

GRADUATE STUDENT HANDBOOK

MS IN EXERCISE PHYSIOLOGY

PHD in EXERCISE PHYSIOLOGY

Department of Nutrition & Exercise Physiology

Table of Contents

1. Nutrition & Exercise Physiology Department Overview	page 4
1.1. Contact information	
1.2. Colleges	
1.3. Current Faculty	
1.4. Degrees Offered	
1.5. Graduate Admissions Policy	
1.6. Student Responsibility for Academic Regulations	
2. MS Degree Requirements	page 7
2.1. Summary of MS Degree Requirements	
2.2. Academic Process for MS Students	
2.3. Coursework Required for the MS Degree	
2.4. Seminar Requirement	
2.5. Length of Study Policy	
2.6. Process and Criteria to Transfer to PhD Program	
3. PhD Degree Requirements	page 11
3.1. Summary of PhD Degree Requirements	
3.2. Academic Process for PhD Students	
3.3. Coursework Required for the PhD Degree	
3.4. Seminar Requirement	
3.5. Other Requirements	
3.6. Length of Study Policy	
3.7. Nutritional Sciences Graduate Program Qualifying Exam Policy	
4. Grading & Credit Policies for Graduate Students	page 17
5.0 Annual Review of Graduate Student Progress	page 18
5.1. Satisfactory Progress	
5.2. Requests for Extensions and Appeals in Graduate Student Progress	
5.3. Probation & Termination Policies for Graduate Students	
5.4. Process of Appeal of Dismissal to NEP	
5.5. Process of Appeal of Dismissal to Graduate Faculty Senate	
6. NEP Departmental Policies	page 21
6.1. Keys/Swipe Cards	
6.2. Required Training	
6.3. Travel	
6.4. Academic Integrity	
6.5. Required Training	
7. Assistantships & Fellowships	page 23
7.1. Overview of Assistantships & Fellowships	
7.2. Graduate Assistant Tasks, Workload, Supervision and Compensation	

7.3. Graduate Teaching Assistantships	
7.4. Graduate Research Assistantships	
7.5. Performance & Renewal Evaluation Criteria for Graduate Assistantships	
7.6. Renewing Assistantships	
7.7. Graduate Student Tuition Support Program	
7.8. Leaves of Absence	
7.9. Fellowships	
8. Forms	page 27
9. Graduate Student Resources	page 27
9.1. Professional Development	
9.2. Graduate & Professional Student Organizations	
9.3. Health Insurance	

1. NEP Department Overview

1.1. Contact Information

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Ben Sauro (graduate school forms, policies):	882-4288

1.2. Colleges

The Department of Nutrition & Exercise Physiology is a member of three colleges:
 Human & Environmental Sciences (HES)
 College of Agriculture, Foods, and Natural Resources (CAFNR)
 School of Medicine (SOM)

1.3. Current Faculty

<http://ns.missouri.edu/faculty.html>

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Victoria Vieira-Potter, PhD

Assistant Professor
Nutrition & Exercise Physiology
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Exercise Physiology research and graduate training take place in a number of departments and laboratories at MU. Faculty members in affiliated programs and department are listed below:

- **Vet Biomedical Sciences:**
Frank Booth, Doug Bowles, Lane Clarke, Eileen Hasser, Richard McAllister, Steve Yang. Contact Lane Clarke for information on the graduate program. <http://www.dbms.missouri.edu>
- **Physiology:**
Kerry McDonald. Contact Ronald Korthuis for information on the graduate program. <http://mpp.missouri.edu/>
- **Physical Therapy:**
Marian Minor, Stephen Sayles, Erin Dannecker. Contact Marion Minor for information about research programs.
<http://shp.missouri.edu/pt/>
- **Internal Medicine/Cardiology:**
William Fay, Anand Chockalingham. Contact William Fay for information about research programs.
<http://www.muhealth.org/services/gim/#.U8VwdPldXng>

1.4. Degrees Offered**Master of Science (MS) in Nutrition & Exercise Physiology**

MS students in Exercise Physiology will be able to choose between two options within the MS Exercise Physiology: a thesis option or an internship option. The course curriculum will be the same for both options.

Thesis option: students will gain experience in the design and implementation of research within the field of Exercise Science, culminating in a written thesis.

Internship option: students will gain experience in a work environment through culminating experience of an internship completed in an area allied to Exercise Science.

Graduating from our MS program will provide the student with the preparation for credentialing from organizations including the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA). Completion of this degree as well as obtaining certification will prepare students for careers such as registered clinical exercise physiologists, strength and conditioning coaching, personal trainer or wellness coach, health/fitness instructor, as well as in other health professions.

The PhD program requires 85 hours beyond the bachelor's degree. A committee of 4 faculty members must approve all graduate courses, including those credit hours from other universities. The graduate coursework includes 15 hours in exercise physiology, plus coursework in physiology, nutrition, and biochemistry. Research requirements include NS 7500 (9 hours of research projects) and NS 9090 (12 hours dissertation). One semester of teaching experience is required, as is participation on a major external grant proposal.

Note: Specific Masters courses (30 h maximum) may be counted towards the doctoral program at the discretion of the student's committee (3 members in dept., 1 member outside). (Target ~85 hours beyond B.S.)

Co-author two manuscripts required. One semester teaching required.

15 credits must be at the 8000 or 9000 level

Note: Masters courses may be transferred from other institutions (30 h maximum) to count toward the doctoral program at the discretion of the student's committee (3 members in dept., 1 member outside).

NEP 8850 Advanced Exercise Physiology is used as the competency course and the student must have a B or better. If the student comes in with a master's course similar to 8850 then another course can be used as the competency course and will be approved by the committee and graduate director (e.g. NEP8870).

1.5. Graduate Admissions Policy for the Nutrition & Exercise Physiology Department

Admissions status:

1. Student applicants with a BS/BA, but without a MS degree in a related field, who are admitted into either graduate program (i.e., ExPhys or NS) within the department will do so as a MS candidate;
2. Student applicants without a MS degree in a related field wishing to pursue a doctorate may be admitted into either graduate program on a provisional basis as a MS candidate.
3. Student applicants with a MS degree in a related field may be admitted into either graduate program as a doctoral candidate directly.
4. Must have a 3.00 undergraduate GPA, a 3.5 graduate GPA and competitive GRE scores to be admitted unconditionally. Students should have completed the following classes: biology, chemistry, anatomy, physiology, exercise physiology. Ideally classes in biochemistry, organic chemistry and basic nutrition should be completed. Students applying for the MS-Exercise Physiology, please indicate in your personal statement if you are interested in the thesis option or the internship option. TOEFL scores are required from international applicants. Applications are reviewed in early January. Applications

that come in after the deadline we may consider depending on the size of the applicant pool that year.

1.6. Student Responsibility to Know Academic Regulations

It is each graduate student's responsibility to know and observe all regulations and procedures relating to the program the student is pursuing. In no case will a regulation be waived or an exception be granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures. Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

2. MS Degree Completion Requirements

2.1. Summary of Degree Requirements

- Complete a Plan of Study with the advisor
- Form a thesis committee or work with mentor to obtain an internship
- Enroll in at least 9 credits per semester
- **Maintain a GPA of 3.0**
- Enroll in NEP 8087 for 2 semesters
- Annual completion of Graduate Student Progress System evaluation
- Satisfactory completion of research thesis under supervision of thesis committee
- Satisfactory completion of internship if doing the internship option
- Satisfactorily perform duties associated with assistantship or as assigned by Department Chair
- Attend lunch meetings with speakers and faculty candidates
- Participate in Corporate Advisory Board activities
- Complete degree within 8 years of enrollment

2.2. Academic Process for MS Students

Step 1: Student is assigned an adviser

The student is matched with a consenting adviser from faculty members of the academic program in which the major work is planned. Before registering for each semester or session, the student consults the adviser concerning a program of courses.

Step 2: Submit a plan of study

Master's plan of study

After performing satisfactorily for a minimum of one semester, the student will complete the Plan of Study for the Master's Degree (M1) form (or the Plan of Study for the Dual Master's Degree (DM1) form if the student is enrolled in a dual master's degree program) with the adviser's assistance. The form is forwarded through the program's director of graduate studies to the Office of Graduate Studies for approval.

The plan of study form must be filed with the Office of Graduate Studies by the end of the student's second semester of enrollment. Upon approval of the program by the Office of Graduate Studies, the student is a candidate for the degree.

Step 3: Research Thesis Option

A thesis committee is composed of three members of the MU faculty: a major adviser from the academic program; a second reader from the academic program; and an outside reader who is a member of the graduate faculty from a different MU graduate program. The student must submit a Request for Thesis Committee form (M2) or, if the student is in a dual master's program, a Request for Dual Master's Thesis Committees form (DM2) for approval by the program's director of graduate studies and the Office of Graduate Studies by the end of the student's second semester.

Research Thesis

A written thesis, based upon original research, that is student's own work and that demonstrates a capacity for research and independent thought is required. The student must defend their written thesis proposal to their thesis committee prior to initiating their thesis research project.

Upon completion of the research project, the graduate student must present their thesis research in a seminar that is open to the general faculty and successfully defend their thesis to their committee. After the successful defense of the thesis, the members of the student's committee must sign the Report of the Master's Examining Committee form (M3), which is then forwarded through the academic program's director of graduate studies to the Office of Graduate Studies. All candidates for the MA or MS degrees must complete either a thesis or a substantial independent project that cannot be coauthored.

The students must provide their research proposal and thesis to their thesis committee a bound hard copy **at least two** weeks in advance of the proposal defense. Note that the graduate student's advisor must approve the thesis *prior to submission to the committee* for review. The student should allow a minimum of two weeks for revisions with their advisor *prior to submission to their committee*. Therefore, the graduate student must provide a complete draft of his/her thesis to their advisor ONE MONTH or more prior to the defense date. Failure to meet this deadline may result in postponement of the defense.

OR

Internship Option

The student will identify the internship and it will be approved by their advisor. An appropriate internship experience will be approved by the faculty advisor and the DGS for exercise physiology. Once an internship site is identified the student will need to fill out an application form that will include the internship site, the site supervisor and an outline/plan for the internship experience. There are currently many internship sites that already have these plans in place and are well organized internships (e.g. Cooper Clinic in Dallas TX, Duke Obesity Center, Raleigh, NC, etc). Once the student is on the internship site, the site supervisor will be the primary contact for the student. The student will keep a 'journal' of their experience that can be returned at designated intervals as agreed upon by the student and faculty member (e.g. every 2 weeks or every 60 h of completion). When 50% of the internship is completed, the site supervisor will provide a brief report. The site supervisor will provide a final report for submission of the grade,

and provide a recommendation for a grade. A minimum of 300 hours must be completed and a written paper on data gathered.

Following completion of the internship experience, a typed report should include:

A letter of evaluation from the internship site supervisor.

A daily log of work hours and a brief description of experiences during those hours.

Internship Research project:

Students are expected to complete a small research project. For this project, the student is expected to collect or gather data and write a written report (<10 pages) in manuscript format. Students can gather this data from either their internship site or from a professor in the department who may make some data available to them. This project is due at the completion of their internship.

Enrollment information

Students expecting to present a thesis must be enrolled in the term when that activity occurs. Students are encouraged to get in-State residency after their first year. This reduces the cost of the tuition and may help reduce the tuition cost if a student must register for credits to defend a thesis.

2.3. Coursework Required for MS Degree

Prerequisites (MU undergraduate)

Course Title	Hours
Chemistry (CHEM gen. & organic-optional)	10 hours
PTH_AS 2201 Anatomy	3 hours
MPP 3202 Elements of Physiology	5 hours
NEP 2340 Human Nutrition	3 hours
NEP 4850 Exercise Physiology	3 hours
HTH PR4250 Human Kinesiology	3 hours

Core Graduate Courses (22 hours total)

Course Title	Hours
NEP 8850 Advanced Exercise Physiology*	3 hours

NEP 8001 Cardiovascular Disease and Exercise*	3 hours
NEP 8860 Exercise Endocrinology*	3 hours
NEP 7001 Advanced Exercise Testing	3 hours
ESC_PS 8850 Quantitative Foundations in Educational Research*	3 hours
NEP 7500 Research in NEP (mandatory for thesis track; optional for internship track)	3 hours
NEP 8125 Preventive and Therapeutic Exercise Physiology	3 hours
NEP 7085 Problems in NEP*	2 hours
NEP 8090 Master's Thesis Research/NEP 8095 Internship*	4 hours

***required course**

Must Take a Minimum of 2 of the Following Courses:

Course Title	Hours
NEP 8030 Etiology of Obesity	3 hours
NEP 8870 Exercise Metabolism	3 hours
V_BSCI 9435 Skeletal Muscle	3 hours
NEP 7340 Human Nutrition II	3 hours

Suggested Electives (other courses are also acceptable):

Course Title	Hours
NEP 7970 Sports Nutrition	2 hours
NEP 7200 Sports Performance and Conditioning	3 hours
NEP 8340 Nutrition in Human Health	3 hours
NEP 7500 Research in NEP	3 hours
BIOCHEM 7270 Biochemistry	3 hours

TOTAL HOURS = 36

Electives

The electives selected can include courses other than those listed above. If they are courses from other departments, the faculty advisor should approved these courses. Fifteen hours of the 30-hour minimum must be selected from courses numbered at 8000 or 9000 level; no more than 40 percent of the 30-hour credit requirement can be satisfied by a combination of special

investigations, Research, Readings and / or Problems courses. Electives can also be taken so that a certificate can be completed. Currently this can be done with Public Health/Global Public Health and in January 2019, there will be a certificate in Journalism. Other certificates can be paired to the degree but they must be approved. You must apply for the certificate to the respective programs.

2.4. Seminar Requirement

MS students are required to attend the NEP Department Seminars, which are held each Thursday from 4:00-5:00 in Acuff Auditorium in the Med School; students must sign-in. Students must register for 1 credit of NEP 8087 for two semesters. For each seminar, students are required to write a one-page summary of the presentation and include at least 2 questions about the seminar and submit these to Dr. Kanaley via email by Friday after the seminar at 5 pm.

2.5. Length of Study Policy

The program for the master's degree **MUST** be completed within a period of three (3) years beginning with the first semester of enrollment in which the student is accepted to a degree program. Time spent in the armed services will not count toward the three (3)-year limit (see Office of Graduate Studies Active Duty Policy). For any extension of this time limitation, the student must petition their faculty advisor/mentor and the academic program's director of graduate studies in writing prior to the end of the 5th semester of enrollment in the program. The director of graduate studies will notify the adviser in writing of the decision.

2.6. Process and Criteria to Transfer to PhD Program

The process for transitioning from a MS candidate to a doctoral candidate without completing a MS degree is as follows:

(1) After 1 year (12 months) in the NEP graduate program a student and their faculty advisor can request in writing to the NEP Graduate Admissions committee that the student be admitted straight into the PhD program without completing a MS degree.

(2) The Admissions committee will make their determination based on the following criteria (*required):

- * Letter from the graduate student's advisor recommending admission into the PhD program; Advisor acknowledges that the student worked at least 15 hours a week in a research setting during the first year in the program
- * Good academic standing (>3.0) and B or greater in all courses during 1st year in the program;
- * Prerequisite course requirements have been satisfactorily completed;
- * Completed one advanced (8000-level or greater) course in: Nutrition, Metabolism, or Exercise Science during the first year in the program
- 2 or more years working in a related field;
- Demonstrated productivity in a research setting (e.g., co-author on a peer-reviewed research paper, present or submitted an abstract to a scientific meeting, lead or coordinate research project);
- Letter of reference describing the student's research potential from someone other than the student's faculty advisor;
- Attended the NEP seminars series and >4 seminars on campus (proven by the submission of a written summary of the presentations to the student's faculty advisor).

3. PhD Degree Requirements

3.1. Summary of Degree Requirements

- Complete a Plan of Study with the advisor
- Form a thesis committee
- Enroll in at least 9 credits per semester
- Maintain a GPA of 3.0
- Enroll in NEP 9087 for 4 semesters; present a seminar on two occasions
- Annual completion of Graduate Student Progress System evaluation
- Satisfactory completion of qualifying and comprehensive exams
- Continuous enrollment after passing comprehensive exam
- Satisfactory completion of dissertation under supervision of dissertation committee
- Satisfactory completion of grant proposal, teaching and authorship requirements
- Satisfactorily perform duties associated with assistantship or as assigned by Department Chair
- Attend lunch meetings with speakers and faculty candidates
- Participate in Corporate Advisory Board activities
- Satisfactory completion of the comprehensive exam within 3 years of enrollment; completion of the degree within 3 years of passing the comprehensive exam
- Be a good citizen of the department

3.2. Academic Process for PhD Students

Step 1: Student is assigned an adviser

The student is matched with an adviser or co-advisers by mutual consent from doctoral faculty members who are dissertation supervisors in the department or area program in which the major work is planned.

Step 2: Complete exercise physiology competency

NEP 8850 Advanced Exercise Physiology is used as the competency course and the student must have a B or better. If the student comes in with a master's course similar to 8850 then another course can be used as the competency course and will be approved by the committee and graduate director (e.g. NEP8870).

Step 3: Choose doctoral program committee

All members of the doctoral program committee participate actively in the activities of the doctoral student at all the stages of the student's career at MU, except the qualifying examination or process. Every graduate student must form a faculty committee to oversee the process of dissertation completion. The doctoral program committee is composed of a minimum of four members of MU Graduate Faculty. The committee must include at least three members from the student's home academic program and one outside member from a different academic program at MU. At least two of the doctoral committee members, including the student's adviser, must be MU Doctoral Faculty. The doctoral program committee must be recommended by the student's

adviser and approved by the academic program's director of graduate studies and the Office of Graduate Studies before one year has elapsed following the student's first registration as a doctoral student. The qualifying examination results and Doctoral Committee Approval (D1) form are due to the Office of Graduate Studies office by the end of the student's second semester.

Step 4: Plan of Study for the Doctoral Degree (D2)

A plan of study is a list of courses and the credit to be earned in each of them. The doctoral advisory committee provides academic program approval of the student's plan of study — a list of the courses and the credit to be earned in each of them — that will, when completed:

- Prepare the student for research or scholarly investigation in the chosen field of study;
- Satisfy the credit-hour and residency requirement of the academic program;
- Satisfy any special requirements (proficiency in foreign languages, collateral field, doctoral minor, other special research skills) imposed by the department or area program;
- Satisfy the Office of Graduate Studies' requirement for a minimum of 15 hours of MU coursework at the 8000/9000 level (exclusive of research, problems and independent study experiences).

As part of the plan of study, the committee also recommends to the vice provost/dean of the Office of Graduate Studies, any request for transfer of graduate credit.

Step 5: Comprehensive Examination

The comprehensive examination is the most advanced posed by MU. It consists of written and oral sections. The student must substantially complete the coursework outlined in the Plan of Study to the satisfaction of the doctoral committee and the OGS before being declared ready for the comprehensive examination.

The comprehensive exam must be completed at least seven months before the final defense of the dissertation. The two sections of the examination must be completed within one month. The student must be enrolled to take this examination. It is to be administered only when MU is officially in session.

The written section of the Comprehensive Examination is arranged and supervised by the major adviser. For the comprehensive examination to be completed successfully, the doctoral advisory committee must vote to pass the student on the entire examination, both written and oral sections, with no more than one dissenting or abstaining vote. A report of this decision, the Doctoral Comprehensive Examination Results form (D3), with the signatures of all committee members, must be sent to the Office of Graduate Studies and the student no later than two weeks after the comprehensive examination is completed.

Continuous enrollment after the exam

Students must maintain continuous enrollment during their candidacy (the period after successful completion of the comprehensive examination). Candidacy is maintained by enrolling in 9090 Research (or 9990 Research for some Engineering students) for two semester hours each fall and spring semester, and for one semester hour each summer session up to and including the term in which the dissertation is defended. Continuous enrollment provides access to an adviser's support, doctoral program committee guidance and university research facilities for completion of the dissertation. Failure to enroll continuously in 9090 Research until the doctoral degree is

awarded terminates candidacy. You must be enrolled in at least one credit of 9090 Research in order to defend your dissertation. If you miss defending in the summer by the summer deadline you will need to register for one credit in the fall. The student will be responsible for paying for this credit, not the department because at this time you most likely will not be on an assistantship of any kind.

Step 6: Dissertation

Form a dissertation committee

The doctoral student should consult with his or her adviser to form a dissertation committee. In most instances, the student's dissertation committee will be the same as his or her program committee.

A written dissertation, based upon original research, that is student's own work and that demonstrates a capacity for research and independent thought is required. The dissertation must:

- 1) Be written about a subject approved by the candidate's doctoral program committee;
- 2) Embody the results of original and significant investigation;
- 3) Be the candidate's own work.

Present dissertation proposal to dissertation committee for approval

The student must defend their written dissertation proposal to their dissertation committee prior to initiating their thesis research project.

Prepare the dissertation

Review the [dissertation and thesis guidelines](#). The doctoral student should ask his or her adviser about specific formatting requirements or citation style. All dissertation defenses must be open to the general faculty. Academic programs are encouraged to announce dissertation defense dates to academic program colleagues. A Report of the [Dissertation Defense form \(D4\)](#), signed by all members of the doctoral committee, must be sent to the Office of Graduate Studies before the deadline preceding the anticipated date of graduation. For the dissertation to be successfully defended, the student's doctoral committee must vote to pass the student on the defense with no more than one dissenting or abstaining vote.

A student must prepare a short (5 min) video describing their dissertation findings for the lay public – this will be uploaded to the departmental website.

Submission timing requirements

The student must provide their research proposal and dissertation to their dissertation committee (bound hard copy) at least **two (2) weeks** in advance of the proposal/dissertation defense. The graduate student's advisor must approve the thesis *prior to submission to the dissertation committee* for review. The student should allow at least two weeks for revisions with their advisor *prior to submission to their committee*. Therefore, the graduate student must provide a complete draft of his/her thesis to their advisor **ONE MONTH** prior to the defense date. Failure to meet this deadline will result in postponement of the defense.

3.3. Coursework required for Doctoral Degree

Exercise Science (Major Field)

Course Title	Hours
NEP 8850 Advanced Exercise Physiology*	3 hours
NEP 8860 Exercise Endocrinology*	3 hours
NEP 8001 Cardiovascular Disease and Exercise*	3 hours
NEP 7500 Research* (3 projects)	9 hours
NEP 9090 Dissertation*	12 hours (max)

***required course**

Physiology Area (First Support Area) (min 9 h credit)

Course Title	Hours
V_BSCI 8420 Veterinary Physiology	6 hours
MPP 7310 Mammalian Cell Function	3 hours
MMP 9430 Cardiovascular Physiology	3 hours
NEP 8870 Exercise Metabolism	3 hours
V_BSCI 9435 Skeletal Muscle	3 hours
MPP 9434 Microcirculation	3 hours

***required course**

Nutrition (Second Support Area) (min 9h credit)

Course Title	Hours
NEP 7970 Sports Nutrition	3 hours
NEP 7001 Etiology of Obesity	3 hours
NEP 7340 Human Nutrition II	3 hours
BIOCHM 7270 Biochemistry*	3 hours
BIOCHM 7272 Biochemistry*	3 hours
NEP 8310 Nutritional Biochemistry of Lipids	3 hours
NEP 8340 Nutrition in Human Health	3 hours

NEP 8085 Problems in Nutritional Sciences*	3-5 hours
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Research and Statistics (min 9 h credit)

Course Title	Hours
ESC_PS 8850 Quantitative Foundations	3 hours
ESC_PS 9650 Application of Multivariate Analysis in Educational Research	3 hours
STAT 7510 Applied Statistical Models I	3 hours
STAT 7530 Analysis of Variance	3 hours
STAT 7540 Experimental Design	3 hours
STAT 8220 Applied Statistical Models II	3 hours

Electives (suggestions- others are acceptable upon discussion with your committee)

Course Title	Hours
AN SCI 9442 Vitamins and Minerals	3 hours
AN SCI 8420 Endocrinology	3 hours
V-BSCI 9426 Transmembrane Signaling	3 hours
V-BSCI 8410 Neural Control	3 hours
NEP 7001 Preventative and Therapeutic Exercise Physiology	3 hours

***required course**

Electives

> 85 hours beyond the bachelor's degree. A committee of at least 4 faculty members (3 from within the department and at least one member from outside of the department) must approve all graduate courses, including those hours those from other universities. The graduate coursework includes 15 hours in exercise physiology, plus coursework in physiology, nutrition, and biochemistry. Research requirements include NS 7500 (9 hours of research projects) and NS 9090 (12 hours dissertation). One semester of teaching experience is required, as is participation on a major external grant proposal.

Note: Specific Masters courses from outside institutions (30 h maximum) may be counted on the doctoral program at the discretion of the student's committee (3 members in dept., 1 member outside). (Target ~85 hours beyond B.S.)

3.4. Seminar Requirement

PhD students are required to attend the NEP Department Seminars, which are held each Thursday from 4:00-5:00 in Acuff Auditorium in the Med School; students must sign-in. Students must register for 1 credit of NEP 8087 for four semesters. For each seminar, students are required to write a one-page summary of the presentation and include at least 2 questions about the seminar and submit these to Dr. Kanaley via email by Friday after the seminar at 5 pm. PhD students are required to present an NEP Department Seminar two of the four semesters. One of these seminars should be the student's dissertation.

3.5. Other Requirements

Grant proposal. The student should be primary investigator on one research grant during their doctoral program. The grant may or may not be submitted to a funding agency. The student's advisor will mentor the student during the grant-writing process. The primary advisor and doctoral committee will evaluate the grant proposal and provide the student feedback.

Teaching. The student will teach a minimum of 1 lecture per semester for 2 semesters.

Authorship. The student will be primary author on at least one research article prior to the dissertation defense.

3.6. Length of Study Policy

A doctoral student must successfully complete the comprehensive examination within a period of five (5) years beginning with the first semester of enrollment as a PhD student. In addition, the program for the doctoral degree must be completed within three (3) years of passing the comprehensive examination. Time spent in the armed services will not count toward the six (6)-year limit (See Office of Graduate Studies Active Duty Policy). For any extension of either of these time limitations, the student must petition their faculty advisor/mentor and the academic program's director of graduate studies in writing during the semester prior to reaching the time limitation. The director of graduate studies will notify the adviser in writing of the decision.

4. Grading & Credit Policies for Graduate Students

The Office of Graduate Studies considers grades of C+, C and C- as passing grades; however, grades in the C range may not be acceptable for specific programmatic requirements and may result in the student being unable to maintain a 3.0 cumulative average. No D grade may be awarded to a graduate student, and a grade of F means the work has not satisfied the minimum requirements of the course. W denotes withdrawn passing and does not affect a student's grade point average.

S/U grading

Graduate students may be graded satisfactory/unsatisfactory (S/U) in graduate-level courses only when those courses are designated as "graded on S/U basis only" in the Schedule of Courses (available through [myZou](#)). Grades of S/U do not count in the calculation of a student's GPA, as per university regulations.

Incompletes

An incomplete grade (I) may be recorded when the student's work is incomplete but otherwise worthy of credit, or when the instructor is unable to assign a grade at the end of the semester. The student must finish this work (Problems and Research courses exempted) within the next

calendar year of residence. If the work is not completed after one calendar year, the request to change an I grade will require an accompanying letter of justification from the instructor. Although grades of I do not automatically convert to an F if not completed, academic programs or the instructor may establish conditions or regulations pertaining to I grades that are more stringent.

Graduate-level credit

No graduate credit is given for courses numbered below 7000. Graduate students taking 7000-level courses that are cross-leveled with 4000-level courses will be given additional course requirements in order to warrant graduate credit received for those courses. Courses at 8000/9000 level are primarily for graduate credit. 8090/9090 Research (8990/9990 Research for Engineering students) is reserved for master's and doctoral degree students working on a thesis or dissertation.

Grade point average

A graduate student's grade point average is based on the student's entire graduate record at MU. To remain in good standing, a graduate student must maintain a cumulative GPA of 3.0 or better (a 2.999 is not acceptable by the graduate college).

GPA and probation

At the end of each semester, graduate students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area program, be allowed a second probationary semester.

A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0. Note: Summer session is not counted as a semester.

GPA & graduation

To graduate, a student must have an overall GPA of 3.0 in all graduate courses taken at MU and not just those courses listed on a plan of study.

5. Annual Review of Graduate Student Progress

The Office of Graduate Studies requires all master's, education specialist and doctoral students to submit an annual report of academic progress. The Graduate Student Progress System (GSPS) is a Web-based reporting system through which students document their progress toward degree completion. All graduate students are required to submit annual progress reports by establishing or updating a GSPS record. Faculty members use the GSPS to review students' annual reports, assess their progress and provide feedback. At a minimum, the Office of Graduate Studies requires students to report on academic progress, completion of required forms, awards and honors, conferences, presentations, publications, service activities, creative activities, funding activities, employment and job placement. Academic program faculty or administrators may require additional indicators of performance or achievement to accommodate the needs of their

programs. Students must complete GSPS sections as required by both the Office of Graduate Studies and each academic program.

5.1. Satisfactory progress

The progress of each graduate student is evaluated annually by the student's adviser and/or director of graduate studies. The definition of satisfactory progress and procedures for its verification may vary among departments/programs. If a department/program has instituted guidelines that differ from those applying generally to graduate students, these guidelines should be made available to students from their entrance into the graduate degree program. If a student is authorized to diverge from progress guidelines established by either the department/program or the Office of Graduate Studies, this fact should be documented in written form and endorsed by the student's adviser and DGS.

Progress toward degree

Full-time students (those taking 9 hours or more per semester) should follow the time frames associated with degree programs discussed in the graduate catalog under master's degrees and doctoral degrees. They must submit required forms on time and maintain a grade point average of 3.0 or better. Furthermore, they must successfully undergo their departments' annual review processes.

5.2. Requests for Extension and Appeals in Graduate Student Progress

A request for an extension and an appeal are distinct processes for dealing with problems related to satisfactory progress. A request for extension is the appropriate course of action when a student has failed to meet satisfactory progress provisions of the Office of Graduate Studies. The appeal process should be followed when a department/program has dismissed a student after the required probationary period.

When there has been unsatisfactory progress with respect to meeting Office of Graduate Studies time to degree limits, the student may file a written request for an extension with the vice provost for advanced studies and dean of the Office of Graduate Studies. The extension must be endorsed by the department/program's director of graduate studies and the student's major adviser and include a timeline for completion of the degree. If an extension is granted by the dean, the student will be given a specified period of time to meet the requirements for progress to degree. Please contact the Office of Graduate Studies for more information.

5.3. Probation & Termination Policies for Graduate Students

In addition to dismissal for failure to meet the usual examination and grade requirements, departments and graduate-degree-granting area programs have the right to place on probation — and, after at least 30 days of probation, to dismiss from the program — any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required. The faculty adviser or academic program chair must inform the Office of Graduate Studies as soon as the student has been notified and the probationary period has begun. The dismissal may occur at any time during a student's work toward a graduate degree. See Extension and Appeals of "Satisfactory Progress" Infractions for complete information about the probation-termination-appeal process.

Failure to meet the usual examination and grade requirements entitles departments/programs to place the graduate student on probation for a duration of time. Probation must last a minimum of 30 days. Any graduate student who is deemed to be making insufficient academic progress or whose work is not of adequate quality as determined by the department/program may be dismissed. The faculty adviser or academic program chair must inform the Office of Graduate Studies as soon as the student is notified and the probationary period begins. Probation and dismissal may occur at any time during a student's work toward a graduate degree.

When a department/program determines that a student is not making satisfactory progress, the Director of Graduate Studies in the program and/or faculty adviser will recommend a face-to-face meeting between the student and the faculty adviser. If, after this meeting, the department/program and the student can agree on a plan to remedy the situation, the faculty adviser (or DGS) and the student will jointly sign a document enumerating steps to take. If, on the other hand, the department/program and the student disagree on issues of progress, the DGS or chair may send the student a letter placing the student on probation.

The letter placing a student on probation must include an explicit statement of what must be accomplished and by what date in order for the student to be removed from probation and returned to good standing in the department/program. If the student does not comply with the conditions of probation, a letter (signed by the DGS) will be sent to the student with notification of dismissal from the degree program. Termination letters must inform the student of the right to appeal, first, to the department/program, and second, to the Graduate Faculty Senate. A copy of a termination letter must be sent to the graduate dean at the same time it is sent to the student.

Students have the right to appeal dismissal from their degree programs. As long as a student is in an appeal process, the student should maintain enrollment and continue working on degree program requirements. A student's first appeal of dismissal must be made to the department/program. If the student does not appeal, the Office of Graduate Studies will send the student an official notice of dismissal from the program.

Students should notify their DGS in writing that they are appealing dismissal. A copy of the appeal letter addressed to the DGS should be sent to the graduate dean. Departments and programs organize their own appeals processes. If the department/program does not reverse its decision, the DGS will notify the Office of Graduate Studies that the student has gone through the probationary period and the appeal process and has been dismissed.

5.4. Process of Appeal of Dismissal to NEP

A student may appeal dismissal from the Exercise Physiology graduate program to the Exercise Physiology Graduate Education Committee. The student must inform their DGS in writing that they are appealing dismissal within two weeks of dismissal; this letter should also be sent to the Associate Vice Chancellor for Graduate Studies of the Office of Graduate Studies. No members of the Exercise Physiology Graduate Education Committee who are also on the student's graduate committee may participate in the appeal decision. If a majority of the members of the Exercise Physiology Graduate Education Committee are also on the student's committee, an ad hoc committee will be appointed by the Chair of NEP to consider the appeal of dismissal. The student should submit to the Exercise Physiology Graduate Education Committee a written

statement that documents how the student has met each of the conditions of probation described in the letter from his/her graduate committee.

5.5. Process of Appeal of Dismissal to the Graduate Faculty Senate

Students may appeal dismissal from a graduate degree program to the Graduate Faculty Senate. An appeal to the Graduate Faculty Senate can be made only after all internal appeals to a student's program/department have failed. The appeal must be based upon the program/department's failure to adhere to its or the Office of Graduate Studies' published rules and regulations. A student wishing to appeal dismissal must send a letter addressed to the dean of the Office of Graduate Studies within two weeks of dismissal. Once the intent to appeal is received by the dean of the Office of Graduate Studies, the following procedures will be followed:

1. The dean of the Office of Graduate Studies or a representative will meet with the student to discuss the situation. If, after this meeting, the student wishes to make an appeal to the Graduate Faculty Senate, he or she will submit a statement to the Office of Graduate Studies describing the basis of the appeal and containing any correspondence or other documentation relevant to the appeal. The graduate dean will notify the Graduate Faculty Senate, which will appoint an ad-hoc Appeal Committee consisting of five senators who are not members of the academic program involved in the appeal.
2. The Office of Graduate Studies will provide information to the student, the department/program and members of the ad-hoc GFS Appeal Committee regarding the content, process and regulations/policies pertaining to the appeal. Upon compilation of the appeal file, the Office of the Graduate Dean will send a copy of file materials to the members of the Appeal Committee and to the department/program. If the program/department wishes to respond in writing, its statement will be distributed to the Appeal Committee, the student and representatives from the Office of Graduate Studies.
3. A hearing will be scheduled as soon as all parties can meet: the student (and an adviser from the university community, if desired), representatives from the department/program, the Appeal Committee and the Office of Graduate Studies. At this hearing, the department or program will first invite the student making the appeal to present the case discussed in the written statement. The Appeal Committee may ask questions at this point, and once its questions have been answered, will give the program/department the opportunity to defend its dismissal of the student. Following further questions from the Appeal Committee, the hearing will be adjourned.
4. The Appeal Committee will meet to make a decision. This decision will be conveyed in writing to the student, the director of graduate studies and chairperson of the department or program, the Graduate Dean, the Graduate Faculty Senate president and any other appropriate party named in the appeal.

6. Departmental Policies

6.1. Keys/Swipe Cards

Access to MUPAW and MUNCH requires approval of your advisor. Be sure to swipe in and out of all areas.

6.2. Required Training

All graduate students must complete the following training courses:

- Intro to Biosafety
- Blood Borne Pathogen (online)
- Chemical Management for Chemical Workers
- CPR-AED (will be organized through Tina Roberts)
- Food Handlers Safety (organized by Tina Roberts)
- IRB (if applicable)
- Animal Care and Use (ACUC) (if applicable)
- Rad Safety training (if applicable)
- Complete Sexual Harassment and UM-CISO on-line trainings
- Others as required by Chair or advisor

6.3. Travel

Funding for graduate student travel is available from the Graduate Student Association, the Graduate Professional Council, and F21C (see links below). You should also check with the organization hosting the meeting as they may provide an opportunity for travel grants.

Graduate Student Association Funding - <http://gsa.missouri.edu/travel-grants/>

Graduate Professional Council Funding - <http://gpc.missouri.edu/funding/travel-awards/>

F21C Funding – email your request with estimated expenses to Dr. Kevin Fritsche

Graduate Awards & Travel Scholarships - <http://gradstudies.missouri.edu/financials/graduate-awards-travel-scholarships/>

Departmental (e.g., CAB or F21C) travel funds have the following limits: \$100/night for lodging; \$50 per day for food and incidentals and \$350 for round-trip airfare. Written permission to exceed these limits must be obtained from the Department Chair prior to travel dates. Administrative support staff must purchase airline tickets using a purchasing card for reimbursement of airfare.

6.4. Academic honesty and professional integrity

Academic honesty is essential to the intellectual life of the University. Students who use or attempt to use as their own the answers, words, ideas or research findings of another person are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized possession of examinations, hiding of source materials or tampering with grade records are acts of academic dishonesty specifically forbidden by University rules.

Reporting Dishonesty

According to the [MU Faculty Handbook](#), faculty are required to report to their academic program chair and the provost's office all acts of academic dishonesty committed by graduate and undergraduate students. In all such cases, the faculty member should discuss the matter with the student and then make an academic judgment about the student's grade on the work affected by the dishonesty and, where appropriate, the grade for the affected course. The decision as to whether disciplinary proceedings are instituted is made by the Provost. Because of the importance of honesty to academic and professional life, acts of dishonesty by graduate students may result in suspension or dismissal from the University.

Codes of Ethics in Your Field

Graduate students also should be aware that most professional associations have codes of ethics. These codes vary considerably across fields, but tend to provide guidelines for a broad array of professional responsibilities including teaching, research and working with clients. Violations of a code of ethics can lead to negative sanctions by one's professional colleagues and the expulsion from the professional associations in one's field. Graduate students are encouraged to obtain copies of codes of ethics for their chosen profession from the director of graduate studies in their department or program.

7. Assistantships & Fellowships

7.1. Overview of Assistantships & Fellowships

Graduate assistantships and fellowships give students opportunities for financial support while pursuing graduate education at Mizzou. Assistantships offer professional experience, academic training and financial support for students pursuing advanced degrees. Fellowships may provide tuition waivers, payment to the university in lieu of tuition and/or small stipends to cover living expenses.

7.2. Graduate Assistantship Tasks, Workload, Supervision, and Compensation

Graduate assistantships give students opportunities for professional experience, academic training and financial support while pursuing advanced degrees.

Tasks

Assistants are assigned relevant professional and academic experiences that may include:

- Teaching or assisting in a course under the supervision of a director or mentor.
- Grading for a course.
- Assisting in a program-sponsored laboratory or instructional center.
- Assisting a professor on a research project.
- Professional conference development.
- Tutoring.
- Development of administrative skills.
- Specific assignments vary by type of assistantship.

Workload

Graduate assistantships generally entail 10-20 hours of work per week (.25 to .50 full-time exempt). Students who hold graduate assistantships are discouraged from working more than 20 hours per week for more than one semester during the period of the assistantship. A portion of any project may include minor clerical elements, but all projects should incorporate decision-making, judgment, analysis and evaluation skills. Students must obtain approval from their supervisor prior to taking vacation.

Supervision

All projects are supervised by graduate faculty, administrative staff or principal investigators. Any graduate assistant may be required to provide his or her academic adviser with a written

report of academic progress at the conclusion of the period for which the assistantship is awarded.

Compensation

Any assignment of responsibilities, such as teaching a course, must be associated with fair and reasonable compensation. This precludes a graduate student from "volunteering" for extensive service commitments to the academic programs without an appropriate stipend.

Academic programs may differentiate graduate teaching assistantship stipends by graduate student status (master's or doctoral, first-year or experienced) or by the number of hours of work required. Within academic programs and within each level of differentiation, stipends should be equivalent. Guidelines used to determine stipend levels should be available to students through the academic program.

7.3. Graduate Teaching Assistantships

A teaching assistantship in an academic program provides a stipend to a student who assists in teaching duties in an academic program during the academic year.

Duties and responsibilities

Every graduate teaching assistant is expected to:

- Participate in the graduate assistant teaching orientation.
- Continue working toward an advanced degree while working as a teaching assistant.

Requirements for international students

All graduate teaching assistants whose native language is *not* English are required to:

- Participate in the Orientation for New International Teaching Assistants.
- Complete an evaluation by the International Teaching Assistant Program.
- Procure a recommendation for teaching at the level of instruction required for the assignment.

Academic freedom

The academic freedom of graduate teaching assistants (GTAs) is not necessarily coextensive with that of faculty. GTAs are engaged in supervised teaching or instruction activities.

Supervisors are responsible for defining the nature, scope and manner of instruction for each course. Supervisors should communicate the extent to which GTAs have discretion to introduce additional material, and GTAs should follow supervisors' instructions. GTAs may not be penalized for expressing their own views on matters within the scope of the course if they adequately represent these views as their own.

In interpreting teaching evaluations, supervisors make every effort to distinguish legitimate critiques of the course from negative evaluations related to:

- Prejudice against the GTA on the basis of race, sex, sexual orientation, religion, national origin or other protected status.
- Disagreement with viewpoints expressed by the GTA or by students in the class.

7.4. Graduate Research Assistantships

A student may be granted a research assistantship through an external grant or university funds, enabling the student to work toward an advanced degree while performing research tasks related to the grant or fund requirements. Academic programs decide whether the work required by the graduate research assistantship is directly related to the student's own program.

7.5. Performance & Renewal Evaluation Criteria for Graduate Assistantships

Graduate assistant evaluation methods

The responsibilities of the graduate assistantships and the performance evaluation method should be provided in writing to the student by the immediate supervisor at the beginning of the assistantship.

Conducting evaluations

The faculty or staff member who supervises the assistant's work must conduct a written evaluation of the student's performance at least once a year and provide a copy to the student and to the chair/director of the program or department for placement in the student's file. This evaluation should take the following criteria into account:

- Prompt, efficient and accurate completion of assigned tasks.
- Independent work.
- Analysis and problem solving.
- Adequate evaluations by students for instructional and tutoring assignments in courses, laboratory and clinical settings.
- Cooperation with mentor, director and other assistants.
- Professional and ethical behavior in all assigned tasks and duties, including course studies and research.
- Opportunities for improving performance should be outlined.

Equal treatment

The University of Missouri is an equal opportunity/affirmative action institution. Evaluation of graduate assistant performance must not be influenced by sex, age, disability, race/ethnicity, color, religion, marital status, veteran's status, national or ethnic origin or sexual orientation, nor may it be influenced by a student's exercise of First Amendment freedoms of expression and association. An appeal process is available for graduate assistants who assert they have not been fairly evaluated.

7.6. Renewing Assistantships

An assistantship without a fixed term specified in the initial letter of offer may, at the discretion of the academic program, be renewed if the following criteria are met:

- Funding is available
- Academic program guidelines for the funding duration or limited semesters of support of a student are met.
- The student is making satisfactory academic progress.
- The student's assistantship performance is judged by his or her supervisor to be satisfactory.

- The student's professional and ethical behavior in all assigned tasks and duties — including course studies and research — is judged to be satisfactory.
- If the renewal falls within number of years of funding specified in the initial letter of offer *and* the five criteria listed above have been met, the assistantship must be renewed.

7.7. Graduate Student Tuition Support Program

A graduate student in a qualifying appointment is eligible for tuition benefits if the appointment meets the minimum hours per week (FTE), stipend level requirements and appropriate duration of appointment. For a student to receive financial support for tuition, the appointment must be:

- Continuous for a full semester or academic year.
- At least quarter-time (.25 FTE). (Subject to University guidelines)
- At a minimum stipend level established early in the spring semester for the next academic year.

7.8. Leaves of Absence

Graduate students are responsible for resolving all issues pertaining to their support (assistantship, fellowship, etc.) with their advisers before taking any approved leave of absence. Issues may include the date when support will be terminated and under what conditions students may be reinstated.

Notifying administrators

A graduate assistant unable to fulfill the duties of an appointment because of illness or injury or because of a birth or adoption must notify the unit administrator as soon as possible.

Assessing the duration and nature of the leave

The appointing unit may adjust the graduate assistant's workload duties as the assistant's circumstances reasonably dictate. If total absence from duties is necessary but the graduate assistant is still enrolled, the major unit will hold the appointment for a period of two months, until the end of the appointment period or until the end of the semester, whichever occurs first. The graduate assistant has the right to return to the assistantship, within the original terms of the appointment, when able to resume duties.

Re-entry process

Before the completion of the leave of absence, the student must notify the academic program's director of graduate studies (DGS) and the Office of Graduate Studies so that the re-entry process can be initiated.

7.9. Fellowships

Fellowships are a type of aid granted to graduate students to help support their education. Some fellowships include a tuition waiver or a payment to the university in lieu of tuition. Most fellowships include a small stipend to cover living expenses. Unlike a loan, a fellowship is a form of gift aid and does not have to be repaid. However, fellowships may be taxable and reportable to the Internal Revenue Service. Unlike a graduate assistantship, no additional service or work requirement is associated with a fellowship. Mizzou graduate students can apply for fellowships from the university or from outside sources.

Mizzou fellowships

The University of Missouri offers fellowships through the Office of Graduate Studies and individual degree programs. The MU Office of Graduate Studies sponsors two major fellowship programs: Spring Fellowship Competition and the Supplemental Graduate Fellowship Program. Both programs require nomination by directors of graduate studies; students are not allowed to apply on their own. All internal fellowship applications must be submitted directly to the Office of Graduate Studies.

8. Forms

All forms required for completion of the MS or PhD degree are available at the Office of Graduate Studies website (<http://gradstudies.missouri.edu/forms-downloads/>)

Masters' Degree:	M1 Program of Study for the Masters' Degree M2 Request for Thesis Committee M3 Report of Thesis Examining Committee
Doctoral Degree:	D1 Qualifying Examination Results, Committee Approval D2 Plan of Study for the Doctoral Degree D3 Doctoral Comprehensive Exam Results D4 Report of Dissertation Defense

Completed and signed forms should be submitted to Ben Sauro. He will make copies for the student file and submit to the Office of Graduate Studies.

9. Graduate Student Resources

9.1. Professional Development

The Office of Graduate Studies offers many professional development opportunities, including courses, seminars and workshops throughout the year. Detailed information can be found here: <http://gradstudies.missouri.edu/professional-development/>

9.2. Graduate & Professional Student Organizations

Graduate/Professional Student Council: Represents graduate, professional and postdoctoral students to administration. Travel funds available <https://gpc.missouri.edu/>

Graduate Student Association: <http://gsa.missouri.edu/>

9.3. Health Insurance

To support the health care needs of graduate students, the University of Missouri offers accident and sickness insurance. Students must re-enroll for the insurance each period to continue annual or semester-by-semester coverage. Graduate student medical insurance is issued by Aetna Student Health. To obtain a medical insurance plan, students must enroll through the MU's myZou system. Students must follow the specific enrollment dates and deadlines to enroll in the insurance program. Aetna offers detailed information about Mizzou's plan. Aetna rates vary for domestic and international students. The cost of the insurance premium depends on the choice of plan, the duration of coverage and the number of family members covered. Consult the Aetna website for detailed information about:

- Types of plans
- Rates
- Dates of coverage
- Online enrollment
- Provider/doctor search
- Prescription benefits
- Travel assistance

Dates of coverage

Fall semester and annual coverage for domestic students begins Aug. 15. If you enroll after Aug. 15 but before the September deadline, coverage is retroactive, beginning Aug. 15. Annual domestic insurance coverage ends Aug. 14. Fall semester coverage ends in early January, and spring/summer semester coverage begins right after the fall semester coverage ends, so there is no lapse in coverage, as long as the student enrolls by the spring enrollment deadline. Coverage begins Aug. 1 for International Students. The fall coverage ends Dec. 31, and the spring insurance begins Jan. 1. The spring/summer insurance coverage ends July 31.

MU Student Health fee

The Student Health Center is available to all full-time students, and the mandatory student health fee is automatically charged to accounts of graduate students taking at least seven hours of courses. Part-time graduate students who do not want to use the Student Health Center and do not pay the student health fee can enroll in the insurance policy but will pay a higher deductible.