MINIMUM INTERDISCIPLINARY PH.D. ACADEMIC REGULATIONS AND DEGREE REQUIREMENTS

The following requirements pertain specifically to students pursuing Interdisciplinary Ph.D. programs. However, Interdisciplinary Ph.D. students are subject to, and also should refer to, those regulations common to all graduate students and the dissertation requirements common to all doctoral students included in the General Graduate Academic Regulations and Information section of this catalog. Students should also consult the specific requirements for the disciplines to which they have been admitted. Where discipline requirements are more stringent than the general requirements, the discipline requirements take precedence.

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Change of Discipline by Admitted Students

Once a student is admitted to Interdisciplinary Ph.D. study, any change of disciplines requires a full review process by the disciplines, similar to the initial admission review. Forms to initiate this review may be obtained from the School of Graduate Studies or downloaded from their Web site: http://sgs.umkc.edu/forms/

Interim Advisor

Once an Interdisciplinary Ph.D. student is admitted to the School of Graduate Studies, the Dean, upon recommendation from the student's disciplines, identifies a doctoral-faculty member from each discipline to serve as the student's interim advisor in that discipline. Students who have had minimal prior graduate study will be encouraged to explore research opportunities before choosing fields of endeavor.

As the student progresses and develops focused research interests, the interim advisors are expected to assist in identifying potential research advisors among doctoral-faculty members in appropriate research areas with whom the student can discuss research plans. The interim advisors also provide academic guidance until the student selects a research advisor, has satisfied all qualifying requirements and is classified as fully admitted. The interim advisor in the student's primary-unit discipline reports on the student's progress to the dean of the School of Graduate Studies. If another faculty member has not been identified as the research advisor by the time the student is fully admitted and ready to formulate the plan of study, the interim advisor in the primary unit discipline will automatically become the student's research advisor.

Qualifying Requirements for Full Admission

Admission to the Interdisciplinary Ph.D. program is granted on a provisional or fully admitted basis as determined by the doctoral faculty review group of the student's chosen discipline(s). Upon their acceptance as provisional Ph.D. students, applicants are notified of the specific qualifying requirements they must satisfy before they can be classified as fully admitted Ph.D. students. Provisional admission does not guarantee advancement to full admission, and full admission does not guarantee advancement to Ph.D. candidacy.

At the end of each academic year, the interim adviser reports the provisional Ph.D. student's progress toward satisfying the qualifying requirements to the Dean of the School of Graduate Studies. When all qualifying requirements have been completed, the interim adviser requests that the student's classification be changed to fully admitted.

Research Advisor and Supervisory Committee

The chair and a majority of the members of a student's supervisory committee must be from disciplines certified as eligible to participate in the Ph.D. program. The student's committee chair must be a regular doctoral faculty member from the student's primary discipline, and has the final authority over the student's program. A graduate or adjunct graduate faculty member may be the dissertation director if approved by the primary discipline.

The advisor assists the student in identifying other members of the doctoral faculty to form a supervisory committee appropriate to the student's research goals. A request for appointment of supervisory committee is included as part of the written proposal for the student's Ph.D. plan of study.

The supervisory committee shall consist of at least five members composed of one doctoral faculty from each of the primary and co-disciplines with a maximum of three from any one discipline. Up to two of the remaining members of each committee can hold either graduate or adjunct graduate...
The School of Graduate Studies will accept Interdisciplinary Ph.D. plan of study proposals for review and final approval only if:

- signature that the courses and all other resources are currently available at UMKC and in the respective units for the student to initiate the plan of study.
- the student's choice of disciplines (dean(s) or program director(s), department chair(s), division head(s), etc.), must then review and certify by signature that the courses and all other resources are currently available at UMKC and in the respective units for the student to initiate the plan of study.
- the supervisory committee members and student have agreed on and signed the plan of study, obtained all required signatures and submits the proposed plan to the School of Graduate Studies for review and final approval. This submission must occur within 24 months of the date the student is fully admitted, a preliminary research statement about overall plans for dissertation study and research, and a list of the proposed members of the supervisory committee.

An outside reader may also be included on the supervisory committee as a non-voting member.

### Annual Evaluation of Progress

Interdisciplinary Ph.D. students, using forms provided by the School of Graduate Studies, must submit a summary of their accomplishments over the previous year and a projection of the progress they intend to make during the next academic year. This annual evaluation form is distributed to students in the spring and is due in the fall. Forms are submitted to their interim advisors or, if their supervisory committees have been formed, to the chairs and co-discipline advisor of their supervisory committee. The interim faculty advisors or supervisory committee chair and co-discipline advisor will review the student’s report and meet with the student to discuss the student’s progress and plans for the coming year. They will provide the student and the School of Graduate Studies with a copy of the completed and signed evaluation form. Failure to meet this requirement may result in a hold being placed on the student’s enrollment.

### Plan of Study

Within 24 months of admission, a student chooses a research advisor and forms a supervisory committee. In consultation with the research advisor and other members of the proposed supervisory committee, the student prepares a proposed Ph.D. plan of study, obtains all required signatures and submits the proposed plan to the School of Graduate Studies for review and final approval. This submission must occur within 24 months of the date the student is fully admitted, a preliminary research statement about overall plans for dissertation study and research, and a list of the proposed members of the supervisory committee.

### The Interdisciplinary Ph.D. Plan of Study Guidelines

- The plan of study must include coursework from all the student’s disciplines and must satisfy all of the applicable discipline-specific core requirements.
- The plan of study must include at least 30 didactic hours beyond the baccalaureate degree, exclusive of thesis or dissertation research hours, in courses taken at UMKC or courses taken at another institution and approved for transfer by the student’s supervisory committee.
- Didactic coursework on the plan of study will include a minimum of nine credit hours in a co-discipline area.
- No more than 60 percent of the total coursework taken at UMKC and listed on the plan of study, exclusive of thesis or dissertation research hours, will be in any one discipline.
- All plans of study must include a minimum of 12 hours of dissertation research (5696-5699) credit.
- At least two-thirds of the total courses included on the plan of study must be numbered 5500 or above if taken at UMKC, or, if taken from an institution with a course-numbering system that differs from UMKC’s, they must be courses intended primarily for graduate students.
- UMKC courses at the 100 and 200 levels, and courses with equivalent lower-division numbers taken at another institution, are not available for graduate credit and may not be applied toward the hours required for the degree nor included in the discipline percentages.
- At least 75 percent of the coursework on the plan, exclusive of dissertation credits, must be in disciplines certified as eligible to participate in the Interdisciplinary Ph.D. program.
- Students’ needs will be examined on a case-by-case basis by their supervisory committees, and appropriate language or related research skill requirements will be incorporated into each student’s plan of study.
- The plan of study will include a brief description of the course focus and the name of the supervising professor for any independent study courses listed.
- The plan of study will specify which courses are being used to satisfy the residency requirement.
- The plan of study will outline the comprehensive examination expectations.
- The plan of study will include a preliminary research plan for the dissertation research, including key bibliographic references.

If modifications to discipline-specific requirements are made after the student is admitted, the student has the option of proceeding under either the requirements in place at the time the student entered the Ph.D. program or the current requirements.

### Plan of Study Approval Process

Once the supervisory committee members and student have agreed on and signed the plan of study, appropriate academic officers corresponding to the student’s choice of disciplines (dean(s) or program director(s), department chair(s), division head(s), etc.), must then review and certify by signature that the courses and all other resources are currently available at UMKC and in the respective units for the student to initiate the plan of study. The student then submits the certified plan of study to the Dean of the School of Graduate Studies for review and approval.

The School of Graduate Studies will accept Interdisciplinary Ph.D. plan of study proposals for review and final approval only if:
The following requirements must have been met before students can take the comprehensive examination(s):

1. Successful completion of all qualifying requirements and full admission to the School of Graduate Studies.
2. Appointment of a research advisor and supervisory committee.
3. Filing and approval of the Ph.D. plan of study and completion of essentially all coursework or other study required for the degree.

The student must be enrolled when taking the comprehensive examination. Comprehensive examinations are not administered when UMKC is not officially in session. The comprehensive examination may be written, oral or both. A student, through his or her advisor, applies to the Dean of the School of Graduate Studies for an examining committee. This committee consists of members of the student’s supervisory committee and others approved by the Dean of the School of Graduate Studies. The examination is arranged and conducted by the examining committee. Upon completion of the examination, the student’s research advisor sends a report of the results, carrying the signatures of all members of the examining committee, to the Dean of the School of Graduate Studies, who then informs the student and the registrar. A student is considered to have passed the comprehensive examination if less than 20 percent of the committee members vote for failure of the student. If failure is reported, the examining committee reports to the Dean of the School of Graduate Studies, who then informs the student and the registrar.
committee will either recommend termination as a Ph.D. student or suggest additional work or other remedial measures. Furthermore, a student who has failed may not take a second examination for at least 12 weeks. Failure of the second comprehensive examination shall automatically preclude candidacy at this institution.

**Program Time Constraints**

The doctoral student must take and pass the doctoral comprehensive examination and advance to candidacy within five years from the beginning of doctoral coursework (within four years if entering with a master’s degree in the same or closely related field). After the establishment of degree candidacy, a maximum of five years will be allowed for completion of degree requirements. Failure to complete the work within the periods specified will necessitate re-evaluation of the entire program and may result in a notice of termination. In compelling circumstances and on the written recommendation of a majority of the student’s supervisory committee members, the Dean of the School of Graduate Studies may grant a one-year extension. Some academic units may impose more stringent time requirements.

**Dissertation Research Proposal Development and Approval**

The student’s supervisory committee must approve the research activities associated with a dissertation. These activities must be performed under the direct and continuing supervision of the supervisory committee chair. If the proposed research involves the use of human subjects, animals or radioactive materials, the student and the research advisor must obtain prior written approval of the proposed research by the appropriate Institutional Review Board, the Animal Care and Use Committee or the Radiation Safety Committee.

For the approval process, the Ph.D. candidate must submit a brief dissertation research proposal. The dissertation proposal shall include the following:

- An abstract.
- A statement regarding the general purpose of the research.
- Background information, including a review of the relevant literature, the rationale for the research and a concise statement of the hypotheses to be investigated and/or the research questions to be answered.
- Methods.
- Appropriate protocol or application if human subjects, animals or radioactive materials are to be used in the research.

This proposal must be approved in writing by all members of the student’s supervisory committee and filed with the School of Graduate Studies. It is in the best interest of the Ph.D. student to complete the approval process of the dissertation research proposal before significant progress is made on the completion of the dissertation. Any important changes in the research outlined in the proposal must be approved by the supervisory committee.

**Dissertation and Completion of Degree**

**Doctoral Dissertation Requirement**

All UMKC Ph.D. degrees require a dissertation as the final component of the program. The doctoral faculty view the dissertation as one of the most important aspects of the student’s experience because:

- It is a work of original research or scholarship that makes a contribution to existing knowledge.
- It is an educational experience that demonstrates the candidate's mastery of research methods and tools of the specialized fields.
- It demonstrates the candidate's ability to address a major intellectual problem.

For regulations pertaining to formatting the dissertation and the process for approval, the reader is directed to *Thesis and Dissertation Preparation and Approval Process*, included under *Graduate Academic Regulations* in this catalog section.

**Final Dissertation Examination**

Final examinations in defense of the dissertation are open to all members of the doctoral faculty, who may attend as interested observers. The format and procedures of the defense are determined by the supervisory committee and its chair. The date, time and location must be announced and published at least two weeks before each final examination takes place. This examination may be conducted only after the dissertation has been approved by the Dean of the School of Graduate Studies, and may not be administered when UMKC is not officially in session.

The defense of the dissertation is approved when a majority of the supervisory committee recommend approval and sign the Report of the Result of Final Doctoral Examination form. Within 48 hours of the defense, the supervisory committee chair will report the results of the final dissertation examination in writing to the candidate.

**Deposit of Approved Dissertation with Libraries**

For regulations pertaining to deposit of the approved dissertation with the libraries, please refer to *Thesis and Dissertation Preparation and Approval Process*, included under *Graduate Academic Regulations* in this catalog section.
Interdisciplinary Ph.D. Student Appeal Process

Students should process any petitions for waiver of policy or other academic appeals to their interim advisors or research advisors. The advisors should attach their recommendation and forward the request to the doctoral faculty review groups within the disciplines.

If the appeal does not require a policy decision, action on the appeal may be handled at the discipline level. If a policy decision is required or if, after action by the discipline, the student wishes a higher level of review of the case, the appeal or petition, complete with documentation of all reviews up to that point, may be forwarded to the dean of the School of Graduate Studies for action or referral to the appropriate subcommittees of the Interdisciplinary Ph.D. Executive Committee.