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Welcome

You have been admitted to a unique online program which focuses on the development and implementation of public, private, and voluntary support services for individuals, families, and localities. The program prepares individuals to function in a variety of occupations promoting family life and family/community development.

These programs are part of a multi-state, multi-institution consortium offering fully online graduate programs in the human sciences. The Great Plains Interactive Distance Education Alliance or GP IDEA offers degrees in Human Sciences and Agriculture and Natural Resources. Each program is supervised by the Board of Directors of the Alliance and each member institution has a representative on the Board.

Programs are facilitated and supported by eleven public research universities, each of which brings unique strengths to the academic programs. Several universities share knowledge through a body of faculty with expertise in Family and Community Services. It allows each campus to contribute course offerings to the degree, while allowing students to learn from the best scholars in the field without applying to several different universities.

In the Family and Community Services Program, participating institutions include: Michigan State University, Kansas State University, University of Nebraska-Lincoln, South Dakota State University, and the University of Missouri. All institutions have a history of success in distance education.

The Great Plains Interactive Distance Education Alliance (GP IDEA) was founded in 1994 capitalizing on the institutional resources of 11 major research universities to sponsor graduate education programs through distributed learning technologies. The Alliance offers fully-online graduate coursework and program options in high-demand professional fields. Academic programs are the core of the Alliance. Each member institution awards academic credit and degrees for programs in which they participate. Curricula are developed by inter-institutional faculty teams. Every program meets the requirements of these accredited institutions of higher learning.

You have been admitted to and are considered a graduate student at The University of Missouri, with the same rights, privileges and responsibilities as students who take classes on campus. As a new graduate student, it is your responsibility to be familiar with the information in this handbook and with the applicable rules, regulations and procedures it contains. We hope this handbook will assist you in completing your program by providing a guide for your enrollment and program progress.
Glossary of Terms

Because of the unique nature of these programs, the following terms will be helpful to understand as you read through this document and as you move through your chosen degree program.

**Home Institution** – The institution that you applied to and were admitted to for the Family and Community Services program and from which you will receive your degree or certificate. Your home institution is the University of Missouri.

**Teaching Institution** – The institution that is teaching the class in a particular semester. You are typically a guest student or visiting scholar at this institution.

**Course Management System** – The online software program being used for access to course materials at a university. Examples of what you would find there could include: class e-mails, documents are posted here for access 24 hours a day, 7 days a week, discussion boards and announcements. The course management system used for Mizzou courses is Blackboard found at: [https://courses.missouri.edu](https://courses.missouri.edu). Other institutions may use Blackboard, WebCT, or other online management system. It is your responsibility to learn how to use each management systems from each institution in which you enroll for coursework.

**Campus Coordinator** – Person at your home institution who coordinates your registration with the teaching institution. There is a campus coordinator at each institution. Your campus coordinator at the University of Missouri is Nita Smarr. She can be reached at smarrj@missouri.edu.

**White List** – Identifies addresses from which you do want to receive mail.
Roles

Graduate Student Responsibilities and Expectations

As a graduate student, you are responsible for the following:

- Learn and adhere to the academic rules, procedures and policies, of the University of Missouri and those outlined in this Great Plains IDEA Family and Community Services Student Handbook
- Meet the requirements of the University of Missouri for degree completion pertaining to the Family and Community Services degree program in a timely manner
- Follow scholarly codes of ethics in course work, research, and professional activities
- Exhibit high-standards of professionalism in program course work
- Understand and use the most recent American Psychological Association (APA) Publication Manual for formatting and style

Because this is an online-only program, you will have to be organized, motivated, and self-directed. You will need to navigate different institutions’ websites, course management systems, and libraries. Ask questions as you have them, and take advantage of the various resources we (and the GPI program) offer.

The University of Missouri publishes the M-Book, which lists the rights and responsibilities of graduate students. This document can be found at: [http://mizzoulife.missouri.edu/resources/m-book/](http://mizzoulife.missouri.edu/resources/m-book/)

Academic Advisor

When you are admitted to the program, you will be assigned a faculty advisor. All University of Missouri Family and Community Services MA graduate students are currently advised by Dr. Ashlie Lester. She can be reached at lestera@missouri.edu. Dr. Lester can assist you with:

- course planning
- transfer credit questions
- electives approval and course substitutions
- planning internship work
- research interests
- program and university policies, procedures and requirements

Director of Graduate Studies

At the University of Missouri, the Director of Graduate Studies is Dr. Ashlie Lester. She oversees the graduate education programs and represents all graduate students in the Human Development and Family Studies Department at MU. Dr. Lester’s responsibilities include:

- Helping students navigate program and university policies, procedures, and requirements
- Assisting with departmental and university paperwork (e.g., M1 forms)
- Meeting regularly with academic advisors and issuing annual progress letters
Campus Coordinator

At the University of Missouri, the Campus Coordinator for the Family and Community Services program is Nita Smarr. She can be reached at smarrj@missouri.edu. Ms. Smarr has the following responsibilities:

- send the intake survey to newly admitted students
- help students navigate through a distance education program
- inform students of upcoming course schedules to assist them in completing their degree program
- keep on file the Student Acknowledgement Form allowing the university to share student information with the other Great Plains IDEA institutions
- inform students when it is time to register for courses according to the Great Plains IDEA calendar
- assist students with referrals to technical help desks; answer basic questions.
- enter student admissions and enrollment data into the Alliance database
- send exit and alumni surveys

Please fill out the surveys to help us improve the program and services to future students.
Program Requirements

Admissions Criteria

Admission to the Family and Community Services master’s degree is based on an applicant’s undergraduate grade point average (GPA) on the last 60 hours of credit earned, the extent to which our programs match the applicant’s academic objectives, and the applicant’s potential for graduate study as reflected by transcripts, a personal statement, and letters of recommendation. In general, the applicant’s undergraduate GPA on the last 60 hours of credit earned must be 3.0 ("B") or better, although in exceptional cases we might admit, on provisional status, a professional who has practiced in the field for years, if her or his GPA is less than 3.0. Students whose GPA is below 3.0 may be limited to take only 3-4 credit hours their first semester. Admission is not contingent upon having a specific type of undergraduate degree. Applicants who hold a graduate degree must have earned a 3.0 GPA in that degree program to be admitted.

Master of Arts in Family and Community Services

The 36 credit Master's of Arts degree program (MA) consists of 10 required core courses (30 credits). For the remaining 6 credits, students may choose from: (a) 6 credits of electives and a capstone examination, (b) 3 credits of electives and an internship for 3 credits, or (c) 6 credits of an internship. *Students beginning the program prior to Summer 2015 may also choose a research project (HDFS 8090) for 3 or 6 credit hours.

Courses are selected from (36 hours minimum):

Required:

HDFS 8100: Foundations and Principles of Family and Community Services (3)
HDFS 7690: Family Resource Management (3)
HDFS 8012: Family Dynamics (3)
HDFS 8520: Lifespan Development (3)
HDFS 7640: Interpersonal Relationships (3)
HDFS 7600: Family Resilience Across the Life Course (3)
HDFS 8510: Parenting Programs and Parent-Child Relationships (3)
HDFS 7650: Family Crisis Intervention (3)
HDFS 8235: Program Administration and Management (3)
HDFS 8238: Program Design, Evaluation, and Implementation (3)

Comprehensive Exam
OR
HDFS 8972: Internship (3-6)

Suggested Electives*:

HDFS 7233: Basic Grant Development and Management (3)
HDFS 8234: Adolescents and their Families (3)
HDFS 8237: Youth Culture (3)
HDFS 8710: Children, Families, and Poverty (3)

*Or Any Advisor-Approved Course

NOTE: Up to 6 credits can be transferred from other graduate programs if the courses are deemed relevant by your advisor.

**Internship**

Students who plan to complete their master's degree with the HDFS 8972 Internship must assemble a committee consisting of 3 faculty members (their advisor and two other faculty). Students should work with their advisor to select the other committee members.

Internships consist of a supervised field experience and a related project. The project must be planned in collaboration between the graduate student, the student’s committee, and the internship supervisor. Students should note that because the proposal must be approved prior to starting the internship, students should contact their advisor 6 months or more in advance to begin planning and writing the proposal. Internship placement must be approved by the student’s committee before beginning the internship. Students are responsible for securing their own internship placements - the HDFS department does not provide an internship matching service. Before embarking on the internship, the student should provide the following items to the committee for approval:

- Internship Agreement form, which includes:
  - Description of measurable internship objectives as well as activities that will meet those objectives

- Internship project proposal (approximately 10 pages) that includes the following components:
  - Brief literature review
  - Methods section (description of how the project will be developed)
  - An outline of how the project will be evaluated

The internship project shall consist of a tangible contribution to the internship site that draws on the student’s expertise and fits a program need. Unlike HDFS 8090 Research Projects (see below), the project for the internship is not the overriding goal of the internship but fits within the context of the internship site. Projects can include, among others, such things as the development of a newsletter, brochure, training session, or a workshop. The project proposal must be approved by the student’s three-member committee as well as the internship site supervisor.

Twice during the semester, the internship supervisor will submit a written evaluation regarding the student’s work and progress at the internship site. Reassignment of the student may be required.
Along with the internship agreement and project proposal, the additional written work the student will submit to the committee can be divided into two components. Throughout the tenure of the internship, a bi-weekly journal (1-2 pages) and time diary should be submitted to the student’s advisor. The journal should report on the tasks being performed, and activities participated in, at the internship site. The student should discuss his or her experiences interacting with staff and clients and his or her progress toward meeting internship objectives and completing his or her project.

The final written work requires that the student will submit a final paper discussing and evaluating the internship experience within the scope of the Family and Community Services curriculum. This final paper, along with a sample or copy of the finished internship project, will be submitted to the student’s committee for review 2 weeks prior to the oral defense of the internship experience. The student is responsible for coordinating a time and securing a location for the defense. The student’s defense of his or her internship and project may be conducted via video conferencing (e.g., Skype) when face-to-face meetings are not practical.

Once the student has successfully defended the project and final paper to his or her committee, the M3 form (http://hdfs.missouri.edu/grad_forms.html) must be completed and filed with the HDFS Department in order for the student to graduate.

**Comprehensive Exam**

The comprehensive exam process is designed to evaluate students’ understanding of theory, research, and practice specific to their degree program. As such, students must complete the comprehensive exam in the final semester of coursework. The exam is comprised of two parts: a written exam and an oral defense. Both are evaluated by the student’s committee, which includes the student’s advisor and two other faculty members.

At least 10 weeks prior to the end of the semester, students will submit a one-two page essay outlining their career goals (i.e., how their degree program has influenced their future direction) and summarizing their exam topic. The purpose of this essay is for the committee to have the opportunity to get to know the candidate better and to provide feedback or clarification on the exam before the testing process. All committee members must approve the exam topic.

For the written part of the exam (to be submitted no fewer than 5 weeks prior to the end of the semester), students will choose a problem associated with their emphasis area that has yet to be addressed sufficiently by practitioners. This problem could be a challenge for the population being served or for those working with the population. In a 10 – 15 page paper, students will do the following: a) describe the problem, b) address why the problem has not yet been resolved and identify gaps in research literature, c) suggest interventions for the current problem, and d) review intervention literature relevant to the problem (i.e., provide justification for why you believe the intervention/solution will be effective). The committee will be looking for evidence that students can integrate knowledge gained from their coursework in the program, as well as
demonstrate problem-solving skills. The paper should be double-spaced and referenced in APA style.

Within one month of the submission of the written exam (and before the final week of courses), students will orally defend their written exam to their committees. Students have the option of completing the oral defense by telephone, video-conferencing, or in person at the Department of Human Development and Family Studies. During the oral examination, students will be asked to briefly outline the key points from their paper.

Students should be prepared to answer questions from the committee related to the written exam and related to their career goals. Sample questions may include: As you think forward to your future, what ethical issues might occur within career settings that involve working with older adults? How might you go about resolving these issues? Where would you turn when answers to these questions are not immediately clear? Students should be advised that the committee will likely ask other questions not included here.

The committee will pass or fail students based on the totality of the written exam and oral defense. If students fail the comprehensive exam, they will be asked to revise their written portion and submit it to the committee the following semester. No additional oral defense is required. Students who are revising must enroll in at least one credit hour (HDFS 8999). If students fail the revision, they will be dismissed from the program.

Students are encouraged to contact their committee members early in the semester to set an oral defense date. The oral defense must be completed before the final week of class to meet the deadline for graduation set by the Office of Graduate Studies. All documents must be submitted to your committee at least two weeks prior to the scheduled oral exam. Please refer any questions about this document to your advisor.

**Project**

The project is an option only for those students who entered the program prior to Summer 2015. Please contact your advisor for detailed instructions and requirements for the project option.

**Transfer Credits**

Contact your advisor to see if you are eligible to transfer credits into your graduate degree program. You will be subject to the policies and procedures of your home institution.

At MU, up to 6 credits can be transferred from other graduate programs if the courses are deemed relevant by your advisor.
Process

Registration

When students are accepted to the Family and Community Services MA program they will receive:

- a welcome letter from the Human Development and Family Studies Department
- a welcome letter from the University of Missouri Graduate School including:
  - a student ID or student number from the Graduate School
  - MU pawprint and password from the Graduate School
  - approval to enroll in coursework from the Graduate School

You will use your pawprint and password to set up an e-mail address and computer login ID. Please save this important information to avoid future problems.

Students register for all courses through their home (admitting) institution. If the course is also taught by your home institution, you will also access the class through your home institution’s Course Management System. To register for courses, you must request approval for the courses you want to take through Mizzou Online (http://online.missouri.edu). Once the advisor approves your courses, the campus coordinator will send you a permission number so that you may enroll through MyZou (http://myzou.missouri.edu). You can access your records through MyZou, as well. Blackboard (https://bblearn.missouri.edu) is MU’s course management system.

If the class is taught at another institution, you will be assigned guest or visiting scholar status at the teaching institution and receive another student number, computer login ID, and e-mail address through the teaching institution. You will also access the course through the teaching institution. Important links to other institutions are listed later in this handbook.

Please note that courses are listed with different course numbers at different institutions. The course number you enroll in at your home institution will be different than at the teaching institution. So, please remember you will have a student number, computer login and password for more than one institution.

You must complete and return the Student Acknowledgement Form (in the back of this handbook) before you can enroll in Family and Community Services courses.
Before the Semester Begins

Prior to the beginning of each semester (about two weeks) students will receive a course information sheet for the course(s) in which they are enrolled. The course information sheet will include:

- Required text or materials for the course
- Instructor contact information
- Campus Coordinator contact information for the teaching institution
- Textbook information

Most students choose to purchase texts from non-university vendors (Amazon, Barnes and Noble, half.com, etc.), however, be attentive to the edition of the textbook being used when ordering. Many professors only use online resources such as academic journals through Google Scholar or the teaching institution’s libraries collection. Professors try to be considerate of cost, whenever possible.

Enrollment

You will enroll in all courses (regardless of teaching institution) through your home institution (see registration instructions above). Due to popular demand, please be aware that enrolling for the course through your home institution will not guarantee you a spot in the class at the teaching institution. We encourage you to enroll as early as possible to avoid problems. Know your home institution’s enrollment dates.

MU’s academic calendar can be accessed at: http://registrar.missouri.edu/dates-deadlines.php

All participating GP IDEA institutions have common start/end dates across universities, which may differ from your home institution. The Family and Community Services program offers all required core classes at least one semester a year. The program is designed so that students can finish the MA degree in approximately 2 years.

For help enrolling, contact Nita Smarr (smarrj@missouri.edu), MU’s Campus Coordinator for assistance and information about course availability.

Grades

You will be taking courses from institutions with different grading systems. The teaching university will provide your grade to your home university according to the matrix. Your university will then translate the grade according to the matrix and your home institution’s
standards. The following chart represents the Family and Community services programs only; the complete matrix is available at: http://www.gpidea.org/policy-procedure/

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<th>U of Missouri</th>
<th>U of Nebraska</th>
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<td>B-</td>
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<td>0.7</td>
<td>0.67</td>
<td>D - 1</td>
</tr>
</tbody>
</table>

At the end of the semester, grades are reported on the transcript at the home institution. There is no need to request a transcript from the teaching institution. Grades will be posted within 10 days to 2 weeks after the end of the semester.

At MU, students can view their grades by accessing their MyZou account: http://myzou.missouri.edu

Graduation Procedures

Early in the semester that a student plans to complete all of their coursework, they are to file the necessary application for graduation or other paperwork with their home institution. Students are responsible for knowing, following and meeting the deadlines and procedures of their home institution when filing for graduation. Students will receive a diploma from their home institution, with no distinct difference noted because of the online format with this degree program. Students are encouraged, but not required to participate in any commencement activities.

The application for graduation from MU is found at: http://gradschool.missouri.edu/policies/commencement/
Academic Standards

Students are expected to maintain a minimum overall grade point average in their program according to their home institution’s policies and to make adequate yearly progress toward their degree or certificate. Students who require interruptions in their programs are urged to discuss this with their advisors.

Each student must make satisfactory progress in the degree program. As a Family and Community Services student enrolled through MU, the student must do the following to be considered making satisfactory progress:

1. Maintain a cumulative GPA of 3.0 or greater. In Departmental courses (i.e., any course intended toward completion of the degree and/or to be included in the M1 form) taken for graduate credit, the student should earn a B or above. A grade of C or below is permissible only once and will result in academic probation. Earning a C or below in any subsequent Departmental graduate course is grounds for immediate dismissal from the degree program.

2. Maintain continuous enrollment in the degree program and/or communicate official leave requests with his/her advisor and the University of Missouri Office of Graduate Studies. Any student who does not enroll and/or complete courses in three consecutive semesters may be dismissed from the degree program. Failure to enroll in or complete courses for any semester without notice may result in probation. Official Leaves of Absence may not exceed three consecutive semesters.

3. Any grade of Incomplete must be successfully resolved by the end of the following semester. If the Incomplete is not resolved, the student will be placed on academic probation. For example, an incomplete for a Fall semester course must be resolved by the end of the Spring semester in order to avoid probation.

4. File the M1 form after the completion of 18 hours of coursework but before the start of the final semester of coursework.

   The M1 form can be found at http://hdfs.missouri.edu. A sample M1 form is provided at this webpage, as well as at the end of this handbook.

The student’s advisor and the Director of Graduate Studies will review each student’s progress jointly at the end of each semester. Students will be notified in writing of their status. If a student is placed on academic probation, the conditions and consequences of probation for the subsequent semester will be outlined in the letter. If, at the end of the next review, the student has not met the probationary conditions, the consequences outlined in the letter will be enforced (including possible dismissal from the Family and Community Services program).

Additionally, each Fall and Spring semester all students are required to electronically update their academic activity and progress toward degree completion via the Graduate Student Progress System at: https://gsps.missouri.edu/
Policy on Appealing a Dismissal

Students who have been dismissed from any Family and Community Services graduate program may appeal to the Human Development and Family Studies Department after the student has been notified of their dismissal. The student may submit a letter appealing the dismissal to the Director of Graduate Studies who will present it to the Graduate Committee. The student has the option of also providing other supporting documentation (i.e., a letter of support from their advisor or a professor). The Graduate Committee will vote to:

1. Continue the student on probation with the conditions of the probation defined
   OR
2. Deny appeal.

Academic Integrity

The Great Plains IDEA Board of Directors Academic Integrity policy is appended at the end of this handbook. In addition, students should note the following:

- Students will be responsible for assessing the validity and fidelity of online sources. When possible, students should utilize primary academic resources over web sources.
- Although students may find common volumes between courses, recycling of materials for assignments is not permitted.

Wikipedia is not considered an academic source. Do not use!

Student Grievance Procedures

Students who have a grievance in a course are to follow the following protocol: first, contact the course instructor in writing and discuss the issues in an open, positive, factual and reflective manner. If the concern needs further resolution, the Department Chair at the teaching institution may be contacted and subsequently the Dean at that teaching institution.

Students may also discuss their concerns with their assigned academic advisor or campus coordinator. The advisor or campus coordinator will inform the student of the appropriate procedures in the grievance process. Students who contact the department chair first will also be informed of the grievance procedures.
Resources

Physical or Learning Accommodations

Please inform your campus coordinator after admission into the graduate program if you require any accommodations because of a physical or learning disability. All institutions have offices to ensure compliance with ADA guidelines. You must register to receive services.

| MU’s Resource Center for Persons with Disabilities can be reached at: |
| http://disabilityservices.missouri.edu/index.php |
| (573) 882-4696 Voice or VP (573) 234-6662, or email at disabilityservices@missouri.edu |

E-mail

E-mail is the official mode of communication in the Family and Community Services programs. Use of electronic mail and network connections at the participating institutions is a privilege and not a right. It is the student’s responsibility to ensure that use of his or her account does not violate the computer and network use policies of any of the participating institutions. Please review your home institution policies on acceptable uses of technology.

| MU’s Acceptable Use Policy: |
| http://doit.missouri.edu/about/policies/aup.html |

Each teaching institution has its own e-mail system. **Institutions will only send e-mail messages using the university’s e-mail accounts.** If students forward their e-mail to an AOL, Hotmail, or g-mail account, or change their e-mail account, it is their responsibility to ensure they are receiving messages.

It is the responsibility of each Family and Community Services student to establish and regularly check their individual university e-mail account(s) **at least once per day** during an enrolled semester. Students should also check their spam or junk mail folders and white list any email address going into these folders from participating universities.

| MU’s e-mail system is located at: http://webmail.mizzou.edu/ |
| Activate your e-mail as soon as possible. |

E-Mail Etiquette

It is expected that all messages to other students, Family and Community Services faculty and Great Plains IDEA Family and Community Services Campus Coordinators will be sent with a relevant subject line, full name, and student number. Do not send advertising, junk mail, chain letters, mass mailings, and harassing or intimidating messages.
Virus Software

Because of the nature of the program and the extent to which materials are shared between and among students and institutions, students are strongly advised to install anti-virus software on each of the computers they use. It is also advised to keep their anti-virus definitions up-to-date. Any file detected to have been forwarded with a virus is subject to penalties as identified by the course instructor in their syllabus. It is the student’s responsibility to scan all materials to be submitted for course work.

At MU, all students can download an anti-virus package to their computers, free of charge. For more information go to: http://doit.missouri.edu/software/anti-virus.html

Problems with technology and internet access happen. However, having technical difficulties, losing documents or missing deadlines due to connection problems, viruses or other malfunctions are not accepted reasons in an online program for missing deadlines.

Course Management Systems

Each institution has a course management system, which is an online, internet-based repository for course materials. The sites are available 24 hours per day, 7 days per week.

- MU: https://bblearn.missouri.edu
- MSU: https://angel.msu.edu/default.asp
- KSU: https://signin.k-state.edu/WebISO/login
- SDSU: https://d2l.sdbor.edu
- UNL: https://my.unl.edu/

It is a good idea for new students to set up their computer login IDs as soon as possible, and access the course management system. Most have tutorials or demos to familiarize you with the layout.

Library Access

Students are granted access to library materials according to the teaching institution’s policies.

MU: Students currently enrolled in online courses from MU are eligible to use all the services through MU Libraries at http://library.missouri.edu

To gain access, students must use their pawprint and password when prompted.
Students may place articles or book requests at this site, chat with a librarian or connect to the extensive online resource network. Students can view abstracts of articles and books, or full-text articles, in most cases.

**MSU:** Students currently enrolled in online courses from MSU are eligible to use all the services through the Library Distance Learning Services at [www.lib.msu.edu/ldls/](http://www.lib.msu.edu/ldls/). The first part of your e-mail address will act as your netid and allow you to sign in (e.g., sparty@msu.edu is the MSU e-mail address, sparty is the MSU netid).

Students may place articles or book requests at this site, chat with a librarian or connect to the extensive online resource network. Students can view abstracts of articles and books, or full-text articles, in some cases. Questions or problems using MSU library’s e-resources may call the help desk at 800-500-1554. The helpline is available 24/7 in the US (except University holidays).

**UNL:** Students currently enrolled in distance courses from UNL are eligible for distance library services. These services include remote access to databases, e-books, and e-journals; liaison librarian consultation; reference assistance; and delivery of materials from the UNL Libraries collections. The Libraries' Distance Education Coordinator sends an email message to UNL distance students the first week of the semester. The message to each distance student includes a unique library user number; UNL students use their NUID number. The Libraries' Distance Education Coordinator may be reached at: kadams1@unl.edu or 402-472-2560.

**KSU:** All non-KSU students will create an electronic ID (e-ID) that will act as their email account, K-State Online access (Course Management System) and K-State Library access user ID. About one week in to the course this e-ID will be manually authenticated which will allow library access.

**SDSU:** *To be updated*
Finances

Financial Aid

This program is considered eligible for financial aid, as any other graduate program. You may be eligible for university, college or department level scholarships, fellowships or awards. Keep in mind, each individual student, school and your status will determine your aid package.

See [http://financialaid.missouri.edu/eligibility/enrollment-requirements.php](http://financialaid.missouri.edu/eligibility/enrollment-requirements.php) for information on minimum enrollment requirements to be eligible for financial aid.

Always fill out the Free Application for Federal Student Aid!

Tuition and Billing

Students pay a negotiated common price/credit hour to the institution at which they matriculate. There are no out-of-state versus in-state tuition fee scales. To inquire about tuition and fees contact MU’s Office of Cashiers at [http://cashiers.missouri.edu/](http://cashiers.missouri.edu/) or 573-882-3097.

MU will post financial aid awards, scholarships and bills in MyZou at: [https://myzou.missouri.edu](https://myzou.missouri.edu)

Course Drops/Withdrawals and Tuition Refunds

A Great Plains IDEA student requesting to drop a course, with or without a refund, or withdrawal for the semester is subject to the student’s home institution’s policies and procedures.

To drop or withdraw from a course, you must contact your campus coordinator to assist you in filing the appropriate paperwork. Note that there is a difference between dropping a course, and withdrawing from a course. Students may drop a course through the end of the business day of the fifth week or the 25th class day of the semester. It will have no effect on the grade point average and you are not required to contact the course instructor. After the last day to drop, students are withdrawing from a course if they choose to leave the course. The course instructor must be notified. Students may withdraw from a course through the end of the business day of the 10th week or 50th class day of the semester. At this point a grade of W for withdraw is recorded if the student was passing at the time of withdrawal. If the student was failing at the time of withdrawal, the course grade is F. The instructor determines which grade to assign. A W grade does not affect the grade point average, while a grade of F does. Students who remain enrolled in a class, but fail to complete a significant portion of the work may be assigned a grade of FN. This indicates that the student did not attend and may have implications for future financial aid. The grade generally will not appear until all grades for the course are submitted at the end of the semester.
Please note: Dropping your last class, or all classes, is considered a complete withdrawal from the University and must be completed before the last day the class meets or the last day of the term for regularly scheduled classes. Finals are not included as part of the term for this purpose.

Students who engage in a pattern of dropping credits after the semester has started or failing to complete coursework for which he or she is enrolled may be put on probation or dismissed from the program. Failing to complete coursework may also result in a loss of eligibility for financial aid. (See note about FN above)
Contact Information

Enrollment: Contact MU’s Campus Coordinator for assistance and information about course availability.

- Nita Smarr, smarrj@missouri.edu

Office of Cashiers (tuition, fees and billing):

- Online: http://cashiers.missouri.edu/
- Phone: 573-882-3097

Financial Aid:

- Online: http://financialaid.missouri.edu/index.php
- Phone: 573-882-7506

E-mail Account Help:

- MU: Helpdesk 573-882-5000
- KSU: Helpdesk, 800-865-6143
- UNL: Help Desk, 866-472-3970
- MSU: Helpdesk, 800-500-1554
- SDSU: Helpdesk, 605-668-6776

Course Management System:

- MU: https://bblearn.missouri.edu
- MSU: https://angel.msu.edu/default.asp
- KSU: https://signin.k-state.edu/WebISO/login
- SDSU: https://d2l.sdbor.edu
- UNL: https://my.unl.edu/
Academic Integrity Policy

Appendix E.4

Academic Integrity Statement for Great Plains Interactive Distance Education Alliance (Great Plains IDEA)

(Modified with Permission: General Catalog 2001-2, Colorado State University, pp.33-34)

The foundation of higher education is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one’s own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the Great Plains IDEA are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty (see examples below) undermines the educational experience offered through the Great Plains IDEA, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.

Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or disciplinary action.

Students are encouraged to share the responsibility for the academic integrity of the Great Plains IDEA by reporting incidents of academic dishonesty. Examples of academic dishonesty include (but are not limited to):

1. **Cheating**
   - Providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student; taking an exam or completing homework for another student; possessing unauthorized answer codes; and falsifying exams or other graded activities.

2. **Plagiarism**
   - Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one’s own without proper acknowledgment. Examples include a submission of purchased research papers as one’s own work; paraphrasing and/or quoting material without properly documenting the source.

3. **Unauthorized Possession or Disposition of Academic Materials**
   - Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student’s work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.

4. **Falsification**
   - Falsification encompasses any untruth, either verbal or written, in one’s academic work. Examples include receiving unauthorized assistance on an exam, inaccurate reflection of an
individuals participation in a group activity, or lying to avoid taking an exam or turning in other academic work.

5. **Facilitation of Cases of Academic Dishonesty**

Facilitation of any act of academic dishonesty including cheating, plagiarism, and/or falsification of documents also constitutes violation of the Great Plains IDEA’s academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one’s own work, a student’s efforts to cheat on an exam or other academic work.

If an instructor has evidence that a student has engaged in an act of academic dishonesty, the instructor will notify the student of the concern. The student will be given the opportunity to give his/her position on the matter. If the student admits to engaging in academic dishonesty or if the instructor judges that the preponderance of evidence supports the allegation of academic dishonesty, the instructor may then assign an academic penalty consistent with their institutional policy. Examples of academic penalties include receiving a reduced grade for the work, a failing grade in the course, or other lesser penalty as the instructor deems appropriate. If, after making reasonable efforts, the instructor is unable to contact the student or collect relevant evidence before final course grades are assigned, he/she shall assign an interim grade of incomplete and notify the student of the reason such grade was given.

If the student disputes the allegation of academic dishonesty he/she should inform the instructor of their intent to appeal. The appeal is made through the Great Plains IDEA university representative at the student’s home institution, using instructional policies and procedures at that institution.

The Great Plains IDEA university representative at the student’s home institution shall be responsible for facilitating communication between the student and the instructor and guiding the appeal process with due diligence.

All work submitted by the student is to be their original products. When quoting other sources standard citations, using APA standards, are expected.

Students submitting the work of others or in any other way plagiarizing materials will be subject to the academic integrity policies of their home institution.

**Grade Appeal Process:**

a. Students wishing to appeal a grade will follow all procedures at the teaching institution.

b. The teaching institution will contact the Great Plains IDEA representative at the student’s home institution to inform them that a grade appeal has been initiated.

Note: When students sign the “Student Acknowledgment Form,” the form will state that they “agree to substitute the grade appeal process at the “teaching institution” for my “home institution’s” process (see attached draft of Student Acknowledgment Form).—Appendix A
Appendix A

To be filled out and submitted after 18 credit hours have been completed.

Program of Study for the Master’s Degree
(Submit to the Graduate School, 210 Jesse Hall by the end of the second semester)

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<td>Graduate certificate</td>
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<td>Project</td>
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<tr>
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<td>2) Comprehensive Exam</td>
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<tr>
<td></td>
<td>3) Other (Internship)</td>
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</table>

The plan of study is approved as stated. Subsequent changes must be reported on a Plan of Study Course Substitution form.

Student’s signature | Date | Faculty Adviser’s signature | Date |

Director of Grad Studies’ signature | Date | Graduate Dean’s signature | Date |

Options available for F&CS:
1) Project
2) Comprehensive Exam
3) Other (Internship)

IP=In Progress