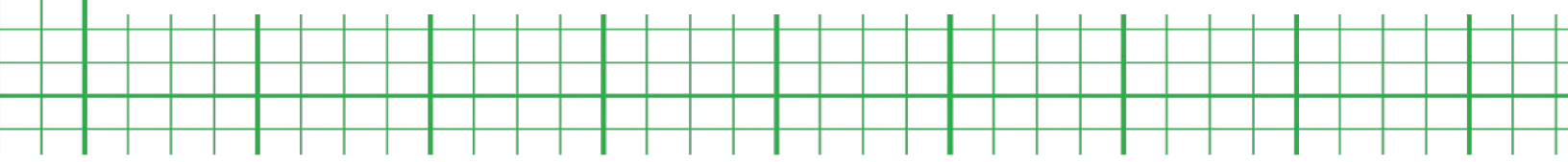




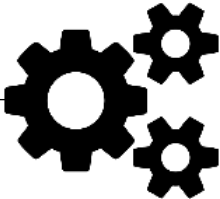
OFFICE OF GRADUATE STUDIES FUNCTIONS & STATISTICS

Updated March 2022

*The information contained in this report represents the major functions for the Office of Graduate Studies.
This is not a complete representation of all functions.*



The Office of Graduate Studies supports graduate students while they work toward their goal of earning a graduate degree(s). Some functions offered by the office include: faculty, staff, and student support; advising services to assist students with graduate forms, final semester requirements, and answer any questions or concerns they may have; student development opportunities such as professional development events and workshops, writing and editing help, thesis and dissertation formatting, and one-on-one student support for academic complaints or grievances. The goal of the Office of Graduate Studies is to effectively assist graduate students during every step of their journey at Missouri S&T.



Provide campus leadership and **FACULTY, STAFF, and STUDENT SUPPORT**



Provide student-centric **ADVISING** services



Provide graduate **STUDENT DEVELOPMENT** opportunities

Interpret Graduate Catalog and Chancellor's Policy Memo II-20

- > Serve as a subject matter expert regarding the graduate catalog and Policy Memo II-20
- > Provide guidance to various students, advisors, faculty, staff, members of the University of Missouri System, as well as the general public.

Advise Graduate Students

- > Offer one-on-one advising sessions for graduate students via phone, email, Zoom, or in-person.
- > Advise on various questions regarding the rules and regulations outlined in the graduate catalog and Policy Memo II-20, as well as questions about when forms are due, how to fill them out, how to read a degree audit, formatting the thesis/dissertation, and much more.

Process Graduate Student Forms

- > Receive, review, and process graduate student forms. These forms indicate graduate students' academic intentions, details of their degree program, advisory committee members, and performance on various examinations. As a result, they provide a record of students' readiness for an advanced degree, academic progress, results of defense, and acceptance of the thesis/dissertation. As students' plans may change, one student may submit multiple versions of the same form throughout their academic career.
 - Certificate students have two potential forms (Substitution for Required Certificate Course(s), Certificate Program Courses Form)
 - Master's students have four potential forms (Forms 1/1A, 1B, 2, and 3)
 - Doctoral students have five forms (Forms 4, 5/5A, 6A, 6B, and 7)
- > Work with students, faculty, and staff to ensure forms are both received and processed in the most timely and efficient manner.
- > Review and approve additional forms that are required for some students, depending on their situation, such as, Request to Change Catalog Year, Request for Leave of Absence, Dually Enrolled Undergraduate Graduate Credit Indication, Oral Defense Registration, Request for Continuous Registration, Application to Conduct Off-Campus Research, Reduced Enrollment Request, Request for Waiver of Enrollment Requirements, OPT Recommendation, CPT Request, I-20/DS-2019 Extension Request, Transfer-Out, UM Visiting Graduate Student Application.

Update Graduate Forms Templates

- > Ensure that all the form templates are kept up to date in accordance with the graduate catalog.
- > Make appropriate edits and submit forms to the Graduate Council and Graduate Faculty for review/approval.
- > Maintain and edit the instructions for the forms as needed.
- > Upload newly created/revised forms to the Office of Graduate Studies website.

Build/Review Graduate Degree Audits

- > Input the Graduate Forms 1 and 5, plan of study for master's and doctoral students, in the degree audit system (u.achieve). This builds an individual degree audit per student based on their specific plan of study. This results in a valid degree audit that can be used by the campus community to determine whether a student has issues with their program, such as academic requirements, grades, and GPA.
 - Input changes to degree audit as outlined on revised Graduate Forms 1A and 5A, Substitution for Required Certificate Courses Form, and Certificate Program Courses Form to ensure they are both following their plans of study and on-track to a timely graduation.
 - Enter milestones into Joe'SS, as indicated by submission of the graduate forms so they will appear on the degree audit to assist in tracking their progress toward degree completion.
- > Review degree audits of all enrolled graduate students each semester to ensure forms are submitted based on the timeline required by the graduate catalog, and place registration holds on student's accounts via Joe'SS as necessary.
- > Review degree audits for graduating students.
 - Identify problems that may delay graduation after the deadline to apply for graduation has passed.
 - Work with the department/student to clear as many of these issues as possible before the close of the semester/session.
 - Communicate with the Office of the Registrar to remove students who are unable to meet requirements from the graduation list.

Authorize Degrees/Certificates to be Awarded

- > Verify that all degree/certificate requirements have been met and process the Final Graduation Audit forms at the close of each semester/session.
- > Deliver Final Graduation Audit forms to the Office of the Registrar, thereby authorizing them to award the degrees/certificates.

Check Format of Theses/Dissertations

- > Review each thesis/dissertation to ensure the format meets the required specifications as set by the Graduate Faculty before the final copy is accepted.
 - Each thesis/dissertation is typically reviewed an average of 4 - 6 times before the format is correct, and the final copy can be accepted.
- > Create/update Microsoft Word templates and user guides.
- > Update LaTeX templates by communicating changes to the faculty administrator.
- > Maintain the S&T LaTeX User Google Group and provide information regarding LaTeX templates per individual student request.

Prepare Degree Completion Letters

- > Provide letters, upon request, for students who have satisfactorily completed all requirements for the degree/certificate, prior to it being awarded. (After the degree/certificate has been awarded, an official certification letter must be obtained from the Office of the Registrar.)

Monitor C/F/I Grade and Probationary Status

- > Generate report and degree audit indicating C/F/I grades and semester GPA after final grades are posted each semester/session. The following action is taken based on the student's catalog year.
 - *2019-20 Catalog Year and Prior:* Notify students they have received C, F, or I grade and inform them of the requirements. Degree audits are periodically reviewed for students who received I grades, until the grade has been changed. If the grade changes to C/F and causes the student to exceed ten total credits hours, a dismissal letter is sent to the student.
 - *2020-21 Catalog Year and Beyond:* Notify students who have been placed on probation based on their previous semester GPA and place a Graduate Academic Probation hold on the student's account via Joe'SS. Degree audits are reviewed after final grades are received each semester thereafter. If coursework is completed and the semester GPA is at least 3.0, the Academic Probation hold is removed; if coursework is completed and the semester GPA is below 3.0, a dismissal letter is sent to the student.

Host Presentations, Workshops, and Events

- > **NSF GRFP**
 - Advertise to inform students of fellowship opportunity and rules for submission of fellowship application
 - Provide informational sessions to students outlining the necessary requirements, procedures, and benefits of the fellowship.
 - Provide one-on-one workshops with students to review/edit drafts.
- > **Formatting Your Theses/Dissertation**
 - Present formatting requirements as outlined in the Thesis & Dissertation Specifications set by the Graduate Faculty. This presentation is given in two formats: one for students who use Microsoft Word and one for those who use LaTeX. Both presentations are offered several times each semester/session.
- > **Writing Camps**
 - Provide informative workshops with structured writing sessions where students have uninterrupted time to work on their thesis/dissertation. The technical editor is present to provide help with writing.
- > **Three Minute Thesis (3MT)**
 - Work with students to prepare a three-minute speech about their research, discovery, and impact using only one slide for visual presentation. The speech is presented to non-discipline specific judges in preliminary, semi-final, and final rounds. The winner competes regionally against winners from other midwestern schools at the Missouri Association of Graduate Schools (MAGS) conference.
 - Host and plan the event, including the preliminary, semi-final, and final rounds.
- > **Let's Talk Series**
 - Drop-in sessions for graduate students to learn about specific topics.
 - Graduate Studies Specialists – Deadlines and Forms, Plan of Study and Degree Audits, and Enrollment Requirements.
 - Student Support Specialist – Campus Resources for Life, Academic Resources, Community Resources.
 - Technical Editor – Meet the Editor, Writing and Editing Resources.
 - Guest Sessions – Student Organizations, Student Well-Being, Graduation Prep.

Provide Technical Editing Services

- > Provide free editing services and writing resources to graduate students currently enrolled at S&T. The goal of these services is to help S&T graduate students to learn writing skills and strategies to enhance and elevate their writing for publication.

- Documents submitted for editing are checked for correct grammar, punctuation, capitalization, and spelling, and the editor meets with students to clarify or discuss, if needed.
- > Provide a free graduate student writing support platform in Canvas that includes various writing resources, such as writing samples, screencasts, power point, style guide samples, as well as links to additional resources and information about graduate student writing.

Oversee Grad Track Pathway (GTP) Program

- > Created the Grad Track Pathway templates and processes that were approved by the Graduate Faculty. Allows academic departments to create a Grad Track Pathway program that offers early provisional admission to the master's degree program to exceptional undergraduate students. This accelerated program is designed for students to earn credits towards their master's degrees while completing their bachelor's degrees. A GTP is defined by a set of graduate level courses (no more than nine credit hours) that apply towards the bachelor's degree and also towards an associated master's degree.
- > Work with each individual academic department to create and maintain their GTP program.
- > Process student applications for the GTP to ensure the student is in compliance with the individual department GTP requirements.
- > Monitor student progress through the completion of their bachelor's degree, admittance to the master's degree, and submission of the plan of study.
- > Continue to update the Grad Track Pathway templates by making the appropriate edits and submitting the forms to the Graduate Council and Graduate Faculty for review/approval.

Provide Support for the Graduate Council/Graduate Faculty

- > Work closely with the Graduate Council and Graduate Faculty providing administrative support for each.
- > Attend monthly meetings with the executive committee to provide logistical support for the committee.
- > Schedule and attend the Graduate Council monthly meetings and Graduate Faculty semesterly meetings. Assist in preparing for each meeting by sending out the agenda and documentation prior to the meeting.
- > Organize and attend all ad hoc, awards, and membership committees that are associated with the Graduate Council and Graduate Faculty.
- > Maintain the Graduate Council and Graduate Faculty websites.

- > Coordinate the Graduate Faculty appointments and reappointments; including collecting and routing paperwork to vice provost of graduate education and the membership committee; preparing and emailing letters; requesting, sorting, and manipulating reports from the Office of Human Resources for appointment information, and updating the Graduate Council and Graduate Faculty membership lists and email listservs accordingly.
- > Organize end-of-year faculty and staff awards for outstanding contributions to graduate studies, including call/collection of nominations, attending and facilitating meetings of the awards committee, preparing the budget and requesting funds, designing/purchasing plaques, purchasing supplies/awards, planning the ceremony/distribution of awards, and maintaining communication with nominees/winners.

Lead and Provide Support for the Council of Graduate Coordinators and Staff (CGCS)

- > Hold monthly meetings with the CGCS members to update them on current graduate issues and changes to policy.
- > Ensure that new members in academic departments are trained to understand the proper procedures and processes regarding graduate students/programs.
- > Maintain the CGCS list and listserv ensuring that the appropriate graduate staff and coordinators are included.
- > Maintain the CGCS website.

Provide Training to Campus Community

- > Provide training sessions on how to properly process forms; how to read degree audits; how to modify certificate program requirements, etc.
- > Update the Graduate Forms Resource Manual that was previously created by the Office of Graduate Studies. This manual outlines all the details of the graduate forms, including due dates, detailed instructions on how/what to include on the form, as well as information regarding the Chancellor's Policy Memo II-20 (rules for graduate student registration) and how to read a graduate student degree audit.

Handle Academic Dishonesty Cases

- > Review and investigate conduct cases that are reported
 - As the primary administrative officer for the graduate student academic dishonesty cases, it is the responsibility of the vice provost of graduate education to review the conduct cases

that are reported. After the investigation is completed, a decision is made on whether the case can be disposed of by informal or formal hearing.

- > All academic dishonesty cases are entered and tracked in Maxient
- > During academic year 2020-21, The Office of Graduate Studies reviewed six cases of academic dishonesty.

Provide Support for Student Grievances

- > Help students navigate through the grievance process.
- > Become a point of contact for students to assist them if any issues arise during the process.
- > During academic year 2020-21, the Office of Graduate Studies met with two students regarding a grievance.

Review Graduate Certificates and Graduate Degrees Programs

- > Review and process all new and revised paperwork for graduate certificates. Once a new graduate certificate proposal is received, the proposal is placed on the Graduate Faculty website for review by the Graduate Faculty, and an ad hoc review committee is formed to review the proposed graduate certificate. After review and approval by the review committee, the proposal is sent to the Office of the Provost for approval and submission to UM System who forwards it to MDHE for final review and approval.
- > Proposals for new graduate master's and doctoral programs are reviewed and approved by the Vice Provost of Graduate Education.

Facilitate Graduate Teaching Assistant (GTA) Workshop and SPEAK Tests

- > Communicate with departments the requirements outlined in the Missouri Revised Statute, Chapter 170 regarding graduate teaching assistants' communication in English language and request list of student names that will teach in the upcoming semester/session.
- > Send communications to students to complete GTA workshop application and determine which students are required to take the SPEAK test.
- > Administer SPEAK tests and send them to the evaluator for grading.
- > Communicate SPEAK scores with students and departments.
- > Host and plan the GTA workshop including communicating with presenters, preparing the agenda, and tracking student attendance for the event.

- > Prepare and send the certificates of completion to the students and departments so the hiring paperwork can be completed in a timely manner.
- > Spring 2022 statistics:
 - Of the 90 applicants, 62 successfully completed the workshop.
 - Of the 58 SPEAK tests administered, 51 passed.

Monitor Chancellor's Distinguished Fellowships

- > Manage the Chancellor's Distinguished Fellowships Program by monitoring and tracking each student to ensure they are meeting the requirements each semester. This is no longer offered to new graduate students. Currently, there 14 Chancellor's Distinguished Fellows.

Serve on Campus Committees

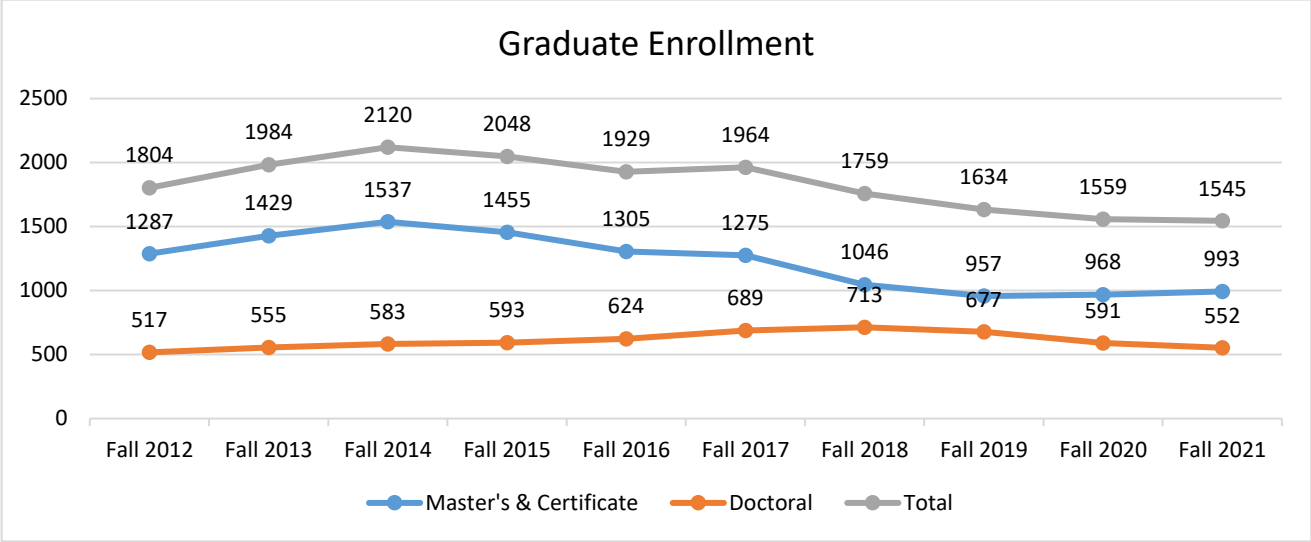
- > Represent the Office of Graduate Studies by serving on various campus committees including Campus Engagement Council, JED Coalition, JED Campus Policies and Protocols Sub-Committee, Prevention Coalition Committee, Commencement, Committee, Executive Commencement Committee, International Student Experience Subcommittee, Bill of Rights Ad Hoc Committee, and Equity Hearing Panel.

Additional Functions

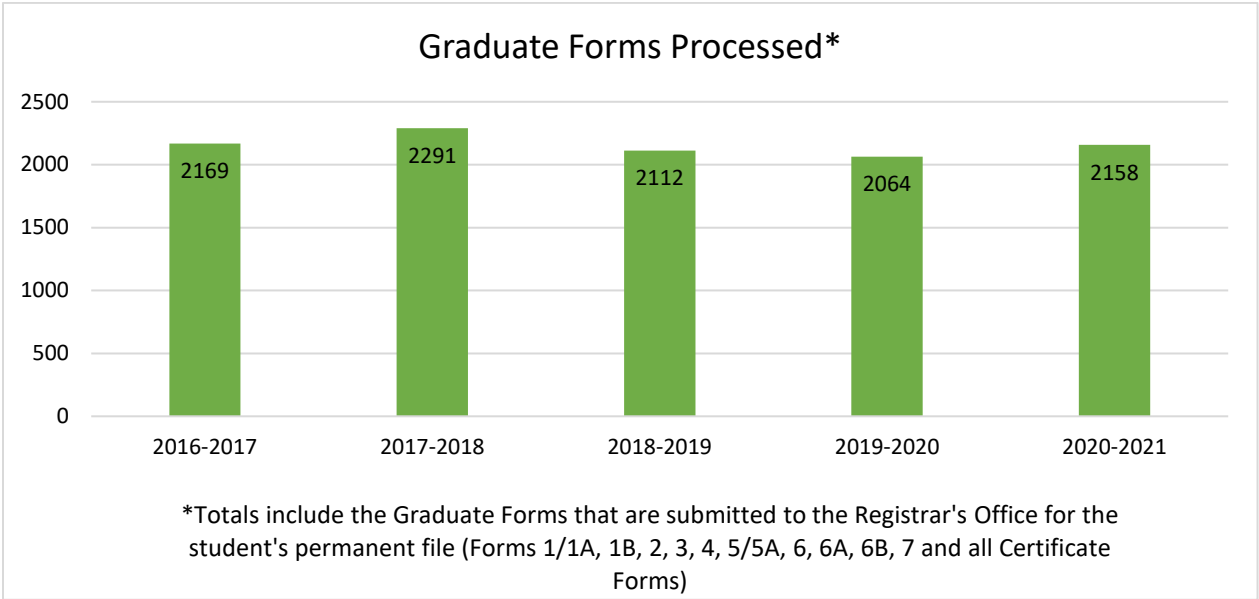
- > Post updates to the office's social media accounts such as YouTube, Facebook, Twitter, and Instagram.
- > Review and provide updates to the graduate catalog each spring semester ensuring that any changes approved by the Graduate Faculty are included
- > Review and provide feedback for the commencement brochure each fall and spring semester by checking graduate student names and information
- > Create consistent communications to be used when providing information to graduate students regarding their forms, authorization for the comprehensive exam, final semester information, deadline dates, formatting information, etc.
- > Provide informational communications to the campus community, including a welcome email and important graduation information to students each semester, registration hold information, graduation list updates, etc.
- > Run various reports throughout the semester/session for use in monitoring graduate student rules and regulations
- > Collaborate with other offices on campus to host, present, and/or advertise professional and social events happening across campus.
- > Compile the Survey of Earned Doctorates (SED) submitted by doctoral students and submit a list of doctoral graduates to NSF each semester/session.

Supplemental Graphs/Tables

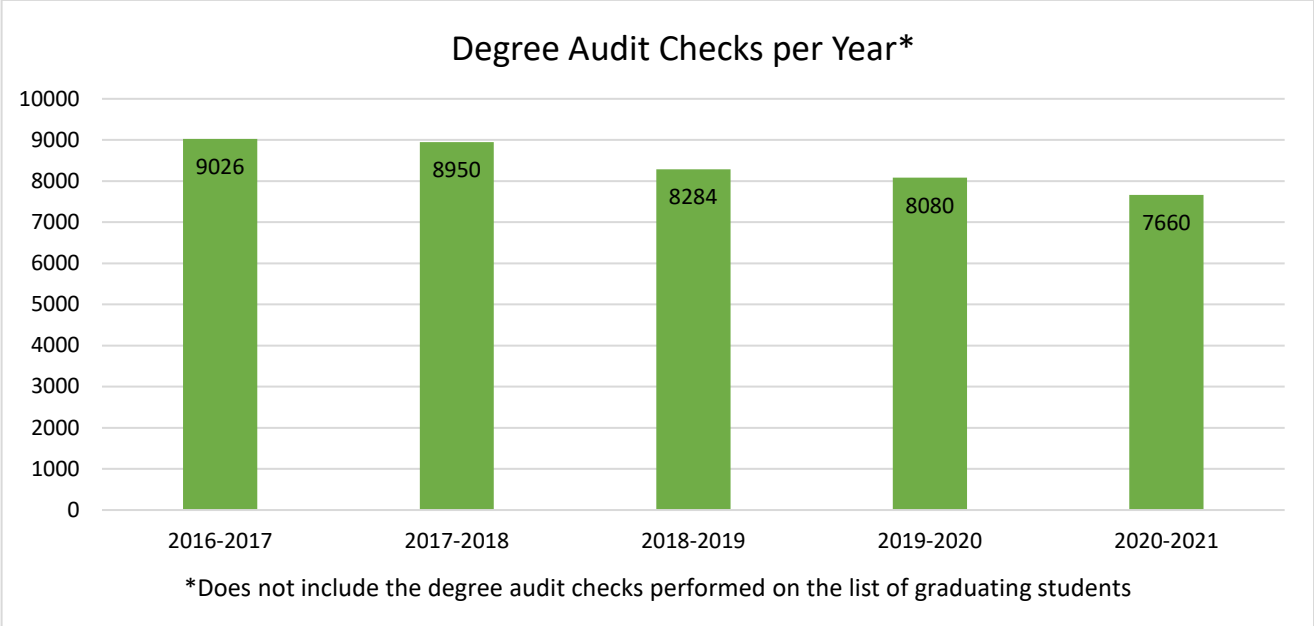
The graph below illustrates the trend of graduate student enrollment from fall 2012 to fall 2021.



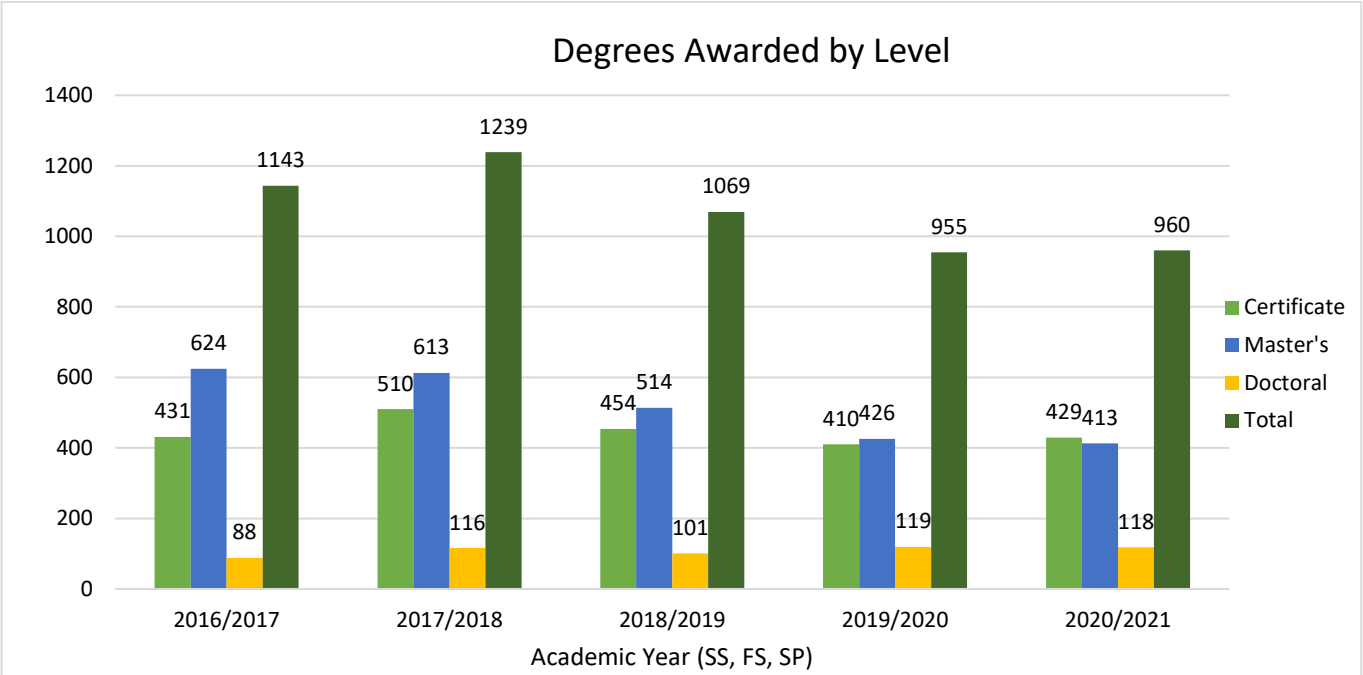
The graph below illustrates the total number of graduate student forms processed each academic year from 2016-17 to 2020-21.



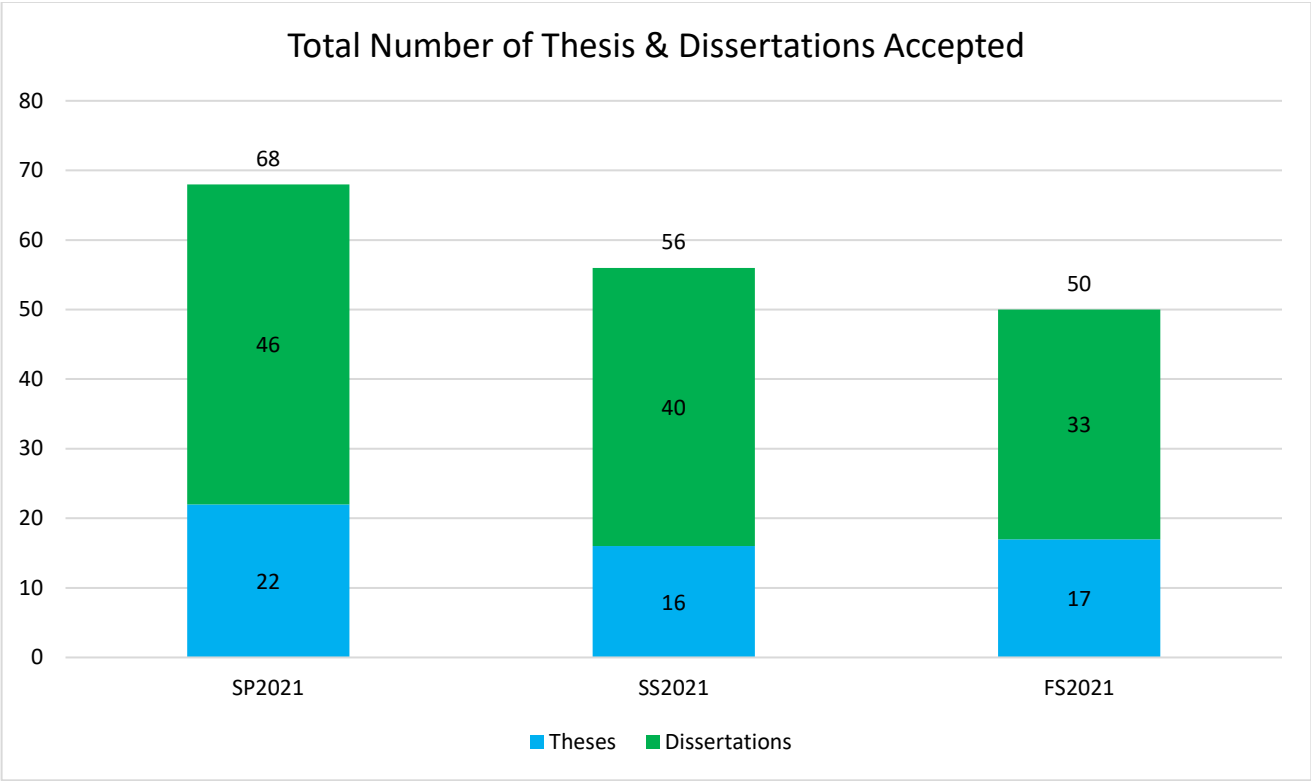
The graph below illustrates the total number of graduate degree audits that are reviewed each year from 2016-17 to 2020-21.



The graph below illustrates the total number of degrees and certificates awarded per academic year from 2016-17 to 2020-21.



The graph below illustrates the total number of theses/dissertations that were accepted by the Office of Graduate Studies in spring, summer and fall of 2021.



The table below shows the total number of C/F/I letters and probation notifications sent in spring, summer, and fall 2021.

	SP2021	SS2021	FS2021
C/F/I Notifications Sent	29	3	12
Probation Notifications Sent	27	--	43

The table below shows the number of students admitted into the Grad Track Pathway per program.

Undergraduate Degree Program	2019-20	2020-21	2021-22	2022-23	Total
Aerospace Engineering			5		5
Applied Mathematics		3	1		4
Architectural Engineering			1		1
Biological Sciences			3		3
Business & Management Systems		2	5	1	8
Chemical Engineering		3	1		4
Civil Engineering	3	8	8		19
Computer Science	1	7	11	2	21
Environmental Engineering	1		1		2
Geological Engineering		1			1
Information Science & Technology		6	9		15
Mechanical Engineering		2	5		7
Mining Engineering	3	5	1		9
Nuclear Engineering	3	4			7
Psychology			1		1
Technical Communication		6	3		9
Total	11	47	55	3	116

AY = Fall, Spring, Summer

The graphs below illustrate the total number documents and pages edited by the Office of Graduate Studies per academic year from 2016-17 to 2020-2021.

