

UMKC

UNIVERSITY OF MISSOURI
KANSAS CITY

Master of Science in Bioinformatics

Department of Biomedical
and Health Informatics



UMKC
HEALTH
SCIENCES
DISTRICT

School of Medicine

STATEMENT OF HUMAN RIGHTS

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, and status as a Vietnam era veteran. The Division of Diversity, Access & Equity is responsible for all relevant programs.

Division of Diversity and Inclusion
5115 Oak Street
361 Administrative Center
Kansas City, MO 64110

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diversityandinclusion@umkc.edu

<https://www.info.umkc.edu/diversity>

STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARASSMENT

The faculty, administration, staff, and students at the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to always create a culture of respect everywhere on campus and through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination.

Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, disability, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the Department Chair, the Office of the Dean, and/or Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at (816) 235-6728. All formal complaints will be investigated, and appropriate action taken.

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Introduction

This student handbook has been compiled to familiarize students with the many resources and facilities available, and to provide information regarding the policies and procedures applicable to students in the Master of Science in Bioinformatics program. This manual is not all inclusive but contains detailed information for students in the Master of Science program with the UMKC Department of Biomedical and Health Informatics. Other important resources include the following:

- [Department of Biomedical and Health Informatics Student Resources](#)
- [School of Medicine Office of Student Affairs](#)
- [UMKC Graduate Academic Regulations and information](#)
- [University of Missouri System Collected Rules and Regulations](#)

Program Goals

To train and educate a new generation of informatics professionals with the research skills to advance the health sciences. Graduates will become colleagues who contribute to interdisciplinary approaches to research, education, and implementation in the fields of bioinformatics and/or clinical research.

Student Learning Outcomes

- Produce competent researchers at the interface of biomedical and health informatics and clinical research.
- Produce graduates able to establish partnerships with stakeholders and the community.
- Produce effective communicators in the field of bioinformatics.
- Produce ethical and responsible researchers.

Students graduating from this program will be able to:

- Perform statistical analysis.
- Generate a research hypothesis.
- Propose, conduct, and report research.
- Apply knowledge and skills in the biomedical informatics.
- Communicate scientific information.

Program Description

The Department of Biomedical and Health Informatics at the School of Medicine, in cooperation with the School of Biological Sciences and the School of Computing and Engineering, offers the Master of Science in Bioinformatics (MSB) degree. Students may complete the MSB degree without an area of emphasis (Individualized Informatics) or may choose one of the three emphasis areas.

Clinical Research – Emphasizes the creation and understanding of data generated by patient care and clinical studies, and the statistical methodology needed for clinical research and improved bedside care.

Computational Bioinformatics – Emphasizes the development and use of the next generation of bioinformatics tools and software.

Genomic Bioinformatics – Emphasizes the use of existing software for biological analysis and the analysis of a diverse set of biological data.

Individualized Informatics – Gives students flexibility to complete a bioinformatics curriculum that best meets their academic and career goals.

Curriculum Description

A minimum of 36 credit hours are required to earn the Master of Science in Bioinformatics degree, and will include the completion of a Master's Thesis or Capstone Project, which must be publicly defended before students are eligible for graduation. All students in the Master of Science Bioinformatics degree program, who were admitted to the degree program prior to the Fall 2020 semester are required to attend at least two semesters of the Multi-Disciplinary Seminar (MEDB 5540); however, they do not have to enroll in the course for credit hours. All students admitted to the program for the Fall 2020 semester or later are required to attend at least two semesters of the Multi-Disciplinary Seminar (MEDB 5540) for all semesters enrolled in the degree-seeking program; however, they do not have to enroll in the course for credit hours.

MSB, Clinical Research Emphasis

Students completing the MSB degree program with an emphasis in Clinical Research are required to complete the following:

Area	Credit Hours	Available Courses	
Biostatistics	3	MEDB 5501	Applied Statistics I
	3	MEDB 5502	Applied Statistics II
Clinical Research Methodology and Ethics	3	MEDB 5510	Clinical Research Methodology
	3	MEDB 5511	Principles and Applications of Epidemiology
	3	MEDB 5512	Clinical Trials
	3	MEDB 5513	Overview of Health Services Research
	3	MEDB 5561	Responsible Conduct of Research
Informatics	3	MEDB 5520	Introduction to Medical Informatics
Required Electives 6 credit hours if student chooses Thesis 9 credit hours if student chooses Capstone			
Thesis or Capstone	3	MEDB 5599	Research and Thesis
	3	MEDB 5599	Research and Thesis
	OR		
	3	MEDB 5595	Capstone Experience
Total of at least 36 credit hours			

Specific course requirements and options are listed on the MSB, Clinical Research Emphasis Program of Study Form, included in Appendix C on page 38.

MSB, Computational Emphasis

Students completing the MSB degree program with an emphasis in Genomics are required to complete the following:

Area	Credit Hours	Available Courses	
Biostatistics	3	MEDB 5501	Applied Biostatistics I
	3	MEDB 5502	Applied Biostatistics II
Clinical Research Methodology and Ethics	3	MEDB 5510	Clinical Research Methodology
	3	MEDB 5561	Responsible Conduct of Research
Informatics	3	MEDB 5520	Introduction to Medical Informatics
Computer-related Informatics	3	COMP-SCI 5565	Introduction to Medical Informatics
	3	COMP-SCI 470	Introduction to Database Management and Systems
	OR		
	3	COMP-SCI 371	Database Design, Implementation, and Validation
	OR		
	3	COMP-SCI 5590 / ECE 5316	Artificial Neural / Adaptive Systems (Fall)
	OR		
3	COMP-SCI / ECE 5590	Supervised Learning; Machine Learning (Fall)	
Required Electives			
6 credit hours if student chooses Thesis			
9 credit hours if student chooses Capstone			
Thesis or Capstone	3	MEDB 5599	Research and Thesis
	3	MEDB 5599	Research and Thesis
	OR		
	3	MEDB 5595	Capstone Experience
Total of at least 36 credit hours			

Specific course requirements and options are listed on the MSB, Computational Emphasis Program of Study Form, included in Appendix C on page 38.

MSB, Genomics

Students completing the MSB degree program with an emphasis in Genomics are **required** to complete the following:

Area	Credit Hours	Available Courses	
Biostatistics	3	MEDB 5501	Applied Biostatistics I
	3	MEDB 5502	Applied Biostatistics II
Clinical Research Methodology and Ethics	3	MEDB 5510	Clinical Research Methodology
	3	MEDB 5561	Responsible Conduct of Research
Computer-related Informatics	3	COMP-SCI 470	Introduction to Database Management Systems
	OR		
	3	COMP-SCI 371	Database Design, Implementation, and Validation
Genomics-related Informatics	3	LSCBB 5530	Cell and Molecular Biology I
	3	LSCBB 5520	Cell and Molecular Biology II
	3	LSMBB 5561	Biochemistry I
	3	LSMBB 5562	Biochemistry II
	3	BIOL 5519	Principles of Evolution
Thesis	3	MEDB 5599	Research and Thesis
	3	MEDB 5599	Research and Thesis
Total of at least 39 credit hours			

Specific course requirements and options are listed on the MSB, Individualized Informatics Program of Study, included in Appendix C on page 38.

MSB, Individualized Informatics

Students completing the MSB degree program without an emphasis are **required** to complete the following:

Area	Credit Hours	Available Courses	
Biostatistics	3	MEDB 5501	Applied Biostatistics I
	3	MEDB 5502	Applied Biostatistics II
Clinical Research Methodology and Ethics	3	MEDB 5510	Clinical Research Methodology
	3	MEDB 5561	Responsible Conduct of Research
Informatics (Must choose 2 classes from below – 6 credit hours total)	3	MEDB 5520	Introduction to Medical Informatics
	3	MEDB 5521	Clinical Bioinformatics
Required Electives 12 credit hours if student chooses Thesis 15 credit hours if student chooses Capstone			
Thesis or Capstone	3	MEDB 5599	Research and Thesis
	3	MEDB 559	Research and Thesis
	OR		
	3	MEDB 5595	Capstone Experience
Total of at least 36 credit hours			

Specific course requirements and options are listed on the MSB, Individualized Informatics Program of Study Form, included in Appendix C on page 38.

Elective Subjects

Students should work with their Faculty Advisor to determine the best elective subjects to complete their Program of Study. The course pool is broad, and includes graduate courses from the School of Medicine, Computing and Engineering, Biological Sciences, Nursing, Pharmacy, Dentistry, and the Bloch School of Business. Students in one emphasis area (e.g., Clinical Research) are encouraged to consider taking required courses from another emphasis area as elective coursework (e.g., Bioinformatics and Data Analysis). Elective courses that have been developed by Department Faculty are offered through the School of Medicine include:

- MEDB 5503 – Biostatistics III: Mixed Effects Models 3 credit hour(s)
- MEDB 5505 – Introduction to R Statistical Software 1 credit hour(s)
- MEDB 5507 – Introduction to SAS Statistical Software 1 credit hour(s)
- MEDB 5508 – Introduction to SQL 2 credit hour(s)
- MEDB 5509 – Machine Learning 3 credit hour(s)
- MEDB 5511 – Principles and Applications of Epidemiology 3 credit hour(s)
- MEDB 5512 – Clinical Trials 3 credit hour(s)
- MEDB 5513 – Overview of Health Services Research 3 credit hour(s)
- MEDB 5514 – Human Genome Epidemiology 3 credit hour(s)
- MEDB 5520 – Introduction to Medical Informatics 3 credit hour(s)
- MEDB 5521- Clinical Bioinformatics 3 credit hour(s)
- MEDB 5535 – Quantitative Aspects of Epidemiology 3 credit hour(s)
- MEDB 5540 – Multi-Disciplinary Seminar 1 – 2 credit hour(s)**
- MEDB 5550 – Health Outcomes Seminar 1 credit hour(s)
- MEDB 5560 – Medical Decision Making 3 credit hour(s)
- MEDB 5573 – Biostatistical Consulting Practicum 2 – 4 credit hour(s)
- MEDB 5589 – Special Topics; COVID-19 1 – 3 credit hour(s)
- Independent Study Options 1 – 6 credit hour(s)
- Internship Opportunities 1 – 6 credit hour(s)

****All students in the Master of Science Bioinformatics Degree program, who were admitted to the degree program prior to the Fall 2020 semester are required to attend at least two semesters of the Multi-Disciplinary Seminar (MEDB 5540); However, they do not have to enroll in the course for credit hours. All students admitted to the program for the Fall 2020 semester or later are required to the Multi-Disciplinary Seminar (MEDB 5540) for all semesters enrolled in the degree-seeking program; however, they do not have to enroll in the course for credit hours.**

Department of Biomedical and Health Informatics Faculty & Staff

PROGRAM ADMINISTRATORS

*Interdisciplinary Ph.D. Coordinator,
Vice Chair of Biomedical and Health Informatics*
Jenifer Allsworth, Ph.D.

Tel: (816) 235-1781
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Senior Student Support Specialist
Michelle Heiman

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SCHOOL OF MEDICINE ADMINISTRATORS

Chair of Biomedical and Health Informatics
Mark Nichols, Ph.D.

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Julie Banderas, Pharm.D.

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DEPARTMENT STAFF

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Ricardo Agrela Moniz

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Program Oversight and Committees

Several committees and councils play important roles in student admission, progression, and graduation.

Advisory Committee

The purpose of the External Advisory Committee is to gather a diverse group of individuals committed to making a positive impact on healthcare research by supporting, advising, and giving recommendations in the development, marketing, and community outreach of the UMKC Master of Science in Bioinformatics Program and the Graduate Certificate in Clinical Research Program.

Admissions Committee

The purpose of these committees is to select and admit qualified applicants to the MSB Program, Graduate Certificate in Clinical Research Program, and IPhD Primary and Co-Discipline Programs in Biomedical and Health Informatics. These committees are also responsible for determining admissions criteria and ensuring compliance with admissions policies and procedures.

Curriculum Committee

The purpose of the DBHI Curriculum Committee is to support the program faculty in curriculum design, course selection, and program evaluation. The Curriculum Committee also reviews student petitions for exceptions to a designated Program of Study or other requirements for graduation.

Graduate Programs Committee on Progression

The responsibility of the Graduate Programs Committee on Progression is the development of policies and procedures for academic assessment of students in the Master of Science of Bioinformatics, Graduate Certificate in Clinical Research, IPhD Primary / Co-Discipline in Biomedical and Health Informatics, and the Master of Science in Health Professions Education regarding academic progression, probation, dismissal, separation, and graduation. The Graduate Programs Committee on Progression assesses the status of individual students in order to make recommendations for progression, probation, dismissal, separation, and graduation to the School of Medicine Graduate Council. Student should become familiar with the policies and procedures of this committee. This document can be found in Appendix D on page 39.

Graduate Council

The Graduate Council oversees the academic aspects of the Graduate Programs at the School of Medicine. The Council reviews and formulates appropriate recommendations relevant to policies regarding student admissions, curriculum, and student assessment, graduation, dismissal, and discipline of each program in order to assure quality, adherence to regulations of UMKC's School of Graduate Studies, and appropriate consistency across programs. The Council will review and may make recommendations to the Dean of the School of Medicine to approve/disapprove policies and/or actions made by some of these committees. The Council may also remand an item back to a program committee or faculty member for further consideration. The Council makes final determinations regarding individual student academic progress. Student appeals regarding dismissal are

made to the Graduate Council. After careful consideration of such appeals, the Graduate Council makes the final determination. Further appeals regarding academic status decisions are made to the Dean of the School of Graduate Studies.

Grade appeals, following communication with the course instructor and program, may also be reviewed by this council. If the matter is resolved at the instructor level, the recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean. If it is not resolved, the student may appeal to the Dean through the Assistant Dean for Graduate Studies. Students should refer to the full grade appeal process provided later in the handbook for more details.

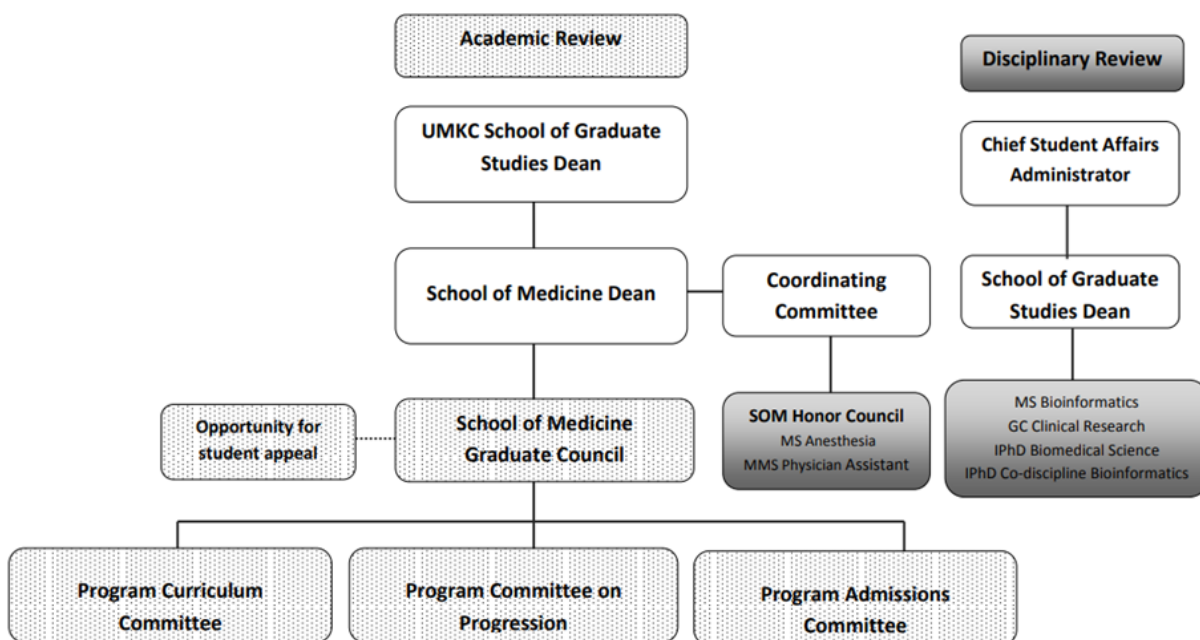
School of Graduate Studies

The minimum criteria for admission and progression/graduation are set by the Graduate Academic Regulations and Governing Councils of the UMKC School of Graduate Studies. Specific degree programs may define more stringent criteria. The Dean of the School of Graduate Studies enacts the procedures involved in investigation and managing reported violations in student conduct.

Office of Council on Evaluation

The Office of Council on Evaluation Staff conducts grade and degree audits to aid the Graduate Studies Student Progression Committee and Graduate Council regarding issues of student progression, probation, dismissal, separation, and graduation.

**UMKC School of Medicine
Graduate Programs Governance Chart**



University and School of Medicine Resources

School of Medicine Office of Student Affairs

The Office of Student Affairs provides comprehensive student support and assistance from admission through graduation. Many services are available at the School of Medicine or through referral to other UMKC offices or external resources.

Students are encouraged to contact the Office of Student Affairs. The Office of Student Affairs is available to discuss personal and/or professional matters that students may have.

Office of Student Affairs
2411 Holmes Street
Fourth Floor – Gold Unit M4-205
Kansas City, MO 64108

Tel: (816) 235-1900
Fax: (816) 235-5593

[Learn more about the Office of Student Affairs](#)

Academic Support

Learning resource specialist, study and organizational skills, and supplemental needs.

Learning Resource Specialist
Stan Viebrock, M.P.A.

Tel: (816) 235-6763
viebrockst@umkc.edu

School of Medicine, M4-229

Career Services

The Office of Career Services can assist students in the MSA, MSB, PA, and graduate certificate programs with CV preparation, cover letter review, and interviewing skills. Other presentations may be available upon request.

Career Advising Manager
Petra Bricker, M.A.

Tel: (816) 235-1931
brickerp@umkc.edu

School of Medicine, M4-205G

Wellness

The Wellness Program provides tools and skills to promote a healthy and balanced lifestyle. Services such as wellness planning, fitness and sports equipment checkout, wellness library, and monthly workshops and events.

Wellness Program Coordinator

Niloofar Shahmohammadi, M.A.

Tel: (816) 235-1862

shahmohammadin@umkc.edu

School of Medicine, M4-205E

Student Financial Counselling

The Financial Literacy Counselor is available for one-on-one counseling to review your individual finances, help you learn how to successfully create and work a budget, and discuss how to keep your loan debt as low as possible. Students will receive information about scholarships, financial resources in the community, and most importantly, students will gain a solid understanding of how the financial aid process works and what life in repayment may look like.

Financial Wellness Counselor

Kristin Brennon, AFC

Tel: (816) 235-1807

brennonk@umkc.edu

School of Medicine, M4-205B

UMKC Office of Financial Aid and Scholarships

The role of UMKC's Financial Aid and Scholarships Office is to help secure funding to assist students in paying for college. This funding can be in the form of scholarships, grants, student loans, and parent loans.

[Learn more about UMKC Office of Financial Aid and Scholarships](#)

Senior Coordinator

Dana Roberts

Tel: (816) 235-6781

dmeroberts@umkc.edu

Health Science Building, Suite 1418

Assistant Director

Michele Logue

Tel: (816) 235-6782

mrlogue@umkc.edu

Health Science Building, Suite 1418

Student Organizations

The School of Medicine has a wide range of student organizations. The School of Medicine student organizations are under the umbrella of the Medical Student Advisory Council (MSAC) and must follow their guidelines to receive funding through MSAC. All student organizations must be approved through the UMKC Student Life Office and should have a faculty and staff advisor.

[Learn more about the approval process & guidelines](#)

Many resources are made available to student organizations. Student groups are encouraged to take advantage of these resources, but also to understand the policies and procedures involved in accessing these. It is best to start well in advance of the anticipated need and consult with Student Affairs staff and Office of Student Involvement staff to navigate the process. In addition to the access to student activity fees, recognized student organizations have access to:

- Use of space at the School of Medicine
- Advising support
- Inclusion of events in the Student Affairs Announcements
- Public relations support
- Bulletin board space
- Leadership training

School of Medicine Office of Diversity and Inclusion

School of Medicine, M1-109

The school of Medicine Office of Diversity and Inclusion is located on the 1st floor Dean's Office quarters. The Office of Diversity and Inclusion serves as the School of Medicine's division for diversity initiatives, including:

- Support for under-represented minority recruitment and retention efforts
- Provides support and advocacy in academic, financial, and personal development matters for URM and other students
- Equal access and inclusion to emerging issues
- "Pipeline Programs": Saturday Academy/Summer Scholars
- Shannon Lectureship that addresses health disparities
- Community engagement and/or partnerships
- School of Medicine contact for harassment, discrimination, and/or issues of the learning environment.

Associate Dean of Diversity and Inclusion
Tyler Smith, MD., M.P.H.

Tel: (816) 235-1780

smithtk@umkc.edu

School of Medicine, M1-109

Coordinator of Strategic Initiatives
Rachel McCommon,

Tel: (816) 235-6251

mccommonr@umkc.edu

School of Medicine, M1-109

Office of Equity & Title IX

UMKC does not discriminate based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, in admissions, educational programs or activities, and employment. The

University complies with all federal and state laws and University of Missouri System policy regarding non-discrimination and affirmative action, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and the state of Missouri Human Rights Act Chapter 213 RSMO.

To ensure compliance with this policy, all University of Missouri prospective or enrolled students have available to them the Student Discrimination Grievance Procedure for resolving complaints and/or grievances regarding alleged discrimination related to recruitment, admission, treatment in an education program, student employment, or other matters relating to campus living or student life.

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: *“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistant”* – Title IX of the Education Amendments of 1972, and its implementing regulations at 34 C. F. R. Part 106.

Sex discrimination includes sexual harassment, assault, and/or violence. Title IX is often thought of as the law that applies to athletic programs. However, Title IX is much broader than athletics and applies to all programs at UMKC.

UMKC is dedicated to the safety and security of all our students, faculty, and staff. The Title IX Coordinator and Deputy Coordinators are trained to receive complaints of sexual harassment, sexual misconduct, sexual violence, and sexual assault from students, faculty, or staff and will coordinate with each other, as well as Campus Police and other campus Administrators and Officials to ensure that any complaints are resolved in an appropriate manner. The Office of Affirmative Action will provide the primary resource for the investigation of sexual harassment complaints and will coordinate with the Deputy Title IX Coordinators and Campus Police to handle complaints of sexual misconduct, sexual violence, and assault.

Title IX Coordinator and Director of Affirmative Action

KC Atchinson, J.D.

Tel: (816) 235-6705

atchinsonk@umkc.edu

Administrative Center, Room 212

[Learn more about UMKC Title IX Policies and Procedures](#)

LGBTQIA+ Programs & Services

The Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and Ally (LGBTQIA+) Programs & Services provides the campus community with resources, support, education, and advocacy such that the University of Missouri-Kansas City, and the community at large, is a welcoming and inclusive environment for all people, regardless of sexual orientation, gender identity/expression, or sex. In support of this, we offer:

- Safe space and diversity trainings for individuals, departments, and organizations.
- A variety of educational and social events throughout the year, most of which are free of charge.
- Campus and community resources – including references for counseling services.
- The Rainbow Lounge for relaxation, meetings, and studying.

Computers with free printing, television, and a large selection of LGBTQIA+ literature in our library.

Assistant Director of LGBTQIA+ Programs and Services

Kari Jo Freudigmann

Tel: (816) 235-1639

freudigmannk@umkc.edu

Office of Student Involvement, Suite 320

LGBTQIA+ Programs & Services

5100 Cherry St.

Student Union

Rainbow Lounge, Room 325

[Learn more about the LGBTQIA+ Programs and Services](#)

UMKC Veteran and Military Resources

The UMKC Veteran and Military Resource Center provides resources for student service members and veterans including information about campus resources and GI Bill Benefits. In Addition, the UMKC Student Veterans Organization, an affiliate member of Student Veterans of America, strives to provide veteran resources and support, opportunities for campus and community service, and opportunities for veterans and their families to socialize and network.

[Learn more about the Student Veterans Organization.](#)

[Learn more about the UMKC Veteran and Military Resource Center](#)

Assistant Director of Student Veteran Support Services

Eric Gormly

Tel: (816) 235-5599

gormlyea@umkc.edu

Student Union, Room 310

Student Disability Services

The Office of Student Disability Services is available to assist any University of Missouri-Kansas City student with a diagnosed disability that substantially limits the student in one or more major life areas. It is possible that a student may not have a diagnosed disability upon enrolling in a program at the School of Medicine but discover the disability when encountering difficulties while in our program. Because each person is unique, students are asked to contact this office for an appointment to discuss how they can best be of assistance.

Students in need of accommodations should contact the Office of Student Disability Services prior to the start of each semester to ensure there is adequate time for accommodations to be made.

Office of Student Disability Services
5110 Oak Street
Suite 225
Kansas City, MO 64110
Tel: (816) 235-5612
disability@umkc.edu

Call for an appointment or for more information.

[Learn more about UMKC Student Disability Services](#)

UMKC Counseling Services

The Counseling Center mission is to foster the psychological well-being, personal development, and educational potential of our diverse student, faculty, staff, and campus community. Services include assessment, counseling crisis intervention, alcohol/substance abuse prevention, and much more. The UMKC Counseling Center is available to all students. Students are provided an introductory assessment and eight sessions as a part of student fees and sessions after the initial eight are available at a minimal cost. Session allotment renews on August 1st of each year. Students who feel they may need these services are encouraged to contact the Counseling Center.

UMKC Counseling Services
5110 Oak Street,
Suite 201
Kansas City, MO 64112
Tel: (816) 235-1635

[Learn more about UMKC Counseling Services or Schedule an Appointment](#)

Student Healthcare Providers

School of Medicine faculty are not allowed to provide medical care to students. Faculty may only provide health care for a student in an emergency; once stabilized, student care must be transferred to another health care provider. Students may continue to receive health care from their personal provider or the UMKC Student Health and Wellness staff can provide quality health care

and health promotion to students. If a student's healthcare needs cannot be met at Student Health, the staff will assist the student in finding the appropriate health resources.

[Learn more about UMKC Student Health and Wellness, Fees, and Operating Hours.](#)

UMKC Police Department and Safety Information Center

Police Officers and Security Guard Patrol are positioned across campus to provide safety services 24 hours a day, 7 days a week. Emergency phones are located beneath blue lights in parking and walking areas across campus. You can use these phones to ask for directions or to report a crime/accident.

UMKC Police Department and Safety Information Center
5005 Oak Street
Kansas City, MO 64112
(816) 235-1515
umkcpd@umkc.edu

Other police services include:

- Safety Escort Services
- Property Registration
- Lost & Found
- Fingerprinting
- Vehicle Assistance
 - Accident Report Requests
 - Jumpstart Assistance
 - Vehicle Lockout Assistance

There is a \$20 fee for fingerprinting, per card.

[Learn more about UMKC Police Department and Safety Information](#)

UMKC Alert!

UMKC Alert! Provides emergency voicemail, text, and email notifications regarding inclement weather reports, campus closures, and more. The information is also posted on the website and gives notices to radio and television news media outlets.

Students can update UMKC! Via Pathway or the official website.

[Learn more about UMKC Alert!](#)

UMKC Rise: Resources, Intervention, Support & Education

The mission of RISE is to positively impact UMKC's response to all forms of sexual harassment, including sexual assault and sexual violence, gender-based violence, stalking, and relationship abuse, through support services, advocacy, training, education, and outreach to our campus and the Kansas City community.

RISE: Resources, Intervention, Support & Educations provides:

- A safe space for confidential support for victims, survivors, and their allies
- Referrals and information to those affected by sexual assault and sexual violence, gender-based violence, stalking and relationship abuse
- Assistance working with UMKC, KCPD law enforcement, and court systems to provide victims and survivors with information and resources to pursue their desired legal options
- Filing assistance for Ex Parte Order of Protection (“Restraining Order”)

Advocacy and Crisis Intervention Specialist and T9 Educational Compliance Administrator

Michelle Kroner

Tel: (816) 235-1652

kronermm@umkc.edu

Haag Hall, Room 108C

[Learn more about UMKC RISE: Resources, Intervention, Support & Education](#)

Health Sciences Library and Library Services

School of Medicine, M2-101

The Health Sciences Library is in the School of Medicine. The staff includes Clinical, Medical, and Reference Librarians who are available to assist students in accessing resources. Clinical and Medical Librarians are available to teach information literacy skills. They help the individual to frame research questions that can be explored in the literature. They may help acquire and utilize information resources that support research and scientific practices.

The library has a group study room (available for reservation) as well as individual study carrels for quiet study. There are movable tables and chairs for accommodating groups as well as wireless access to the UMKC network.

The library has over 30 computers available and provides access to research materials and databases for your use. Many of our current medical journals are available online and there is remote access off-campus to most of our resources.

[Learn more about accessing our resources remotely](#)

The UMKC Health Sciences Library website provides the following services:

- Learn to use Medline and CINAHL
- Borrow items from other libraries
- Renew books and reserve materials
- See Five Tips for searching PubMed
- Get assistance in finding medical articles, class links, evidence-based medicine links

Graduate Student Lounge and Lockers

School of Medicine, M3-C29

The Graduate Student Lounge is outfitted with tables, chairs, microwave, and refrigerator, and may be used as a study/group-meeting area for all School of Medicine graduate students. The passcode to the entrance will be provided to the SOM graduate student only and should not be distributed to non-SOM graduate students. It is the responsibility of the students to ensure that the general tidiness of the lounge is kept up. This applies to cleaning spills in the microwave, tables, and refrigerator.

To obtain the passcode to the Graduate Lounge, please contact the Ricardo Agrela Moniz.

Senior Office Support Assistant

Ricardo Agrela Moniz

Tel: (816) 235-1828

rmoniz@umkc.edu

School of Medicine, M5-101

Lactation Room

School of Medicine, M2-309

The Lactation Room for nursing mothers is available on the second floor of the School of Medicine to serve faculty, staff, residents, and students. The area is approximately 68 square feet and has been outfitted with a comfortable chair, small refrigerator, sink and a combination access door handle. The room is also equipped with an "In Use" light. The room access code can be obtained by contacting the Graduate Medical Education Office at (816) 235-6627 or by stopping by Room M2-202.

Closing of Campus

The Chancellor, at their sole discretion, shall determine whether it is required to cancel classes and/or close the university based on the events of severe weather, natural disasters, act of terrorism, workplace violence, or significant utility outages. Should the Chancellor determine that classes are to be cancelled and/or the university closed due to any of these conditions, there will be no School of Medicine course activities that day. This includes scheduled lectures, laboratories, and learning activities.

Graduate Writing Resources

The Graduate Writing Initiative (GWI) is a cross-campus partnership that exists to support graduate students in their research and writing. The Graduate Writing Initiative provide:

- Learning & Resources
- Community, Space & Accountability
- Mentorship

Academic Support and Mentoring

5000 Holmes St.

Kansas City, MO 64110

umkcas@umkc.edu

[Learn more about Graduate Writing Resources and Graduate Writing Initiative \(GWI\)](#)

Academic Information, Policies, and Procedures

UMKC Email and Single Sign-On (SSO)

UMKC email is the official means of communicating with students. Students must maintain their mailbox to be eligible to receive program-related emails. Faculty and staff will not rely on non-UMKC email addresses to communicate with students. Students must keep their Single Sign-On (SSO) and password active to access Blackboard and other course-related sites and resources.

Tuition, Fees, and Other Program Costs

Students are responsible for managing tuition and fee payments. Students with outstanding balances may be ineligible for course enrollment. Students are responsible for knowing the conditions for refund upon course withdrawal and the impacts of drop dates and financial aid. Policies and procedures are found on the Cashiers and Collections website.

Students in the graduate programs offered by the Department of Biomedical and Health Informatics are charged the current hourly rate for “graduate” tuition. If the student receives tuition assistance or scholarship from the School of Medicine or UMKC, this may be reviewed each semester and is subject to change.

[Learn more about Cashiers and Collections](#)

Program of Study

To earn the Master of Science in Bioinformatics Degree, students must progress through the Program of Study as designed, and in accordance with the requirements set by the DBHI Curriculum Committee and the School of Medicine Graduate Studies Committee on Progression. Students must demonstrate certain competencies and academic achievements before defending their Master’s Thesis or Capstone Project. To qualify for graduation, students must complete all requirements as outlined by the Department of Biomedical and Health Informatics discipline and the Graduate Studies Committee on Progression. For information pertaining to the criteria for promotion, probation, separation, and graduation and the policies and procedures that apply to each, please refer to *Appendix D “Graduate Studies Committee on Progression Policies and Procedures”*.

Students should submit an initial Program of Study Form during the first semester of enrollment, and a final form once completing 60% of the academic program, per the UMKC Master’s Degrees Academic Regulations. If there are additional changes, an updated form must be submitted with the student’s Application for Graduation Form, so that the Registrar’s Office can evaluate the student’s enrollment. Program Administrators will work with students to submit approved Program of Study Forms. *See Appendix C for specific Program of Study Forms for the Master of Science in Bioinformatics.*

Any exception to the degree requirements as listed on the Program of Study form must be requested through a written petition. Students should email the Academic Advisor in the Department of Biomedical and Health Informatics with their requests (e.g.,

course substitutions). The DBHI Curriculum Committee will review petitions and communicate the result to the student. It is important that the petition include any necessary documents as attachments for a timely decision.

Deficiencies

The Admissions Committee (AC) reviews and evaluates all applications for admissions to DBHI degree programs. Frequently, they review applications from students whose past academic record showed strong positive indications for success as a graduate student yet have not satisfied all courses needed for full admissions. The Admissions Committee may offer these students admission to the program on a conditional basis and compile a list of “deficiency courses”. The successful completion of these courses with a grade of B or higher will be a condition of full admission to the program. The student is contractually obligated to complete all deficiencies as soon as possible. The committee creates this list based on the transcripts submitted by the applicant. Students may petition to waive deficiencies if they can show they have previously successfully completed the requirement. Students should meet with their faculty advisor to initiate this type of petition. The written petition with all the needed supporting documentation (such as course syllabus) attached, must be submitted no later than four weeks (two weeks for summer) before the end of the first semester of enrollment.

The decision of the committee is final and can be one of three:

- The waiver is granted
- The student is allowed to take the examination
- The waiver is denied, and the student must pass the class with a B or higher

The Committee’s decision is final. If the student is allowed to take an examination, it must take place no later than the second semester of enrollment. The student may take the exam only once. If the student does not perform satisfactorily on the exam, then the student must enroll in the course to satisfy the deficiency requirement. All deficiencies must be satisfied within three semesters of admission. If deficiencies are not satisfied within this time period, enrollment will be limited to deficiency courses until all deficiencies have been satisfied.

Transfer Credit

A maximum of 20 percent of the graduate credit hours appearing on the Program of Study (rounded up) may be transferred from a recognized school for a Master’s Degree at UMKC. Such transfer credits must meet with approval of the student’s faculty advisor and the DBHI Curriculum Committee, and be in accordance with all of the following criteria:

1. The coursework must be:
 - a. Offered by an accredited school.
 - b. Applied toward a graduate degree at the host institution and taken for graduate credit.
 - c. Approved by the appropriate graduate faculty.
2. A grade of B (3.0) or higher for 300- and 400-level courses and C (2.0) or higher for 5000-level courses or other courses restricted to graduate students only must have been earned. (CR or P will be accepted on receipt of statement from the institution where credit was received of letter grade equivalent meeting grade standards as stated above).

Transfer credit may be allowed for correspondence courses, provided the credits meet the criteria outlined in 1 and 2 above. Transfer credit will not be accepted for Research and Thesis/Dissertation hours (defined by UMKC), travel experience or work/life experience. Foreign university transfer credit must meet the above criteria as attested by the registrar.

A majority of the coursework applicable to any graduate degree at UMKC must be completed at UMKC. UM travelling scholar credits are not considered transfer credits. However, the sum total of credits from other UM campuses, and other transfer credits (not more than 20% of the total credits) cannot exceed 14 credits on a 36-credit Master's Degree Program, or proportional equivalent (approximately 46%) on programs exceeding 30 credits; and must be within the limits stated above.

A student who has been awarded a Master's Degree at UMKC or another regionally accredited graduate school may petition the faculty to apply up to six hours of graduate credit earned on the first degree toward meeting the requirements of a second Master's Degree. Credit not from UMKC will be subject to all preceding transfer credit criteria, if approved.

After approval of the Program of Study, graduate credit may be earned at another institution only with prior approval of the Dean of the School of Graduate Studies. Forms to request such approval are available from the Registrations and Records Office. A current catalog of the institution where the course is to be taken or an official catalog description of each course must be attached to the request form. The official transcript for such work must be forwarded to the Registration Office upon completion of the course.

Final approval for transferred credit hours is subject to acceptance by the UMKC Office of Registration and Records.

Auditing a Course

Students who are actively enrolled in a graduate or doctoral program at UMKC and are in "good standing" may choose to audit a course. Students are required to enroll for the course using the Pathway system. A graduate student should not take a course for audit if that student plans to take the course for credit. Once a course has been audited by a student, the student cannot take the course for credit later in the program. A graduate student cannot change a course to audit after the eighth week of the fall and spring semesters or after the fourth week of the summer semester. Changes to audit status must have the permission of the course instructor, as well as be within the allowable period. Students will be charged the standard tuition and fees for courses taken for audit.

Grade Appeals for Graduate Courses

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor and should be included in the course syllabus. This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

1. The assignment of a grade to a particular student on some basis other than the performance in the course.
2. The assignment of a grade to a particular graduate student according to more exacting or demanding standards than were applied to other graduate students in the course.

3. The assignment of a grade by a substantial departure from the instructor's standards as detailed in the course syllabus.

Students will follow these steps to pursue a grade appeal:

1. A student who charges that they were graded capriciously must initiate the grade appeal process by notifying the Assistant Dean for Graduate Studies in writing of their intent to do so. This dated correspondence must clarify how their grade was assigned capriciously (as defined in 1-3 above), and it must identify the grade he/she believes they should receive.
2. The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the succeeding regular academic semester. If the matter is resolved at the instructor level, the recommendation to accept the grade appeal is presented to the School of Medicine Graduate Council for review and recommendation to the Dean.
3. If the matter cannot be resolved by consultation with the instructor, the student should appeal, in writing, to the department chair within fourteen (14) consecutive calendar days after notification of the decision of the instructor. If the instructor fails to respond to the student request to discuss the course grade within 14 days of the request, the student should appeal, in writing, to the department chair. If the matter is resolved, the department chair's recommendation to accept the grade appeal is presented to the SOM Graduate Council for review and recommendation to the Dean.
4. If the matter is not resolved at the department or program level, or if the course is multidisciplinary, the student may appeal, in person and writing, to the School of Medicine Dean through the following process. The student may appeal to the Assistant Dean for Graduate Studies within fourteen (14) consecutive calendar days after notification of the decision of the department chair or instructor, respectively. After the student's appeal to the Assistant Dean, an ad-hoc committee to review the record and provide advice on the matter may be appointed by the Assistant Dean. The student may have additional input at this level by submitting written correspondence expressing his/her views concerning the grade appeal or by submitting other supporting documentation. The recommendation of the Assistant Dean (or ad-hoc committee if applicable) will be forwarded to the Graduate Council for a review and recommendation to the Dean of the School of Medicine for official determination. The final decision of the Dean will be communicated to the student, the instructor, and department chair or program director.
5. If the matter is not resolved within the School of Medicine, the student may appeal to the Provost. This appeal must be made within ten (10) consecutive calendar days after notification of the decision of the Dean.
6. The Provost or designated representative shall review the full record of the case and appeal documents. At this level, the Provost may appoint an ad-hoc academic appeals committee to review the record and provide advice on the matter. The decision of the Provost is final and will be communicated to the student, the instructor, the Department Chair, and the Dean of the School of Medicine.

Access to Student Records

All student educational records are protected by FERPA (Family Education Rights and Privacy Act) as described in the University Collected Rules and Regulations, section 180.020 Student Records.

The School of Medicine does maintain academic and disciplinary student records. A student may request access to their own academic and/or disciplinary records which are kept secure and separate. A student may not access other individual student records. Academic records include information concerning a student's admission status and academic status (progression, probation, separation, dismissal, and graduation). To gain access to records, a student must make an appointment with the Office of Evaluation, which is located on the First Floor of the School of Medicine. A student may not remove records but may privately review them in the Office of Evaluation.

Financial records are maintained by the UMKC Cashiers and Collections and Office of Financial Aid. Transcripts are maintained by the UMKC Office of Registration and Records.

[Learn more about FERPA](#)

[Learn more about Student Records and Information](#)

Assessment Responsibilities

The completion of course, instructor and program evaluations are strongly encouraged. The faculty and staff appreciate constructive student feedback and may make course and curriculum changes based on student evaluations and suggestions. Students may be asked to evaluate services and resources available at UMKC and/or the School of Medicine. Graduates will be asked to complete a program assessment post-graduation.

Standard Conduct:

University of Missouri Student Standard of Conduct

Chapter 200 of the UM Collected Rules and Regulations outlines the Standard of Conduct all students are expected to uphold as well as the rules and procedures for student disciplinary matters. The conduct code is designed to ensure social responsibility, academic integrity, and the safety of our community. Students found to be in violation of the Standard of Conduct may face formal sanction, ranging from warning to expulsion. Students have the right to a formal hearing.

[Learn more about UM Collected Rules and Regulations - Chapter 200.](#)

Academic Honesty

Student's enrolled in UMKC courses assume an obligation to behave in a manner compatible with the University's function as an educational institution as described in the University Collected Rules and Regulations Chapter 200 Student Conduct, section 200.010 Standard of Conduct. Conduct for which students are subject to sanctions includes academic dishonesty, such as cheating, plagiarism, or sabotage. Conduct for which students are subject to sanctions are outlined as follows:

- Cheating includes but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests or other

academic material belonging to a member of the University faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations.

- Plagiarism includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of 22 materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
- Sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

Suspected Violations of Standard of Conduct

Students found to be in violation of the Standard of Conduct may face formal sanction, ranging from warning to expulsion.

Students have the right to a formal hearing as outlined in the Rules of Procedures in Student Conduct Matters. When academic dishonesty within a course is admitted by the student or confirmed by evidence, the faculty will assign the outcome described in the course syllabus (e.g., failing grade for an assignment or exam,). Additionally, the faculty are required to refer the incident to the Assistant Dean for Graduate Studies, who will gather information and report the incident with recommendations to the Dean of the School of Graduate Studies. The Dean of the School of Graduate Studies will implement the formal procedures.

[Learn more about the Rules of Procedures in Student Conduct Matters.](#)

Enrollment Policies To remain in good standing, the student must be continuously enrolled each fall and spring semester until the degree is awarded. The student must be enrolled in the semester in which the degree will be awarded. Students who fail to follow the above policies will need to re-apply for admission to the program under the degree requirements in effect at the time of re-admission. They will be unable for enrollment until they are re-admitted. Students who are unable to enroll during consecutive semesters will need to request a leave of absence.

Academic Course Loads

A graduate student enrolled in the fall or spring semester in nine (9) or more credit hours is considered full time. A graduate student enrolled in the summer semester in five or more credit hours is considered full-time. Any student enrolled in six (6) or fewer hours during fall and spring semesters, and three (3) hours in the summer semester is considered part-time. A student's academic load may be restricted as deemed fit by the student's Faculty advisor or the Graduate Studies Student Progression Committee. International students may be asked to take an English Proficiency Test administered by the International Student Affairs Office. Performance on the test may result in recommendations that the student take one or more English language courses during the first semester. It is strongly recommended that the student abide by those recommendations. International students should also confirm with their advisor in the International Student Affairs Office whether they are eligible to enroll part-time.

Attendance Policies

Attendance at all instructional periods is expected, however it is often inevitable that students must be absent. Completion of any assignment, content or exam missed is the responsibility of the student and is at the discretion of the course director. Students participating in on-line classes, should follow the schedule and deadlines outlined by the course syllabus closely.

Students summoned to serve jury duty should act immediately once the summons is received. Many jurisdictions allow postponements for currently enrolled students, but the student must research and request this in a timely matter. Students registered in the Jackson County, MO jurisdiction can find additional information online.

[Learn more about Jackson County, MO Jurisdiction.](#)

Academic Standing

The student must maintain at least a 3.0 GPA every semester. Deficiency courses, if any, must be passed with a B (3.0) or higher. A 400-level course in which the student receives a grade lower than B (3.0) cannot be used to satisfy the degree requirements. Similarly, a 5000-level course in which the student receives a grade lower than C (2.0) cannot be used to satisfy the degree requirements. However, all grades for courses taken for graduate credit shall be used in the calculation of the current GPA. No more than one grade below B (3.0) in a course taken for graduate credit can be applied toward the degree.

Academic Probation, Separation, and Graduation

Please see Appendix D for specific policies and procedures related to Academic Probation, Separation, and Graduation.

Level of Absence

A leave of absence may be granted for personal, medical, emergency, or administrative reasons. Refer to the School of Medicine Graduate Programs Committee on Progression policy (Appendix D) for Leave of Absence definition, process, and procedure.

Withdrawal from Program/School of Medicine

Refer to the SOM Graduate Programs Committee on Progression policy (Appendix D) for withdrawal process and procedure.

The Five-Year Rule

The Master of Science in Bioinformatics Degree program is designed so that students are continuously involved in coursework, applied applications, or research, so that a full-time student will typically complete the program within two years. If a student has been in the Master's program for five years and has not fulfilled all degree requirements, the faculty may elect to put the student on inactive status. Inactive status can only be maintained for two semesters before a student will be discontinued from the program. During those two semesters, the student must submit a plan to complete his or her Master's program. The plan must be approved by the student's Faculty Advisor and must specify their expected date of completion. If the DBHI Curriculum Committee adopts the plan, then the student is expected to finish their degree within the time frame specified. Unless the faculty votes to make an exception, no student will be permitted to remain in the program for more than seven years without completing their

degree requirements. In case of rare circumstances, a student may be permitted to continue beyond seven years. By university policy, only six credits for courses completed seven years ago or longer can be counted towards the degree requirements.

APPENDIX A:

Procedures for Managing Suspected Violations of Standard Conduct and Professional Standards

Version 2013.1

All students at the University of Missouri–Kansas City are expected to abide by the Standard of Conduct as described in the University of Missouri System Collected Rules and Regulations, Chapter 200 Student Conduct, section 200.010 Standard of Conduct. In addition, students in the M.S Anesthesia and M.M.S. Physician Assistant Programs must abide by the School of Medicine Standards of Professional Conduct. The conduct code is designed to ensure social responsibility, academic integrity, and the safety of our community. Students found to be in violation of the Standard of Conduct may face formal sanction, ranging from warning to expulsion. Students have the right to a formal hearing.

The following procedures should be followed by instructors when confronting alleged academic dishonesty. It is important to emphasize that when any form of academic dishonesty is suspected, the instructor should approach the situation from the perspective of due process rather than punishment.

1. The instructor should first meet with the student to explain how the student’s conduct or scholarly work has raised the suspicion of cheating, plagiarism or sabotage or violation of the Standards of Professional Conduct (Honor Code). At this point, evidence from both parties will be discussed and this may lead to various outcomes including, but not limited to dismissal of the allegation based on evidence provided by the student; receipt of a failing grade for an assignment, exam, or course, as appropriate; an opportunity for other learning opportunities or assignments to be levied to benefit the student’s understanding or mastery of content; or, moving the process forward in the informal discovery process.
2. If academic dishonesty is either admitted or confirmed by evidence, the faculty should employ an independent 3rd party “investigator” (the Assistant Dean for Graduate Studies) to meet with the faculty member and student to review issues and make recommendations regarding sanctions as indicated. The next steps depend on the student’s Program of Study.
 - A. M.S. Anesthesia or M.M.S. Physician Assistant Students:
 - a. The investigator will refer the alleged incident to the School of Medicine Honor Council for investigation and recommendation.
 - b. The Honor Council will undertake a review of the alleged incident and associated evidence, as appropriate. This will include meeting with the involved faculty, students, witnesses, and others deemed appropriate. The following sanctions may be recommended:
 - i. **Warning** (Note: the warning will be forwarded to the student and goes into web-based records so that other faculty can be alerted to previous misconduct.)

- ii. **Probation** (Note: probation may be rendered for any length of time deemed to be appropriate for the given academic dishonesty infringement.
- iii. **Suspension**
- iv. **Dismissal**

c. Recommendations will be made to the SOM Dean via Coordinating Committee.

d. The Dean will make the final determination.

e. A letter will be sent to the student indicating that the review has occurred, and the student can either accept the sanctions or appeal to the Chancellor.

B. All other School of Medicine graduate and doctoral students

a. If sanctions are indicated, the “investigator” will notify the Dean of the School of Graduate Studies in writing of the allegations and make recommendations regarding sanctions. The following sanctions may be recommended:

- i. **Warning** (Note: the warning will be forwarded to the student and goes into web-based records so that other faculty can be alerted to previous misconduct.)
- ii. **Probation** (Note: probation may be rendered for any length of time deemed to be appropriate for the given academic dishonesty infringement.
- iii. **Suspension**
- iv. **Dismissal**

b. The Dean of School of Graduate Studies will undertake a review of the alleged incident and associated evidence. If he/she feels that the sanctions are indicated, a letter will be sent to the student explaining that the review has occurred, and the student can either accept the sanctions or appeal. If the student appeals, then a formal process will be initiated through the Vice Provost for Academic Affairs Office to convene an honor council review of the alleged incident.

APPENDIX B

Good Practices in Graduate Education at UMKC

Graduate student progress toward educational goals at the University of Missouri-Kansas City is directed and evaluated by an advisor and a graduate committee. These individuals provide intellectual guidance in support of the scholarly and artistic activities of graduate students. The advisor and the graduate committee are also charged with the responsibility of evaluating a graduate student's performance in research and creative activities. The graduate student, the advisor, and the graduate committee, then, comprise a basic unit of graduate education. It is the quality, breadth, and depth of interaction in this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high-quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

A major purpose of graduate education at the University of Missouri-Kansas City is to instill in each student an understanding of and capacity for scholarship, independent judgment, academic rigor, and intellectual honesty. The Graduate Council, as representatives of the Graduate Faculty, and the School of Graduate Studies believe it is the joint responsibility of faculty and graduate students, as responsible members of a community of scholars, to work together to foster these ends through relationships which encourage freedom of inquiry, demonstrate personal and professional integrity, and respect the dignity of all persons. Therefore, the Graduate Council and the School of Graduate Studies set forth the following standards and encourage both graduate students and graduate faculty to apply them in order to enhance the graduate experience.

As a community of scholars, we believe that the graduate student should:

- Conduct themselves in a mature, professional, and civil manner in all interactions with faculty and staff.
- Recognize that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.
- Recognize that the research advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research because careful, well-conceived research reflects favorably on the student, the faculty advisor, and the University.
- Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- Acknowledge the contributions of members of the research team to the student's work in all publications and conference presentations.
- Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication.

- Take primary responsibility to inform themselves of regulations and policies governing their graduate studies.
- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advance the field.
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

In like manner, we believe that the faculty advisor should:

- Create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- Familiarize themselves with policies that affect their graduate students.
- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation; and delineate the amount of time expected to complete each step.
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field.
- Help students develop artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, in accordance with the expectations of the discipline.
- Assist graduate students to develop grant writing skills, where appropriate.
- Take reasonable measures to ensure that each graduate student initiates thesis or dissertation research in a timely fashion, when appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings.
- Create an ethos of collegiality so that learning takes place within a community of scholars.
- Counsel students on employment opportunities.

DBHI Procedure for Advising and Enrolling:

- New students will be assigned a faculty advisor once they are admitted to a program.
- Students should initiate a meeting with their faculty advisor as early as possible to plan for first semester enrollment, and to discuss their goals, research interests, and pace for completing the program (full-time vs. part-time).
- Faculty advisors will help track student progress by meeting students in person at least once each semester.
- Graduate students should initiate other meetings as necessary (internship discussions, electives selection, etc.).
- Before students have completed 60% of their course work, they should meet with their graduate advisor to finalize a Program of Study form.
- Completed Program of Study forms need to be signed and submitted to the department Academic Advisor. They will be filed with the School of Graduate Studies and the Office of Registration and Records.
- Students should work with their faculty advisor to develop a three-member graduate committee that will help guide their final Thesis or Capstone projects. Faculty advisors may serve as thesis and capstone committee chairs or members when appropriate.

- The graduate student is free to choose a different faculty advisor as needed throughout the program.

APPENDIX C

Program of Study Form

The Program of Study form, and all other forms, for the Master of Science in Bioinformatics can be found on the UMKC School of Graduate Studies website.

[Learn more about Forms for Graduate Students](#)

APPENDIX D

UMKC School of Medicine, Graduate Programs Committee on Profession, Policies, and Procedures

University of Missouri-Kansas City School of Medicine

Graduate Programs Committee on Progression

Version 5_2017

PREFACE

This manual describes policies and procedures for determining a graduate student's status in the University of Missouri-Kansas City (UMKC) School of Medicine. These apply to students in school of medicine graduate programs excluding those enrolled in the Master of Science in Anesthesia & Master of Medical Science Physician Assistant programs. Students should become thoroughly familiar with this information and assume responsibility for knowing and complying with these guidelines. All statements in these guidelines concerning policies, procedures, and regulations by the University of Missouri-Kansas City School of Medicine are subject to change. They are not offering to contract. The UMKC Catalog is an additional source of information regarding overall University policies. In several instances, noted subsequently in this manual, School of Medicine policies differ from, and supersede university policies.

Students are responsible for knowing their academic status by referring to their official permanent academic record on file at the School of Medicine and with the UMKC Registration and Records Office, and through official transcripts. Additional unofficial information, such as scheduling, and evaluations are also accessible through Pathway and program tracking systems.

The responsibilities of the Graduate Programs Committee on Progression are the development and application of policies and procedures regarding student progression towards graduation. This committee makes recommendations to the School of Medicine (SOM) Graduate Council. Recommendations made by the Graduate Programs Committee on Progression are designed to ensure the positive progression of students who clearly demonstrate growth in knowledge, skills, and abilities resulting in evidence-based competencies consistent with the student's level of training.

The committee is scheduled to meet on a semester basis to evaluate student progression and to determine eligibility for graduation and promotion. The committee may meet by email to conduct business when deemed appropriate by the committee chair. The meeting may be canceled when there is no business to conduct.

STATEMENT OF HUMAN RIGHTS

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, and status as a Vietnam era veteran. The Equal Opportunity and Affirmative Action Office, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs.

STATEMENT ON DISCRIMINATION, INTIMIDATION, AND SEXUAL HARRASSMENT

The faculty, administration, staff, and students at the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to always create a culture of respect everywhere on campus and through our actions and speech. As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, rank, or any other characteristic will not be tolerated.

Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the course director, department chair, School of Medicine Office of Diversity and Inclusion (Samuel Turner, J.D., Associate Dean 816-235-1780), and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at (816) 235-1323. All formal complaints will be investigated, and appropriate action taken.

Under the University of Missouri's Title IX policy, discrimination, violence, and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC's Title IX Office webpage.

[Learn more about UMKC's Title IX Office](#)

Title IX Coordinator and Director of Affirmative Action

KC Atchinson, J.D.

Tel: (816) 235-6705

atchinsonk@umkc.edu

Administrative Center, Room 212

Additionally, you can file a complaint using UMKC's online discrimination complaint form.

[Learn more about UMKC's Online Discrimination Complaints](#)

STUDENT RECORDS

Official student records in the School of Medicine are permanently kept in the Office of Council on Evaluation. Students with proper photo identification may review their SOM student files any time during regular office hours. All records are strictly confidential. Access to a student file, other than to the student, is limited to authorized personnel. Unofficial information, such as scheduling, grades, and evaluations are also accessible through Pathway and program tracking systems.

The School of Medicine follows and adheres to the Policy on Student Records as adopted by the Board of Curators. The purpose of this policy is to set forth the guidelines governing the protection of the privacy of student records and to implement The Family Education Rights and Privacy Act of 1974, also known as FERPA.

If a student wishes to have any person other than authorized personnel review their official record, a FERPA Release of Confidential Information form authorizing release of information to that person must be submitted and maintained in the student's file. Each FERPA Release form is valid for 90 days.

POLICY APPLICABILITY

The Graduate Programs Committee on Progression policies and procedures apply to all School of Medicine graduate students, excluding those enrolled in the M.S. Anesthesia or M.M.S. Physician Assistant programs. In addition to the policies outlined in this manual, students should seek advisement regarding curriculum requirements from the Program Academic Advisor and their faculty advisor.

POLICY AND STUDENT RESPONSIBILITY

1. Policies and procedures are adopted by the committee that explicitly define criteria for maintaining a student in good academic standing while enrolled in a School of Medicine graduate program, including, but not limited to required competencies and associated timelines necessary to justify progression. These policies are minimally consistent with the UMKC Graduate Academic Regulations as outlined in the course catalog. Students are responsible for keeping apprised of their academic status by referring to term grades and their permanent academic record on file in the UMKC Registration and Records Office, these can usually be accessed via Pathway.

CRITERIA FOR RETENTION, PROBATION, SEPARATION, AND GRADUATION

The committee's recommendation for retention, probation, separation, and graduation from SOM graduate programs are governed by the following criteria:

2. **Retention** - Students must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the department.
3. **Probation** - Students who meet criteria for probation are immediately subject to the customary probation stipulations listed below, regardless of "official" notification from an Education or Program Coordinator, or other School of Medicine program official(s).
 - a. Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate advisor." The Principal Graduate Advisor will review the student's progress and provide counsel, and the following conditions apply:
 - i. While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.
 - ii. A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the **cumulative** GPA fell below 3.0 will be declared ineligible to re-enroll (eligible for separation).
 - iii. A graduate student on probation will not be restored to good standing until a **cumulative** graduate-credit GPA of at least 3.0 is achieved.

- b. Any student retained (avoiding separation) in the program regardless of current GPA is on probation.
 - i. While on probation the student must achieve a **3.0 term GPA**.
 - ii. Duration of probation and return to good standing will be outlined by the Committee on Progression.

4. **Separation** – Dismissal from program.

A student who meets criteria for separation is invited to appear before the Committee on Progression to present reasons why they should be retained within the program. Students meet criteria for separation if any of the following occur:

- a. Failure to meet requirements for retention.
- b. Failure to meet probationary stipulations.
- c. When the department, school, or Interdisciplinary PhD. Supervisory Committee, irrespective of a student's grade-point average, considers a graduate student's performance to be unsatisfactory.
- d. Non-adherence to program, school, and/or university policies.
- e. Failure to return to the program from an approved Leave of Absence or failure to enroll in coursework for 2 consecutive semesters (Fall & Spring) without an approved leave of absence.

5. **Graduation** – A student who has completed the recommended Program of Study and is compliant with the program, school, and university policies. Students may elect to fulfill either the degree requirements in effect at the time of their original admission (provided there has not been a lapse in attendance at UMKC of more than two consecutive terms) or the degree requirements in effect at the time of advisement into a planned graduate Program of Study.

- a. Students meet the recommendations for graduation if the following are achieved:
 - i. Completion of the required Program of Study.
 - ii. Final GPA at the time the degree is conferred (graduate certificates, masters, and PhD. degrees) must be 3.0 or higher for courses completed on the Program of Study.
 - iii. 80% of Program of Study hours completed with a 3.0 (B) or higher.
 - iv. No 5000 level or higher graduate course grade of C- or lower may count toward the degree.
 - v. No course at the 300- or 400-level taken on a credit/no credit basis and no 300- or 400- level course with a grade below B- (2.7) may count toward the degree.
 - vi. Exceptions to the above policies require a petition signed by the student's advisor and the Dean of the School of Graduate Studies.
- b. Thesis and dissertation students must also meet the following requirements:
 - i. Must follow the established format regulations for theses and dissertations (T/Ds) at UMKC, set by the School of Graduate Studies, guided by the Graduate Office Committee – [UMKC Guide to Formatting Theses and Dissertations](#).
 - ii. Approval of the T/D by the degree candidate's supervisory committee, which may include completing a Master's Pre-Oral Defense or Doctoral Dissertation Pre-Oral Defense and a final T/D defense of the work. These steps require specific forms to be submitted to School of Graduate Studies.

- iii. Submission of final appropriately formatted T/D to School of Graduate Studies and notice of SGS Review and Certification of Acceptance of T/D provided to department.
 - c. Completing the degree recommendations does not automatically result in conferral of the degree. Please refer to UMKC Catalog for further graduation requirements.
 - i. Students must be enrolled in at least 1 credit hour during the semester the degree is awarded.
 - ii. Students must request that the University review their academic record and certify that degree requirements have been met. To make this request, students must file applications for graduation with the registrar no later than the end of the fourth week of the semester in which the degrees will be completed. Students must complete graduation application during semester degree is awarded.

PROCESS AND PROCEDURE

Students are responsible for knowing the process and procedure used to enforce the committee policies.

ACADEMIC SEPARATION (DISMISSAL) PROCESS

When a graduate student meets criteria for separation (dismissal), including students who have not been in previous academic difficulty, they:

1. Shall be notified that they have met criteria for separation from the program. This notification will come from the Committee by email or in written form (letter) as necessary. Notification will be sent to the Education Coordinator, Program Director or Department Chair, Faculty Advisor, and Graduate Council Chair.
2. Will be invited to attend the Committee meeting to show cause for retention in the program.
3. May have additional input into the Committee discussion by:
 - a. Submitting a personal statement to the Committee expressing their views. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12-point font and original signature.
 - b. Submitting supporting documents from others, e.g., the student's Education Coordinator, Faculty Advisor and/or peers. Original supporting documentation on official letterhead from outside sources (i.e., treating physician) should be mailed or faxed directly to the Committee via the Office of the Council on Evaluation.

The Committee reviews the student's performance and the additional input when applicable, and after thorough discussion and careful consideration, makes its recommendation for either retention or dismissal. If the recommendation of the Committee is for retention, the recommendation is forwarded to the Graduate Council for approval. If the recommendation of the Committee is for dismissal, the student is notified that the recommendation will be reviewed at the next scheduled Graduate Council meeting and should the recommendation for dismissal be upheld, the student's opportunity to appeal the decision would occur at that same meeting. The student will need to inform the Graduate Council whether they wish to appeal, or not appeal, the recommendation. The student is informed that an appeal should include new information or mitigating circumstances to cause the Graduate Council to overturn the Committee recommendation.

At the first scheduled Graduate Council meeting, following the Committee meeting, the Graduate Council reviews the recommendation from the Committee and determines whether to overturn or sustain the recommendation from the Committee.

If the Graduate Council decides to overturn the recommendation for dismissal from the Committee, the student is retained on probation with stipulations specified by the Graduate Council or remanded back to the Committee. No personal appearance by either the student or any of the witnesses is necessary. If the Graduate Council decides to sustain the recommendation for dismissal from the Committee, the student may:

1. choose to forfeit their right to appeal, or
2. immediately (at the same meeting) exercise their right to appeal to the determination to the Graduate Council.

If the student chooses to forfeit their right to appeal, the Committee recommendation for dismissal remains upheld by the Graduate Council and is final.

If the student chooses to appeal, then they have the right to:

1. Submit a written statement of appeal to the Graduate Council in lieu of appearing personally.
2. Appear personally before the Graduate Council at the same meeting.
3. Request more time for appeals preparation and a postponement of personal appearance.
 - a. Such request must be made at the same meeting and the student must supply justification that will assist the Graduate Council to determine the date and time of the meeting for the appeal.
4. Bring witnesses with them to testify on their behalf. Such witnesses might include other students, faculty members, family members, friends, or legal counsel. At such a hearing, the student is permitted to present their statement and supporting witnesses are also permitted to present statements in support of why the student should be retained in the program. Acceptable personal statements are no more than two single-spaced typed pages with standard 1-inch margins, 12-point font and original signature. Proceedings of these appeals hearings are digitally recorded, and a copy of the recording is provided to the student upon request.
5. Neither the student nor any witnesses who accompany the student, including any legal counsel, are permitted to cross examine members of the Graduate Council or other witnesses who testify. The advisor/counselor may only be present to advise the student during the proceedings.

Students appealing a Committee on Progression recommendation will be required to submit to the Graduate Council Coordinator, 1 day prior to the hearing date, a complete and final list of all persons who have agreed to be present at the hearing on their behalf. The Graduate Council may accept late student submissions when lateness is necessitated by the proximity of the scheduled meetings. This list must provide the names, professions (e.g., physician, attorney, etc.) and the specific purpose for their attendance (e.g., as witness, advisor, etc.) at the hearing. A signed FERPA release by the students will be required at the time of the hearing.

After hearing the student and accompanying witnesses, the Graduate Council excuses these individuals from its meeting, holds deliberations on the appeal, and subsequently determines anew whether to overturn or sustain the recommendation from the Committee on Progression. If the Graduate Council decides to overturn the recommendation for dismissal from the Committee on Progression and its own earlier determination to sustain said recommendation, the student is retained on probation with stipulations specified by the Graduate Council or remanded back to the Committee on Progression. If the Graduate Council

decides to sustain the recommendation for dismissal from the Committee on Progression and its own earlier determination to sustain said recommendation, then the Graduate Council decision is final. No further appeals will be accepted. The student will be referred to the University Counseling and Testing Center for support and career guidance.

The Graduate Council will notify the student of the final decision by email or in written form (letter) as necessary. Notification will be sent to the Education Coordinator, Program Director, Faculty Advisor, and UMKC Registrar.

NON-ACADEMIC SEPARATION (DISMISSAL) PROCESS

The procedures to be followed regarding actions taken against students based upon non-academic grounds are set forth in the Standards of Professional Conduct.

APPEAL PROCESS FOR NON-DISMISSAL/RETAINED (NON-STATUS REVIEW) CASES AND PETITIONS

Students are permitted to appeal non-status review cases and petitions that have been denied by the Committee on Progression to the Graduate Council in writing. This will be the final appeal and the appeal process ends with the final action by the Graduate Council.

PROGRAM ABSENCES

Leaves of absence should not be undertaken without considerable thought, planning and communication with school and university staff and advisors, as they may affect financial aid and may extend a student's Program of Study.

LEAVE OF ABSENCE

A leave of absence is a period of time that a student is not enrolled in the coursework that makes up their Program of Study. During a leave of absence, a student is not participating in the requirements of their program. A student might request a leave due to an emergency, because of medical or psychiatric illness or due to personal reasons. The school might also place a student on leave in accordance with specific academic policies. Any leave will have academic and/or financial repercussions, and should therefore not be undertaken without considerable thought, planning and communication with school and university staff and advisors.

It is inappropriate to request a leave of absence for any of the following reasons:

- The request is made in an attempt to avoid receiving undesirable grades in one or more courses.
- The request is made in an attempt to gain additional time to prepare for coursework or examinations.
- The request is made in an attempt to avoid meeting criteria for separation.

Retroactive leaves of absence are granted only in emergency situations or due to administrative errors. Any student who does not return to the graduate program when a leave of absence has expired will meet criteria for separation from the program. A student who leaves a graduate program without following the procedures outlined in this policy will meet criteria for separation from the program.

Any student failing to fully participate in the program without a documented leave risks meeting criteria for separation. A student requesting leave is personally responsible for ensuring the timely completion and submission of all required forms and supporting

documentation, and for maintaining accurate course enrollment in the Pathway system. Students request permission to return from leave by submitting required forms and supporting documentation identified in this policy. To satisfy enrollment requirements, students must return to the program and register for coursework following an expired leave.

PROCEDURE FOR REQUESTING PERSONAL LEAVE

1. The student completes the Request for Return from Leave form and obtains the Student Affairs Education Coordinator and Program Director signatures.
2. The student completes the campus UMKC Request for Return from Leave form and obtains all necessary signatures from Step 2 of that form.
3. The student submits the completed Request for Return from Leave no later than 30 days prior, or as soon as possible to the anticipated leave return date.
4. The Committee on Progression Chair will review the paperwork and render a decision upon the request.
5. If the request for return from personal leave is approved by the Chair, The Office of the Council on Evaluation staff will forward the information to the Registrar's Office for final processing and send an email notification to the student's university account. The student must then facilitate any necessary change in enrollment in the Pathway system as a result of the return.
6. If the request for return from personal leave is denied by the Chair, Council on Evaluation staff will notify the student and/or request any additional information necessary. No student is permitted to return to the program or coursework without permission from the school.

WITHDRAWAL FROM GRADUATE PROGRAMS/SCHOOL OF MEDICINE

A student withdrawing from a graduate program within the School of Medicine must:

1. Submit a Letter of Withdrawal (with rationale influencing the decision) to the Committee on Progression, meet with the respective Program Director or Department Chair, and will have an opportunity to meet with the Assistant Dean of Allied Health or their Designee.
2. Complete and submit the School of Medicine Program Withdrawal Form. Students who fail to submit the form within 30 days after receipt of a Letter of Request from the School of Medicine will be considered separated from the program. Students who notify the School of Medicine of their intent to withdraw in another format (e.g., verbal, email, note) and fail to submit the Withdrawal Form within 30 days after receipt of a Letter of Request from the School of Medicine will be separated from the program.
3. Meet with the education coordinator to initiate official steps to withdraw from all current course work and from the University. A student is not considered withdrawn from a program until all the withdrawal procedures for the University have been completed. The date the University finalizes a student's withdrawal is the date that the Cashier's office will use for tuition reimbursement.
4. Once the University has finalized a student's withdrawal it may not be rescinded.

GRADUATION PROCESS

1. The process for graduation begins with the student, who is responsible for completing an application for graduation.
2. Each semester the student's academic progress is monitored, programs of study are updated, and eligibility for graduation is checked.
3. For students meeting graduation criteria, the Committee on Progression will make a recommendation for graduation to the Graduate Council.
4. To participate in the graduation ceremony a student must meet the graduation criteria.

GRADUATION PROCEDURE

1. The Program Director, Academic Advisor, Faculty Advisor, and Coordinator in the Office of Evaluation will monitor the students' programs of study and eligibility for graduation.
2. At the beginning of the student's final semester, the program coordinator and education coordinator will prompt eligible students to complete the graduation application. It is the student's responsibility to complete all graduation procedures according to the Registrar's published schedule.
3. The completed application and updated Program of Study will be forwarded to the Registrar by the Program Coordinator.
4. The UMKC Office of Registration and Records will audit the students' Program of Study forms for the degree requirements and graduate academic regulations.
5. Students must resolve any administrative holds, which may prevent release of their diploma.
6. Upon completion of the final semester, there will be a final confirmation that the student has met all graduation criteria and the Chair of Graduate Council will provide a list of student names who meet graduation requirements to the UMKC Office of Registration and Records.
7. The Office of Registration and Records will award degrees and release diplomas accordingly.
8. Students who do not meet all the graduation criteria, but want to participate in the graduation ceremony, may submit a request for exception. Only students who are near completion of the program (e.g., will achieve requirements within the following month) make such a request. The request for permission to participate in the graduation ceremony must be submitted to the Chair of Graduate Council at the same time graduation applications are due. The request should be written (email or letter) and include the following details:
 - a. Student name
 - b. Program
 - c. Graduation criteria met and criteria pending
 - d. Anticipated completion date
 - e. Student's rationale and justification for the request