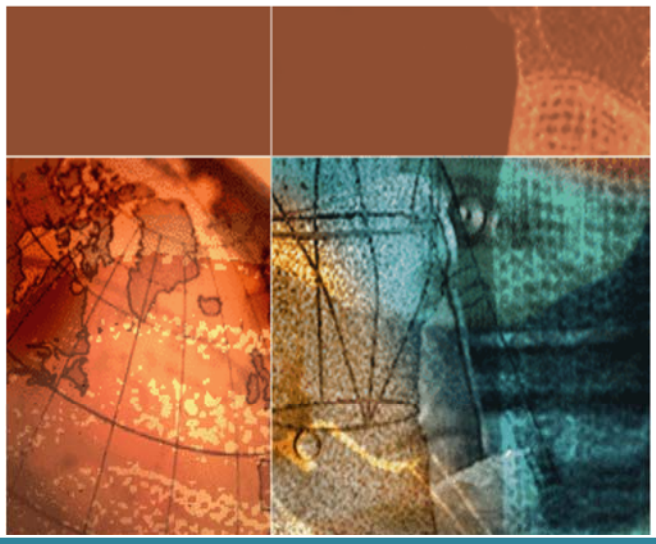

Doctoral Handbook

Textile and Apparel Management

137 Stanley Hall
College of Human Environmental Sciences
University of Missouri
Columbia, MO 65211-7700

573.882.7317
http://tam.missouri.edu

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Table of Contents

INTRODUCTION 3
THE GRADUATE PROGRAM (Ph.D.) DEPARTMENT OF TEXTILE AND APPAREL MANAGEMENT 4
I. ADMISSION REQUIREMENTS 4
A. Degree Candidate Status 4
B. Financial Assistance 5
C. Application Deadline for Admission 6
D. Probational Graduate Student Status 6
E. Non-degree Graduate Student Status 7
II. SELECTION OF ADVISOR AND ADVISORY COMMITTEE 7
A. Advisor 7
III. DEVELOPMENT OF A PROGRAM: PH.D. DEGREE 9
A. Plan of Study, Comprehensive Exam, and Dissertation Defense 9
B. Course Credit and Regulations 10
IV. RESEARCH-PH.D. DEGREE 13
A. Development of a Dissertation Proposal 13
B. Conducting the Research and Writing the Thesis 13
C. Developing the Final Dissertation (TAM 9090) 14
D. Completion of Requirements for Graduation 15
APPENDIX A 16
CHECKLIST FOR COMPLETION OF A GRADUATE DEGREE 16
APPENDIX B 19
DOCTORAL THESIS TIME SCHEDULE: A SUGGESTED GUIDELINE 19
1st year 19
2nd year 19
3rd year 19
APPENDIX C 20
SATISFACTORY PROGRESS AND THE DISMISSAL POLICY 20
APPENDIX D 21
Intellectual Property 21

INTRODUCTION

The graduate handbook is designed by the graduate faculty to help potential and enrolled students with understanding and implementing departmental policies and procedures. The handbook is designed to explain requirements for various options and corresponding procedures to be followed. The purpose of this booklet is to help students avoid confusion from misinterpretations of the policies and procedures. However, it is students' responsibility to follow the policies and procedures published by the Graduate School at the University of Missouri. The complete set of policies and procedures are available at http://gradschool.missouri.edu/ . Students are encouraged to talk to their Graduate Advisor or the Director of Graduate Studies if any of the materials provided in this handbook are not clear to them.

THE GRADUATE PROGRAM (Ph.D.)
DEPARTMENT OF TEXTILE AND APPAREL MANAGEMENT

University of Missouri
College of Human Environmental Sciences

I. ADMISSION REQUIREMENTS

A. Degree Candidate Status

All graduate program applications are accepted through the MU Graduate Studies online application submission system:

Applications would require the following documents. *The review of applications will not start until all materials are submitted*.

1. **Test information and Transcripts** (You may upload these in the online Graduate School application to expedite review of your application by the program):
   - Your official GRE scores (sent directly from the Educational Testing Service). A minimum **153 (or 500 in prior scoring systems**) score is recommended for the Verbal Reasoning and **144** (or **500 in prior scoring systems**) for the Quantitative Reasoning tests. A minimum of **3.0** score is recommended for the Analytical Writing category. *GMAT score is not allowed.
   - Your official transcripts from every college or university you have attended (sent directly from the college or university). Evidence of a 3.0 G.P.A.

2. **The TAM application form**: 1 page

3. **Statement of professional objectives** (Upload to the Supplemental Information section of your application): 1-3 pages, addressing the following questions
   - What are your specific scholarly interests and objectives directly related to the expertise of TAM faculty members? Feel free to include professional and academic experiences
   - Why do you want to earn the graduate degree for which you are applying?
   - What are your primary strengths that you believe ensure your success in graduate school?
   - What limitations may impede your success in graduate school?
   - What is your overall goal after earning a graduate degree from MU TAM?

4. **Three letters of reference/recommendation**: Three academic recommendations are required and must be submitted through the Recommendation section online of the Graduate School application.

5. **Latest vitae or resume**: Please make sure to include the month/year for the start and end dates of all work experience (Upload to the Supplemental Information section of your application).

6. **Others**: If necessary (not required), you may submit a recent writing sample of at least 20 pages in length (Upload to the Supplemental Information section of your application).

7. **Others for design students**: A digital portfolio is required for design students. It can be submitted via a link to the website or digital storage unit. A portfolio saved in a digital storage unit can be sent directly to the Director of Graduate Studies by mail.

In addition, international students must include:

8. **Official TOEFL* scores or IELTS** (sent directly from the testing services), the department requires minimum TOEFL scores of **550** paper-based, **213** computer-based, **79-80** Internet-based, or 6.5 of IELTS is recommended. See more information on minimum scores from the Language Requirements of the Graduate Studies office.

*If you received your Master's degree from TAM at MU, you still have to complete the following:

1. Updated transcripts from MU
2. TAM application form: 1 page
3. Updated Statement of professional objectives
4. New letters of reference/recommendation
5. Updated vitae or resume; and
6. Updated Affidavit of Support (International students)

B. Financial Assistance

- Graduate students admitted to the program may apply for several department, college, and university level scholarships. Generally, the deadline for these scholarships is **January 15**. Check with appropriate offices for updated information.

- A student's advisor can sometimes seek funding from the Research Catalyst Fund of the College of Human Environmental Sciences for research support. You should contact the Associate Dean of Research and Graduate Studies in 114 Gwynn for further details.

- If you seek financial support, contact the Chairperson and/or the Director of Graduate Studies in the department. The deadline for assistantship applications is January 15. The assistantship requests may accompany the admission application materials. To qualify for teaching assistantships in the department, the international students from countries where English is not the native

language are required to take the Language and the oral communication skills test in collaboration with the Program of Excellence in Teaching.

- Sometimes, teaching or research assistantships are available through the department or in collaboration with the Campus Writing Board. Depending on the student's background, assistantships may also be sought in departments other than the degree-seeking department.

C. Application Deadline for Admission

The application must be completed and received as follows:

- **January 15** to be considered for university, college and departmental scholarships. Applications will still be accepted after that date. Departmental decisions regarding assistantships will be made during the spring semester of year of application for the Fall semester, and

- **September 1** of the calendar year prior to the semester of application for the Spring semester.

*International students should allow at least two semesters before the expected date of registration to allow time for the U.S. Citizenship and Immigration Services requirements. This timeline holds true if the application materials include all of the required materials. Incomplete submission of application materials can result in unwarranted delays.

D. Probational Graduate Student Status

An applicant who does not meet the degree candidates' requirements may be admitted on probation until the requirements are met. The requirements for removal of probation will be identified in the acceptance letter, and can include any of the following:

- A student on probation must achieve a 3.0 grade point average in the first nine hours of graduate course work.

- An international student may be required to take Intensive English courses as recommended by the English Language Support Program (ELSP). The scores on the English Proficiency test serve as the basis for this recommendation. There is an additional charge for this service.

- A student will be required to fulfill other deficiencies depending upon the applicant's background as identified at the time of admission.

- A student must have support from the Graduate Adviser and the Director of Graduate Studies for removal from probation. The removal from probation must be decided within the first year from the time of admission.

E. Non-degree Graduate Student Status

For additional details refer to the latest Graduate School Catalog.

The Non-degree Option:

- Is for the student who has not yet selected a major or a specific program.
- Allows a student to prepare for admission to a graduate degree program either at MU or elsewhere.
- Allows a student to explore various options, a new discipline, or career enhancement.
- Allows transition time between completion of a baccalaureate degree and initiation of a graduate degree.
- Allows a student to seek enrichment experiences.
- Provides for up to 12 hours of graduate credit taken as a non-degree graduate student to be applied toward a graduate degree program if approved by the department.
- Does not qualify students for financial aid.

II. SELECTION OF ADVISOR AND ADVISORY COMMITTEE

A. Advisor

1. The Director of Graduate Studies will assign a temporary advisor to assist the student in registering for course work and to discuss the various aspects of the graduate program.

2. During the first semester, the student should discuss her/his particular subject matter/potential research interest with various members of the Graduate Faculty to ascertain whose expertise and interests are most compatible. The major advisor should be selected **prior to completion of nine (9) hours of graduate work** and before the program of study is developed.

   Faculty who are members of the MU Doctoral Faculty serve as dissertation advisors to students enrolled in the Ph.D. program. Check the faculty profiles available on TAM's departmental Web site for the list of Doctoral Faculty members.

3. Advisory Committee

An Advisory Committee is essential for planning and implementing the dissertation research. The committee is selected in consultation with the permanent advisor.

a. The Doctoral Advisory Committee shall be composed of a minimum of 4 members of the MU graduate faculty and will include at least three members from the student's doctoral degree program and an outside member from a different MU program. The D-1 form, "Qualifying Exam/Committee" should be filed **by the end of the second semester** of enrollment. (Note. *The completion of a Master's degree is used as the qualifying exam in the Department of TAM. When filling out the D-1, please indicate "Pass" and list the student's Master's degree in the line regarding the "Results of the qualifying process.")

b. Members of the Advisory Committee should be consulted regularly by the student during the development of the program of study as well as the research.

c. Change in advisor or an Advisory Committee member is sometimes necessary due to a change in faculty position, faculty interests, student interest, etc. In such case, the students should file a "Change of Committee" form.

III. DEVELOPMENT OF A PROGRAM: PH.D. DEGREE

A Ph.D. degree is an individualized plan of study, and each program will vary according to the interest, background, and ability of the student. The focus of the graduate degree at MU is research. The research interests build upon the program of study.

A. Plan of Study, Comprehensive Exam, and Dissertation Defense

1. Required forms for degree completion are downloaded through the MU Graduate School/Forms and Downloads section. A "Plan of Study" (D-2 Form) must be developed with the advisory committee and submitted to the Graduate School by **the end of the third semester**. Note. If a student is receiving research or teaching assistantships, one should understand that the financial support applies only to courses applicable and relevant to the student's degree program and to courses approved by the student's adviser. Therefore, the coursework that the student takes must be on the Plan of Study. This includes English courses for non-native English speakers. The department also has a separate Plan of Study form available on the website (http://tam.missouri.edu/academics_grad.html#studyplans) .

2. Changes in Plan of Study can be made through the "Program of Study Substitution Form." No course, once taken, can be removed from the study program.

3. The student should file the form titled, "D-3 Comprehensive Exam" (D-3 Form) with the Graduate School within one month of comprehensive exam completion. The exam consists of written and oral sections and must be completed within one month. The general format is two-four hour exam sessions for the major adviser and one four-hour exam session for each additional committee member. The content for each session is determined by the Advisory Committee.

   The comprehensive exams usually take place **after all coursework on Plan of Study is completed** yet must be completed at least **seven months before the final defense** of the dissertation. The student must be enrolled to take this exam and the exams will be administered only when MU is officially in session. The written section may be arranged and supervised by the major adviser, in which case questions are prepared and grade by the doctoral advisory committee. The major adviser may also delegate responsibility for arranging, preparing, supervising, and grading the written section of the examination to one(s) appointed for this purpose. By passing the comprehensive examination, the student will earn the candidacy for a doctoral degree.

4. The student must file "D-4 Dissertation Defense" (D-4 Form) within 30 days of completing the defense. The dissertation defense has two steps, proposal and defense. The oral presentation of the dissertation defense is open to the College of Human Environmental Sciences and the public. The major advisor will make an announcement of dissertation defense to appropriate contacts.

B. Course Credit and Regulations

1. Graduate course credit does not ensure that a course will be counted in a plan of study. The graduate courses must contribute to the overall program direction. The members of the student's Advisory Committee will decide with the student which courses will contribute to this goal.

    a. Graduate students must be enrolled for course credit (even if for research hours only) when faculty time or facilities for research are being used.

    b. Graduate students must be enrolled for the semester in which the degree is conferred. If all work is complete, except the final oral examination, they should be enrolled "for exam only."

    c. Graduate credit is given for courses numbered 7000 and above.

2. Requirements and regulations concerning graduate course credit are listed below:

    a. A minimum of 78, yet on average 90 credit hours beyond the bachelor's degree is required for the Ph.D. degree with at least 15 credit hours at the 8000 level or above (exclusive of research, problems and independent study). The student must maintain a 3.0 GPA in all graduate courses to continue enrollment in good standing.

    b. It is expected that Ph.D. students will have a minimum of 9 credits in Research/Qualitative/Quantitative methods, of which 3 credits will be Research Methods, and 3 credits will be Statistics. The remaining credits will be determined in conjunction with the students' committee.

    c. Ph.D. students are required to take 8087, 8410 and 9190. Other TAM courses identified on the *Schedule of TAM Graduate Student Course Offerings* are strongly encouraged. Please see advisor for more detail.

    d. A research dissertation (9090) is required for completion of the degree.

    e. Coursework taken as part of a master's degree may be counted, up to 30 credit hours, toward the total hours for a Ph.D., but must be accepted by the student's Advisory Committee.

    f. A student must take at least 24 credit hours with MU faculty (not including research hours). A maximum of six hours beyond the master's degree can be applied toward the Ph.D.

    g. The MU Graduate School accepts credit hours from correspondence course offerings at the graduate level provided they are taught by MU faculty through the MU Center of Independent Study at 136 Clark Hall.

    h. Applicants with a Master's degree in another field may have to complete undergraduate deficiency courses before becoming a candidate for a graduate

degree in the Department of Textile and Apparel Management. The student's Advisory Committee will determine these.

i. Students have a period of eight (8) years to complete the doctoral degree, from the time they first enroll.

j. Unless special permission from the Graduate Dean is received, a student can enroll for a maximum of 16 hours during each regular semester or nine hours for the summer semester. Enrollment of nine (9) hours for the fall and winter and 4 hours for the summer session is considered full-time enrollment for graduate students.

k. The recipient of the department assistantship must maintain a full time student status by enrolling in a minimum of 9 credit hours per semester. However, for the department assistantship purposes, Ph.D. candidates are eligible to sign up for 6 credit hours ***after*** earning Ph.D. candidacy. For example, if one passes the comprehensive exam in fall, he/she may sign up for 6 credit hours in the following spring semester to receive the graduate assistantship.

l. Residency requirement-A doctoral student must complete at least two nine- hour semesters, or three six-hour semesters in an 18 month period at MU.

m. Arrangement to be a traveling student can be made. This allows coursework taken within the University of Missouri system (UM) to be counted at MU. Please consult the graduate school.

n. Continuous enrollment is maintained by enrolling in 9090 Research for two semester hours each fall and winter semester and for one semester hour each summer session up to and including the term in which the dissertation is defended. In the case of the student having co-advisors, the student will register for two semester hours with each faculty member each fall and winter semesters and one semester hour with each faculty member each summer session.

3. The core requirements for the Ph.D. in Textile and Apparel Management include:

Textile and Apparel Management (focused group of courses)	minimum 9 credit hours
Research Methods/Statistics	minimum 9 credit hours
Supporting area (for broadening the theoretical base for the research project)	minimum 9 credit hours
Research (9090)	minimum 12 credit hours (including pre-proposal, proposal, job market research, and defense presentations)
Coursework from the master's degree	Maximum 30 credit hours

A MINIMUM OF 78 HOURS beyond the bachelor's degree (excluding deficiency courses) IS REQUIRED FOR GRADUATION. However, most doctoral students take closer to 90 hours.

IV. RESEARCH-PH.D. DEGREE

All candidates will conduct research resulting in a dissertation (9090) directed by the advisor and approved by the Advisory Committee.

A. Development of a Dissertation Proposal

1. The research thesis topic should be discussed with the advisor and/or committee members informally before a dissertation proposal is developed.

2. When a dissertation proposal idea has been shaped, with consultation with the advisor, informal presentation(s) must be delivered to all TAM graduate faculty and TAM graduate students to get initial feedback on research plans.

3. In consultation with the advisor, the student should writes a proposal, which meets the expectations of the advisor and Advisory Committee members.

4. The advisor should have ample time to review the proposal. Typically, the proposal will require more than one “rewrite” prior to submission to the Advisory Committee.

5. Once the proposal is prepared, it should be submitted to the student’s Advisory Committee at least two weeks prior to the time the committee will review the proposal.

6. It is the student’s responsibility to ensure that the proposal is editorially and intellectually sound. This may require that the graduate student hire an editor or other consultants.

B. Conducting the Research and Writing the Thesis

The advisor assumes major responsibility for supervising the student in the research or problem.

1. If research involves human subjects, approval must be obtained from the Institutional Review Board of the University prior to proceeding with data collection (that would be typically after the dissertation proposal is successfully defended).

2. The student must discuss the preparation of a dissertation outline with the advisor and/or committee members.

3. Once the outline is approved, the student will schedule regular conferences with the advisor and present work in a readable form. Periodic conferences should be scheduled with the other committee members to provide progress reports. It may be necessary to hire an editor to assist with the manuscript preparation. The advisor will let the student know if this is necessary.

4. The student must secure “Dissertation & Thesis Guidelines for MU Graduate Students” from the MU Graduate School Office or from the Graduate School website.

C. Developing the Final Dissertation (TAM 9090)

The student will submit a final dissertation draft to the advisor (first reader) and after that approval, to the other committee members, with a minimum of two-week turnaround time. The advisor and the committee members will make recommendations and work with the student to produce the final draft. Due to the nature of the research process, it will be necessary to do numerous revisions (called rewrites) to get the dissertation into an acceptable form. The student is responsible for obtaining guidelines from the graduate school and following them with precision.

1. The outside reader may have indicated that he/she wishes to be consulted on a regular basis, in which case, the student should do so. In some cases, the outside reader may prefer to see only the final copy of the thesis, although this approach is not encouraged. The student must plan to have the final thesis draft to the outside committee members approximately 6-8 weeks prior to the graduation date; a two-week turn around for feedback is needed.

2. For the final oral examination the student is responsible for material covered in the program of study and the completed research. The final oral examination will be announced within the College of Human Environmental Sciences and the presentation will be made to the public. The student may wish to discuss the examination with her/his advisor to reduce anxiety and assist in preparation.

a. The student is expected to distribute copies of the defensible dissertation to committee members at least two weeks in advance. Students should check with committee members to see what form they would like the dissertation delivered (e.g. electronic or hard copy).

b. At the conclusion of the oral examination, the committee members must reach a consensus on the performance of the student. The result of this decision is reported to the Director of Graduate Studies of the department on the form titled, “Report of the Dissertation Defense Form.” It is the D-4 form for Ph.D. students. This form is signed by all members of the Advisory Committee, and the Director of Graduate Studies for the department. The form must be submitted to the Graduate School within 30 days of completing the defense.

c. A page to be inserted into the original thesis indicating approval of the thesis by the examining committee is signed at the conclusion of the oral examination.

3. The “Report of the Dissertation Defense Form” is due two weeks prior to commencement. Students are expected to monitor the Graduate School calendars for any deadlines prior to graduation. Incomplete grades are also due at that time. The student may need to remind his/her professors that the change

of incomplete grade forms are due. Any outstanding payments must also be made to the university .The final electronic copy is due very close to the graduation date. Contact the Graduate School's website for deadlines.

4. In the event of failure of the examination, a written exam may be given or the Advisory Committee may suggest other remedial measures. Following an agreed-upon measure and time, another examination may be given.

D. Completion of Requirements for Graduation

1. The student should check with the advisor to see that all incomplete research grades have met the requirements to be transformed to regular grades (Satisfactory or unsatisfactory). These are incomplete until the oral examination is completed. The course instructors should also change any other incomplete grades to the acceptable letter grade by the deadline provided by the Graduate School.

2. Usually the Advisory Committee makes suggested changes in the body of the dissertation. These changes may necessitate some minor or major re-estimation or writing. When the thesis has been corrected, duplicate copies should be made prior to returning the corrected copy to the Graduate School. Check to determine the deadline for returning the corrected thesis to the Graduate School.

3. Graduate students, in consultation with their advisor, are encouraged to publish or present the results of the research. Since the graduate advisor served a major role in the guidance and development of the research project, it is appropriate that any research manuscript or presentation carry the name of the advisor as the second co-author. When co-advisers are involved, the both advisors' names could be listed as the send and the third co-author. The order the name could be decided between the student and the co-advisors. Other committee members (depending on their contributions in the thesis development) may also have their names on the manuscript if the level of their contribution to the work warrants it. In case when the student is unable to submit manuscripts to journals within the 18 months period after the completion of dissertation defense, the adviser(s) may be able to use some of the contents from the dissertation and submit manuscripts to journals in consultation with the student. In such case, the order of the authorship must be discussed between the student and the adviser(s) before manuscript submission. The results of this discussion must be reported to the Director of Graduate Studies in writing.

APPENDIX A

CHECKLIST FOR COMPLETION OF A GRADUATE DEGREE

- ☐ Is assigned a temporary advisor.
- ☐ Meets with graduate faculty to determine their areas of research interest.
- ☐ Selects a permanent advisor by the end of the first semester.
- ☐ Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 1, Semester 2

- ☐ Selects and contacts Advisory Committee Members. Files the "D-1, Qualifying Exam Results & Doctoral Committee Approval Form" by end of the second semester.
- ☐ Formulates Plan of Study in consultation with Advisory Committee.
- ☐ Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 2, Semester 1

- ☐ Files the form "D-2, Plan of Study for the Doctoral Degree" by the end of the third semester.
- ☐ Discusses thesis/problem ideas with advisor and potential Advisory Committee.
- ☐ Secures from the MU Graduate School "Regulations and Guidelines for Dissertations and Thesis."
- ☐ Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 2, Semester 2 (or by summer)

- ☐ Presents initial dissertation research ideas to TAM graduate faculty and TAM graduate students to received initial feedback.
- ☐ Takes the comprehensive examination. Files "D-3, Doctoral Comprehensive Examination Results" before starting any dissertation work.
- ☐ Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 3, Semester 1

- ☐ Develops a dissertation proposal in consultation with advisor.
- ☐ Hold job market research presentations to TAM graduate faculty and TAM graduate students.
- ☐ Plans and holds a dissertation proposal meeting. If the proposal is accepted, the research process begins.
- ☐ Seeks approval for the research project from the Institutional Review Board (if applicable).
- ☐ Update progress on Graduate Student Progress System (gsps.missouri.edu)

Year 3, Semester 2

- ☐ Completes research, working with Advisory Committee as appropriate.
- ☐ Let the Director of Graduate Studies know of the semester of graduation by the second week of the semester.
- ☐ Plans time and place for final oral examination with the Advisory Committee after the outside reader approves the dissertation defense.
- ☐ Schedules the oral examination at least six weeks prior to the commencement date, to be able to participate in commencement. Files "D-4, Report of the Dissertation Defense" within one month after the defense.
- ☐ Makes announcements/invitations (e.g. flyers in HES hallway, graduate student office, email) of the public oral defense.
- ☐ Defend dissertation research by making a public presentation.
- ☐ Checks with the advisor on incomplete grade reports (generally two weeks prior to commencement.) The faculty member responsible for the course in which an incomplete was obtained files a change of grade form with the Graduate School.
- ☐ Makes a final check with the advisor, the Director of Graduate Studies and the MU Graduate School to see if all requirements for graduation have been met.
- ☐ Arranges for participation in commencement activities if desired.
- ☐ Has the dissertation corrected.

- ☐ Make PDF of final copy and send to all committee members.
- ☐ Submits the corrected electronic copy of the dissertation to the Graduate School.
- ☐ Develops manuscript submission plans from the research with the consultation of the advisor.
- ☐ Update progress on Graduate Student Progress System (gsps.missouri.edu)

APPENDIX B

DOCTORAL THESIS TIME SCHEDULE: A SUGGESTED GUIDELINE

The time schedule outlined below is meant to serve as a guideline for graduate students working toward a Ph.D. degree. It is not meant to be an exact schedule that should be followed by everyone. There will be individual variations. It is particularly important to realize as you approach your thesis defense date, that the timing of activities becomes crucial in order to meet the necessary deadlines. Even with great care in planning, it is not always possible to finish by a desired date due to the nature of the research, and the committee's requirements for rewriting. Contact the Graduate School for specific dates relevant to your graduation.

1st year

Fall	Take courses selected in consultation with temporary advisor. Meet faculty; select the permanent advisor.
Spring	Take courses, begin forming an Advisory Committee. Submit "D-1, Qualifying Exam Results & Doctoral Committee Approval Form."

2nd year

Fall	Submit "D-2, Plan of the Study for the Doctoral Degree" form. Continue to take approved courses. Begin designing dissertation research ideas with the advisor and Advisory committee.
Spring	Present initial dissertation research ideas to Tam graduate faculty and TAM graduate students for initial feedback.
Summer	Take comprehensive exam. Submit D-3, Doctoral Comprehensive Examination Results Form to the Graduate School.

3rd year

Fall	Complete writing dissertation proposal in consultation with the advisor and Advisory Committee and defend the dissertation proposal in early Fall.
Spring	Complete research and defend the dissertation through public presentation. If passed, file signed, "D-4, Report of Dissertation Defense Form" with the Graduate School. Submit the final copy of dissertation in an approved format to the Graduate School. Give the final copy of dissertation to all committee members.
May	Attend Commencement. (Advisor hoods the graduates).

APPENDIX C

SATISFACTORY PROGRESS AND THE DISMISSAL POLICY

1. The faculty advisor and/or the Director of Graduate Studies conduct annual evaluation of each graduate student. The student is believed to make satisfactory progress if he or she continually maintains a grade point average of 3.0 on a four point scale, and receives a positive endorsement on research progress from the faculty advisor at the end of each year after completion of the course work. Students have a period of 8 years to complete the degree, from the time they first enroll.

2. If unsatisfactory progress is identified, the following course of action should be taken.
   a. The faculty advisor writes a letter to the student indicating unsatisfactory progress and meets with the student to discuss his/her progress.
   b. The Graduate School is informed of all students who are not making satisfactory progress each year.
   c. In case of disagreement, the faculty advisor should ask the student to write a separate letter to the Director of Graduate Studies.
   d. Copies of both letters should be made available to the student, maintained in department file, and forwarded to the Graduate School.

3. If the problem persists the following steps should be followed.
   a. The faculty advisor and the Director of Graduate Studies of the department determine a probationary period and notify the student in writing.
   b. The probation letter should state explicitly the tasks to be accomplished and timeline to be followed prior to removal of the probationary status and return to good standing by the student.

4. In case of noncompliance by the student, the following two steps should be followed.
   a. The faculty advisor and the Director of Graduate Studies co-write a letter of dismissal and send a copy to the Graduate School.
   b. The Graduate School sends an official notice to the student regarding dismissal from the program.

5. The student can file a grievance to challenge the dismissal decision by following the process below.
   a. A student may appeal the dismissal to the Graduate Faculty Senate's Committee on Graduate Student Appeals.
   b. The committee may consider the issues of due process only.
   c. The student shall provide written notification to the Associate Graduate Dean of his/her intent to appeal within 10 working days of receipt of the dismissal notice.
   d. The Associate Graduate Dean will then forward the written appeal to the chair of the Committee on Graduate Student Appeals.
   e. The Associate Graduate Dean and the Committee on Graduate Student Appeals will complete the review within 90 days after the receipt of the appeal, and communicate the decision to all involved.

APPENDIX D

Intellectual Property

The Collected Rules and Regulations of the University (100.020 Patent and plant variety regulations) are the detailed guidelines for intellectual property. The following sentences are intended to give some background information. Students and graduate assistants with or without monetary compensation working on any project under the direction and control of the University shall be subject to the patent and copyright regulations to the same extent as an employee. Bound laboratory notebooks and raw data are to be kept in the manner prescribed by the student's research advisor in a way that also protects the intellectual property of the University. Generally, only copies (not originals) of notebooks or data may be removed from the laboratory for computations, analysis, or report preparation. It is expected that research advisors will give students credit for their authorship contribution to published work. Students should not submit publications or grant applications resulting from research conducted in a research advisor's laboratory without the approval of the research advisor.

Quoted from an e-mail sent by:
George Justice
Dean of the Graduate School
University of Missouri-Columbia
and based on comments by
Sheryl Tucker in Chemistry, Carol Lorenzen in Food Science and others