

GRADUATE PROGRAMS

Truman State University offers the following graduate programs:

- The Master of Accountancy degree in accounting,
- The Master of Arts degree in communication disorders, counseling, English, history, mathematics, and music;
- The Master of Arts in Education degree; and
- The Master of Science degree in biology.

UNIVERSITY OBJECTIVES

- A. To graduate master's degree students who possess appropriate depth of knowledge in specific disciplines.
- B. To graduate master's degree students qualified to enter and succeed in doctoral programs at leading universities.
- C. To graduate master's degree students able to perform in appropriate professional and academic positions.

GRADUATE COUNCIL

The Graduate Council is the legislative and administrative body for graduate studies at the University. It is concerned with the policies and procedures, objectives, courses, degree requirements, admission requirements, research programs, and other duties necessary for the successful operation of graduate programs.

Ex-officio members of the Graduate Council are the Dean of Graduate Studies, the Vice President for Academic Affairs, and the President of the University. The chairperson and vice chairperson are faculty representatives selected by majority vote of the Graduate Council, and serve a one-year term. Each graduate program has one voting representative, serving a one-year term. Each division without graduate programs has one voting representative, serving a one-year term. One division head is appointed as a voting member for a one-year term. The Faculty Senate may appoint up to two of its members as non-voting representatives. Two graduate students are chosen each year to serve one-year terms. The Student Senate president appoints these students by a process further defined in the Student Senate constitution.

Regular meetings of the Graduate Council are held on the third Wednesday of each month. Special meetings may be called by the chair or by petition of at least the majority of the Graduate Council.

The responsibilities of the Graduate Council are:

- A. To initiate and recommend policies and procedures for the administration of the graduate programs on matters relating to recruitment, admissions, retention, curricular requirements, residence, research programs, theses, advanced standing, examinations, and other matters necessary for the successful operation of graduate studies;
- B. To recommend the addition, deletion, or modification of graduate curricula and programs;
- C. To carry on a continuous evaluation of the graduate programs and to recommend appropriate revisions and improvements;
- D. To conduct studies and make recommendations on matters referred to the Council by the Faculty Senate;
- E. To approve candidates for graduate degrees;
- F. To initiate and recommend policies and procedures on matters concerning qualifications for graduate assistants; and
- G. To assist other University agencies in the effective promotion and publicity of graduate studies.

GRADUATE COUNCIL PROCEDURES

Substance and order of business are determined by the agenda mailed to each Council member seven days prior to the meeting date. Items for the agenda may be submitted by the Executive Committee of the Faculty Senate, members of the Council, or by a division which offers graduate work. Additional items may be considered by the Council in the absence of objection.

Minutes of the meetings are kept by the Graduate Office Secretary and are duplicated and sent to each Council member with the notice of the next meeting and the agenda for that meeting.

Following action taken by the Graduate Council, all changes in the graduate curricula and other matters of a substantive nature are forwarded by the presiding officer to the Faculty Senate.

Ad hoc committees may be established by action of the chair or by recommendation of the Graduate Council.

GRADUATE STUDENT ORGANIZATION (G.S.O.)

Truman graduate students are encouraged to participate in the G.S.O., which not only serves as a social organization for graduate students, but seeks to provide helpful information to its members about the University, to solicit and represent the views and needs of the graduate student body, and to assist the graduate programs in their improvement of services and communica-

tions. The organization also works to develop a liberal arts culture within the graduate community.

Formally established in 1998, the G.S.O. works closely with Truman's Student Senate, the Campus Activities and Organizations Center, Graduate Council, and Truman administration to meet the needs of the graduate student population. The Graduate Office maintains an institutional membership in the National Association of Graduate/Professional Students (N.A.G.P.S.) and provides meeting space, materials and refreshments to support G.S.O. efforts.

DEAN OF GRADUATE STUDIES

The chief responsibility of the Dean of Graduate Studies is to coordinate the graduate programs for the University.

THE FUNCTIONS OF THE DEAN OF GRADUATE STUDIES ARE:

- A. To work with the President and the Vice President for Academic Affairs in providing leadership for the Graduate Council and graduate faculty and providing direction for the graduate programs;
- B. To maintain liaison with academic divisions and administrative offices to insure coordination of graduate studies with the total academic program of the University;
- C. To prepare and edit graduate publications of the University;
- D. To approve for submission to the Vice President for Academic Affairs nominations for graduate faculty submitted by division heads;
- E. To approve for submission to the Vice President for Academic Affairs nominations for graduate teaching/research assistants submitted by division heads authorized to make such recommendations.
- F. To approve participation of non-graduate faculty and non-faculty experts in teaching of graduate courses and participating in thesis committees;
- G. To see that complete and accurate records of the proceedings of the Graduate Council are maintained and made available for consultation within the limits of the Privacy Act;
- H. To direct the Graduate Office staff in the following procedures:
 1. Keeping complete records of all persons applying for graduate study;

2. Forwarding applications of degree-seeking students to the appropriate program director for the decision on admission;
3. Notifying all applicants of their admission or denial;
4. Checking the progress of degree-seeking students with respect to their academic standing, i.e., monitoring the rules with regard to grades below B, and with respect to meeting deadlines;
5. Checking applications for graduation and notifying the student of any remaining requirements to be met;
6. Setting dates for the submission of theses and results of comprehensive examinations;
7. Reviewing theses and making the final decision with respect to acceptance;
8. Making the final check two days before commencement of all candidates expecting to receive a graduate degree and preparing the graduation list to submit to the Graduate Council for its approval;
9. Certifying to the Faculty Senate the names so approved.

GRADUATE FACULTY

Only members of the graduate faculty will teach graduate courses, direct graduate research, and serve as academic advisors for graduate students.

A. APPOINTMENT PROCEDURES

When a faculty member becomes eligible for appointment to the graduate faculty, the individual's Division Head may recommend the faculty member for such appointment. Such a recommendation will be submitted to the other members of the faculty member's discipline for review and comment. Following such review, the Division Head will submit the recommendation to the Dean of Graduate Studies for review and comment, then to the Vice President for Academic Affairs for review and comment, and then to the President of the University for decision.

B. TERM OF APPOINTMENT

Appointments to the graduate faculty by the President of the University will be for a term of five years or until the next periodic review of the faculty's discipline, whichever is the shorter period of time. The need for graduate faculty members in each division will be reviewed periodically on a rotational basis among the divisions, with each division being reviewed at least once every five years by the Dean of Graduate Studies and the Vice President for Academic Affairs. The results of the review will be used, in addition to the faculty member's qualifications, as the basis for a recom-

mentation for new appointment or reappointment to the graduate faculty.

C. ADDITIONAL RULES AND PROCEDURES

The President of the University may adopt additional rules for the appointment of graduate faculty in order to implement this policy.

D. CRITERIA FOR APPOINTMENT TO GRADUATE FACULTY

Faculty members must have the following qualifications for appointment to the graduate faculty:

1. Possess a terminal degree or exhibit professional competence that provides a special expertise to teach courses and direct research at the graduate level;
2. Show evidence of scholarly productivity such as research articles in refereed journals, demonstrated external funding, presentation of juried papers before professional audiences, or demonstrated exhibits of proficiency in such fields as creative arts or music;
3. Demonstrate interest and participation in scholarly organizations transcending the local campus by attending regular meetings, lectures or conferences of learned societies in his or her discipline, and by maintaining membership in at least one such society.
4. Show evidence of willingness and ability to direct thesis work and independent study at the graduate level or to serve on thesis committees.
5. For reappointment, faculty members must also be active in graduate programs through regular involvement and through teaching of graduate courses, participation in thesis committees and/or direction of research.

E. TEMPORARY SERVICE TO GRADUATE PROGRAMS

A faculty member who is not a member of the graduate faculty, or a non-faculty expert, may be given special permission by the Dean of Graduate Studies, upon recommendation by the pertinent Division Head, to teach a graduate course or serve on a thesis committee as deemed appropriate. Faculty wishing to serve should contact their Division Head.

POLICIES AND PROCEDURES

GRADUATE ADMISSION REQUIREMENTS

DEGREE-SEEKING APPLICANTS

Admission for degree-seeking applicants who meet the basic

requirements is based upon acceptance by the respective program admissions committee. Preferential acceptance is given to those students who possess a 3.0 undergraduate grade point average or above and acceptable test scores. Students who have less than a 2.75 undergraduate grade point average are generally not eligible for admission.

Admission to graduate programs at Truman State University is selective and is based on the following criteria:

1. A Bachelor's degree or Master's degree from an accredited college or university;
2. An acceptable score on the Graduate Record Examination (GRE) General and/or GRE Subject Test or the Graduate Management Admissions Test (GMAT);
3. Resume, letters of recommendation, and interview as required by the admitting program;
4. Individual programs may have further requirements for admission. Requirements specific to the program are given in the graduate program section of the University General/Graduate Catalog.
5. Degree-seeking students admitted to a graduate program must enroll and begin classes at Truman State University during one of the following three semesters after receiving official notice of acceptance from the Graduate Office.
6. The University requires applicants who are not citizens of the United States to achieve a score of 550 or above on the Test of English as a Foreign Language (TOEFL), unless the applicant is from a country where English is the native language or possesses a baccalaureate degree from an American college or university.

To obtain and maintain course registration for the semester, the international student must complete the following requirements:

1. Complete the University English Placement Test within 3 days of arrival at the University.
2. Enroll in the English course indicated by the outcome of the University English Placement Tests (e.g. ENG 352 Academic Writing: Non-Native Speakers, ENG 354 Academic Speaking: Non-Native Speakers) as required by the graduate advisor.
3. Pay tuition and fees IN FULL by the last day of the first week of the semester.
4. Purchase the University approved health insurance or make application for a waiver of the University approved health insurance by completing the Request for Insurance Exemption Form and presenting written proof of comparable health insurance coverage from your home country. Minimum requirements for approval of an insurance waiver include: \$50,000 in medical benefits, 80% coverage,

deductible of no more than \$250 per year, \$25,000 in medical evacuation expenses and \$10,000 in repatriation expenses.

5. Make any deposits or prepayments required by the University and the International Student Office.

SUMMARY OF ADMISSIONS PROCEDURES

For all post-baccalaureate students including full-time, part-time, on-campus, off-campus, and international students who wish to be admitted to the University as degree-seeking graduate students:

1. Degree-seeking application
2. Program-specific application or personal statement
3. Official transcripts
4. GRE/GMAT scores
5. Three letters of recommendation
6. TOEFL scores (international students only)
7. Other materials required by the graduate program

The application and all supporting materials will be evaluated by the admissions committee of the appropriate program. The recommendation of the committee and the division head is sent to the Dean of Graduate Studies for final approval. The Graduate Office will then notify the student of his/her admission status.

NON-DEGREE SEEKING APPLICANTS

The following policies apply to students who are not seeking a graduate degree and wish to enroll in graduate courses:

1. Students with a bachelor's degree who wish to take courses for graduate credit but who do not intend to seek a master's degree must submit transcripts from an accredited college or university showing a degree date and a minimum undergraduate grade point average of 2.00;
2. Seniors desiring to take courses for graduate credit may take up to six semester hours of courses for graduate credit during the last TWO terms before receiving the bachelor's degree provided they meet the following criteria:
 - Lack 24 hours or less of meeting the requirements for the baccalaureate degree;
 - Have a cumulative undergraduate grade point average of not less than 3.0;
 - File an application for graduate study before registering for the graduate course;
 - Have the consent of the instructor(s) of the graduate class(es);

3. Students with a bachelor's degree who do not meet the minimum requirements for admission to graduate work may, with

permission of the Graduate Office, take as many undergraduate courses as they desire.

4. Students interested in taking only in-service/Professional Development courses for graduate credit may do so by seeking admission through the Professional Development Office.
5. Students wishing to participate in workshops for graduate credit are not required to submit a transcript for admission. They must, however, apply as non-degree seeking students through the Graduate Office.

FELLOWSHIPS AND SCHOLARSHIPS

A limited number of fellowships/scholarships are available in:

- accountancy
- communication disorders
- counseling
- education

GRADUATE TEACHING/RESEARCH ASSISTANTSHIPS

Assistantships are granted in the master's degree programs of

accountancy	English
biology	history
counseling	mathematics
education	music

The assistantship carries a cash stipend and a tuition waiver for 9 semester hours per academic semester. All books, supplies, and special course fees are the responsibility of the student.

REQUIRED COMPONENTS OF THE GT/RA APPLICATION

1. Minimum undergraduate grade point average of 3.0;
2. Minimum score(s) on the Graduate Record Examination (GRE) General and/or Subject tests or Graduate Management Admissions Test (GMAT) as determined by each program;
3. Degree-seeking application completed.

GT/RA APPLICATION PROCESS

1. File as a degree-seeking student with the Graduate Office (see admissions procedures, above);
2. File assistantship application with the Graduate Office;
3. When all materials are complete, they will immediately be

forwarded to the head of the division for the indicated graduate program. Upon the Admission Committee's Recommendation, the division head will return the application to the Graduate Office as either recommended or denied. The Dean of Graduate Studies will review recommended application materials and, if in agreement with the recommendation to award the assistantship, will forward the materials to the Vice President for Academic Affairs, who will take similar action and forward to the President of the University. The President will review the materials and, if in agreement, will approve and return the materials to the Graduate Office, which will then notify the student and issue the GT/RA contract. No assistantship can be promised a student until the President has signed the approval sheet.

Some programs have special procedures for appointing GTRA alternates. In the case of GTRA alternate status, no notification of this status may be given until the President has given his/her approval.

SPECIAL REQUIREMENTS FOR GTRA'S

Graduate Teaching/Research Assistants are required to carry a minimum of 9 hours of graduate courses in the Fall and 6 hours of graduate courses in the Spring, and to maintain a 3.0 graduate grade point average. GTRA's who enroll in less than 6 graduate hours should note that social security may be withheld from stipend checks during that period.

MIDWEST STUDENT EXCHANGE PROGRAM (MSEP)

Truman State University participates in the Midwest Student Exchange Program. Residents of Kansas, Michigan, Minnesota and Nebraska are considered for the MSEP tuition reduction program on a competitive basis. Recipients receive a reduced out-of-state tuition rate, currently 150% of the in-state tuition rate.

Truman State University considers students majoring in each of the following graduate programs for tuition reduction through the Midwest Student Exchange Program:

Accountancy	MAc
Biology	MS
Communication Disorders	MA
Counseling	MA
English	MA
History	MA
Mathematics	MA
Music	MA

To be eligible for MSEP consideration, a student must meet the following criteria:

1. Be a legal resident of Kansas, Michigan, Minnesota or Nebraska.
2. Be a newly matriculating student.

3. For graduate students, be accepted for admission to a graduate degree program.
Eligible graduate students must obtain Graduate Office approval each semester before enrolling to receive the MSEP tuition reduction.

SPECIAL POLICIES APPLYING TO GRADUATE STUDENTS

IN PROGRESS GRADES

A grade of IP (in progress) will be used by instructors in Readings, Independent Study, Internship, and Thesis classes to signify that the student is still in the process of working on the requirements for the course. It may extend as long as the work is not completed, unless the delay is so long that the 6- to 7-year limit on credit for graduate courses has gone into effect. When the student completes the work for the course, the instructor will remove the IP and enter the appropriate grade on the student's record. IP and IC (incomplete) grades must be removed from all coursework for the degree before a student is cleared for graduation.

WITHDRAWAL FROM SCHOOL

Graduate students who are unable to complete a semester are advised to go through the proper withdrawal process in order to protect their academic record. Withdrawal forms can be obtained in the Academic Planning Office.

CHANGE OF MAJOR

A student wishing to change his/her degree program after being admitted to a program as a degree-seeking student should repeat the formal application procedure, indicating the new major on all forms and correspondence. The application will be forwarded to the admission committee of the new program for action in accordance with the procedures for admission of new students.

GRADUATE COURSE LOAD

CREDITS AND THE SEMESTER HOUR

The unit of academic credit at Truman State University is the semester hour. A semester hour is based on 15 hours of lecture and/or recitation. An academic year commonly consists of 18 to 24 semester hours. A typical class carries 3 semester hours credit. The terms semester hour and credit hour are synonymous.

LOAD POLICY FOR GRADUATE STUDENTS

For graduate students a **normal** graduate course load (for fall and spring semesters and eight-week summer sessions) is 9-12

graduate semester hours. Nine graduate hours must be taken to be considered a full-time student for financial aid and other purposes, including veteran benefits. Six graduate hours must be taken to be considered half-time.

For five-week summer sessions, the **normal** load is 3 graduate semester hours.

The **maximum** standard graduate class load (for fall and spring semesters and eight-week summer sessions) is 14 hours.

Graduate students must obtain permission from the Dean of Graduate Studies to enroll in 15 graduate hours or more. An overload fee is charged for 16 hours or more.

For five-week summer sessions, the **maximum** graduate class load is 6 hours. **When five-week courses are included in a load of 7 summer graduate hours or more, students must obtain permission for the Dean of Graduate Studies.**

For Graduate students enrolled under Public Law 89-358 (Veteran's Educational Assistance), 9 graduate semester hours (for fall and spring semesters and eight-week summer sessions) or 3 graduate semester hours for five-week sessions are required for maximum benefits.

Graduate Teaching/Research Assistants are required to carry 9 hours in the fall and 6 or more hours in the spring semester when they are under contract. **Any deviation from this rule, regardless of the circumstances, must be approved by the Dean of Graduate Studies.**

GRADUATION REQUIREMENTS

1. Admission as a degree-seeking graduate student;
2. Completion of any undergraduate deficiencies as outlined in admission procedures;
3. Completion of degree coursework, as detailed on the Graduate Program Worksheet.
4. Approval of all:
 - a. coursework taken to satisfy undergraduate prerequisites and/or other deficiencies noted at admission,
 - b. graduate hours earned before admission to be included in the major, and/or
 - c. substitutions (from Truman or from another university) for courses explicitly required on the Graduate Program Worksheet.

Approval for these items may be requested using a Graduate Substitution/Inclusion Form. (A blank form is included at

the end of this book.)

5. Successful completion of the requirements for the degree program is subject to the following:

Residency: This is defined as receiving credit for a minimum of 9 semester hours for one regular semester or eight-week summer session, or a minimum of 5 semester hours each for two five-week summer sessions taken on campus, and being available during that time for conferences with instructors, work in the library or laboratory, and similar out-of-class experiences.

Workshop, In-Service: No in-service or workshop courses may be applied toward a master's degree.

Pass-Fail: No courses in which the grade was pass/fail can be applied toward a master's degree except the MAE internship.

Credit/No Credit: The credit/no credit grading option is **not** allowed for courses taken for graduate credit.

Correspondence Credit: No correspondence credit may be applied toward a master's degree.

Course Number Requirement: At least 50 percent of the total number of hours required in a program must be at or above the 600 level. All hours for the degree must be graduate courses.

Grade/Course Level Changes: Requests for transcript corrections, i.e. grade, grade type, course number, level (undergraduate-graduate), etc., will not be processed more than two years after issue of the grade(s), unless the grade appeal process has been activated but not yet resolved for the course(s) in question.

Time Limitation on Credits: No credit for courses completed more than 6 years prior to the granting of the degree will be allowed except that an additional calendar year will be permitted for completion of thesis.

Credit for Work Taken Prior to Admission: Only 6 hours of credit or two courses totalling no more than 8 hours taken prior to admission as a degree-seeking student will be allowed.

Transfer Credit: All transfer credit must be completed, with final transcript submitted to the Graduate Office, at least one semester before the degree is to be conferred.

Incomplete/In Progress Grades: For graduate students, "Incomplete" or "In Progress" grades are allowed to remain on the transcript after graduation *only if they are not required for the degree to be conferred* (for example, they may remain for an additional graduate degree which is not yet complete). However, if the course(s) for an additional graduate degree are not completed within

7 years, the grade(s) will be changed to “F”.

Grade Point Average: An overall graduate average of “B” or a graduate GPA of 3.0 is required:

1. At the time of admission to the comprehensive examination; and
2. At the time the degree is granted.

Grades Below “B”: No student will receive a master’s degree who has attempted more than two 3-hour or 4-hour courses, or a total of 6 hours for any other combination in courses for the degree, in which a grade of “C” or below was earned.

Repeat Courses: A graduate student may repeat one course (of 4 semester hours or less) in which a “D” or “F” grade was received. Approval must be obtained via the “Request to Repeat Course” form in order to adjust the Grade Point Average. When a course is repeated, both grades will remain on the record. Both grades will be used by Truman State University in determining the graduate GPA. The initial “D” or “F” will continue to be counted toward the “Grades Below B” rule (above).

Examinations: All approved candidates must successfully complete a comprehensive and/or thesis examination, or case study. The comprehensive examination may be written and/or oral as determined by the faculty of the respective program. The comprehensive examination generally is taken in the last semester of graduate study. Admittance to the comprehensive examination is permitted with the approval of the graduate advisor, the head of the division, and the Dean of Graduate Studies. The results of the case study, or the comprehensive and/or thesis examination will be reported in writing to the Dean of Graduate Studies. A student who fails the examination may retake it in a later semester, if it is the policy of the faculty in the student’s program to permit retaking. Deadline dates for reporting the results of examinations will be established by the Dean of Graduate Studies each semester.

Application for Graduation: An application for graduation, accompanied by a completed Graduate Program Worksheet, is to be filed in the Graduate Office one semester prior to the expected date of graduation. (A blank application form is included at the end of this book.) In the event that an application for graduation is not approved, the student must re-activate the application when the deficiencies noted have been corrected. In addition to the application for graduation, the student must file placement papers with the Career Planning and Placement Center and pay a graduation fee at the business office. A graduation information/clearance packet is mailed to each candidate by the Graduate

Office at the time the candidate is checked for degree requirements. The student is responsible to see that the clearance form mailed in the packet is signed by the proper officials and returned to the Graduate Office to authorize clearance for graduation. The Graduate Office gives the final approval for graduation.

Waivers for Graduate Academic Requirements: The graduate academic policies and procedures in this handbook and the General/Graduate Bulletin, set forth by the faculty governing bodies and the Vice President for Academic Affairs, are intended to communicate the high standards and expectations for graduate degrees and to provide direction as the student progresses in the graduate degree program. In certain cases, the graduate student may wish to request a waiver of a specific academic policy or procedure. An academic waiver request will not be recognized by the Graduate Office without the approval signatures of 1) the graduate advisor, 2) the appropriate division head(s) and 3) the Dean of Graduate Studies.

Any graduate student considering a waiver request should consult with his/her advisor *before* submitting any written request.

GRADUATION PROCEDURES SUMMARY

1. Application for graduation is filed at the Graduate Office at least one semester before the degree is to be conferred (deadlines are printed in the course schedule booklet). A graduate Program Worksheet accompanies the application, detailing the student’s course history. In the event a student’s application for the degree is not approved, the student must correct any deficiencies to re-activate the application. An application may be re-activated during the first four weeks of the graduation semester. After that time, the student will be considered for the following semester’s commencement.
2. Thesis writers must submit a completed Thesis Committee Approval Form to accompany the Application for Graduation and Graduate Program Worksheet. If the thesis is to be completed *before* the graduation semester, the Thesis Committee Approval Form must be submitted at least one semester prior to thesis completion.
3. A Graduation Clearance packet is mailed to each candidate approved for graduation approximately 3-4 weeks prior to the expected date of graduation by the Graduate Office. The candidate must complete papers to be filed (or update existing papers on file) in various administrative offices, and the candidate must pay the graduation fee to the Business Office.

The candidate must obtain signatures from all offices as indicated on the clearance sheet, and return the completed clearance sheet to the Graduate Office by the specified deadline (2 weeks before commencement).

4. The comprehensive/thesis exam will be given on the date set by the advisor and student (for guidelines regarding the scheduling of thesis exams, see General/Graduate Bulletin section, *Thesis*).
5. All required materials for thesis processing must be submitted to the Graduate Office by the specified deadline (2 weeks before commencement). For a list of the required materials, see the following section titled *Thesis*.
6. Master's degrees are conferred at May, August and December commencement ceremonies.

GRADUATION CEREMONIES

Commencement exercises are held at the end of the Fall and Spring semesters and at the end of the second summer term. Persons wishing to receive the degree *In Absentia* must apply to the Vice President for Academic Affairs 2 weeks prior to the graduation ceremonies. Students are notified of this option in the graduation clearance packet mailed prior to commencement.

INFORMATION ABOUT THE INSTITUTIONAL REVIEW BOARD FOR STUDENT RESEARCHERS

PURPOSE

The IRB is a campus-wide committee established under the authority of the Vice President for Academic Affairs to ensure that the rights and welfare of human subjects are adequately protected in all training projects. The University has authorized the Institutional Review Board to review and approve all human subject research. Institutional Review Board reviews are required both by University policy and by the Federal Government.

THE REVIEW PROCESS

All projects involving minors or any other vulnerable population as subjects must be reviewed by the IRB. In addition projects that are externally funded, that investigate behaviors and or experiences related to sensitive topics, that are used as partial fulfillment of Master's Degree requirements, or that place subjects at more than minimal risk must be reviewed by the IRB.

Other types of minimal risk projects may be reviewed by an IRB-approved Peer Review Committee. Peer Review is conducted by faculty members who are members of a Peer Review Committee in a specific academic division.

The review of projects involving human subjects is confined to procedures affecting the rights and welfare of human subjects. No evaluation is made of the content or scientific merit of the project, unless subjects are found to be "at risk." The review focuses on such issues as risk to subjects, voluntary participation, informed consent and confidentiality. One of the primary roles of the IRB is educational. Each project is reviewed individually and the IRB encourages discussion during all stages of the process.

PROCEDURES FOR PROJECT APPROVAL

1. Obtain a copy of the *Application for Approval of Investigations Involving the Use of Human Subjects*. This form and sample consent forms are available in the Office of Grants and Sponsored Programs, McClain Hall 106, or on the world wide web at: <http://www2.truman.edu/~judy1/grants/irb.htm>
2. Fill out all sections of the form as completely as possible and attach letters of consent, surveys, and other pertinent information. Type or neatly print all responses; hard to read applications will not be accepted. Provide specific responses that relate to your project. Global responses such as "This project is usual educational procedure," or "The information collected will be available to the University community" cannot be accepted and will cause approval of your application to be delayed.
3. Secure the approval signature of your faculty sponsor and sign the application yourself. Applications submitted without the signature of a faculty sponsor will be returned.
4. Submit the completed application and other documentation to the Office of Grants and Sponsored programs at least one week before the next regularly scheduled IRB meeting. Your application will be considered at the next regularly scheduled meeting, and your faculty sponsor will receive the results of the review within one week after the meeting.

QUESTIONS

Questions concerning the forms or procedures of the IRB can be directed to the Office of Grants and Sponsored Programs, (660) 785-7459.

THESIS

TOPIC

In some programs students are required to submit a research, expository, or critical thesis, or original works of art. Theses must show evidence of a thorough knowledge of source materials. The selection of the topic is made with the agreement of the student and the advisor or committee as determined by the discipline. A "Thesis Committee Approval Form" must be submitted to the Graduate Office at least one semester before the thesis is to be completed. (A blank form is included at the end of this book.)

COMMITTEE

Each thesis committee will consist of the advisor as the chair, one or more members of the faculty of the discipline, and one graduate faculty member from another academic discipline appropriate to the thesis topic. This committee member from outside the discipline may be appointed by the Dean of Graduate Studies if needed. Any committee member who is not on the graduate faculty must be approved to serve. See the Graduate faculty section for temporary service procedures.

EXAMINATION

The committee chair is responsible for establishing the time and place for the examination over the thesis and for notifying the committee members concerning time and place. The examination shall not be earlier than 7 days after the members of the committee receive copies of the thesis and not later than three weeks prior to the date of graduation when the student expects to receive the degree.

FORMAT

The respective disciplines select the appropriate style manual for thesis writers in each program. The student must work closely with the advisor in following the approved style manual and must adhere to the procedures outlined in the *Master's Thesis Guidelines* booklet.

SUBMISSION

When the thesis has received final approval of the thesis committee and all the changes required by the committee have been made, the thesis shall be printed/copied according to the specifications contained in the *Master's Thesis Guidelines* booklet. Three copies of the thesis must be submitted to the Graduate Office to be bound and retained by the University. If the student desires additional bound copies, he or she must submit additional copies according to the same specifications to the Graduate Office. The thesis must be in the hands of the Dean

of Graduate Studies not later than two weeks prior to the date of commencement. All copies of the thesis submitted to the Graduate Office will be bound. Additional binding fees will be charged for any personal copies above the required three. A receipt from the Business Office showing payment for the binding of the thesis copies must be presented at the time the thesis is submitted to the Graduate Office in its final form.

THESIS MATERIALS REQUIRED BY THE GRADUATE OFFICE:

1. Three or more unbound copies of the thesis and abstract
2. Three original signed approval sheets
3. One extra copy each of the title and abstract pages
4. The signed University Microfilm release form, and
5. The receipt for payment of binding fees.

TRUMAN STATE UNIVERSITY
Graduate Substitution/Inclusion Form

Approval indicates that the student has completed deficiencies noted by the program at admission, that graduate hours earned before admission at this university or transferable from another institution are approved as part of the major, and/or any exceptions to the graduate program worksheet have been approved by the appropriate authorities below.

Directions: Complete this form with your advisor during your first semester of graduate work. In Part B, fill in only the parts that apply to you. You must be approved for any deficiency work, pre-admission and transfer courses, and/or substitution before you will be approved for graduation. If further changes are made after approval of this form, you must submit an additional Graduate Substitution/Inclusion Form, noting new changes only. Please type or print the requested information to complete parts A and B. Obtain all signatures in part C, and submit to the Graduate Office.

A

Student Name	Social Security Number
Advisor	Graduate Program (MAE include teaching specialty)
Local Phone	Current Mailing address (local)
Is this the first time you have filled out this form? <input type="checkbox"/> Yes <input type="checkbox"/> No	City State ZIP Code

B

Admission Deficiencies: MAcc, MA, and MS students: Please list any deficiencies noted at the time of admission to the program, and show how they will be complete/resolved. Indicate if the course is completed (C) or in progress (IP) at the far right. (MAE students will use the "Individual Plan of Study" (I.P.S.) as a guide, and are not required to complete this section. The MAE application for graduation will not be approved by the Certification Office or the Dean of Graduate Studies if all conditions on the I.P.S. are not satisfied.)

Course Number, Title	College/University	Deficiency	Completed or In Progress
			<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
			<input type="checkbox"/> Completed <input type="checkbox"/> In Progress

Inclusion of Graduate Credit: Please list any *graduate* courses completed before admission, or transfer courses which are to be applied to the Master's degree. Transfer courses must be documented on an official transcript, with a letter grade, to achieve approval for graduation. Only 6 hours of these types of graduate credit may be applied to your degree. *Note that all transfer credit must be completed, with final transcript submitted to the Graduate Office, at least one semester before the degree will be conferred.*

Course Number, Title	Date Completed	College/ University	Substitute for:(course # from worksheet)	Completed or In Progress
				<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
				<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
				<input type="checkbox"/> Completed <input type="checkbox"/> In Progress

Substitutions: Note any Truman courses chosen to substitute for requirements on your worksheet.

Course Number, Title	Substitute for:(course # and title from worksheet)	Completed or In Progress
		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress
		<input type="checkbox"/> Completed <input type="checkbox"/> In Progress

C

The signatures below indicate that approval for the above substitution/inclusion has been requested and that the substitution/inclusion above will fulfill requirements as noted for the graduate degree.

1. _____	2. _____
Student Signature	Advisor
Date	Date
3. _____	4. _____
Certification Officer (MAE only)	Division Head Signature
Date	Date

D

The above request has been approved and is on file in the Graduate Office.

Dean of Graduate Studies Signature	Date
<i>When approved, the Graduate Office will send copies to all signed above.</i>	

Thesis Committee Approval Form

STUDENT: Please submit this form after you have been accepted as a degree-seeking student and enrolled in graduate-level courses, and **one full semester before your proposed thesis completion date**. PLEASE TYPE or PRINT all information except signatures required for approval.

STUDENT INFORMATION

Name

Social Security Number

Graduate Program

Proposed Thesis Completion Date

PLEASE CHECK ONE:

_____ **INITIAL ASSIGNMENT**

_____ **CHANGE IN COMMITTEE /
TOPIC (COMPLETE ONLY
THE INFORMATION BELOW
THAT HAS CHANGED)**

PROPOSED THESIS TOPIC (include title, if known)

THESIS COMMITTEE

The committee consists of three or more graduate faculty, including the committee chair. One member must be from an area/department outside the graduate program area.

Committee Chair

Area (Discipline)

Member

Area (Discipline)

Member—Outside Area (required)

Area (Discipline)

Member (optional)

Area (Discipline)

INITIAL APPROVAL OF TOPIC AND COMMITTEE

Thesis Committee Chair

Date

Division Head

Date

Dean of Graduate Studies

Date

When complete and signed by the Dean of Graduate Students, copies will be sent to:
 Division Head Advisor Student
 Graduate Program Director Thesis Committee Chair