# Table of Contents

## Contents
- Welcome ......................................................................................................................................... 4
- Glossary of Terms........................................................................................................................... 5
- Admissions Criteria ........................................................................................................................ 6
- Program Requirements .................................................................................................................... 7
- Roles ............................................................................................................................................. 11
  - Academic Advisor ................................................................................................................ 11
  - Director of Graduate Studies ................................................................................................ 11
  - Campus Coordinator ............................................................................................................. 11
- Registration ................................................................................................................................... 12
  - Physical or Learning Accommodations ................................................................................ 12
- E-mail ............................................................................................................................................ 13
  - E-Mail Etiquette .................................................................................................................... 13
  - Virus Software ...................................................................................................................... 13
- Enrollment ..................................................................................................................................... 14
  - Before the Semester Begins .................................................................................................. 14
  - Course Management Systems ............................................................................................... 15
  - Library Access ...................................................................................................................... 15
- Academic Standards ...................................................................................................................... 16
  - Policy on Appealing a Dismissal .......................................................................................... 17
- Graduate Student Responsibilities and Expectations .................................................................... 17
  - Academic Integrity ................................................................................................................ 17
  - Student Grievance Procedures .............................................................................................. 18
  - Grades ................................................................................................................................... 19
  - Graduation Procedures .......................................................................................................... 20
- Finances ........................................................................................................................................ 20
  - Financial Aid .......................................................................................................................... 20
  - Tuition and Billing .................................................................................................................... 20
  - Course Drops/Withdrawals and Tuition Refunds .................................................................. 20
- Transfer Credits ............................................................................................................................. 21
- Resources ...................................................................................................................................... 21
Welcome

You have been admitted to a unique online program which focuses on the multidisciplinary study of the aging processes and individuals as they grow from middle age through later life. It includes the study of physical, mental, and social changes in older people as they age, the investigation of the changes in society resulting from our aging population, and the application of this knowledge to policies and programs.

This program is 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 20 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 Gerontology. 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 Gerontology Program, participating institutions include: Iowa State University, Kansas State University, North Dakota State University, the University of Missouri, Oklahoma State University, and Texas Tech University. 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 20 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 Gerontology 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 (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, Canvas or other online management system. It is your responsibility to learn how to use each management system 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](mailto:smarrj@missouri.edu).

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

Admission to the Gerontology master’s degree are 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.
Program Requirements

Master of Arts in Gerontology (36 credits)

The 36 credit master's degree program (MA) consists of 8 required core courses (24 credits), 12 credits of electives, and a final written and oral exam or internship experience. *Students beginning the program prior to Summer 2015 may also choose a research project (HDFS 8090).

Courses are selected from (36 hours minimum):

Required:

- HDFS 7252: Adult Development (3)
- HDFS 7255: Economics, Public Policy, and Aging (3)
- HDFS 7256: Environments and Aging (3)
- HDFS 7257: Aging in the Family (3)
- HDFS 8251: Perspectives in Gerontology (3)
- HDFS 8253: Physical Health in Aging (3)
- HDFS 8254: Gerontology Research Methods and Program Evaluation (3)
- HDFS 8258: Professional Seminar in Gerontology (3)

Comprehensive exam
OR
HDFS 8972: Internship (variable)

Suggested Electives*:

- HDFS 7259: Mental Health and Aging (3)
- HDFS 7260: Women and Aging (3)
- HDFS 7261: Biological Principles of Aging (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.

Gerontology Certificate Program (21 credits)

The graduate certificate program consists of 5 required 3-credit courses.

Required

- HDFS 7252: Adult Development (3)
- HDFS 8251: Perspectives in Gerontology (3)
- HDFS 8253: Physical Health and Aging (3)
HDFS 8254: Program Evaluation and Research Methods (3)
HDFS 8258: Professional Seminar in Gerontology (3)

The remaining 6 credits can be taken from other core courses or from gerontology electives. Up to 3 credits of internship experience may be included in the certificate program.

HDFS 7233: Basic Grant Development and Management (1)
HDFS 7235: Administration and Program Development (3)
HDFS 7255: Aging Policy (3)
HDFS 7256: Environments and Aging (3)
HDFS 7257: Aging and the Family (3)
HDFS 7259: Mental Health and Aging (3)
HDFS 7260: Women and Aging (3)
HDFS 7262: Long-term Care Administration (3)
HDFS 8238: Program Design, Implementation, and Evaluation (3)
HDFS 8972: Internship (3)

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.

**Internship**

Internships (HDFS 8972) consist of a supervised apprenticeship or field experience, and a related project. The project must be planned in collaboration between you, your committee, and the internship supervisor. Internship placement must be approved by your committee before beginning the internship. You are responsible for securing your own internship placements - the HDFS department does not provide an internship matching service. Before embarking on the internship, you should provide the following items to the committee for approval:

- Internship Agreement form (Form A in Internship Handbook), 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 your expertise and fits a program need. The project for the internship is not the overriding goal of the internship but fits within the context of the internship site. Internship projects may include,
among others, such things as the development of a newsletter, brochure, training session, or a workshop. The internship project proposal must be approved by your committee as well as the internship site supervisor.

Twice during the semester, the internship supervisor will submit a written evaluation regarding your work and progress at the internship site. Reassignment to another site may be required. See the handbook for evaluation forms (Forms B and C).

Along with the internship agreement and project proposal, the additional written work you will submit to the committee can be divided into two components. Throughout the tenure of the internship, a weekly journal (per 15-25 hours) and bi-weekly Time Sheet (Form E in Internship Handbook) should be submitted to your advisor. The journal should report on the tasks being performed, and activities participated in, at the internship site. You should discuss your experiences interacting with staff and/or clients and your progress toward meeting internship objectives and completing your internship project.

The final written work requires submitting a final paper discussing and evaluating the internship experience and project within the scope of the HDFS curriculum. This final paper, along with a sample or copy of the finished internship project, will be submitted to your committee for review 2 weeks prior to the oral defense of the internship experience. You are responsible for coordinating a time and securing a location for the defense. Your defense of your internship and project may be conducted via video conferencing (e.g., Skype) when face-to-face meetings are not practical.

Once you have successfully defended the final paper to your committee, the M3 form is filed.

See internship handbook for more details:


**Project**

The MA 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.
Roles

Academic Advisor

When you are admitted to the program, you will be assigned a faculty advisor. All University of Missouri Gerontology MA graduate students are currently advised by Dr. Jacquelyn Benson. She can be reached at bensonjj@missouri.edu. Dr. Benson can assist you with:

- course planning
- transfer credit questions
- electives approval and course substitutions
- planning internship or research project work
- research interests

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 Gerontology 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.
Registration

When students are accepted to the Gerontology 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://courses.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 Gerontology courses.

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 Gerontology program. 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 Gerontology 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, Gerontology faculty and Great Plains IDEA Gerontology 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.
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.

Plan ahead and backup your work!

**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 Gerontology 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.

**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 though Google
Scholar or the teaching institution’s libraries collection. Professors try to be considerate of cost, whenever possible.

**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://courses.missouri.edu](https://courses.missouri.edu)
- **KSU**: [https://signin.k-state.edu/WebISO/login](https://signin.k-state.edu/WebISO/login)
- **NDSU**: [https://lms.ndus.edu](https://lms.ndus.edu)
- **ISU**: [bb.its.iastate.edu/webapps/portal/frameset.jsp](bb.its.iastate.edu/webapps/portal/frameset.jsp)
- **OSU**: [oc.okstate.edu](oc.okstate.edu)
- **TTU**: [eraider.ttu.edu](eraider.ttu.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](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.

**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.

**NDSU**: The North Dakota State University Libraries provide services to NDSU’s distance learning community equivalent to those available on the physical campuses via this website: [http://library.ndsu.edu/research-help/distance-education/](http://library.ndsu.edu/research-help/distance-education/). Students can access online databases, book, journals, and so forth, similar to on-campus students.

**ISU**: Students currently enrolled in online courses from ISU are eligible to use all the services through the ISU Library at [http://www.lib.iastate.edu/info/6219](http://www.lib.iastate.edu/info/6219). To gain access, students must use their ISUCard number and password when prompted. These numbers will be provided to the student by the campus coordinator.
OSU: The Digital Library Services Department facilitates access to electronic information, print materials, and library services to distance learning students. Students can login at https://login.argo.library.okstate.edu/login.

TTU: Information to be updated

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 Gerontology 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](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 Gerontology 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 Gerontology 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.

Graduate Student Responsibilities and Expectations

- Learn and adhere to the academic rules, procedures and policies, of your home institution and those outlined in this Great Plains IDEA Gerontology Student Handbook
- Meet the requirements of your home institution for degree completion pertaining to your Gerontology 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

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/

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 student 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.
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 Gerontology programs only; the complete matrix is available at: http://www.gpidea.org/policy-procedure/

<table>
<thead>
<tr>
<th></th>
<th>University of Missouri</th>
<th>Kansas State University</th>
<th>Iowa State University</th>
<th>North Dakota State Univ</th>
<th>Oklahoma State University</th>
<th>Texas Tech University</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>A – 4</td>
<td>4.0</td>
<td>A – 4</td>
<td>A – 4</td>
<td>A – 4</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>A – 4</td>
<td>4.0</td>
<td>A – 4</td>
<td>A – 4</td>
<td>A – 4</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>A – 4</td>
<td>3.67</td>
<td>A – 4</td>
<td>A – 4</td>
<td>A – 4</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>B - 3</td>
<td>3.33</td>
<td>B - 3</td>
<td>B - 3</td>
<td>B - 3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>B - 3</td>
<td>3.00</td>
<td>B - 3</td>
<td>B - 3</td>
<td>B - 3</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>B - 3</td>
<td>2.67</td>
<td>B - 3</td>
<td>B - 3</td>
<td>B - 3</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>C - 2</td>
<td>2.33</td>
<td>C - 2</td>
<td>C - 2</td>
<td>C - 2</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>C - 2</td>
<td>2.0</td>
<td>C - 2</td>
<td>C - 2</td>
<td>C - 2</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>C - 2</td>
<td>1.67</td>
<td>C - 2</td>
<td>C - 2</td>
<td>C - 2</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>D - 1</td>
<td>1.33</td>
<td>D - 1</td>
<td>D - 1</td>
<td>D - 1</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>D - 1</td>
<td>1.00</td>
<td>D - 1</td>
<td>D - 1</td>
<td>D - 1</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>D - 1</td>
<td>0.67</td>
<td>D - 1</td>
<td>D - 1</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/

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 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/ or 573-882-3097.

MU will post financial aid awards, scholarships and bills in MyZou at:
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.

<table>
<thead>
<tr>
<th>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)</th>
</tr>
</thead>
</table>

**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.

**Resources**

**Enrollment:** First, contact the Campus Coordinator at your home institution for assistance and information about course availability.

- MU: Nita Smarr at 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://courses.missouri.edu
- KSU: https://signin.k-state.edu/WebISO/login
- NDSU: https://lms.ndus.edu
- ISU: bb.its.iastate.edu/webapps/portal/frameset.jsp
- OSU: oc.okstate.edu
- TTU: eraider.ttu.edu
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 academic work, and misrepresentation of personal information.

(Modified with Permission: General Catalog 2001-2, Colorado State University, pp.33-34)
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: M1 Form

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, 310 Jesse Hall by the end of the second semester)

Student name: Jane Doe
Mizzou ID number: 12345678
Academic program: Human Development & Family Studies
Degree (e.g., MA, MS, etc.): MA
Major: Gerontology
Emphasis area: (if applicable)

Anticipated graduation date: May 2018
Graduate minor: (if applicable)
Graduate certificate: (if applicable)

Final Exam Option (choose one)
- Thesis
- Project
- Portfolio
- Comprehensive Exams
- Other (please describe)

Schools attended & degrees received: College USA, BA in Education, 2009

When requesting transfer credits, indicate where these courses were taken, the correct titles and course numbers, and provide the Graduate School with official transcripts.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hrs</th>
<th>Term</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7253</td>
<td>Adult Development</td>
<td>3</td>
<td>Sp 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 6251</td>
<td>Perspectives in Gerontology</td>
<td>3</td>
<td>Sp 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 6253</td>
<td>Physical Health and Aging</td>
<td>3</td>
<td>F 2015</td>
<td>A+</td>
</tr>
<tr>
<td>HDFS 6254</td>
<td>Program Evaluation and Research Methods</td>
<td>3</td>
<td>F 2015</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 6258</td>
<td>Professional Seminar in Gerontology</td>
<td>3</td>
<td>Sp 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 7299</td>
<td>Mental Health and Aging</td>
<td>3</td>
<td>Sp 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 7257</td>
<td>Aging and the Family</td>
<td>3</td>
<td>F 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 7220</td>
<td>Economics, Public Policy, and Aging</td>
<td>3</td>
<td>F 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 7288</td>
<td>Environments and Aging</td>
<td>3</td>
<td>Sp 2017</td>
<td>A-</td>
</tr>
<tr>
<td>HDFS 7260</td>
<td>Women and Aging</td>
<td>3</td>
<td>Sp 2017</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 7261</td>
<td>Biological Principles of Aging</td>
<td>3</td>
<td>F 2017</td>
<td>IP</td>
</tr>
<tr>
<td>HDFS 6090</td>
<td>Research Project</td>
<td>3</td>
<td>Sp 2016</td>
<td></td>
</tr>
</tbody>
</table>

Total Hours: 36  
8000-Level Hours: 15  
Problems, Readings & Research Hours: 0  
(maximum of 40% of required credit)

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:  

Choose Other if you are completing an internship  
IP=In Progress
## Graduate Certificate Plan of Study

Submit to the Graduate School, 210 Jesse Hall.

**Student name:** Jane Doe  
**Mizzou ID number:** 12345677  
**Certificate program:** Gerontology  
**Anticipated certificate completion date:** May 2018

*(if applicable)*

**Academic program:** Human Development and Family Studies  
**Degree (i.e. MS, MA, PhD):**  
- Major:

Consult the Graduate Catalog for a list of approved graduate certificates.

**Proposed Plan of Study:** List the course numbers, course titles, number of credit hours and the term in which the courses have been/will be taken. The certificate Plan of Study must be approved by the official certificate coordinator.

<table>
<thead>
<tr>
<th>Course number</th>
<th>Title</th>
<th>Hours</th>
<th>Semester/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDFS 7212</td>
<td>Adult Development</td>
<td>3</td>
<td>F 2016</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 8251</td>
<td>Perspectives in Gerontology</td>
<td>3</td>
<td>F 2016</td>
<td>A+</td>
</tr>
<tr>
<td>HDFS 8253</td>
<td>Physical Health and Aging</td>
<td>3</td>
<td>Sp 2017</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 8254</td>
<td>Program Evaluation and Research Methods</td>
<td>3</td>
<td>Sp 2017</td>
<td>A</td>
</tr>
<tr>
<td>HDFS 8258</td>
<td>Professional Seminar in Gerontology</td>
<td>3</td>
<td>F 2017</td>
<td>IP</td>
</tr>
<tr>
<td>HDFS 7233</td>
<td>Aging Policy</td>
<td>3</td>
<td>F 2017</td>
<td>IP</td>
</tr>
<tr>
<td>HDFS 7240</td>
<td>Women and Aging</td>
<td>3</td>
<td>Sp 2018</td>
<td></td>
</tr>
</tbody>
</table>

**Total Hours** (12 graduate hours minimum) **21**

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

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Date</th>
<th>Graduate dean’s signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Certificate coordinator’s signature**  
Date

**DO NOT WRITE IN THIS BOX**  
(Date copies sent to the coordinator: __________)

9/09

26