

# PROJECT MANAGEMENT PROGRAM STUDENT HANDBOOK



**Missouri State**  
U N I V E R S I T Y



## **Project Management Program**

The Master of Science in Project Management is an interdisciplinary and applied program which provides STEM (Science, Technology, Engineering and Mathematics) education to project management professionals from all disciplines.

Built upon the widely recognized Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK®), the program uses a combination of on-campus and distance learning resources to provide individuals with the knowledge and expertise to meet the intense global competition demands. The program may be completed 100% online.

The Master of Science in Project Management program is accredited by the PMI Global Accreditation Center for Project Management Education Programs (GAC). For further information please visit [www.gacpm.org](http://www.gacpm.org).

This handbook is designed to answer some of the frequently asked questions we receive from students. As you read through this information, additional questions may come to mind. It is recommended that you consult the Project Management Program website located at <http://build.missouristate.edu/pm/>. Here, you will find course rotations, program contact information, admissions and program requirements. Feel welcome to contact the program administration for more information.

## Table of Content

Project Management Program Administration .....	1
Project Management Program Admission Requirements .....	2
Master of Science in Project Management Admission Requirements.....	2
Master Science in Project Management Accelerated Option Admission Requirements .....	2
Project Management Certificate Program Admission Requirements .....	2
Important Links for Admission Requirements .....	3
Project Management Program Degree Requirements.....	4
Master of Science in Project Management Degree Requirements .....	4
Project Management Certificate Program Admission Requirements .....	5
Master of Science in Project Management Grade Requirement.....	5
Project Management Program Graduation Details .....	6
Graduation Application .....	6
Purchasing Regalia .....	6
Diploma .....	6
Replacing Diploma.....	6
Final Transcripts.....	6
Student Services .....	7
Project Management Program Resources.....	7
Transfer Credit.....	7
Plan of Study .....	7
Re-Admission .....	7
Student Computer/Internet Requirements .....	8
Missouri State University Student ID – BearPass Number .....	8
BearPass and E-mail Set-up & Reactivation .....	8
Blackboard Description and Access .....	8
Changing the BearPass Account Password .....	9
Exam Proctoring (Online Classes Only) .....	9
Student ID Cards (Students On-Campus).....	9
Springfield Campus Parking.....	9
Registration .....	9
Dropping from a Course.....	10
Changing Schedule after Schedule Change Deadline .....	10
Veteran Student Services.....	10
Financial Assistance for Veterans .....	10
Vocational Rehabilitation Assistance .....	10
Payment Methods .....	11
Deferred Payment Plan.....	11
Graduate Assistantships.....	12
Student Change of Contact Information/Relocation.....	12
Missouri State University Resources.....	12
Library .....	12
Bear Claw – Center for Learning and Writing .....	12
The Writing Center.....	12
Career Center.....	13
Academic Calendar.....	13
Transcripts .....	13
Academic Appeals Procedures .....	13

## **Project Management Program Administration**

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## **Project Management Program Admission Requirements**

### ***Master of Science in Project Management Admission Requirements***

To be considered for admission, candidates are required to submit the following documents:

1. Official transcripts.
2. GMAT or GRE scores\*.
3. Statement of purpose
4. Two letters of recommendation.
5. Professional resume.

\*Program applicant's must apply for a waiver if they believe they qualify for an exception. Multiple factors are considered in the review of a waiver request including undergraduate and graduate course work, GPA, program accreditation, previous work experience, current job responsibilities and professional certifications. All GMAT/GRE waivers are considered on a case-by-case basis, and an approved wavier requires does not guarantee admission to the program.

### ***Master Science in Project Management Accelerated Option Admission Requirements***

Exceptional Missouri State University undergraduate students with an overall GPA of 3.00 or higher may apply for the accelerated master's in project management program in their junior year. If approved, up to 12 hours of 600-level or 700-level courses may be designated as "mixed credit" and counted toward both the undergraduate and graduate degree programs.

To be considered for admission, candidates are required to submit the following documents:

1. Official transcripts
2. A statement of purpose
3. Two letters of recommendation
4. Professional resume

### ***Project Management Certificate Program Admission Requirements***

The Certificate in Project Management provides a 12-hour graduate-level experience with application in diverse industries and organizations. The certificate is designed to meet the needs of individuals who are established in careers and are seeking professional growth and advancement within their professions.

To be considered for admission, candidates are required to submit the following documents:

1. Official transcripts.
2. GMAT or GRE scores\*.
3. Statement of purpose
4. Two letters of recommendation.
5. Professional resume.

\*Program applicants must apply for a waiver if they believe they qualify for an exemption. Multiple factors are considered in the review of a waiver request including undergraduate and graduate course

work, GPA, program accreditation, previous work experience, current job responsibilities and professional certifications. All GMAT/GRE waivers are considered on a case-by-case basis, and an approved waiver request does not guarantee admission to the program.

***Important Links for Admission Requirements***

*Graduate College Admission Requirements:*

<http://graduate.missouristate.edu/futurestudents/Admissions.htm>

*International Student Admission Requirements:*

<http://international.missouristate.edu/services/70306.htm>

## Project Management Program Degree Requirements

### *Master of Science in Project Management Degree Requirements*

The Master of Science in Project Management program requires completion of 30 hours.

#### *a. Core Courses-21 hrs*

<u>Course Code</u>	<u>Course Title</u>	<u>Credit Hours</u>
TCM 701	Project Management	3 hrs
TCM 703	Project Risk Analysis	3 hrs
TCM 710	Project Leadership	3 hrs
TCM 645	Project Control Systems	3 hrs
TCM 651	Cost Analysis for Project Management	3 hrs
TCM 740	Management of Innovation and Technology Seminar	3 hrs
TCM 750	Advanced Project Management	3 hrs

\* TCM 701 preferably taken as the first course, as a course in the first semester, or in special circumstances, in the second term.

\* TCM 750 Prerequisite: TCM 701 and a total of 12 graduate hours that count towards the MS in Project Management program.

For course descriptions, please visit the [Graduate Catalog](#).

#### *b. Cognate Elective Courses-9 hrs*

At least one graduate level TCM course is required. Approved cognate elective courses include both on-campus and online courses. All cognate coursework must be approved by the student's advisor prior to completion of the coursework. Cognate elective coursework should be selected which supports the degree program and the student's career goals.

Students can search for graduate elective options by completing a "Search for Classes". This tool is found in your MyMissouriState portal, registration tab, Search for classes. Please note that some classes may have prerequisites and/or require "permission" from the instructor or Department. The student needs to make sure they meet all prerequisites. Students can choose what electives they prefer and submit for approval from the Academic Advisor.

\*When requesting permission, students need to include their M-number and the course CRN number. This allows the instructor/Department to know what course you are interested in.

\*Students are only allowed to take 9 credit hours of MBA course work. You can contact [COBGraduatePrograms@MissouriState.edu](mailto:COBGraduatePrograms@MissouriState.edu) for course permissions.

*c. Comprehensive Examination*

A comprehensive examination must be passed with a minimum of 70 on a 100 scale before the degree is granted. Students must take this examination in their final semester.

Content and Format:

Comprehensive examination consists of a 60-question multiple choice test that covers the topics in the all core courses required by the program. The test must be taken using MSU Blackboard system. When students apply for graduation in their last semester, they will be added to a new Blackboard course account named “Project Management Graduate Programs Comprehensive Exit Test”. Comprehensive examination with random questions from a test bank will be available in that course account. A new test will be created from the test bank if the student needs to retake the exam. Students will have two hours to complete the test. Blackboard lockdown browser will be used, and students will not have access to the internet, digital notes or programs on their computers. All other material may be used during the test. At this point, it is student’s responsibility to take and pass the test prior to the last week of class.

It is advisable for students to keep notes, books and syllabus for each course. Students should review the main ideas and course objectives from each course. Some useful review techniques include re-reading class notes and PowerPoints; making an outline of main concepts from each course; preparing a glossary of key terms, theories and ideas.

Students must be aware of the Graduate College degree requirements (at <http://graduate.missouristate.edu/currentstudents/degreerequirements.htm>).

***Project Management Certificate Program Admission Requirements***

Select four courses from:

<u>Course Code</u>	<u>Course Title</u>	<u>Credit Hours</u>
TCM 701	Project Management	3 hrs
TCM 703	Project Risk Analysis	3 hrs
TCM 720	Project Management Training	3 hrs
TCM 710	Project Leadership	3 hrs
TCM 611	Product Design and Development	3 hrs
TCM 645	Project Control Systems	3 hrs
TCM 651	Cost Analysis for Project Management	3 hrs
TCM 740	Management of Innovation and Technology Seminar	3 hrs
TCM 750	Advanced Project Management	3 hrs

***Master of Science in Project Management Grade Requirement***

A graduate student becomes ineligible for graduate study if more than 9 semester hours of “C+” or lower are earned in graduate courses taken in the degree program, or if the student does not meet any additional specific degree retention requirements imposed by a department or program. No course with a grade "C-" or below may be applied toward a graduate degree or graduate certificate.

## **Project Management Program Graduation Details**

### ***Graduation Application***

Complete the online Graduate Application to Graduate located under the Academics Tab, Commencement Channel, in [My Missouri State](#). MSU offers a Fall, Spring and Summer commencement. You should begin the graduation process before or early in your final semester.

### ***Purchasing Regalia***

All graduates are required to wear authorized regalia (caps, gowns, tassels, master's hoods). Visit the [Missouri State Bookstore](#) website for ordering information or the Maroon Nation store in PSU for additional information

PM graduates need gold.

### ***Diploma***

You will receive a diploma cover during the ceremony. Diplomas are issued about four weeks after commencement provided all graduation requirements are met and all holds cleared.

The name on your diploma will be as you requested on your Application to Graduate form. The degree, major, scholastic honors, and Honors College citations are printed on the diploma.

Options within a major and minors are not printed on your diploma but are included in degree information on your transcript. If you have two majors under the same degree, you will receive one diploma (one degree) listing both majors.

### ***Replacing Diploma***

[Replacement diplomas](#) are available for a \$20 fee from the office of the registrar. Diploma covers are an additional \$10.

### ***Final Transcripts***

[Transcripts](#) with final grades and degree earned will be available the following Friday after commencement provided all graduation requirements are met and all holds cleared. You will receive one complimentary copy of your transcript with your diploma.

## Student Services

### *Project Management Program Resources*

#### *Transfer Credit*

On a case-by-case basis, the Master of Science in Project Management program may accept graduate credits earned at other institutions. Acceptance of transfer credits is subject to the approval of the program director and the Graduate College. Up to nine graduate level credits, taken within the overall eight-year timeframe, can be transferred. After completion of the course(s) approved for transfer, an official transcript should be sent to the Graduate College.

To start the transfer process, a written petition (email) should be sent to the Program Director, requesting review of coursework for possible transfer credit.

A petition should include the following:

- Name and M number
- Date of petition
- Brief description of what you want the committee to consider (Which courses you would like to transfer to replace which program requirement)
- The course descriptions and syllabi of the courses involved in the petition
- Detailed information on the textbook, covered topics, and total instruction hours for each course that would like to be transferred.
- A copy of the petitioner's transcript

The program director may ask for additional documents if necessary

#### *Plan of Study*

Students are required to discuss a plan of study at the beginning of the program. This gives the student and the advisor an idea of the time frame the student wishes to complete the program and what electives the student is interested in. It also helps with scheduling the classes that are only offered once a year.

#### *Re-Admission*

The procedure for readmission of a graduate student who has not maintained continuous enrollment (summer excluded) is based on the period of absence.

Applied and accepted, but never attended or completed a class as a graduate student: If the time period has been less than one year, students may call the Graduate College and update their semester application. If the time period has been more than one year, students will need to reapply and pay the application fee again.

Return after one to three years: Students will need to reapply and be readmitted into the program. If at least one class was completed as a graduate student in the prior enrollment, no additional

application fee will be required.

### *Student Computer/Internet Requirements*

- A PC or Mac that has been bought within the last 2 -3 years should meet the minimum hardware requirements. Or the following items are a must:
- A minimum of 1-3 GB of Ram
- Internet Connection
- Internet download speed: .768 Mbps (1.5 Mbps recommended)
- Internet Upload speed: .384 Mbps (1.5 Mbps recommended)
- Windows 7 or higher or Mac OS x 10.6 or higher
- A modern web browser (Internet Explorer, Firefox, Chrome or Safari)
- Web Camera: minimum of 640x480 (recommended 1280x720)
- Speakers
- Microphone or headset
- Software Requirements and Players
- Word processor: Students must be capable of saving the assignment in either the file format that the instructor is using or as a PDF file.

### *Missouri State University Student ID – BearPass Number*

Your BearPass Number is a unique identifier created when you were admitted to Missouri State University. If you are a student, your BearPass Number should have been printed on your letter of admission. If you do not know your BearPass Number, please contact the Help Desk:

Email: [HelpDesk@Missouristate.edu](mailto:HelpDesk@Missouristate.edu)

Phone: 417-836-5891

### *BearPass and E-mail Set-up & Reactivation*

Every student is required to setup a computer account and e-mail. Your account will give you access to many campus resources, including:

- Your campus portal (My Missouri State), where you can register for classes, check your grades, access your e-mail, visit Blackboard, and much more
- Computer labs on campus
- Wireless network access on campus

Follow the link below to setup your account.

<https://cams.missouristate.edu/selfservice/newaccount.aspx>

Students must use their BearMail regularly for notifications and other official correspondence.

### *Blackboard Description and Access*

Blackboard Learn is the Learning Management System used for distance course delivery at Missouri State University. Instructors can use Blackboard for posting the syllabus, course documents, homework assignments, exams, discussion posts, etc.

For help topics: See Blackboard for Students

<https://experts.missouristate.edu/display/KB/Blackboard+for+Students>

### *Changing the BearPass Account Password*

In order to change your password, you need to use your current password or your security questions.

The following link will take you to the Change Your Password page.

<https://cams.missouristate.edu/selfservice/changepassword.aspx>

### *Exam Proctoring (Online Classes Only)*

Locked Down Browser – All students in online classes will have one major proctored exam in each course. This requires you to have a web cam for your computer and to download the proctoring software.

### *Student ID Cards (Students On-Campus)*

For information on the BearPass identification card please see the following link.

<http://www.missouristate.edu/bearpasscard/>

### *Springfield Campus Parking*

For more information on parking regulations, permits, parking map and visitor parking, please see the following link. <http://www.missouristate.edu/safetran/ParkingAdministration.htm>

### *Registration*

To view your earliest date to register and eligibility to register, click on the “Academics” tab in [My Missouri State](#), navigate to the “Registration Tools” channel, and click on the “Registration Status” link. If you have a hold which prevents registration, you must first take the steps necessary to clear the hold before you can register. You may also find the registration sequence at the following link. <http://www.missouristate.edu/registrar/registration.htm>

Students will begin the registration process every semester by e-mailing the Student Support Specialist and requesting permission for particular courses or requesting additional help in determining what courses to take.

The Office of the Registrar provides useful registration resources including registration sequence, adding or dropping classes, class schedule search, registration demo video etc.

<http://www.missouristate.edu/registrar/registration.htm>

### *Dropping from a Course*

The date each drop is completed shall be the date used in determining the refund of fees and the assignment of grades. For exception to drop after the stated deadline to drop a class, refer to the "Exception" section of the [Change of Schedule policy](#).

Drops are not allowed after the last day to drop deadline for the course. Students may find the specific deadlines for their courses through their [My Missouri State](#) portal, on the Academics tab, under the "Refund Drop Deadlines."

Students should use the drop procedure judiciously as dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, athletic participation eligibility and immigration status for F-1 or J-1 students.

### *Changing Schedule after Schedule Change Deadline*

After the stated deadline to add/change classes, departmental approval will be required to add a class or change sections of a class. Students must go the department office which offers the class with the [Registration/Change of Schedule Form](#) with the proper signature and department stamp, and take the completed form to the Office of the Registrar for processing.

### *Veteran Student Services*

Eligibility requirements for students requesting **in-state tuition** must meet the guidelines established by [university policy](#), as well as [state](#) and [federal law](#). Missouri State is in full compliance with the "Choice Act." Due to the overall complexity of the tuition policy, and changes in law, students are asked to call or email the Office for Veteran Student Services to verify their eligibility for instate tuition. For more information use the following link.  
<http://www.missouristate.edu/veterans/232483.htm>

### *Financial Assistance for Veterans*

The Veteran's Services office provides assistance to veterans and their eligible dependents applying for and receiving Veteran's Administration educational benefits (G.I. Bill). For more information, please contact Veteran Services at 417-836-4615, or stop by Carrington Hall, Room 320 <http://www.missouristate.edu/registrar/veterans.html>.

### *Vocational Rehabilitation Assistance*

Vocational Rehabilitation assists students with physical or emotional limitations. Benefits can include tuition, books, and room and board allowance. Vocational Rehabilitation offices are located throughout Missouri. If you are disabled, contact the Vocational Rehabilitation office nearest you (<http://www.vr.dese.mo.gov/> or <http://www.vba.va.gov/bln/vre/vrs.htm>)

**Veteran Student Services**

Carrington Hall 314

Telephone: 417-836-6199

Fax: 417-836-7694

Email: [veteranservices@missouristate.edu](mailto:veteranservices@missouristate.edu)

*Payment Methods*

Bills are sent to students at the end of each month. If the required minimum payment is not paid by the due date, a finance charge of 1% will be assessed on the balance. Payments are due by the 15th day of the month. The monthly minimum payment amount is calculated by dividing the total due at the beginning of the semester by the number of scheduled payment dates in the semester and adding the finance charge. There is a total of four scheduled payment dates each semester beginning in August and ending in November for the fall semester and beginning in January and ending in April for the spring semester. Summer semester payments are due in June and July.

*Deferred Payment Plan*

The university offers a deferred payment plan, which allows students to make monthly payments toward required student fees, residence hall charges, bookstore purchases, and Taylor Health and Wellness Center charges. Enrollment in the program is automatic for all students. Those who do not wish to participate must pay all charges when they are due.

There are several options a student can use to make a payment. To find out more about each method please visit the following link. <http://www.missouristate.edu/bursar/66337.htm>

**Financial Services**

Carrington 113

Telephone: 417-836-5632

Fax: 417-836-4443

Email: [FinancialServices@missouristate.edu](mailto:FinancialServices@missouristate.edu)

**Office of Student Financial Aid**

Carrington Hall 101

Telephone: 417-836-5262

Fax: 417-836-8392

Email: [FinancialAid@missouristate.edu](mailto:FinancialAid@missouristate.edu)

The Fee Payment and Refund Schedules can be found at the following link  
<http://www.missouristate.edu/registrar/refundschedules.htm>

For frequently asked questions concerning financial services please use the following link  
<http://www.missouristate.edu/financialservices/stdtfaq.htm>

For detailed financial aid options for graduate students please see the following link:  
<http://www.missouristate.edu/FinancialAid/Graduate.htm>

### *Graduate Assistantships*

Graduate Assistantships are available in many areas to assist students with expenses and to enhance learning while studying for advanced degrees at MSU. Graduate Assistantships are offered in both administrative and academic areas and involve administrative, research and/or teaching responsibilities. Whenever feasible, the assistantship assignment is closely related to the student's program of study. Students who are enrolled as non-degree seeking, post baccalaureate or any other non-graduate degree enrollment classification are ineligible for assistantships. To learn more about graduate assistantships please use the following link:

<http://graduate.missouristate.edu/currentstudents/Assistantships.htm>

### *Student Change of Contact Information/Relocation*

#### *Change of Address:*

Students, including former students and applicants, are to submit written notification of address changes to the [Office of the Registrar](#) via email, mail, fax, or in person. A printable [Change of Address form](#) is available online. Contact information is listed on the [Office of the Registrar](#) home page.

#### *Change of Legal Name:*

Instructions for changing a student's legal name are detailed at the following link:

<http://www.missouristate.edu/registrar/studentchangeinfo.htm>

## **Missouri State University Resources**

### *Library*

MSU has several resources available for students on campus and distance learners. These include interlibrary loan, research consultations, chat and text research help, and article and databases search. Please use the following link to learn more: <http://libraries.missouristate.edu/research-and-collections.htm> and <http://libraries.missouristate.edu/Services.htm>

### *Bear Claw – Center for Learning and Writing*

The Bear CLAW (Center for Learning and Writing) links students, faculty, and staff to campus provided resources to encourage and assist with their academic success.

<http://bearclaw.missouristate.edu/>

### *The Writing Center*

Undergraduate and graduate students, staff, and faculty use this academic support service to workshop papers for their academic courses, creative writing, speeches, presentations, course syllabi, and articles intended for publication. It is our philosophy that improved writing skills lead to educational and professional success in college and beyond. Writing consultation can be done via Email. <http://writingcenter.missouristate.edu/>

### *Career Center*

The career helps students prepare for the world of work. This includes learning how to write résumés and letters, how to conduct an effective and efficient job search, how to create a portfolio, how to research employers, and how to interview successfully. Job Tracks is also a free tool where students can search for jobs, upload a resume, search for employers, register for events and search for mentors. <http://careercenter.missouristate.edu/>

### *Academic Calendar*

MSU has complete academic calendars, including deadlines associated with grading, refunds, holidays, breaks etc., available no later than one year prior to the selected semester. <http://calendar.missouristate.edu/home/academic>

### *Transcripts*

To learn more about sending or submitting transcripts to Missouri State please use the following link. <http://www.missouristate.edu/transcripts/>

### *Academic Appeals Procedures*

- first, present appeal to your academic advisor and department head;
- then present appeal to the dean of the college in which the department of the major is located;
- next a written appeal to the Associate Provost-Dean of the Graduate College in Carrington 306, 417-836-5335.

<http://www.missouristate.edu/registrar/academicappeal.htm#graduateappeals>