships rests with the department chair, in the case of university-funded assistantships, and with the faculty members who offer grant-supported assistantships.
- Students having a 0.25 FTE (or more) assistantship from academic units such as the Department of Rural Sociology are eligible for fee waivers from the Graduate School. Students who have an assistantship from non-academic units (units defined as extension or administrative units) must have a .50 FTE assistantship to be eligible for fee waivers.

Students are expected to complete their degrees in a timely manner, so **there are limits on the number of years that a student may receive assistantship support.** Master's degree

students may receive an assistantship at the 0.25 FTE level or higher for up to three years; students who earn a master's from the department of Rural Sociology at MU may receive two years of additional follow-on support (for a total of 5 years while pursuing their master's and doctoral degrees). Students with a master's degree from another institution may receive four years' support to earn a Ph.D. Note: a Ph.D. student's advisory committee may, during the Annual Review of Graduate Students, request an extension of assistantship privileges. If the graduate faculty determines that the student is making satisfactory progress toward degree completion, the student **may** be given the requested extension.

Additionally, **there are restrictions on the number of semesters that students can receive fee waivers through the Graduate School.** See:

<http://gradstudies.missouri.edu/financials/tuition-support-program/eligibility/>

Scholarships and Fellowships

The Graduate School does make available a number of fellowships. In general these provide a stipend in addition to a research or teaching assistantship. Prospective graduate students should visit <http://gradschool.missouri.edu/financial/> for financial information from the Graduate School. Almost all of these fellowships require a nomination letter on the part of either the Director of Graduate Studies or the Department Chair. The nomination letter must be received before the student can complete the application process.

Rights, Privileges and Responsibilities of Graduate Assistants and Fellowship Recipients

For additional information about policies of the Graduate School pertaining to Graduate Assistants and Fellowship Recipients consult the information provided at the following location: <http://gradschool.missouri.edu/financial/assistantships-fellowships/assistantships/>

Travel Scholarships

The Division of Applied Social Science provides funds of up to \$500 yearly, based on budgetary availability for graduate students who participate in professional meetings. Students can obtain application forms from the Rural Sociology graduate office in 121 Gentry.

DEGREE REQUIREMENTS

RURAL SOCIOLOGY NON-THESIS MASTERS OVERVIEW

The principal master's degree in Rural Sociology is the **39 credit hour professional master's degree**. This program is designed to prepare students for positions in the public

and private sectors. It is particularly useful for positions which include responsibilities in applied research, policy analysis, or community development. Students who later decide to pursue a Doctoral degree in Rural Sociology can do so as long as they complete the additional courses listed below. In addition to the Professional Masters tracks, there is a non-thesis research degree option.

The Professional Master of Science Adviser and Committee

The student selects a consenting **advisor** from faculty members of the department no later than the end of the second semester of a student's program. The selection of an advisor is based on the mutual consent of the student and a faculty member.

- Until a student chooses an advisor the Director of Graduate Studies serves as the advisor of all entering graduate students.
- A student is permitted to change advisors during his/her career as necessary by filing the appropriate form. The student must select an advisor before the required deadline.

Together with the advisor an examination **committee** will be determined. The student's master's committee is responsible for evaluating internship experiences and presentations or publications assigned to fulfill the degree requirements.

The committee shall have at least three members chosen from among the graduate faculty.

- The student's advisor serves as chair of the committee and is on the faculty of the Department of Rural Sociology
- A second member, from Rural Sociology
- A third member who is on the MU faculty and the graduate faculty. This member may be from any department in the university including Rural Sociology.

Professional Master of Science Course Requirements

Total Credits

Students obtaining the professional Master's degree must complete a minimum of **39 credit hours** of study.

Transfer Credits

Up to 20 percent of the total credits (8 credit hours) required for the degree may be transfer credits with committee approval.

Professional Master of Science Program Options

All students fulfill the required courses and select one of two options for the Professional

Master's Curriculum—**Analytical Processes** and **Community Facilitation** for Communities. The requirements of each are outlined below. The Analytical Processes option prepares students for careers in applied research and policy analysis. It provides a well-rounded skill set in both quantitative and qualitative methods and experience in conducting applied research. The Community Facilitation option prepares students for careers in community development, organizing, and in program planning.

Core Course Requirements for the Professional Masters	
<p>Required Courses: (4 courses for 17-18 credits)</p> <ul style="list-style-type: none"> • RS 7325 American Community Studies • RS 8510 Research Methodology • RS 7431 Building Communities from the Grassroots • RS 8450 Research in Rural Sociology (Internship for 3 to 8). See below for more detail 	
<p>Additional General Requirement Courses for the Professional Masters (chose 3 courses for 9 credits)</p> <ul style="list-style-type: none"> • RS 7120--Social Statistics • RS 7310 – Sociology of Agriculture and Natural Resources • RS 7335 – Social Change and Trends • RS 7370 – Environmental Sociology • RS 7446 – Community Social Structure • RS 8287-- Seminar in Sustainable Development • RS 8435--Seminar in Political Ecology • RS 8436 Community Natural Resources and Sustainable Development • RS 8444 – Agriculture Food and Community • RS 8447 Seminar in Contemporary Issues in Rural Sociology • RS 8610--Economic and Sociological Approaches to Collective Action 	
<p>Analytical Processes for Option Electives (4 of the courses below)</p>	<p>Community Facilitation Option Electives (4 of the courses below)</p>

<p>Highly Recommended</p> <ul style="list-style-type: none"> • Public Affairs 8190 or 8195 Economic Analysis for Public Policy • Soc/RS 7120 Social Statistics (or equivalent) • Soc/RS 8130 – Advanced Social Statistics <p>Recommended</p> <ul style="list-style-type: none"> • Ag Ed 8430 – Evaluation of Educational Programs • RS 9480 –Community Survey Research; • Public Affairs 8320 – Spatial Analysis for Public Affairs • AgEd 8540 Methods of Qualitative Research • Geography 7840 Geographic Information Systems I • PA 8340—Regional and Economic Development Policy 	<p>Highly Recommended</p> <ul style="list-style-type: none"> • RS 7342 Empowering Communities for the Future – • Public Affairs 8190 or 8195 Economic Analysis for Public Policy • Public Affairs 8420 Public Program Evaluation OR Ag Ed 8430 Evaluation of Educational Programs <p>Recommended</p> <ul style="list-style-type: none"> • Public Affairs 8610 – Group Dynamics and Conflict Resolution • Public Affairs 8630 – Organizational Change in a Community and Global Context • Public Affairs 8150 Collaborative Governance • Ag Ed 7340 Designing and Delivering Educational and Leadership Programs • RS 7343
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Course Registration

Preceding the opening of each semester students must consult with their adviser concerning their programs. They should not delay this conference until registration day. The MU Graduate catalog is on the internet. The web site address for the Graduate School is: <http://gradschool.missouri.edu>. Archived catalogs: <http://www.missouri.edu/~umcgradcatalog/>.

Internship/Practicum

The Internship/practicum provides practical experience. The student enrolls in RS 8450 Research in Rural Sociology, for **3 to 8 credits** as approved by advisor.

Internship Experience: Each student will have **practical experience** through an internship, carrying out social science analysis with businesses, public agencies, or non-profit organizations or doing other professional level work. The type of internship will vary according to students' needs and interests. The internship should be three months' full-time work (or it could be a year of quarter-time work, or six months of halftime work

etc). Previous experience may be substituted for part of this requirement (see below).

It is the responsibility of the student with his/her advisor to arrange this experience. The internship should be in the area of the student's professional interests and must be approved by the student's committee. There should be a written agreement between the advisory committee and the employer outlining duties and responsibilities of the internship. The student shall submit a report of an appropriate format based on his/her experience. This report will be the basis for an oral examination conducted by the student's committee to test the student's ability to apply theory and analysis to practical problems.

Previous work experience may be substituted for *part* of the practicum, based on a letter of request submitted by the student's advisory committee chair for approval to the Director of Graduate Studies (DGS). The student is expected, however, to engage in a *new* practicum experience while completing their degree

Additional Requirements for transfer from a non-thesis Masters to the Ph.D. Program

Professional Masters students who intend to eventually pursue a Ph.D. at MU must have completed the following courses before they will be considered for further graduate studies. Students who are considering a Ph.D. at another university are highly encouraged to take these courses.

- RS 8130 An advanced statistics course (RS/Soc 8130 or equivalent). The course should treat types of data analysis used by rural sociologists and should include multiple regression techniques (OLS and logit). Note: A basic statistics course is a prerequisite for RS/Soc 8130. If a PhD student must take the prerequisite at MU, the prerequisite cannot be counted as part of the total credits required for the PhD degree in Rural Sociology.
- Soc 9187 Seminar in Sociological Theory I or other theory class —

Students who complete a professional Masters (not the research option below) who are admitted to the PhD program must submit a manuscript to a refereed academic journal for publication before they can take their comprehensive examination. The process is similar to that described below for the Master of Science Research Degree except that the PhD committee chair should decide who else should review the manuscript before it is submitted and they need not be members of the PhD committee.

THE MASTER OF SCIENCE RESEARCH DEGREE

This option is intended primarily for students admitted for a masters and a PhD after receiving a bachelor's degree. Students admitted to this Master's program in Rural Sociology should complete their degree and then complete an article as part of their Master's degree requirements. Students earning the degree must complete a manuscript suitable for submission to a refereed journal in rural sociology or a related social science field to fulfill

the requirement of the degree. A formal thesis is not done. The purpose of this requirement is for a student to have a guided experience in research and in the development of scientific publications.

To complete the requirements for the Master's degree option students must:

- Complete 30 hours of coursework (not counting reading or research hours),
- Submit a paper for publication in a referred academic journal. This paper can be co-authored with a faculty member but the student should be the first author. The student should work closely with their advisor on the initial drafts of the paper. Once the student and advisor feel that they have a solid draft of the paper, it should be distributed to the student's advisory committee for comments. Based on these comments the student should revise their paper and then with their advisor's approval it should be sent to a journal for review. . A copy of this paper with information from the journal showing that it is under review should be submitted to the Graduate Secretary so that it may be included in a student's file
- Make a public presentation of their paper, which fulfills the Master's degree examination requirement of the Graduate School. Students may schedule their presentation *after* they receive notification that their article has been accepted for a review by a journal.

Co-authored papers are permitted but the student must be the lead author on the paper and must have taken the primary role in defining the research question, analyzing data and writing the article.

The Master of Science Research Degree Adviser and Committee

The student selects a consenting **advisor** from graduate faculty members of the department.

- Until a student chooses an advisor the Director of Graduate Studies serves as the advisor of all entering graduate students.
- A student is permitted to change advisors during his/her career as necessary by filing the appropriate form.

Together with the advisor a **committee** will be determined. The student's master's committee is responsible for evaluating all examinations, papers, and publishable manuscripts assigned to fill the degree requirements.

The committee shall have at least three members chosen from among the graduate faculty.

- The student's advisor serves as chair of the committee and is on the faculty of the Department of Rural Sociology

- A second member, from Rural Sociology
- A third “outside member” who is on the MU faculty and the graduate faculty but is not a member of the department of Rural Sociology

Master of Science Research Degree Course Requirements

Total Credits

A student must complete a minimum of **30 credit hours** of coursework (of which 15 or more must be 8000 level courses) and a publishable manuscript. Problems and Research course hours do not count toward the 30 hour minimum. The requirements are:

Core Course Requirements

The **nine credit hours** of core courses:

- SOC 9187 Seminar in Sociological Theory I (or similar social theory course)
- RS 8130 Advanced Social Statistics (those who need a refresher statistics course may take Rural Sociology 7120 but will not receive credit toward the M.S. for doing so)
- RS 8510 Research Methodology

An additional **30 credit hours** of course work is required but up to 9 of these hours may be research or problems courses. These courses must be approved by the student’s advisor and committee.

Course Registration

Preceding the opening of each semester students must consult with their adviser concerning their programs. They should not delay this conference until registration day. The MU Graduate catalog is on the internet. The web site address for the Graduate School is:

<http://gradschool.missouri.edu>. Archived catalogs: <http://www.missouri.edu/~umcgradcatalog/>.

During work on the manuscript a student may register for research credit, shown on the transcript as RS 8090. It is the responsibility of the student to obtain enrollment consent from their faculty advisor and to enroll in the course. The student’s master’s committee is responsible for evaluating the manuscript and examination (defense) of the research by the candidate.

MASTERS OF SCIENCE THESIS OPTION

The thesis option for a Masters degree involves three forms instead of two and requires a different composition of the students committee. In addition to the M1 form (plan of study) and M3 form (report of exam results), the thesis option requires that the students committee be named early in the process (the M2 form). While the examination committee for a non-thesis Masters can be limited to members of the Rural Sociology graduate faculty the committee for a thesis masters must include a member from outside of the department. The student works with their advisor

and advisory committee to develop a thesis proposal and to carry out their research. Once a draft of the thesis has been approved, part of the thesis examination will be a public presentation of the results of the research. This option has **nine credit hours** of core requirements;

- SOC 9187 Seminar in Sociological Theory I (or similar social theory course)
- RS 8130 Advanced Social Statistics (those who need a refresher statistics course may take Rural Sociology 7120 but will not receive credit toward the M.S. for doing so)
- RS 8510 Research Methodology

Information on the thesis format itself can be found at <http://gradstudies.missouri.edu/forms-downloads/repository/thesis-diss-submission-checklist.pdf>

DOCTORAL PROGRAM OVERVIEW

Rural Sociology Ph.D. Program---Sustainable Development

The goal of the Ph.D. program is to provide the next generation of rural sociologists with academic and professional skills and credentials relevant to critical issues of sustainable development, defined as development that is socially equitable, economically viable and environmentally responsible. The concept of sustainable development is often used with specific reference to ecologically sound development. It can also mean achieving cultural, social and institutional continuity and maintaining balance in the context of dynamic local and global situations.

Given the Division of Applied Social Science's and Rural Sociology Department's expertise in the applied social sciences, our graduates should be able to provide leadership and core expertise in social science interdisciplinary endeavors both domestically and internationally, with special emphasis on sustainable development in non-metro (rural) regions.

By combining elements of a core graduate education in sociology with two specialties, graduates will be qualified to complete meaningful research and analysis within the rubric of sustainable development. The core requirements will provide a basic grounding in research methodologies and the sociology of sustainability and development. The specialty areas provide students with the opportunity to acquire additional skills and credentials particular to their intended career paths.

Potential employment contexts include:

- Academic positions in social science departments, interdisciplinary programs, and policy schools. Preparation for academic positions can require work in sociology (for those without undergraduate sociology training) and some research publications.
- Leadership positions in government agencies at the local, state, regional, national and international levels in the United States and around the world

- Social science and leadership positions with non-governmental organizations working toward sustainable development, economic development, and /or environmental protection
- Social science and leadership positions with private enterprises engaged in development projects and consulting.

Doctoral Program Advisor and Committee

The student must compose a Doctoral Program Committee, recommended by the student's advisor before one year has elapsed following the student's registration for courses included in the doctoral plan of study.

- The doctoral program committee must consist of a minimum of four faculty members
- The advisor must be a doctoral faculty member in the Department of Rural Sociology.
- A minimum of two members of the committee (including the advisor) must be members of the doctoral faculty.
- Three members including the chair must be members of the graduate faculty of the Rural Sociology Department.
- One member of the committee must be a member of the graduate or doctoral faculty of the University who is not a Rural Sociology faculty member.
- The outside member of a doctoral committee cannot be from outside MU. Persons with specialized expertise may serve on doctoral committees as a fifth or sixth member with special permission of the vice provost/dean.
- Members who leave the university or who retire while serving on a committee may complete their service on that committee, as long as there is no expense to the university. They may not be appointed to new committees.

Qualifying Requirement (Exam) for the Ph.D. in Rural Sociology

To qualify for continuation in the Ph.D. program students must complete two full enrollment semesters at the start of their program in which they take core sequence courses and make a B or above in all courses taken. (The qualifying requirement must be met. In some cases waivers may be given within one year of enrollment in the Ph.D. program.) This qualifying request "exam" is normally every May. A student must designate an advisor and select their committee before they will be designated as qualified. The results of the qualifying process are communicated to the Graduate School by the D-1 form.

- The D-1 form is located at <http://gradstudies.missouri.edu/forms-downloads/repository/d1.pdf>
- The D-1 form must be on file in the department and the Graduate School prior to the end of the first calendar year of Ph.D. studies.
- The doctoral program committee must be recommended by the student's advisor and approved by the departmental director of graduate studies and the Graduate School before one year has elapsed following the student's first registration as a

doctoral student.

Program of Study

The Program of Study for the doctoral degree must reflect the training needs of the student and requires the student to work closely with their doctoral committee. The program of study should include:

- The Plan of Study can be designed after the qualifying requirement has been met.
- After the student's Doctoral Program Committee approves the Proposed Program of Study, the student submits form D-2 (Plan of Study for the Doctoral Degree) with the attached program of study to the Director of Graduate Studies for review <http://gradstudies.missouri.edu/forms-downloads/repository/d2.pdf>.
- When completed and approved the plan of study is attached to the signed D-2 form and filed with the departmental office and the graduate school. This plan is essentially a contract between the student and the department, specifying what courses the student must take to complete the Ph.D. The plan of study protects the student against changes in degree requirements. It can also be easily modified with approval of the chair and director of graduate studies.

Ph.D. Course Requirements (72 Hours)

Total Hours

The Ph.D. is a **72 credit hour** minimum with no more than 6 hours of readings or problems courses, and a maximum of 12 dissertation research hours toward the 72 hour requirement. Coursework taken toward a master's degree in the social sciences may count toward these requirements. A student must complete thirty hours of coursework (not including research, readings and problems courses) beyond the master's degree.

Transfer of Credit

A maximum of twenty percent of the number of credit hours required for a student's degree may be transferred from another university, including another campus of the University of Missouri system, upon the recommendation of the advisor, the approval of the Director of Graduate Studies, and the Graduate School.

The doctoral committee may recommend up to 30 hours of post-baccalaureate graduate credit from an accredited university be transferred toward the total hours required for the doctoral degree. It is the responsibility of the doctoral committee to determine the appropriateness of course work for transfer credit.

Expectations for students entering the PhD program with Masters degrees

Students applying to the PhD program are expected to have had the following courses before beginning their PhD program—a basic research methods class, a social theory class (could be from disciplines other than sociology) and a multivariate statistics class. Not having one or more of these classes will not affect the admissions decisions, *but incoming students will be required to complete them as part of their PhD degree in addition to the requirements listed below.*

Students getting a Masters in Rural Sociology at Missouri must have completed the following courses as part of their Master's degree to be admitted to the PhD program.

- A Sociological Theory Course such as Soc 9187 Seminar in Social Theory I (there are theory courses offered in other Departments as well)
- Rural Sociology 8130 Advanced Social Statistics (the prerequisite for this is Sociology 7120)
- Rural Sociology 8510 Research methodology

Students entering the PhD program with a Master's degree that did not include a thesis and who have not published an article in an academic journal must have an article under review by an academic journal before they can take their comprehensive exams. See the requirements for entering the PhD program with a professional Masters above.

Core PhD Requirements (27 Hours)

- Rural Sociology 7335 Theories of Social Change and Development
- Agricultural Education 8150 Qualitative Methods (or equivalent)
- Rural Sociology 8287 Seminar on Sustainable Development
- Rural Sociology 9437 (Synthesis of Theory and Methods/Dissertation Proposal Development)
- Rural Sociology 9480 Community Survey Research
- An Advanced Social theory course such as Sociology 9487 Seminar in Sociological Theory II , Sociology 9587 Topical Seminar in Contemporary Sociological Theory , Women and Gender Studies 8020 Feminist theory .
- An Advanced Methods course that either is an advanced qualitative course (having a basic qualitative course as a prerequisite) or an advanced quantitative course (one that has multivariate statistics as a prerequisite).

Two of the following courses

- Rural Sociology 8435 Political Ecology
- Rural Sociology 8436 Community Natural Resources and Sustainability
- Rural Sociology 8444 Agriculture Food and Community

Areas of Professional Expertise (12 Hours Minimum)

In addition to the required core, every Ph.D. student will be required to complete an “area” of concentration” comprised of a minimum of 12 credits (in the case of a minor or certificate requiring less than 12 hours, a student must complete an additional 3 hours of coursework related to this area of concentration. The plan for completion of “area” concentration must be part of the formal plan of study outlined in the D2 form and approved by the doctoral committee. Students need to provide a copy of their plan of study for their certificate or minor when they submit their D2 form.

- This area should be selected in the context of the student’s career objectives and academic interests.
- The “area of concentration” must be approved by the student’s Ph.D. advisory committee.
- Students should select from one of the following options:

A. An Existing MU-Approved Graduate Certificate Program

Examples of certificate programs that may be of interest to Ph.D. students include:

- Community Processes
- Dispute Resolution
- Inter-Disciplinary Analysis of Institutions and Organizations
- Science and Public Policy
- Society & Ecosystems

Public Health

For a complete list of all approved certificate programs, see:

<http://gradstudies.missouri.edu/academics/programs/>

B. An Existing MU-Approved Graduate Minor in a Substantive Area

Examples of graduate minors that may be of interest to Rural Sociology students are:

Graduate Minors that may be of most interest to Ph.D. students include:

- International Development
- Women’s and Gender Studies

For a list of all approved minors, see:

<http://gradstudies.missouri.edu/academics/programs/>

While the minor in College Teaching is recommended for those who plan on careers that involve teaching it is not accepted as a substantive area for fulfillment of the requirements of the Rural Sociology Ph.D. in Sustainable Development.

C. Development of Individualized “Area of Concentration”

Ph.D. students and their committees may develop an individualized area of study. In these cases, we expect the area of concentration:

- To focus on an interdisciplinary topic
- To include a minimum of six credits in coursework outside of Rural Sociology
- Not to overlap substantially with an existing Certificate Program or Graduate Minor (6 or more credits)

Electives

Rural Sociology Courses

- Rural Sociology 7310 Society, Agriculture and Natural Resources
- Rural Sociology 7325 American Community Studies
- Rural Sociology 7341 Building Communities from the Grassroots
- Rural Sociology 7342 Empowering Communities for the Future
- Rural Sociology 7343 Creating Capacity for Dynamic Communities
- Rural Sociology 7370 Environment and Society
- Rural Sociology 7445 Seminar on Issues in the Sociology of Agriculture & Natural Resources
- Rural Sociology 8085 Problems in Rural Sociology
- Rural Sociology 8447 Seminar on Contemporary Issues in Rural Sociology

Course Registration

Preceding the opening of each semester students must consult with their adviser concerning their programs. They should not delay this conference until registration day. The MU Graduate catalog is on the internet. The web site address for the Graduate School is: <http://gradschool.missouri.edu>. Archived catalogs: <http://www.missouri.edu/~umcgradcatalog/>.

Residency Requirement

In order to satisfy the residency requirement, a student must complete at least two nine-hour semesters or three six-hour semesters in an 18-month period at MU. All courses taken to satisfy the residency requirement must be approved by the student's Doctoral Program Committee. Correspondence and off-campus courses may not be counted toward the residency requirement.

The Comprehensive Examination and Admission to Doctoral Candidacy (Comps)

As stated in the Graduate Catalog, to be an official candidate for a doctoral degree the student must have passed a comprehensive examination for admission to doctoral study. This is the major examination in the doctoral training program, and must be passed BEFORE FORMAL WORK ON THE DISSERTATION IS BEGUN. It is administered by the Doctoral Program Committee.

Successful completion of a comprehensive examination must occur within five years of beginning the doctoral program. A student is ready to take the comprehensive examination when he/she has:

- Completed all of the courses listed in his/her Plan of Study with satisfactory grades
- Completed all of the course required for their certificate or graduate minor.
- If they entered the program with a Master's degree that did not require a thesis, they must have written and submitted a paper for review in a scholarly journal. A copy of the paper as well as information as to where it was submitted must be in a student's file.
- Submitted and received approval from their advisory committee for their dissertation research proposal. **Note:** Normally this process takes 2-4 months because the student must first get a version of their proposal accepted by their advisor before it is submitted to their committee for comments and then accepted by the committee.
- Submitted an approved copy of the dissertation proposal to be kept in the student's departmental file until the dissertation is actually completed

The comprehensive examination consists of both a written and an oral examination.

- These are designed and administered by the advisory committee of the Ph.D. student.
- The comprehensive examination is designed to evaluate a student's preparedness to proceed with the dissertation.
- Students are normally given two opportunities to pass this examination.
- A copy of the completed comprehensive examination will be filed with the director of graduate studies and kept in the departmental student record.

Written Comprehensive:

The written portion of the examination will evaluate competency in theory and methods in the student's specialty area, as well as their readiness to conduct their dissertation research. After the advisory committee indicates that a student has passed the written portion of the comprehensive examination, the oral examination will be given.

Oral Comprehensive:

The oral portion of the examination will address issues raised on the written examination and in the student's dissertation plans.

This exam is open to faculty and students; the location and time must be publicly announced a minimum of two weeks before the examination takes place.

The public part of the examination will be limited to the presentation of the student's research proposal followed by questions about the proposal. Following the public oral examination the student's advisory committee will complete the examination in private.

The D-3 Doctoral Comprehensive Examination Results must be filed no more than 14 days after the exam is passed.

Continuous Enrollment

- Candidacy for a doctoral degree is established by passing the comprehensive examination for the Ph.D.
- Candidacy is maintained by enrolling in 9090 Research for a minimum of two semester hours each fall semester, a minimum of two semester hours each spring semester and a minimum of one semester hour each summer session.
- A student may also meet the continuous enrollment requirement by enrolling in formal university courses—this option is only available upon the approval of one's advisor.
- Continuous enrollment provides access to an adviser's support, doctoral program committee guidance and University research facilities for completion of the dissertation. Failure to continuously enroll in 9090 Research until the doctoral degree is awarded terminates candidacy.
- Candidacy may be re-established by paying the registration and late fees owed and completing the requirements specified by the student's doctoral program committee (check Graduate School for details on re-establishing candidacy).

Reasonable Rate of Progress

A doctoral student will have no more than five years after passing the comprehensive examination to complete the doctoral degree. On petition of the candidate and the candidate's department, an extension of this time limit may be granted by the Graduate School.

The Dissertation

Successful completion of a dissertation or a research monograph, according to the regulations of the Graduate School is required.

- The dissertation must be completed in keeping with the "Guidelines for Preparing Theses and Dissertations." <http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/>
- The dissertation must be completed within five years of the completion of the comprehensive examination.

- All members of the committee are expected to take an active part in the preparation of the dissertation
- The student's committee is to conduct an oral final examination ("defense") of the dissertation/monograph
- This examination cannot be scheduled until the advisory committee members have received a completed draft copy of the dissertation.
- This examination is to be open to faculty and students and must be publicly **announced** at least two weeks before the exam. Candidates should provide the Rural Sociology Department Office with an announcement including (a) the title of the dissertation, (b) the date and location of the orals, and (c) the advisor's name.
- Faculty and students may attend orals and question candidates, but cannot be present when the vote on the result of the examination is taken.
- At least four committee members must vote to pass a dissertation in order for the degree to be completed
- The candidate must be enrolled to defend their dissertation.
- The defense must be scheduled when MU is officially in session.
- *The Report of the Dissertation Defense form (D-4)* and the Approval Page, which must be signed by all members of the approved committee, should be sent to the Graduate School after the defense has been completed and must include an electronic copy as specified by the Graduate School.

DEPARTMENT POLICIES

ACADEMIC PERFORMANCE

Graduate Student Assistantship Evaluation Policy (Currently being revised)

A graduate Assistantship evaluation form is linked at the following URL:
An evaluation will be done each semester/year (as appropriate based on appointment) by the faculty member to whom the student reports. The student and faculty member are responsible for insuring that the evaluation is completed. A copy of the evaluation must be provided to the Director of Graduate Studies and to the Administrative Assistant to be placed in the file of the graduate student.

Annual Online Assessment of Graduate Student Progress

All graduate students must enter a progress report in the online assessment for annual review by January 10th each year. Graduate students are responsible for insuring that their correct information regarding their advisor and progress is entered each year. This progress report is used as part of the documentation for the Rural Sociology Departmental Annual Review of Graduate students and must therefore be completed as soon as possible upon receipt of the request from the Director of Graduate Studies that it be done. The Graduate Student Progress Reporting System may be accessed at the following URL: <https://gradschool.missouri.edu/policies/progress/annual->

review/progress-system/URL here. This data is also used by the graduate school to evaluate graduate programs.

Annual Review of Graduate Students

As required by the Graduate School, the Rural Sociology graduate faculty reviews academic and professional performance at the beginning of each winter semester. By mid-January each Rural Sociology graduate student is required to provide an updated version of his/her vita to the Director of Graduate Studies of Rural Sociology and their advisor for the Annual Review.

All faculty who are members of MU's graduate faculty in Rural Sociology are encouraged to attend the Annual Review. The goal of the Review is to ascertain whether a student is making satisfactory progress toward degree completion, for example significant numbers of incomplete courses indicate lack of progress. The job performance of students with assistantships is also reviewed. A poor evaluation of academic progress at the Annual Review can result in probation or the dismissal of a student. A poor review can also influence the award of future assistantships. After the Review the Director of Graduate Studies will send to each student a brief written statement outlining the faculty's evaluation of their performance and progress. These letters become part of the permanent graduate student record. Students should arrange to meet with their respective advisors after each Annual Review for more detailed feedback.

Probation and Dismissal from the Graduate Program

Probation

The Graduate School will be informed (after these students are themselves informed) of all students who are found by the department to be making unsatisfactory progress. The Director of Graduate Studies will write a letter to the student outlining the reasons for the department's decision and the conditions of probation. Copies of both letters should be maintained in a departmental file and forwarded to the Graduate School. If difficulties persist and the faculty advisor and Director of Graduate Studies agree that probation is appropriate, the student should be notified in writing of the probationary period, which may be from 30 days to a full semester. The probation letter should state explicitly that the student is on departmental probation; it must also state precisely what must be accomplished and by what date in order for the student to return to good standing in the department and be removed from departmental probation.

Dismissal and Appeals

See Graduate School Policies

REVISIONS OF THE RURAL SOCIOLOGY GRADUATE PROGRAM

The graduate faculty and graduate students in rural sociology will periodically review the

department's areas of emphasis to ascertain whether they properly reflect faculty expertise and student needs. At these times the faculty may delete areas from the program, create new areas of emphasis, or change degree requirements. If degree requirements are changed, this will not alter the course requirements for students who have completed their program of study for the master's degree (M1 form) or their program of study for the doctoral degree (D2 form).

RESPONSIBLE CONDUCT OF RESEARCH

Responsible conduct of research and ethical behavior are foundational to the academic endeavor. The following are resources for graduate students involved in research:

- Institutional Review Board and the Animal Care Quality Assurance for the use of human subjects and animals for research.
<http://www.research.missouri.edu/complia/index.htm>.
- American Sociological Association Code of Ethics and Policies and Procedures of the ASA Committee on Professional Ethics.
<http://www2.asanet.org/members/coe.pdf>
- Dean's certificate in the Responsible Conduct of Research.
<http://gradschool.missouri.edu/programs/catalog/rcr-certificate/>.

PROFESSIONAL ORGANIZATIONS

Department of Rural Sociology

- Rural Sociology Graduate Student Association (RSGSA)

National Professional Associations

- Rural Sociological Society <http://ruralsociology.org/>
- American Sociological Association <http://www.asanet.org/>
- Community Development Society <http://www1.associationsites.com/main-pub.cfm?usr=commdev>

UNIVERSITY RESOURCES

For an extensive coverage of University of Missouri resources for graduate students review the web pages of the Graduate School: <http://gradschool.missouri.edu/>.

APPENDIX A

Significant Events for Professional Master of Science

The student is responsible for completing the necessary Graduate School forms in a timely fashion. Every stage in the student's graduate program must be approved and the

appropriate form filed in the departmental office. The departmental office will route the forms to the Graduate School for approval. See the following website for printable forms: <http://gradschool.missouri.edu/policies/>

Date Complete Event and Deadline

_____ Assignment of Initial Adviser

The Director of Graduate Studies is automatically the advisor for entering students unless they specify an advisor. If a student identifies an advisor prior to starting the program or during their first semester and the faculty member agrees, they can immediately file a Change of Application for Graduate Program, Degree, Emphasis or Advisor form available from the department Administrative Assistant or online at (http://gradschool.missouri.edu/admission/change_degree.pdf).

_____ Choice of M.S. Adviser (by the end of the first semester)

An advisor must be chosen and formally assigned by the end of the first semester.

_____ **M-1** - Program of Study for the Master's Degree**

*This form provides the student, the department, and the Graduate School with a plan for all course work, transfer credit, and research hours that will comprise a student's program of study. It is essentially a contract between the student and the department, specifying what courses the student must take to complete the master's degree. Advisor and Director of Graduate Studies signs this form. It can also be easily modified with approval of the chair and Director of Graduate Studies. **Submit to the Graduate School by the end of the second semester.***

_____ **M-3** - Report of the Master's Examining Committee**

*This form reports the final results of the master's internship experience/presentation. **Submit to the Graduate School as soon as possible after the completion of all requirements for the master's degree taking into account Graduate School deadlines for graduation (<http://gradschool.missouri.edu/policies/masters/masters-deadlines.pdf>)***

* Deadlines and sequence may be different for students desiring credit for graduate course work completed elsewhere.

**Graduate School forms are available on the Graduate School's website.

Significant Events for Master of Science Research Degree

The student is responsible for completing the necessary Graduate School forms in a timely fashion. Every stage in the student's graduate program must be approved and the appropriate form filed in the departmental office. The departmental office will route the forms to the Graduate School for approval. See the following website for printable forms: <http://gradschool.missouri.edu/policies/>

Date Complete Event and Deadline*

_____ Assignment of Initial Adviser

The Director of Graduate Studies is automatically the advisor for entering students unless they specify an advisor. If a student identifies an advisor prior to starting the

program or during their first semester and the faculty member agrees, they can immediately file a Change of Application for Graduate Program, Degree, Emphasis or Advisor form available from the department Administrative Assistant or online at (http://gradschool.missouri.edu/admission/change_degree.pdf) .

_____ Choice of M.S. Adviser (after first semester)

Student must ask faculty member to serve as advisor. If faculty member agrees student may then ask departmental Administrative Assistant to complete the necessary form to select advisor. **An advisor must be chosen and formally assigned after the first semester.**

_____ **M-1** - Program of Study for the Master's Degree**

This form provides the student, the department, and the Graduate School with a plan for all course work, transfer credit, and research hours that will comprise a student's program of study. It is essentially a contract between the student and the department, specifying what courses the student must take to complete the master's degree. It can also be easily modified with approval of the chair and Director of Graduate Studies. **Submit to the Graduate School by the end of the second semester.**

_____ **M-3** - Report of the Master's Examining Committee**

This form reports the final results of the master's manuscript (thesis) defense. **Submit to the Graduate School as soon as possible after the completion of all requirements for the degree taking into account Graduate School deadlines for graduation** (<http://gradschool.missouri.edu/policies/masters/masters-deadlines.pdf>)

* Deadlines and sequence may be different for students desiring credit for graduate course work completed elsewhere.

**Graduate School forms are available on the Graduate School's website.

Appendix B

List of Significant Events for the Ph.D. Degree

The student is responsible for completing the necessary Graduate School forms in a timely fashion. Every stage in the student's graduate program must be approved and the appropriate form filed in the departmental office. The departmental office will route the forms to the Graduate School for approval. See the following website for printable forms: <http://gradschool.missouri.edu/policies/>

*Date Complete Event and Deadline**

_____ Assignment of Initial Adviser

The Director of Graduate Studies is automatically the advisor for entering students unless they specify an advisor. If a student identifies an advisor prior to starting the program or during their first semester and the faculty member agrees, they can immediately file a Change of Application for Graduate Program, Degree, Emphasis or Advisor form available from the department Administrative Assistant or online at (http://gradschool.missouri.edu/admission/change_degree.pdf).

_____ Choice of Ph.D. Adviser and Committee (after first semester)

Student must ask faculty member to serve as advisor. If faculty member agrees student may then ask departmental Administrative Assistant to complete the necessary form to select advisor. An advisor must be chosen and formally assigned after the first semester.

_____ **D-1** - Qualifying Examination Results & Doctoral Committee

*Approval** A student qualifies for PhD study upon completion of the first year of student in the doctoral program with a minimum of 12 hours of core courses completed with grades of B or above.. The department does not require a qualifying examination therefore **this form is normally submitted immediately after the completion of the first year in the program with approval from the Doctoral Committee.***

_____ **D-2** - Plan of Study for the Doctoral Degree**

*Include Program of Study listing courses taken & anticipated and expected date of comps & completion of dissertation. The program must include a minimum of 15 hours of 8000/9000-level coursework exclusive of problems, readings and research. **Submit to the Graduate School no later than the end of the student's second semester of doctoral study.***

_____ **D-3** - Doctoral Comprehensive Examination Results**

This form should be completed and filed with the Graduate School upon completion of the exam.

_____ **D-4** - Report of the Dissertation Defense**

Submit to the Graduate School as soon as possible after the defense. (With an electronic copy of the dissertation) Deadlines for graduation are available at <http://gradschool.missouri.edu/policies/doctoral/deadlines.php>.

* Deadlines and sequence may be different for students desiring credit for graduate course work completed elsewhere.

**Graduate School forms are available on the Graduate School's website.