

PROJECT MANAGEMENT PROGRAM STUDENT HANDBOOK



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



ACCREDITED PROGRAM

Project Management Program

Project Management Program at Missouri State University provides relevant and timely graduate-level education to project management professionals in science, technology, engineering and mathematics (STEM) disciplines. The program is intended for students who hold a bachelor degree, and who are in, or aspiring to project management related positions. Built upon the widely recognized Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK®), the Project Management Program uses a combination of on-campus and distance learning resources to provide students with the knowledge and expertise they need to meet the intense global competition demands required by new projects and business development.

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 Contents

Project Management Program	2
Table of Contents	3
Project Management Program Administration	5
Project Management Program Admission Requirements	1
Master of Science in Project Management Admission Requirements	1
Master Science in Project Management Accelerated Option Admission Requirements	1
Project Management Certificate Program Entrance Criteria	2
Important Links for Admission Requirements	2
Computer Application Competency	2
Project Management Program Degree Requirements	3
Master of Science in Project Management Basic Requirements	3
Master of Science in Project Management Grade Requirement.....	4
Master of Science in Project Management Course Requirements.....	5
Core courses (18 hrs.)	5
Cognate elective courses (15 hrs. for Seminar option, 9 hrs. for Thesis option)	5
Project Management Program Graduation Details.....	7
Graduation Application	7
Purchasing Regalia	7
Diploma	7
Replacing Diploma	7
Final Transcripts	7
Student Services	8
Project Management Program Resources.....	8
Transfer Credit.....	8
Plan of Study.....	8
Re-Admission	8
Student Computer/Internet Requirements.....	9
Missouri State University Student ID – BearPass Number	9
BearPass and E-mail Set-up & Reactivation	9
Blackboard Description and Access	10
Changing the BearPass Account Password.....	10
Exam Proctoring (Online Classes Only).....	10
Student ID Cards (Students On-Campus).....	10
Springfield Campus Parking	10
Registration.....	10
Dropping from a Course	11
Changing Schedule after Schedule Change Deadline.....	11
Veteran Student Services	11
Financial Assistance for Veterans.....	11
Vocational Rehabilitation Assistance	12
Payment Methods	12
Deferred Payment Plan	12
Graduate Assistantships.....	13
Student Change of Contact Information/Relocation.....	13
Missouri State University Resources	13

Library	13
Bear Claw – Center for Learning and Writing.....	13
The Writing Center	13
Career Center	14
Academic Calendar.....	14
Transcripts	14
Academic Appeals Procedures	14

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Project Management Program Admission Requirements

Master of Science in Project Management Admission Requirements

The Master of Science in Project Management program is designed for mature individuals who are highly motivated to pursue an advanced degree. Admission is competitive. To be considered for admission, candidates are required to submit the following documents*:

1. Official undergraduate degree documentations (official transcripts)
2. Official GMAT or GRE scores**
3. Completed statement of purpose form
4. Professional resume that displays job responsibilities, relevant experience, and education history

*Additional documents may be required for international candidates (view admission requirements for international candidates at <https://international.missouristate.edu/services/70306.htm>)

** The GMAT/GRE may be waived for candidates with a cumulative undergraduate GPA of 3.00 or higher.

Applications are reviewed and admission decisions are made based on variety of criteria that measure a candidate's potential for being successful in the program including but not limited to:

- Admissibility to the Graduate College (view Graduate College admission requirements at <http://graduate.missouristate.edu/futurestudents/Admissions.htm>)
- Past academic performance
- GMAT or GRE scores
- Statement of purpose
- Professional work experience

Master Science in Project Management Accelerated Option Admission Requirements

Exceptional Missouri State University undergraduate students may apply for preliminary acceptance into the Master of Science in Project Management program in their junior year after admission requirements for the accelerated program have been satisfied. Candidates for this option must be in junior standing and have an overall GPA of 3.00 or higher. 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 undergraduate degree documentations (official transcripts)
2. A supportive recommendation letter from the applicant’s undergraduate advisor, program director, or department head.

3. Completed statement of purpose form
4. Professional resume that displays job responsibilities, relevant experience, and education history

Applications are reviewed and admission decisions are made based on variety of criteria that measure a candidate's potential for being a successful student including but not limited to:

- Admissibility to the Graduate College (view Graduate College admission requirements at <http://graduate.missouristate.edu/futurestudents/Admissions.htm>)
- Past academic performance and courses taken
- Statement of purpose
- Professional work experience

Project Management Certificate Program Entrance Criteria

To be considered for the program, you must apply and be admitted to the Graduate College.

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>

Computer Application Competency

Students entering the MPM program are expected to be proficient in the use of word processing, database, and spreadsheet software. No course work is required to fulfill this criteria. Knowledge derived from professional or personal experience will qualify. If a student feels that he or she does not have the necessary base of knowledge to fulfill this requirement, there are various resources available on campus, such as self-paced tutorials and hands-on programs that would be helpful to increase computer knowledge and experiences.

Project Management Program Degree Requirements

Master of Science in Project Management Basic Requirements

The Master of Science in Project Management program offers two options for the students: *Seminar option* and *Thesis option*.

As admitted to the program, each student will be advised by the Program Director or the Student Support Specialist. Students who choose to pursue the Seminar option will be advised and supervised by them for the remainder of the program. Students who choose to pursue the Thesis option must obtain a thesis advisor in accordance with Graduate College procedures by selecting a graduate faculty member from the Technology and Construction Management Department as soon as possible. They must also select two other faculty members to serve on their graduate advisory committee.

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

The Master of Science in Project Management program requires completion of 36 hrs. for Seminar option or 33 hrs. for Thesis option. The coursework includes core courses, cognate elective courses, and other requirements based on program option. No more than 50% of the coursework completed for the program may be at the 600-level.

<u>Seminar Option</u>	<u>36 hrs.</u>
Core Courses	18 hrs.
Cognate Elective Courses	15 hrs.
Seminar	3 hrs.

<u>Thesis Option</u>	<u>33 hrs.</u>
Core Courses	18 hrs.
Cognate Elective Courses	9 hrs.
Research/Thesis	6 hrs.

Seminar option (3 hrs.)

The research requirement is satisfied by completing TCM 726. Students must prepare a significant graduate-level research paper as part of the course requirements for TCM 726. No more than 3 hrs. of TCM 726 will be counted towards the degree requirements.

Thesis option (6 hrs.)

Completion of a satisfactory thesis in the candidate's discipline is required. The thesis is a complete document that describes the student's work on a research topic. A minimum of 3 hrs. of TCM 798 must be completed prior to the semester of graduation and in any semester the student is working

on research. Students must also register for TCM 799 in their final semester to complete their thesis requirements that includes a final oral thesis presentation. No more than a total of 6 hrs. combined, TCM 798 and TCM 799 may be counted towards the degree course requirements.

Comprehensive Exam:

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. See the program website for more information.

Content and Format:

Comprehensive examination consists of a 60 question multiple choice test that covers the topics in the 6 core courses required by the program: TCM 701, TCM 710, TCM 645, TCM 651, TCM 740, and TCM 750. A study guide will be provided.

Administration:

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. Please contact the Program Director to schedule the test if you have to retake it.

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.

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.

Master of Science in Project Management Course Requirements

Core courses (18 hrs.)

<u>Course Code</u>	<u>Course Title</u>	<u>Credit Hours</u>
*TCM 701	Project Management	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	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](#).

Cognate elective courses (15 hrs. for Seminar option, 9 hrs. for Thesis option)

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.

<https://www.youtube.com/watch?v=BrNEWobDSeo&feature=youtu.be>

Below are some example electives courses. 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. Additionally, some courses may only be available in the fall, spring, or summer semesters. Below are *possible elective options*. 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.

Below is a table of electives that students have taken and when they are usually offered.

	Fall	Spring	Summer
Accounting (ACC)	ACC 600 (Online); ACC 604 (Day); ACC 613 (Day); ACC 632 (Evening); ACC 711 (online/Day); ACC 751 (Online); ACC 723 (Online)	ACC 600 (Online); ACC 604 (Evening/Day); ACC 613 (Day); ACC 632 (Day); ACC 711 (online)	ACC 723 (Online)
Business (BUS)	BUS 650 (Online)	BUS 650 (Online)	
Computer Information Systems (CIS)	CIS 660 (Online/day); CIS 681 (Online); CIS 682 (Online); CIS 683 (Online); CIS 720 (Evening); CIS 761 (Online/Evening), CIS 762 (Online)	CIS 660 (Online/day); CIS 681 (Online); CIS 682 (Online); CIS 683 (Online); CIS 761 (Online/Evening);	CIS 761 (Online)
Communication (COM)	COM 611 (Online); COM 617 (online/Evening); COM 619 (Online); COM 621 (online); COM 702 (Evening); COM 718 (online); COM 732 (Online); COM 736 (Evening)	COM 611 (Online/evening); COM 617 (online); COM 621 (online); COM 702 (Online); COM 713 (Online); COM 718 (online); COM 736 (Online)	COM 718 (online)
Computer Science (CSC)	CSC 665 (Day); CSC 667 (day)		
Economics (ECO)	ECO 600 (online); ECO 604 (Online/day); ECO 640 (day)	ECO 665 (day)	ECO 604 (Online);
English (ENG)	ENG 672 (Evening); ENG 679 (Online/Evening); ENG 684 (Evening)	ENG 672 (online); ENG 678 (day); ENG 684 (Online/day)	ENG 684 (Online)
Finance (FIN)	FIN 600 (Online/day); FIN 682 (Online/day); FIN 780 (Online/day)	FIN 600 (Day/evening); FIN 682 (Online/day; FIN 780 (day/evening)	FIN 600 (Online/day/evening);
Law (LAW)	LAW 600 (evening); LAW 650 (online)	LAW 632 (online); LAW 650 (online)	
Management (MGT)	MGT 747 (evening); MGT 764 (online/day/evening); MGT 767 (online/evening);	MGT 671 (day); MGT 747 (evening); MGT 764 (online/day/evening); MGT 767 (online/evening);	MGT 600 (online); MGT 764 (online); MGT 767 (online);
Marketing (MKT)	MKT 772 (online/day/evening); MKT 774 (evening)	MKT 772 (online/day/evening); MKT 774 (day)	MKT 772 (evening); MKT 774 (day)
Technology & Construction Management (TCM)	TCM 603 (online); TCM 611 (Online)		
Quantitative Business Analysis (QBA)	QBA 600 (online); QBA 775 (Day/Evening)	QBA 775 (Day/Evening)	QBA 775 (Evening)
Political Science (PLS)	PLS 651 (Online); PLS 676 (evening); PLS 717 (online); PLS 752 (evening); PLS 756 (online);	PLS 651 (Online); PLS 673 (evening); PLS 676 (evening); PLS 719 (online); PLS 753 (evening); PLS 756 (online); PLS 760 (evening); PLS 761 (online)	
Psychology (PSY)	PSY 776 (online/day); PSY 716 (day); PSY 718 (day)	PSY 776 (online); PSY 771 (day); PSY 772 (day)	

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

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 encouraged 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 is 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

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)

Kryterion – All students in online classes will have one major proctored exam in each course. Proctoring for these exams is provided by Kryterion. Students will create an account at the Missouri State University Portal Page for Kryterion.

<http://www.onlineproctoring.com/missouristateuniversity/index.htm>

Students will be required to log in and register for the exam at least 48 hours in advance. When you've logged in and chosen the correct exam, one of the online proctors will be waiting to complete the verification process. You will be required to have a webcam and microphone. The proctor will verify your ID by having you hold up a valid ID up to the camera. You will also be asked to answer a few security questions to verify that you are the correct person taking the exam. Students will be required to pay the Exam costs.

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

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	Office of Student Financial Aid Carrington Hall 101 Telephone: 417-836-5262 Fax: 417-836-8392 Email: FinancialAid@missouristate.edu
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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>