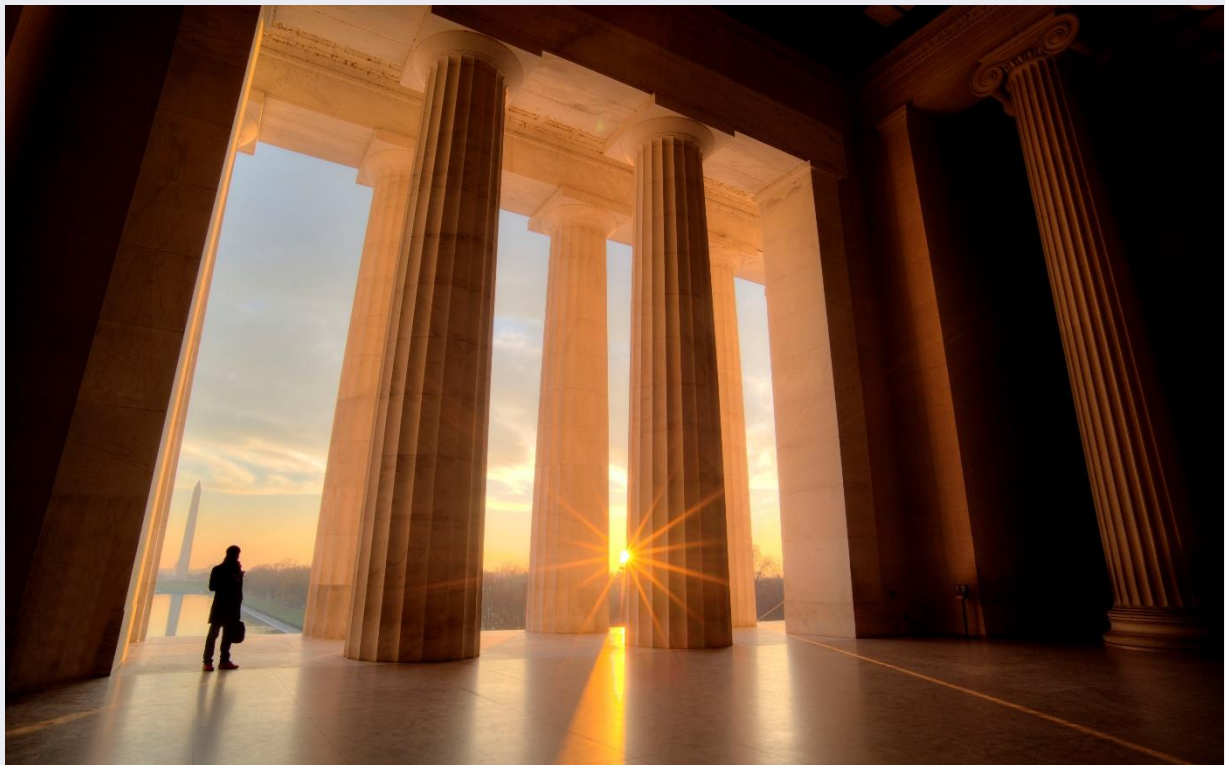




**Missouri
State**
UNIVERSITY

Reynolds College of Arts, Social Sciences and Humanities



School of Defense and Strategic Studies

Fall 2024 Student Handbook

Master of Science Degrees and Graduate Certificates Programs

This program operates in Fairfax, Virginia and is certified by the *State Council of Higher Education for Virginia (SCHEV)*.

Missouri State University Graduate College
❖**Department of Defense and Strategic Studies**❖
Student Handbook - Fall 2024

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Important Note: The information included in this manual is current as of August 12, 2024.

The intention is to provide students with an overview of Missouri State University Graduate College and the School of Defense and Strategic Studies policies, procedures, regulations, and resources. The desire is to create an awareness and understanding of important topics, and where to locate the most current material available on those topics. For example, when students begin work on a Thesis or Non-Thesis Research Project, they need to verify the guidelines are the most up-to-date version available.

The student ultimately holds the responsibility for ensuring their work meets MSU Graduate College and the School of Defense and Strategic Studies standards and procedures.

Helpful Tips from previous students and DSS Faculty & Staff

- ◆ Don't get behind in your reading. Read instructions twice.
- ◆ Communicate with your professors early in the course process if you are experiencing challenges or need assistance.
- ◆ Carefully read the material sent to you by your academic advisor regarding course registration, degree requirements, and deadlines for enrollment and tuition benefits.
- ◆ Questions are always welcome.

School of Defense and Strategic Studies

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www.dss.missouristate.edu

10:00 a.m. to 6:00 p.m.

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School of Defense and Strategic Studies

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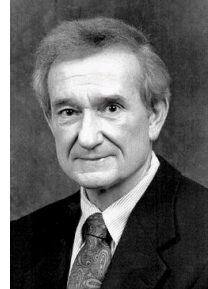
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History

The Defense and Strategic Studies (DSS) program started in 1971 in the School of International Relations, at the University of Southern California, under the leadership of Dr. William R. Van Cleave. The primary objective of the DSS program was and remains to provide incomparable graduate level education and training for students planning careers in national and international security affairs and policymaking, and for teaching those subjects at the university-level.



The program flourished at the University of Southern California; in 1987, it moved to Missouri State University where DSS became a department offering the specialized Master of Science degree in Defense and Strategic Studies. In 2005, the DSS program began a new era when the University moved the Department physically to Fairfax, VA, located just 10 miles from the District of Columbia, to take advantage of the many educational, financial, and employment opportunities that are unique to the Washington, D.C. metropolitan area.

In 2008 and 2009, DSS provided classes at the Army Management and Staff College; in 2010, DSS began an exchange program with the Masaryk University in the Czech Republic; and in 2012, DSS added the M.S. in Countering Weapons of Mass Destruction Studies (CWMD) option to its curriculum. The DSS Professional Doctorate Degree (DDSS) became part of the DSS graduate program in 2020.

DSS students come from a variety of backgrounds. Some are recent college graduates, international students, and exchange students from our partner university, Masaryk University in the Czech Republic. Some graduate students are mid-career professionals from the nation's Departments of Defense, Homeland Security, Energy, State Department, and intelligence agencies.

Officers from the U.S. Army's Chemical Corps CBRN Captains Career Course Program at Fort Leonard Wood, and the Air Force Institute of Technology at Wright -Patterson Air Force Base, also participate in our program. All combined, this diverse mixture of backgrounds, experience, and perspective, provides DSS students with a unique learning environment which focuses on academics and practice in the field.

When DSS moved to Washington, D.C., it had 32 graduate students. Currently, the program has approximately 200 graduate students. DSS has become one of the largest and most recognized programs of its kind and offers a graduate curriculum of study at least comparable to that offered at the most expensive and prestigious private universities in the country but does so at a public university price.



The Graduate School of Defense and Strategic Studies and its master's and professional doctorate degree programs receive accreditation from the national *Higher Learning Commission*. Recognized by the United States Department of Education (USDE) as a gatekeeper agency, the Commission agrees to fulfill specific federally defined responsibilities within the accreditation processes, and accredits colleges and universities, in a 19- state region of the United States.

The program operates in Fairfax, Virginia, and is certified by the State Council of Higher Education for Virginia (SCHEV).

Academic Integrity

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. The student is responsible for knowing and following the University's student honor code.

Any one of the following acts constitutes academic dishonesty:

- **Cheating:** The term "cheating" refers to using or attempting to use unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).
- **Fabrication or other misconduct in research:** The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise; "misconduct in research" refers to any violation of ethical guidelines for attributing credit and authorship in research endeavors, noncompliance with established research policies, or other violations of ethical research practice.
- **Plagiarism:** The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement (whether intentional or not). This includes any material copied directly or paraphrased from the Internet. The unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet, also constitutes plagiarism.
- **Facilitating academic dishonesty:** Assisting or attempting to assist another to violate any provision of this Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.



The Department does **not** tolerate academic dishonesty. Students are responsible for understanding what constitutes dishonesty and are **required** to read the "Student Academic Integrity Policies and Procedures" found on the MSU website. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Plagiarism, depending upon the severity and circumstances, could result in substantial lowering of grade, or an F and loss of credit for the paper, or an F and loss of credit for the course (in which case an XF grade will appear on the official transcript indicating Failure due to academic dishonesty), or even expulsion from the DSS program.

The MSU policy guide on Student Academic Integrity establishes a duty to report instances of apparent academic dishonesty: *"All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Any student, faculty member, or staff person who has witnessed an apparent act of student academic dishonesty or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, is strongly encouraged to report said act."*

"Self-plagiarism," the use of the student's previous writing from papers completed for other classes or earlier publications without reference and written permission from the current instructors, is also a form of academic dishonesty.

Graduate College Academic Calendar ♦ 2024-25

The 2024-25 academic year officially begins with the fall 2024 semester.

For detailed information, please go to the **Graduate College Calendar** at <https://www.missouristate.edu/Registrar/2024-2025-academic-calendar.htm>

Academic Achievement Awards

DSS Academic Achievement Awards are presented, during the *Commencement Ceremony*, to those who complete the DSS master's degree program with a **3.90 GPA** or higher, and to those who complete their **Thesis with Distinction** or **Non-Thesis with Distinction**. For students unable to attend the *Commencement Ceremony*, the award is mailed to you by DSS to the address listed on the student record.

Chicago Manual of Style Citation Guide

The Chicago Manual of Style is to be used for **all** DSS academic papers to include papers assigned by course instructors, and non-thesis, thesis and capstone projects.

Course Registration and Dropping Classes – **POLICY**

Op3.04-10 Change of Schedule (Add/Drop)

Below are **policies** related to adding a class, dropping a class, section changes, and exceptions. Refer to the Procedures for Adding and Dropping Classes for more information on how to add or drop a class or withdraw from the University (drop all classes).

(+) Adding a class

Classes may be added prior to the beginning of the semester and during the *Change of Schedule Period*, the first day of classes through that Friday. During this period **only**, if a student drops a course, they receives a 100% refund.



(-) Dropping a class

Dropping **all** classes is considered a “withdrawal from the University. Refer to Procedures for Adding and Dropping Classes for more information.

Classes dropped prior to the end of the *Change of Schedule* period will **not** appear on the transcript. Classes may be dropped with a “**W**” grade from the end of the Change of Schedule period until four weeks prior to the last day of full semester classes, after which time students may **not** drop. A “**W**” grade indicates the student withdrew from the course without academic penalty. Noted on the MSU Academic Calendar is a date listed as the **last day to drop course**. Students who drop after this date receive an automatic **failing grade (F)**. Relevant deadlines can be found on the *Drop and Refund* page.

Students who plan to drop a class in which academic dishonesty has alleged to have occurred should first refer to the Academic Integrity Policies and Procedures.

Students who have a hold which prevents using the registration system can drop a class or classes by requesting a drop via the Drop with a “*Registration Hold Request*” Form found on the Holds and Add or Drop Classes links of *My Missouri State*.

Students are expected to complete all registered courses. Failure to properly drop classes will result in the assignment of failing (**F**) grades for those classes, as well as a continued financial obligation for any unpaid tuition charges for those classes. For more information, see the “*Exceptions to the Required Student Fees Refund Policy*” section of the fee resolution.

Exceptions to the Policy

Exceptions to allow a drop after the stated deadline to drop a class are issued to students who have an **overwhelming, unforeseen circumstance** (e.g., personal medical condition, catastrophic loss) which significantly interferes with the ability to meet the academic commitments of the class or circumstances that interfere with the ability to drop the class before the deadline. In order to be considered for a request for an exception to the drop date, the student must provide appropriate documentation as early as possible but no later than the last day of the class the student is requesting to drop.

Examples of **acceptable** documentation regarding personal illness include:

- A letter from the student’s appropriate health care provider describing the student’s health problem, how it was unforeseen before the drop deadline, and how it interferes with successful completion of the semester. The letter should include a recommendation that the student be granted an exception to the drop deadline from the date of the onset of the health problem. Medical visit dates should be listed.
- Records of hospitalization or treatment related to the specific health condition(s) (inpatient and/or outpatient).
- Any other pertinent information that supports how the student’s acute health condition(s) interfered with the ability to meet academic commitments.

Copies of medical bills are **not** sufficient documentation to support an exception to the drop deadline.

Examples of **acceptable** documentation for other situations include:

- Copy of obituary or funeral program.
- Letter of support from a family member.
- Formal record confirming circumstance of disaster.

Documentation **must** provide a date (or dates) that can confirm the timeframe for which the appeal has been submitted.

Students who are approved to have a class or classes dropped because of documented extenuating circumstances after the last day to drop, will receive a “**W**” in the dropped courses and may appeal for a prorated/partial refund for tuition, but **not** for nonrefundable fees, supplemental course fees, or other charges.

Requests for exceptions to the drop deadline will be considered by a committee appointed by the Provost, including the Dean of Students and Registrar (or their appointed designees). Final appeals may also be considered by the Provost or President of the University.

Procedures for Adding, Dropping, or Withdrawing from Classes

<https://www.missouristate.edu/registrar/add-drop-procedures.htm>

- [Adding a class](#)
- [Dropping a class](#)
- [Additional Procedures for dropping all classes](#)

◆ Procedures for adding a class or changing sections

For students without a registration hold:

Students without any holds that block registration may add a class or make a section change online through the [My Missouri State](#) portal or through the Office of the Registrar by emailing Registrar@MissouriState.edu.

For students with a registration hold:

- Students with any hold that prevents web registration will need to clear the hold with the appropriate office before initial registration can take place. Visit the [Hold Codes](#) page to understand how to remove your holds.
- Students with current registration, may make a change of schedule by contacting the Office of the Registrar at Registrar@MissouriState.edu.

Special circumstances: If permission is required as a course prerequisite, that permission must be granted by the department before the class can be added to registration.

Changing a schedule after the schedule change deadline:

Departmental approval is required for students to add a class or change sections after the stated deadline to add/change the course passes. Students must contact their DSS academic advisor to explain their request and the circumstances surrounding it. The student completes the [ChangeOfSchedule_2024-07-15.pdf \(missouristate.edu\)](#) if [approved](#), including proper signatures. The student makes two copies of the form: one for their academic advisor and one for their record. Then, forwards the completed form to the Office of Provost for processing.

◆ Procedures for dropping a class

The date each drop is completed shall be the date used in determining the refund of fees and the assignment of grades. For exception to drop after the stated deadline to drop a class, refer to the "Exception" section of the [Change of Schedule \(Add/Drop\) - Chapter Three: Academic Policies - Policy Library - Missouri State](#).

For students without a registration hold:

Students may withdraw from one or more of their classes online through their [My Missouri State](#) portal on the Registration tab or through the Office of the Registrar.

For students with a registration hold:

Students who have a hold that prevents using the web registration system can drop the class or classes by accessing the Holds page in the [My Missouri State](#) portal, on the Registration tab.

Important Notes:

Drops are **not** allowed* after the **last day to drop** deadline for the course. Students may find the specific deadlines for their courses through their [My Missouri State](#) portal, on the Registration tab, Refund and Drop Deadlines link. [*See *exceptions to the policy* -page eight.]

Students should use the drop procedure judiciously as dropping courses will generally result in extending the time required to complete a degree. In addition, dropping below a full-time or half-time enrollment status may jeopardize insurance, financial aid, scholarship, and immigration status for **F-1** or **J-1** students.

Students dropping a class because of a concern regarding their grade in a course are encouraged to **consult with the instructor** prior to dropping a course. Students who are concerned about the impact of dropping a course on their progress toward graduation are encouraged to **consult with their academic advisor** prior to dropping.

Additional procedures for dropping *all* classes

Drops are **not** allowed after the last day to drop deadline for the course. Students may find the **specific deadlines** for their courses through their [My Missouri State](#) portal, on the Registration tab, Refund and Drop Deadlines link. For exception to drop after the stated deadline, refer to the "Exception" section of the [Change of Schedule \(Add/Drop\) - Chapter Three: Academic Policies - Policy Library - Missouri State](#).

Each student is responsible for their course registration and payment of fees as well as for the dropping of classes. Registration and withdrawal of courses are done via the [My Missouri State](#) portal. **It is imperative that students be aware of Missouri State University's deadlines and penalties** for such actions. This information is on the MSU website.

Students receiving tuition assistance or financial aid through [ArmyIgnitED 2.0](#), the **G.I. Bill®**, or other federal tuition aid programs **are responsible** for understanding the deadlines and refund requirements for the program in which they are enrolled, should they drop a course or receive a non-satisfactory grade. Please speak with your Base Education Officer or reach out to Ms. Raeleen Ziegler, MSU's Director of Veteran Student Center, at RZiegler@MissouriState.edu.



Master of Science Degree requirements (36 hours)

The **Defense and Strategic Studies graduate program** offers two M.S. degree options:

- (1) Defense and Strategic Studies/General Studies (*DSS/General*); and
- (2) Defense and Strategic Studies/Weapons of Mass Destruction Studies (*DSS/WMD*).

A total of 36 DSS credit hours (12 graduate courses) are required to earn the master's degree.

Core Requirements. All students will take two core courses.

DSS 601 (3), Seminar on Nuclear Strategy and Arms Control; and

DSS 632 (3), Seminar on International Security Affairs.

Students select an additional 30 credit hours from the other DSS courses offered, including the final thesis or non-thesis research project.

For the DSS/General option, the full array of elective courses is available.

For the DSS/WMD option, four (4) DSS course offerings that focus on WMD topics are required. The list is below.

DSS 710 (3) Seminar on International Terrorism and Security;

DSS 723 (3) Counterproliferation;

DSS 725 (3) Instruments of State Power **OR** **DSS 722** (3) Emerging Strategic Challenges

DSS 727 (3) Chemical & Biological Warfare **OR** **DSS 737** (3) Advanced Chemical & Biological Warfare

Students select an additional 18 credit hours from the other DSS courses offered, including the final thesis or non-thesis research project.



FLW students who graduate from the U.S. Army's Chemical Biological Radiological Nuclear Captains Career Course (CBRN CCC), Warrant Officers Advance Course, and Non-Commissioned Officers CBRN Senior Leaders Course (SLC) receive transfer credit ranging from three to five graduate courses, dependent upon their course curriculum. These students **follow a different list of course requirements to earn their Master of Science in Defense and Strategic Studies/ WMD**. The Academic Advisor assigned to FLW students forwards this information when a student expresses interest in the program. If needed, ask your Academic Advisor for additional information.

Research

Students are required to successfully complete either the **Thesis** or the **Non-Thesis** option during their last semester of study. **For those in the DSS/WMD degree option**, the **thesis** or **non-thesis** research paper and oral exam must focus on an approved **WMD** subject.

Thesis Option. Completion of a satisfactory thesis in the candidate's discipline. Thesis credit shall be no more than three (3) semester hours of the minimum 36 hours required for a master's degree. If the student fails to complete the thesis during the semester in which they are first enrolled in **DSS 799**, they must enroll in **DSS 794**, *Active in Research*, **each semester** until the thesis is finished.

Non-Thesis Option. A comprehensive oral examination covering the DSS core field of study must be passed, and an *original* 20-page research paper is required as part of the non-thesis exam. Students must be registered for the **DSS 796 Directed Reading** course in order to complete the non-thesis research project and oral exam.

Directed Readings

With approval, students have the option to work directly with a professor on a **Directed Reading/Research course**. This course is individually tailored for the purpose of improving research skills; gaining a broader background of knowledge in a particular area not covered by seminars or exploring in more depth an area of specialization. Ask your academic advisor for more information.

Disability Accommodation

To request academic accommodations for a disability, contact the Department Director, Dr. John Rose at johnprose@MissouriState.edu.

Professional Doctorate Program (DDSS)

On July 29, 2020, the Department of Defense and Strategic Studies (DSS) at Missouri State University received accreditation to offer a Professional Doctorate Degree by the Higher Learning Commission (HLC), an organization that accredits colleges and universities in a 19-state region of the United States. This HLC approval concludes a two-year process to bring to fruition the late Dr. William Van Cleave's original vision five decades ago, an opportunity for students to earn the Doctor of Defense and Strategic Studies (DDSS) Degree.

The DDSS program enables students to study, in-residence or at a distance, via web conference or online courses. Topics such as Advanced Nuclear Strategy, Deterrence and Arms Control, seminars in Advanced Survey in International Security Affairs, Grand Strategy, the Role of the U.S. Congress in National Security, Great Power Competition: The Politics of Struggle with the West, Intelligence and War, Educational Wargaming, and a seminar on Emerging Strategic Challenges, among other course offerings are available. All seminars are focused on the application and understanding of policy pertaining to national and international security issues.

These graduate seminars, taught by DSS experienced security professionals, will enable DDSS students to grow and learn in ways not available at other higher education institutions. For additional information on the DDSS program, please email the program director, Dr. Gary Geipel at GGeipel@MissouriState.edu or program coordinator, Julie Jeffrey at JulieJeffrey@MissouriState.edu. To date, ten students have earned their Professional Doctorate in Defense and Strategic Studies (DDSS).



Email Account

It is imperative and the responsibility of all students to maintain their **Missouri State** email account. **All University and Departmental emails** will be sent to their **MSU email account**, including, but not limited to, course syllabi, required textbook lists, thesis/comprehensive oral exam information, class cancellations, graduation requirements and details, financial issues, and all other related MSU/DSS matters.

Many students find it helpful to forward their MSU email account to their personal account. To do so please use link below.

<https://support.microsoft.com/en-us/office/use-rules-in-outlook-web-app-to-automatically-forward-messages-to-another-account-1433e3a0-7fb0-4999-b536-50e05cb67fed>

***NOTE:** Do **not** use a government or work email as it is **not** reliable and often blocked by security software.*

If you have any issues with setting up your account, please contact the **MSU Computer Services Help Desk** at 417-836-5891 or email HelpDesk@MissouriState.edu. The tech support staff is extremely helpful.

Grade Requirements

Op3.19-1 Graduate Program Completion Requirements

Degree Requirements - New and Current Students - Graduate College - Missouri State

To earn a **graduate certificate**, a candidate must:

1. Complete the minimum number of credit hours required for the graduate program. Keep in mind that courses taken for undergraduate credit may **not** be used for a graduate certificate.
2. Attain a grade point average of **at least 3.0** on all graduate work utilized in the program that includes Missouri State University and transfer courses.
3. For course grades earned during the Fall 2023 semester or any subsequent semester, grades applied toward the certificate must be **C-** or higher. For course grades earned prior to the Fall 2023 semester, grades applied toward the certificate must be **C** or higher.
EXCEPTION: Students earning the DSS Graduate Certificate (**3** courses) must learn a grade of **B** or higher on each course.
4. Meet all additional program-specific certificate requirements; and
5. Complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces).

To complete a **master's** degree, a candidate must:

1. Complete the minimum number of credit hours required for the graduate program. Keep in mind that courses taken for undergraduate credit may **not** be used for a master's or specialist degree.
2. Complete at least one-half of the minimum semester hours in courses numbered 700 or higher, which signifies that the courses have no associated undergraduate parallel. Graduate courses provide graduate-level experience and differ from undergraduate courses in the expectations/requirements.

3. Fulfill no more than 49% of the required semester hours by combining senior permission (up to 12 hours), courses taken prior to admission to the program (up to 30%), transfer (up to 30%), and assessment of prior learning.
4. Attain a grade point average of **at least 3.0** on all graduate work utilized in the degree program.
5. For course grades earned during the Fall 2023 semester or any subsequent semester, grades applied toward the degree **must be C-** or higher. For course grades earned prior to the Fall 2023 semester, grades applied toward the degree must be **C** or higher.
6. Satisfy a research requirement, such as a **thesis** (reflected by enrollment in a course numbered 799), or **non-thesis** comprehensive oral exam seminar/degree paper (DSS 796).
 - a. Theses and non-theses projects must be supervised by an advisory committee consisting of at least three persons who hold MSU graduate faculty status. The chair must hold graduate **research** faculty status.
7. Meet all additional program-specific degree requirements; and
8. Complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces).

NOTE: A *graduate degree* student becomes ineligible to continue in the current graduate program if more than **9** semester hours of "**C+**" or lower are earned in graduate courses taken in the degree program, or if the student does not meet any additional specific degree retention requirements imposed by a department or program.

A student may repeat any of the courses that he or she has taken at Missouri State University. All attempts at the course and the grades earned (including those resulting in a W, I, and Z) appear on the transcript. The grade from the most recent attempt at the course, including the repeat of a Pass/Not Pass grade with a standard letter grade, (though not a W, I, or Z) will be the one that counts in GPA calculations. For example, if a student takes the course four times and gets a P,B,C, and W, in that order, the C would be their official grade that would be used when calculating the student's grade point average. Also, a course that has been repeated will only be counted once in the student's total credit hours earned.

Please see the MSU website for information on the Graduate College Grading and Credit Point System. [Grading and the Credit Point System - New and Current Students - Graduate College - Missouri State](#)

Note the following:

“W” Grade: Withdraw. The student withdraws from the course without academic penalty, if done by the academic calendar deadline.

“Z” or **“I”** Grade: *Incomplete* or *Deferred*. This applies to courses where extenuating circumstances do **not** allow the student to complete a course within the semester time frame. If the uncompleted course work is **not** finished within the following semester, the “Z” or “I” grade becomes a “W.”

Graduation Process for graduate students

Graduate students **must complete** the online *Apply for Graduation* form located under the *student* tab, *My Graduate College* channel, in [My Missouri State](#).

This **MUST** be done during the first two weeks of the semester in which you plan to graduate, if you want to be included in the Missouri State University Commencement Program Book.

Graduating students need to:

- Verify the permanent mailing address listed on your MSU student account as the place you want your graduate diploma to be mailed.
- Once grades are posted, for your final semester, the student should review their degree audit to ensure the audit percentage shows 100%.
- Ensure all **holds** have been cleared. A hold does not prevent participation in commencement ceremonies but will prevent the release of the diploma and transcript.

Most common reasons for graduation **deficiencies for graduate students include:**

1. Failure to file an *Application for Graduation*.
2. Failure to complete a DSS 799 **Thesis** course **or** a **Non-thesis** oral exam. Failure to have the [Comprehensive Examination Application/Results Form](#) submitted to the Graduate College (by *DSS Department*) after successful completion of the comprehensive exam. *Exams usually occur in mid-April for spring candidates, mid-July for summer candidates and mid-November for fall candidates.*
3. Failure to have all "I" and "Z" grades changed.





Congratulations to the **Class of 2024** Graduates
24 master's degrees and 8 professional doctorate degrees were awarded.

MSU Graduate College Academic Policies and Procedures

Academic Policies - New and Current Students - Graduate College - Missouri State

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| <ul style="list-style-type: none"> • <u>Academic Integrity</u> • <u>Address</u> • <u>Attendance Policy</u> • <u>Auditing a Course</u> • <u>Certificate</u> • <u>Change of Schedule (Drop/Add)</u> • <u>Class Disruption</u> • <u>Commencement</u> • <u>Credit Hours and Semester System</u> • <u>Diploma</u> • <u>Enrollment Status</u> • <u>Final Examination Period</u> • <u>Grade Appeals and Academic Grievances</u> • <u>Grade Requirements</u> • <u>Grade Point Average</u> • <u>Grading and the Credit Point System</u> • <u>Graduation</u> | <ul style="list-style-type: none"> • <u>Holds</u> • <u>Incomplete Grade</u> • <u>Instructor Drop</u> • <u>Legal Information and Status</u> • <u>Name Change (refer to Legal Information and Status)</u> • <u>Overload Permission</u> • <u>Pass/Not Pass Grading Option</u> • <u>Policy for Military Students and Dependents Regarding Class Drops and Refunds Associated with Active Orders</u> • <u>Prerequisites</u> • <u>Registration</u> • <u>Repeat Policy</u> • <u>Senior Permission for Graduate Credit</u> • <u>Transcript Requests</u> • <u>Transfer Credit Policy</u> • <u>Veterans Benefits</u> |
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Grievance Policy

1. DSS students are welcome to report any grievance directly to a Department Coordinator.
2. If grievance is not resolved, DSS students are encouraged to speak with Program Director, Dr. Rose.
3. For further discussion regarding a grievance, DSS students are invited to participate in the grievance process outlined in the *Missouri State University Graduate College* catalog.
4. Finally, students attending the DSS program may contact the *State Council of Higher Education for Virginia* with any grievance they believe has not been adequately addressed by Missouri State University. Any student doing so will not be subject to any unfair actions because of initiating a complaint. Contact information for **State Council of Higher Education for Virginia** (SCHEV), 101 N. 14TH St., James Monroe Bldg. - Richmond, VA 23219, Tel: (804) 225-2600 Fax: (804) 225-2604 <https://www.schev.edu/>

Internships

Students have the option of taking **DSS 720: Internship** (3-credits) once while pursuing a MSU degree. The DSS 720 course requires a **10**-page paper, which describes how the student's specific field experience and duties relate to the DSS program of study. Ideally, DSS 720 should not be taken until after the second semester so that the student has had occasion to reflect upon program coursework and can incorporate broader knowledge of the internship site's function and overall experience into the paper(s).

It is the student's responsibility to seek out and obtain an internship. Faculty may assist in this process, but student initiative in soliciting internships often is successful. A DSS graduate created an Excel worksheet listing organizations within the Washington Metropolitan area where internships are often available. Please ask your academic advisor for a copy of the document. For more information:

<https://dss.missouristate.edu/internships.htm>

Library

In addition to DSS publication subscriptions, many journals/magazines are available online through the **Missouri State University Library** at <http://library.missouristate.edu>. To access the University online databases, it is necessary for DSS students to establish an e-mail account and password with Missouri State. To access **Google Search** please use this link from MSU site with info/YouTube video:

<https://libraries.missouristate.edu/research-help.htm>



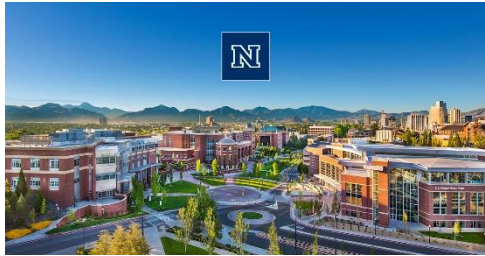
The DSS library is available to all students. To check books in and/or out during regular hours, please ask the on-duty DSS Graduate Assistant at the front desk to assist you.

Except for thesis-related materials, all books must be returned to the library before the end of the respective semester. Those books that have a **red** sticker on their spine are for **reference only** and may **not** be checked out **nor** removed from the Department premises.

Helpful guides to writing graduate level research papers

In terms of **elements** instructors are looking for, the following website spells them out very clearly:

<https://www.unr.edu/writing-speaking-center/student-resources/writing-speaking-resources/graduate-level-writing>



[Graduate-Level Writing | Writing & Speaking Center | University of Nevada, Reno - University of Nevada, Reno | University of Nevada, Reno](#)

Undergraduate and graduate level writing have a number of differences, but your undergraduate writing experience serves as a foundation for moving on to the graduate level. There are two main paths for a graduate degree: professional and research. Professional graduate degrees (like a law degree ...

www.unr.edu

How to Write a Graduate-Level Essay | RRU Library

If academic writing is a distant memory for you, or perhaps something you've never done, the prospect of starting to research and write an academic essay can be intimidating. If you're a new graduate student, please view Gradschoolitis (6:50 video), and for the transcript, please see the Gradschoolitis notes. Before you start working on a specific assignment, please view the resources linked ... library.royalroads.ca

Another resource is the second chapter of **Strunk and White's "The Elements of Style."** The second chapter discusses "*Elementary Principles of Composition.*" It presents eleven principles, explaining each one and offering examples of how they work. Among others, these principles include **Use** the active voice. **Use** definite, specific, concrete language. **Omit** needless words. And in summaries, keep to **one tense**.

Non-discrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does **not** discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harassment, which includes sexual violence. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

Refunds

Refunds - Student Resources - Office of the Registrar - Missouri State

General Information

The date used in determining the refund or credit of tuition and other enrollment fees shall be the date the student completes the transaction online or submits the *Change of Schedule* form to the Office of the Registrar. [Registration - Change of Schedule \(Add/Drop\) Form - Student Resources - Office of the Registrar - Missouri State](#)

- If a course is dropped during the **first week of the semester**, a full refund of tuition and supplemental course fee applies. After this date, there are **no refunds** for supplemental course fees. Tuition refunds are based on a percentage scale according to the date the student completes the transaction as described in above link.
- Refer to the [Fee Refund Schedules](#) for specific deadlines.
- For comprehensive refund information, please refer to the most recent [Fee Schedule](#) approved by the Board of Governors.

The University will consider refund or credit exceptions for the following reasons:

- Student initiated requests based on exceptional circumstances.
- Student initiated requests based on non-attendance.
- Department initiated requests.

Deadlines to appeal for refund or credit exceptions:

- Appeals for a fall semester must be received on or before June 30 of the following year.
- Appeals for a spring semester must be received on or before November 30 of the same year.
- Appeals for a summer session must be received on or before February 28 of the following year.

Procedures for refund or credit exceptions:

- The Refund Exception Committee is charged with considering and approving exceptions to the fee refund policy. The Committee will meet monthly to review appeals.
- The class must have been dropped/withdrawn from in order to be considered for a refund or credit. If a grade was received (including a failing grade or incomplete grade) a refund appeal **cannot** be considered.
- A change in assessment can only be adjusted or prorated to a refund percentage rate already established in the published University tuition and required fees schedule (100%, 75%, 50%, or 25%). Approved appeals are prorated based on the documented date of the extenuating circumstance and the refund percentage in place during the documented time.
- Only tuition related to a student's assessment for registration in credit hours is covered by these guidelines.
- A successful grade appeal through the [Scholastic Standards and Revision of Records Committee](#) is not a guarantee or indicator that an exception to the fee refund policy will be approved.
- Appeals based on dissatisfaction with a course or instructor are **not** granted solely based on student appeal. *[Students are advised to first direct their concerns to the faculty member's Program Director.]* Students will receive a notification as to the results of their appeal.

Student Initiated Requests Based on Exceptional Circumstances Exceptions to the fee refund policy are generally granted only for documented exceptional circumstances that were beyond the control of the student (e.g., medical emergency or death in the immediate family) or when a documented University error has occurred.

Student Appeal Guidelines

A Refund Exception Appeal Request form must be submitted online and must be accompanied by appropriate supporting documentation. Complete the [Refund Exception Appeal Request](#) form.

Examples of Acceptable Documentation Depending on the Circumstance

Medical Emergency

- A letter from a physician describing the student's health problem and how it interfered with successful completion of the semester; statements confirming medical visit dates; copy of intake/discharge statement; or written verification of hospital stay. Documentation must confirm the timeframe for which the appeal has been submitted.
- Any other pertinent information that supports how the student's acute health condition(s) interfered with the ability to meet academic commitments.

Death in Immediate Family

- Copy of obituary or funeral program, letter of support from a family member.

Documented University Error

- Steps you took to address the problem at the time it occurred.
- Letter/email of explanation or recommendation from department head of course, class instructor, academic advisor, or staff member; reference to Advising Notes posted on the My Missouri State System; reference to specific web page or copy of the University document or publication. Documentation must confirm the timeframe for which the appeal has been submitted. In individual cases and when it is in the best interest of the student and the institution, the Refund Exception Committee may grant an exception that is not deemed to be served appropriately by the exception criteria stated above.

Student Initiated Requests Based on Non-Attendance

The University will consider requests for full refunds or credit of tuition and fees if it is determined that a student:

- Did not attend any classes during the semester.
- Did not have other campus charges on their account (e.g., bookstore).
- Did not have any financial aid returned causing the returned aid to be placed on the student's account.
- Was assigned a "W" grade in all classes for the semester either by withdrawing from all classes by the last day to drop as indicated on the academic calendar or through a successful grade appeal to the Scholastic Standards and Revision of Records Committee.
- Has not been given a full refund for non-attendance for a previous semester.

Appeals for Non-Attendance require corresponding documentation to be attached at the time the appeal is submitted. Some types of documentation that can be included when you submit your appeal are:

- A verification of non-attendance by the instructor(s) of the course(s) you are filing a Refund Appeal for. (You can request this from your instructor(s) via email, then attach the emails to the appeal.)
- A verification of full-time enrollment (i.e. Enrollment Verification Letter or transcript) indicating that you are enrolled as a full-time student at another institution.
- A work schedule displaying that you are employed full-time (in or out of state) and reflects a schedule conflict with the courses being appealed.

Student Appeal Guidelines

A Refund Exception Appeal Request form must be submitted online and must be accompanied by appropriate supporting documentation. Complete the [Refund Exception Appeal Request](#) form.

Department Initiated Requests

Exceptions may also be made when courses are dropped and added after the change of schedule period if the department of the course(s) dropped and added provides written verification to the Office of the Registrar stating that the late schedule change was required or recommended by the department.

Retention Requirements

To remain in the program, a student must maintain, by the completion of the second semester, a **minimum GPA of 3.00** in DSS courses and in all graduate work and make satisfactory progress toward the M.S. degree. *Please review the section on **Grade Requirements**, page thirteen.*

Scholarships

Scholarships are made available to DSS students on a regular basis. Most DSS scholarships are funded by private donors, including *The William R. Van Cleave Scholarship*, the *Ulrike Schumacher Memorial Scholarship*, the *Herman Kahn Scholarship*, the *Frederick N. Gates Memorial Scholarship*, the *Richard Walters Scholarship*, and the *John Foster, Jr. Scholarship*. Scholarship awards are made throughout the year. All requests for financial aid must be submitted to Ms. Kathy Fedorchak at KathyFedorchak@MissouriState.edu. Scholarships are prioritized by student financial need and academic excellence.

Study Abroad Opportunities

DSS has a cooperative **student exchange** agreement with the prestigious **Masaryk University in Brno, Czech Republic**. Students spend one semester at Masaryk and enroll in three courses of DSS 796, all which apply toward the DSS program. Courses must be approved by the DSS Department Director. Tuition for these three courses is charged at an in-state rate, regardless of student's "home" state. Supplemental course fees remain the same under this exchange program, though living expenses in Brno are considerably lower than the metro Washington, D.C. area. *Interested students should contact a DSS Department Coordinator for additional information.*



Nomination deadlines are **April 1** for the Fall semester, and **October 1** for the Spring semester. Please allow a minimum of two weeks to complete the nomination process.

During the summer semester, DSS encourages students to participate in the Masaryk University **international symposium** addressing an aspect of energy security. The event takes place in Telc, Czech Republic. DSS distributes information on the event early in the spring semester. Instructions on how to apply to attend and related deadlines are included.



Transfer of Graduate Credit

With the approval of the DSS faculty and Program Director, students enrolled in DSS may request the transfer of graduate credits from another university for a maximum of 9 credit hours. It should be noted, however, that transfer must be based on comparable courses and coursework. The presumption is that previous courses are **not** comparable. This includes courses taken at government institutions, including, for example, the Air Command and Staff College, the Army Management and Staff College, the Command and General Staff School, etc. Students seeking credit will need to submit the syllabus, major papers produced and transcripts for each class. The credits to be transferred must have been taught by an instructor with a Ph.D. As with all credits applied toward a graduate degree, transfer credits must have been earned within the eight-year time limit for a degree program. If approved, the credit transfer will be noted on the *Advisor Approved Program of Study Master of Science Program*.

FLW students who graduate from the U.S. Army's Chemical Biological Radiological Nuclear Captains Career Course (CBRN CCC), Warrant Officers Advance Course, and Non-Commissioned Officers CBRN Senior Leaders Course (SLC) receive transfer credit ranging from three to five graduate courses, dependent upon their course curriculum. These students **follow a different list of course requirements to earn their Master of Science in Defense and Strategic Studies/ WMD**. The Academic Advisor assigned to FLW students forwards this information when a student expresses interest in the program.



Non-Thesis and Thesis Research Project Options

The DSS student must choose either the **Non-Thesis** or the **Thesis** option as their final project. Students are required to recruit a Non-Thesis project mentor or a Thesis First Reader before they may register for the course.

NOTE: If you participate in the **DSS/WMD** M.S. degree program, your **thesis or non-thesis** project must be on a **WMD**-related topic.

Non-Thesis/Comprehensive Oral Examination Option

Students must complete a 20-page research paper and undergo a three-hour comprehensive oral presentation. Immediately following completion of 18 credits or six graduate courses (*FLW students after 9 credits or three graduate courses*), students are to submit the **Thesis/Non-Thesis Declaration Form** to their academic advisor. Refer to the **Non-Thesis Project and Process Guide** for a complete list of directives. <https://dss.missouristate.edu/Graduate/non-thesis-project.htm>

Advice and things to know

- A **non-thesis project** isn't less demanding or less time-consuming than writing a thesis. You'll need to display your knowledge of broad security and defense issues, as well as verbal and analytic skills.
- You're responsible for recruiting your examination board.
- One member of your exam board provides guidance during your non-thesis research project.
- Base your research project on the requirements of a Directed Reading or another course taught by that member of your board.
- During your oral exam, your exam board will ask you questions about your main areas of study while in the DSS program. [Review sample questions.](#)
- The oral exam takes two-to-three hours. Your board will give you a review and grade afterwards.
- If you fail the oral exam, you can take a second oral exam the following semester.
- You must register for an additional course. Suggested courses are DSS 796 or DSS 794.
- If you select the non-thesis project, you cannot take DSS 799 to meet your credit requirements.
- Your oral exam is graded on a "pass" or "non-pass" scale.
- DSS grades include "pass", "non-pass" and "pass with distinction". Passing with distinction requires a unanimous opinion of all members of your exam board.

Thesis Option

Students write an 80-100-page original thesis on a topic related to defense and security studies. Immediately following completion of 18 credits or six graduate courses (*FLW students after 9 credits or three courses*), students are to submit the **Thesis/Non-Thesis Declaration Form** to their academic advisor. Refer to the **Thesis Project and Process Guide** for a complete list of directives.

Thesis students **must** enroll in the **Thesis on Brightspace** self-directed course (*at no additional cost*). **Link:** <https://graduate.missouristate.edu/currentstudents/ThesisResources.htm> It is recommended that you enroll in this course early in the thesis process. For additional information, please use this link: <http://dss.missouristate.edu/Graduate/thesis-project.htm>.



Graduate School of Defense and Strategic Studies

DSS is fully accredited by the Missouri Higher Learning Commission (HLC) and certified by the State Council of Higher Education in Virginia (SCHEV).