

School of Natural Resources Graduate Student Handbook

INFORMATION OF NATURAL RESOURCES GRADUATE PROGRAM
School of Natural Resources, 203 Natural Resources Building (573) 882-7242
<https://snr.missouri.edu/graduate-studies/>

2022-2023

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1. Overview

1.1. The University of Missouri

The University of Missouri is a public, land grant research university in Columbia, Missouri. It was founded in 1839 as the first public institution of higher education west of the Mississippi River. As the state's largest university, it enrolled over 30,000 students, offering over 300 degree programs in 20 academic colleges. It is the flagship campus of the University of Missouri System. MU is one of the nation's top research institutions and one of the 34 public universities that are members of the Association of American Universities. The MU Office of Graduate Studies also has information for prospective students at: <https://gradstudies.missouri.edu/>

1.2. The School of Natural Resources

The School of Natural Resources (SNR) at the University of Missouri (MU) is one of the leading educational institutions in the nation. SNR is Missouri's and the Midwest's only school with a comprehensive natural resources program emphasizing an integrated approach to natural resource management. SNR is home to some of the oldest natural resource programs in the US. The Department of Soils was formed at MU in 1914. The Fisheries and Wildlife Program was established in 1937. The Department of Forestry was established at MU in 1947 and was elevated to the status of School of Forestry in 1957. The Department of Atmospheric Science was formed in 1967. The Department of Parks, Recreation and Tourism was added in 1988. The School of Natural Resources was formed through a name change in 1989. In 2016, these departments were merged to enhance cross-disciplinary ties. With over 800 undergraduates, graduates and 50 faculty members, the school is noted for excellent education, strong professional orientation, active student organizations and outstanding advising.

1.3. SNR Graduate Program

SNR offers M.S. and Ph.D. degrees in Natural Resources with seven emphasis offerings that span the disciplines including: Water Resources; Agroforestry; Fisheries and Wildlife Sciences; Forestry; Human Dimensions of Natural Resources; Parks, Recreation and Tourism; and Soil, Environmental and Atmospheric Sciences. SNR is noted for its small classes, hands-on student research opportunities, active student organizations, high-tech classrooms, personalized advising and strong professional orientation.

1.4. SNR Graduate Program Working Structure

Advisor (graduate committee)

Advises graduate student in all issues in graduate studies, reviews and signs graduate student' forms, and approves graduate study's coursework and research work

Emphasis Area Coordinator (EAC)

Reviews, approves and signs the necessary paperwork

Agroforestry: Dr. Michael Gold, goldm@missouri.edu

Fisheries and Wildlife: Dr. Craig Paukert, paukerc@missouri.edu

Forestry: Dr. Hong S. He, heh@missouri.edu

Human Dimension: Dr. Charles Nilon, nilonc@missouri.edu
Park, Recreation, and Tourism: Dr. Jennifer Wentz, upahj@missouri.edu
Soil, Environmental and Atmospheric Sciences: Dr. Neil Fox, snrgrad@missouri.edu
Water Resources: Dr. Alba Argerich, argericha@missouri.edu

Administrative Assistant

Sharon Burnham, BurnhamS@missouri.edu

Files all graduate student' signed paperwork to Graduate School

Director of Graduate Studies (DGS, Dr. Neil I. Fox, snrgrad@missouri.edu)

Reviews, approves and signs the necessary paperwork on behalf of EACs or under circumstances the paperwork needs to be signed by the DGS

SNR Director (Dr. Patrick Market, Director, MarketP@missouri.edu; Dr. Sonja Wilhelm-Stanis, Associate Director, sonjaws@missouri.edu)

Reviews and signs paperwork when DGS is not available or under circumstances the paperwork needs to be signed by the SNR Director

1.5. General Resources

University of Missouri Graduate School Webpage: <http://gradschool.missouri.edu/>

University of Missouri Catalog: <http://catalog.missouri.edu/>

SNR Staff Council: Cindy Greenwood, greenwoodci@missouri.edu and Laura Hertel, HertelL@missouri.edu

SNR System Administrator: Gregory A. Rotert, RotertG@missouri.edu

The MU graduate school website contains numerous links to forms, requirements and the graduate catalogue. All critical information and guidelines for graduate education at the University of Missouri are listed or linked from the Graduate School website.

When in doubt about a requirement, please refer to the graduate catalog. It is each *student's responsibility to know the regulations* described in the Catalog. The graduate catalogue for the academic year that the student enters the program represents the applicable policies, requirements and guidelines for that student during that student's tenure in the graduate program at the University of Missouri.

Policies and Forms: The forms described below can be located, downloaded, and printed from the grad school webpage under the forms and downloads link:

<http://gradschool.missouri.edu/policies/>

School of Natural Resources Graduate Webpage: <https://snr.missouri.edu/graduate-studies/>

The SNR graduate webpage mirrors the graduate catalog and contains the most updated information in each emphasis area.

2. How to Apply to SNR M.S. and Ph.D. Programs

2.1. Application Materials

- We recommend each applicant secure an adviser first before formal application. Information about potential adviser in all emphasis areas can be found at <https://snr.missouri.edu/graduate-studies/>
- All application materials must be submitted to the Apply Yourself online application system.
- Statement of interest
- Résumé or CV
- TOEFL scores (if applicable)
- Emphasis area application (if applicable)
- A minimum of three letters of recommendation and the accompanying evaluation sheets from people who can attest to the candidate's scholastic ability and experience relevant to graduate study.
- Publications (optional)

2.2. Application Deadlines

There is no application deadline. However, to ensure eligibility for some fellowship/scholarship competition of the Graduate School, the following deadlines are recommended.

- December 15 for the summer semester
- January 15 for the fall semester
- Oct. 15 for the spring semester

2.3. Financial Aid from the Program

Check the School website (<https://snr.missouri.edu/>) or contact individual faculty for details on graduate assistantships that may be available.

2.4. Diversity at Mizzou

We strive to promote scientific excellence in our research, teaching and service missions. We recognize that excellence in science happens only in diverse and inclusive environments. We are committed to promoting diversity in our faculty, staff and students, and we strongly believe it makes us a better school. Our diversity efforts are closely aligned and collaborative with those of the College of Agriculture, Food, and Natural Resources and the University of Missouri.

3. MS in Natural Resources

Graduate research programs leading to the M.S. in Natural Resources are designed to prepare students for careers in academic institutions, consulting firms, industry, and state and federal agencies. The MS in Natural Resources has emphasis areas in Agroforestry, Fisheries & Wildlife Science, Forestry, Human Dimensions of Natural Resources, Parks Recreation and Tourism, Soil, Environmental and Atmospheric Sciences, and Water Resources. Please see the individual emphasis area pages for additional degree requirements and admissions information.

3.1. Admission Requirements

- Bachelor's degree in a relevant discipline from an accredited institution
- Undergraduate GPA: 3.0 on a scale of 4.0
- Graduate Record Exam score (GRE) is recommended but not required if an applicant demonstrates in-depth knowledge in their corresponding field
- Minimum TOEFL scores: iBT 80; paper-based: 550

Applicants will be reviewed on a case-by-case basis. Particular attention is given to the type and quality of professional experience since completion of the undergraduate degree.

3.2. Degree Requirements

- a minimum of 30 hours of course work
- 15 hours or more at the 8000 course level
- GPA 3.0 or greater
- Research, problems, special investigations, and special readings courses shall not exceed 12 of the 30 hours
- Graduate seminar class is required

Each student's coursework requirements, including the selection of specific courses in the above categories, will be listed in the student's plan of study and approved by their graduate committee.

3.3. Thesis option

Students in the thesis option will write a thesis based on their research. A thesis is a research report of original research. Students with thesis option should participate in a public defense of his/her thesis followed by an oral examination by the student's graduate committee. Thesis and defense requirements are as defined by the MU Graduate School. The public defense should be announced at least two weeks prior to the defense.

3.4. Non-Thesis option

A non-thesis option is also available that requires additional coursework and a research project. No more than 6 credits are allowed to non-thesis research project. The non-thesis option is most appropriate for M.S. candidates who view the Master's Degree as the terminal degree, aspire for practitioner work within the profession, and/or desire additional course work to balance their program of study. Students choosing the non-thesis option will write a technical report based on their project and participate in a public oral defense of his/her report followed by an oral examination by the student's graduate committee. The report requirements are defined by the graduate committee. The public defense should be announced at least two weeks prior to the defense.

3.5. Academic Process for M.S. Students

3.5.1. M1 Plan of study for Master's Degree

Together with their advisor, the student completes the M1 form and provides it to the emphasis area coordinator or Director of Graduate Studies. This form provides the student, the school, and the MU Graduate School with a plan for all course work, transfer credit and research hours that will comprise a student's program of study. This form should be completed by the end of the second semester. A maximum 12 credits can be Problem, Readings, and Research. In case of unforeseen

course change or time conflict, Plan of Study Course Substitution Form (<https://gradschool.missouri.edu/wp-content/uploads/2020/05/subformdigitalsignatures520.pdf>) need to be filled and signed by faculty adviser and EAC/DGS.

3.5.2. M2 Request for Thesis Committee

The M2 form accompanies the M1, and should be submitted at the same time, by the end of the second semester. It is required of both thesis and non-thesis students.

3.5.3. M3 Report of Master's Examining Committee

The M3 form reports the final results of master's thesis or project defense. Submit to the MU Graduate School as soon as possible after the exam, project presentation or thesis defense.

Every candidate should review the [Dissertation & Thesis Guidelines](#) from the Graduate School and should consult the Emphasis Area Coordinator for academic program style requirements.

3.5.4. Thesis Committee

A thesis committee is composed of three members of the MU faculty: a major adviser from the emphasis area, a second reader from the emphasis area and an outside reader who is a member of the graduate faculty from a different MU graduate program (note that the outside member is no longer required in 2020 by Graduate School). As long as the students committee meets the requirements, they can have extra members that do or do not have graduate faculty status.

In case a committee member can no longer participate, graduate students need to find another graduate faculty by filling the Graduate Student Change of Committee Form (<https://gradschool.missouri.edu/wp-content/uploads/2020/05/cocformdigitalsignature520.pdf>) signed by faculty adviser and EAC/DGS.

4. Ph.D. in Natural Resources

The PhD degree in natural resources is designed to prepare students for academic careers in research and teaching or other advanced scientific or professional careers. PhD candidates conduct original research under the supervision of a faculty advisor or advisors and with the participation of a doctoral committee. Students are expected to engage in coursework to prepare for careers in research, industry or academia. The PhD degree is conferred only upon those students who, after extensive study, have demonstrated a high level of achievement in their particular emphasis area and have completed independent research contributing to knowledge in the field. Ph.D. candidates complete a dissertation and are expected to publish their research results in peer-reviewed scientific journals. Students entering the PhD program usually have a master's degree, but this is not an absolute requirement.

The PhD in Natural Resources has emphasis areas in [Fisheries & Wildlife Sciences](#), [Forestry](#), [Human Dimensions of Natural Resources](#), [Soil, Environmental & Atmospheric Sciences](#), and [Water Resources](#). Please see the individual emphasis area pages for additional degree requirements and admissions information.

4.1. Admission Requirements

- M.S. degree or equivalent in a relevant discipline or B.S. degree with adequate background from an accredited institution
- Minimum GPA: 3.0 on a scale of 4.0
- Minimum TOEFL scores: iBT 80; paper-based: 550

Applicants will be reviewed on a case-by-case basis. Particular attention is given to the type and quality of professional experience since completion of the undergraduate degree.

4.2. Degree Requirements

- A minimum of 72 hrs beyond the Baccalaureate degree for the PhD.
- A maximum of 30 hours of post baccalaureate graduate credit from an accredited university can be transferred toward the PhD degree program, subject to committee approval.
- The program must include a minimum of 15 hours of 8000/9000 level course work completed at MU, exclusive of problems, readings and research.
- Graduate seminar is required (see each emphasis area for specific requirements).
- PhD students are strongly recommended to submit their research results in peer-reviewed journals.

4.3. Academic Process for Doctoral Students

4.3.1. D-1 Doctoral Qualifying Examination

The qualifying examination determines whether the student's background is adequate to enter the PhD program. It also is intended to ascertain if there are areas of weakness in which a candidate will be required to gain background through appropriate course work or areas that prohibit entry into the program. The PhD student must complete the qualifying exam no later than the end of the 2nd semester.

D-1 is qualifying examination results and doctoral committee approval form. Submission of the D-1 form follows a meeting of the student's graduate committee and approval by the committee, of the student's proposal and plan of research and coursework. This form is to be submitted to the Graduate School within one month of exam completion.

4.3.2. D-2 Plan of Study

The D-2 form accompanies the D-1, and is also to be submitted to the Graduate School within one month of exam completion. In case of unforeseen course change or time conflict, Plan of Study Course Substitution Form (<https://gradschool.missouri.edu/wp-content/uploads/2020/05/subformdigitalsignatures520.pdf>) need to be filled and signed by faculty adviser and EAC/DGS.

4.3.3. D-3 Doctoral Comprehensive Examination

The comprehensive exam is to determine if a student has acquired sufficient depth and breadth of knowledge in selected areas of concentration, and to evaluate the candidate's capacity to apply that knowledge in solving applied or theoretical problems. After successfully completing the required course work with a GPA of 3.0 (A=4.0) or better, students must pass a written and oral

comprehensive examination administered by their doctoral committee. A comprehensive exam must be taken a minimum 7 months before dissertation defense.

The D-3 forms should be completed and filed with the Graduate School within one month of exam completion.

4.3.4. D-4 Final Examination

The final examination is directed primarily toward exploration of the dissertation research project. An independent scholarly dissertation approved by the student's advisor and doctoral committee must be completed. Every candidate should review the Dissertation & Thesis Guidelines from the Graduate School and should consult the Emphasis Area Coordinator for academic program style requirements. The D-4 form should be completed and filed with the Graduate School as soon as possible after the defense.

4.4. Doctoral Committee

The committee shall be composed of a minimum of 4 members of the MU graduate faculty and will include a major adviser from the emphasis area, a second and a third reader from the School of Natural Resources, and an outside reader who is a member of the graduate faculty from a different MU graduate program. At least 2 of the committee members must be MU doctoral faculty. If there is a member from outside of the university, the advisor shall provide a letter of justification along with the current CV, approved by DGS and Graduate School, for that member's participation on the committee. In case a committee member can no longer participate, graduate students need to find another graduate faculty by filling the Graduate Student Change of Committee Form (<https://gradschool.missouri.edu/wp-content/uploads/2020/05/cocformdigitalsignature520.pdf>) signed by faculty adviser and EAC/DGS.

5. Course Enrollment Requirements and Graduate Seminars

Enrollment requirements vary by advisor and financial support requirements. The graduate advisor may stipulate the number of credits required each semester. Any classes outside the study plan must be approved by student's advisor (and/or committee). Graduate School requirements, however, are more flexible. A student could be enrolled in 1 credit hour and still get a tuition waiver as long as they hold a qualifying assistantship. International students must be enrolled in 9 credit hours each fall and spring semester, or 6 credit hours if they have an assistantship. If an international student is enrolled for less than 6 credits, the student needs to check with the International Center.

Half-time enrollment for all graduate students will be 6 graduate credit hours for fall and spring semesters and three graduate credit hours during the summer semester. For doctoral students who have successfully completed their comprehensive exams, they must be enrolled in 1 hour in the fall, spring summer semesters (check with individual emphasis area for this minimum credit hour enrollment).

All graduate students are required to take a seminar course, NAT_R 9087. Each emphasis area has its own seminar section under NAT_R 9087 and credit requirement for graduate students. Check with your emphasis area coordinator for specific requirements. We strongly encourage graduate

students to attend SNR seminars where an outside speaker is invited.

6. Expectations for the Graduate Students

As a graduate student, your education is your top priority. To accomplish this goal, you need to maintain good standing in the following aspects:

6.1. Maintain an active advisor

If for some reason, you decide to change adviser or change your graduate program, you should fill the APPLICATION FOR GRADUATE CHANGE OF PROGRAM, DEGREE, EMPHASIS, OR ADVISOR form (<https://gradschool.missouri.edu/current-students/forms-cs/>). If a student loses his/her advisor, a new adviser needs to be identified within 6 months. During this period, the Emphasis Area Coordinator or Director of Graduate Studies can serve as the student's ad hoc adviser. If the student fails to secure an adviser, he/she will be dismissed from the graduate program.

6.2. Maintain satisfactory progress

Satisfactory progress means students complete the Academic Process on schedule and maintain satisfactory scores (average B or above) on courses and research. The specific definition of satisfactory progress and procedures for verifying satisfactory progress may vary among emphasis areas.

6.3. Graduate Students with Research or Teaching Assistantship

The School of Natural Resources (SNR) offers the opportunity for highly qualified students to work as Graduate Teaching/Research Assistants (GTAs and GRAs) in a variety of capacities. By accepting the position in SNR, you are agreeing to the expectations listed below.

- You are committing to fulfill both roles—student and graduate assistant.
- You and your supervisor will determine your work schedule together based on your class schedule and the needs of the specific position to meet your graduate assistantship hour expectation. Job responsibilities outside your assistantship position should not interfere with your assistantship schedule.
- You should be on time and show up when you are assigned to work. Emergencies and unexpected problems are anticipated to pop up throughout the year. You should contact your supervisor as soon as possible if you know you will be late or unable to work on a given day. Please get your supervisor's emergency contact information at the beginning of the semester.
 - If you have a teaching assistantship, you must notify your faculty supervisor immediately and make necessary arrangements for your absence. If you cannot reach your faculty supervisor, please contact the Director of Graduate Studies.
 - If you have a non-teaching assistantship, you will need to make up that time during the same week or at a mutually agreeable time.

Contact the SNR Director/Business office only if, in an emergency, you are unable to make it to an assignment that requires you to be in a certain place at a certain time (i.e. teaching a class) and you were unable to first reach your faculty member to let them know of your absence. Excessive tardiness may result in disciplinary action and loss of your assistantship.

- If you are a teaching assistant, you will need to fulfill the duties required on the timeline assigned by the instructor of the course. If you are a graduate research assistant working for a faculty member, you will need to fulfill the duties assigned to you by your supervisor. At the beginning of your assistantship, you will need to come to an agreement with your supervisor on the best way to communicate throughout the semester. This is at the ultimate discretion of your supervisor. Whatever form of communication is decided upon (email, text, mail, phone), you need to check this form of communication daily for updates, assignments and communication.

GTAs/GRAs are expected to work during the weeks in which semester classes are in session and during exam week if needed. The GTA/GRA contract may be semester, academic year, or any period of time based. You must meet with your supervisor prior to the beginning of contract to discuss your assignment and schedule. Any deviations from this (e.g. Thanksgiving break, winter or summer break) should be mutually agreed upon by you and your supervisor.

As a GTA/GRA, you are a representative of SNR. Please remember to always maintain a polite and professional demeanor and interact with everyone in a professional, civil, and collegial manner in accordance with university policies and relevant laws.

As a GTA/GRA, you may have access to or be required to work with sensitive information about students that is protected under the Family Educational Rights and Privacy Act (FERPA). Please take time to learn about the basic requirements of FERPA by reviewing <http://registrar.missouri.edu/policies/ferpa.php>. Confidentiality of any sensitive information relating to the school (about students, faculty, staff, donors, administration, etc.) is very important. Please use prudent judgment when dealing with this information.

- In order to continue eligibility of the assistantship, you must maintain a 3.0 GPA, make satisfactory progress toward program completion, and be enrolled in at least a half-time basis for each semester you hold an assistantship.
- As a GTA/GRA, you will be assigned a workspace in the Anheuser-Busch Natural Resource Building. This is a shared workspace and may require some flexibility to best accommodate all students who are working for the school. You will need to work with your advisor/supervisor regarding computer equipment and will have access to printers for teaching and research responsibilities. In addition, you will work with your advisor/supervisor and the SNR Information Technology Professional to obtain any software, access to a copier, or other resources needed to best complete your job.

7. Probation and Appeals

In addition to dismissal for failure to meet the expectations, faculty adviser in consultation with graduate committee and the Director of Graduate Studies has the right to place a student on departmental probation.

After at least 30 days of probation, SNR graduate program can dismiss any graduate student who is deemed to be making insufficient academic progress or whose work is not of the quality required from the program. The faculty advisor or the Director of Graduate Studies must inform the Graduate School as soon as the student has been notified and the probationary period has begun.

When SNR graduate program determines that a student is not making satisfactory progress, the emphasis area coordinator in the program and/or faculty advisor will recommend a face-to-face meeting between the student and the faculty advisor. If after this meeting the graduate program and the student can agree on a plan to remedy the situation, the faculty advisor (or EAC) and the student will jointly sign a document enumerating steps to take. If, on the other hand, the graduate program and the student disagree on issues of progress, the EAC or DGS may send the student a letter placing the student on probation.

The letter placing a student on probation must include an explicit statement of what must be accomplished and by what date for the student to be removed from probation and returned to good standing in the department/program.

Students have the right to appeal dismissal from their degree programs.

A student's first appeal of dismissal must be made to his/her SNR graduate emphasis area within 2 weeks. If the student does not appeal, the Graduate School will send the student an official notice of dismissal from the program.

Students should notify their advisor, EAC, and DGS in writing that they are appealing dismissal. A copy of the appeal letter addressed to the DGS should be sent to the Dean of the Graduate School. The school organizes their own appeals processes and all students must be made aware of those processes as they start their graduate program. If the department/program does not reverse its decision, the DGS will notify the Graduate School that the student has completed the probationary period and the appeal process and has been dismissed.

While an appeal of a dismissal is pending before the student's department or program or, as described below, the Graduate Faculty Senate, the student may, at their option, elect to maintain enrollment and continue working on degree program requirements.

If the student elects to maintain enrollment, the student is expected to continue active work toward completing degree requirements. In that case, the program shall continue to support fully the student's ongoing work on degree program requirements. *However*, the program may limit the student's ongoing work to exclude activities that, in the judgment of the program, ongoing performance by the student could have an irreparable adverse impact on the university, other members of the university community, or the public. The department or program shall notify the student of any limitation within 10 days of delivery of the student's appeal letter. (N.B., Activities within the context of an assistantship are governed by a separate policy.)

Current policies require that doctoral candidates maintain continuous enrollment. Under those policies, a student who: (i) successfully appeals; and (ii) did not maintain enrollment while the appeal was pending, will be required to comply with the requirements for reestablishing candidacy after time off. That requires payment of tuition for the period when the student was not enrolled. For that reason, students in doctoral programs are encouraged to elect to maintain enrollment while an appeal is pending and thereby avoid the possibility of paying fees to the university in respect of a time when the student was not actively working on a degree program.

If there are reasons why maintaining enrollment is a hardship and the student wishes to receive an accommodation, the student should immediately contact the Dean of the Graduate School.

8. Graduate Awards

Graduate School holds a variety of awards and scholarships in spring and fall semester competition. Some awards competitions are year-round. SNR also provides limited supports for graduate student travel to major conferences. Specific award application materials may include application letter, resume, transcripts, adviser support letter, 3-4 recommendation letters, and DGS/SNR Director nomination letter.

- [Dissertation Year Fellowships](#)
- [Distinguished Dissertation Award](#)
- [Distinguished Master's Thesis Award](#)
- [Student Teaching as Research \(STAR\) Mini-Grants](#)
- [Travel Scholarships](#)
- [Donald K. Anderson Teaching Assistant Award](#)
- [Donald K. Anderson Research Assistant Award](#)
- [Mary Elizabeth Gutermuth Award for Community Engagement](#)
- [Sandra K. Abell Science Education Award](#)
- [Nancy and Bill Laurie Scholarship](#)
- [The Harry S. Truman Good Neighbor Award Foundation Graduate Student Scholarship](#)

9. Graduate Student Organization and Societies

There are various graduate student organizations and societies in the School of Natural Resources, such as GSA (Graduate Student Association) and GPC (Graduate Professional Council). The school provides limited supports to activities organized by graduate student organizations and societies. These may include seminars for invited speakers, discussion forums, or social events. Many graduate student organizations and Societies have their own bank account and tax exempt status. They elect presidents, treasurers, and student officials. So get involved for such great social activities.

10. Miscellaneous

10.1. Tuition Waiver and Fees

M.S. students receive a maximum 3 years or 6 semesters' tuition waiver. Ph.D. Students receive a maximum 5 years or 10 semesters' tuition waiver. Tuition for the maximum of 16 credits per semester can be waived. Student will incur fees for student rec center, health fee, and IT fee.

10.2. Medical Insurance

If you have GRA or GTA, your funding source typically pays insurance fees. You need a qualifying title to qualify (GRA). You need to re-enroll each period. Website below has very good instructions. Dental insurance is separate and you have to pay for it

[HTTP://GRADSCHOOL.MISSOURI.EDU/FINANCIALS/STUDENT-MEDICAL-INSURANCE/INDEX.PHP](http://GRADSCHOOL.MISSOURI.EDU/FINANCIALS/STUDENT-MEDICAL-INSURANCE/INDEX.PHP)

10.3. Residency

To establish Missouri residency, you need to be registered for classes during fall, spring, and summer semesters. Currently need the following (in addition to classes): Presence in MO (12 months), lease/deed/title to home or apartment, payroll records and bank records, MO driver's license, MO voter card, proof of earning at least \$2,000 in MO over last year.

10.4. FICA

To avoid FICA costs (8% of your salary), you need to be registered half-time

[HTTP://WWW.UMSYSTEM.EDU/UMS/DEPARTMENTS/HR/MANUAL/222.SHTML](http://WWW.UMSYSTEM.EDU/UMS/DEPARTMENTS/HR/MANUAL/222.SHTML)

Half-time means 4 credits both in fall and spring and 2 credits in summer. This is not a new policy. Check with Human Resources.

10.5. Annual Graduate Student Orientation

The school will hold annual graduate student orientation in the first Friday of fall semester. Orientation will be a mixture of new and current graduate student introductions, faculty introductions by emphasis area, staff council introductions, and SNR director remarks.