



Graduate
Education

GRADUATE EDUCATION FUNCTIONS & STATISTICS

Updated May 2024

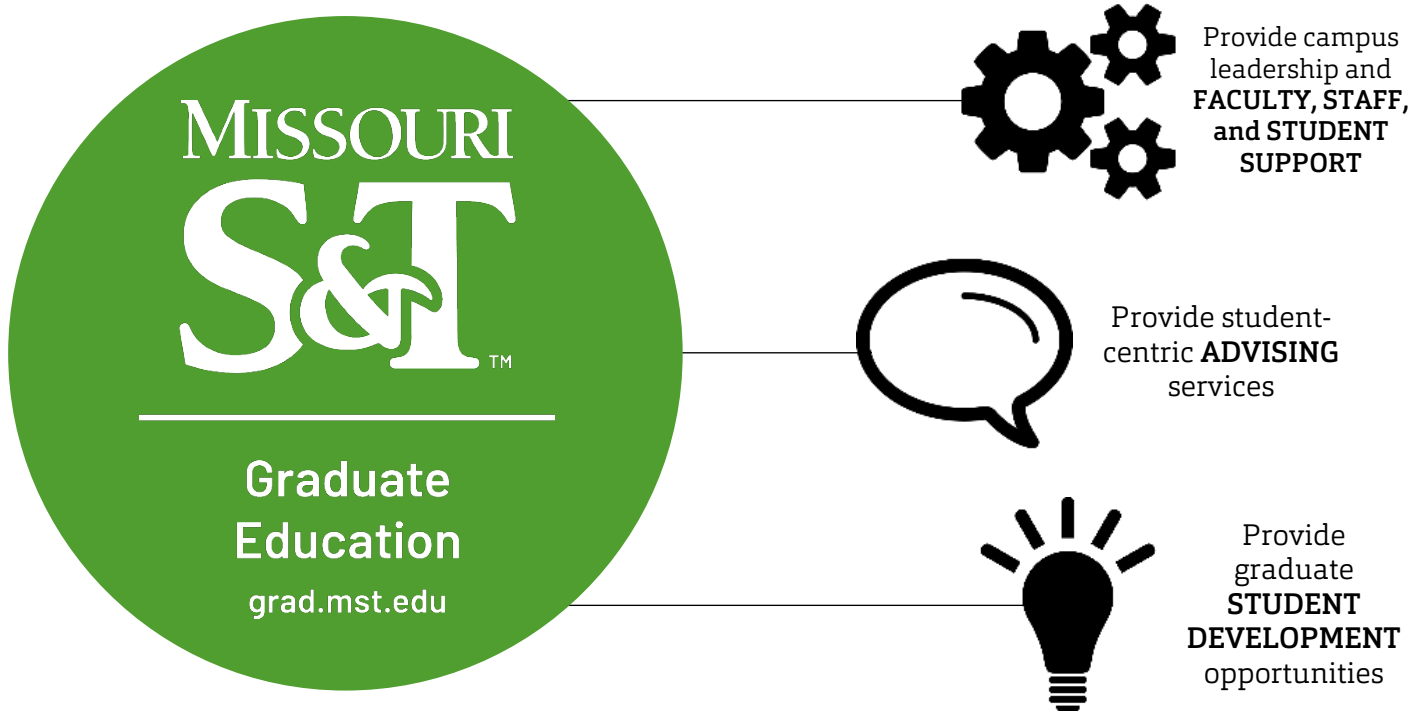
*The information contained in this report represents the major functions of the Graduate Education office.
This is not a complete representation of all functions.*

Steadfast in the values of Missouri S&T, Graduate Education recognizes that quality advising and mentorship enhance the adventure of graduate education. We take pride in serving an exceptional, diverse, and determined student body and campus community.

Solving for Success - By providing holistic student services and development opportunities throughout their academic career, we empower our students and foster excellence in academics, research and teaching. Our adaptive approach matches each student's unique needs and degree plan.

Solving for Support - By collaborating with campus constituents, we advocate for our students and academic programs. We engage with university leadership, faculty, staff, and student leaders to improve the graduate student experience and expand our reach.

Solving for Tomorrow - By continually improving our procedures and programs, we work to create an environment that reflects the complexities of the modern world. We enthusiastically seek ways to solve for our stakeholders and inspire passion for creativity, innovation, and entrepreneurship.



Interpret Graduate Catalog and Chancellor's Policy

Memo II-20

- > Serve as a subject matter expert regarding the graduate catalog and Chancellor's 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 Chancellor's 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 four forms (Forms 4, 5/5A, 6, 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, Request for Waiver of Enrollment Requirements, UM Visiting Graduate Student Application.

Graduate Student Form Templates

- > Ensure that all the graduate student form templates are kept up to date per 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.
- > Update newly created/revised forms into the electronic forms approval workflow.
- > Work with departments to create individualized workflows to fit their needs.

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 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
 - Inform students of fellowship opportunities and requirements 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.
- > Thesis/Dissertation Formatting Workshop
 - Present formatting requirements as outlined in the Thesis & Dissertation Specifications set by the Graduate Faculty, as well as an interactive review of the university approved templates for Microsoft Word and LaTeX.
- > Writing Presentations and Presentations
 - Provide informative workshops and presentations to assist students with editing their own work and provide information on various aspects of 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.
 - Plan and host the event, including the preliminary, semi-final, and final rounds.
- > Graduate Research Showcase
 - Provide an opportunity for graduate students to present their research to the university and wider community, while networking with representatives from key industry employers. Participants will choose to present either a poster or oral presentation in competition.
 - Plan and host the event, including offering workshops prior to the event to assist students with preparing their posters and presentation, seeking judges from the campus community as well as from key industry employers, planning the evening networking/awards ceremony, etc.

- > Graduate Policy Grounding and Refresher
 - Designed for new incoming graduate students and those seeking a refresher on essential aspects of graduate school. Attendees will learn about university policies and graduate catalog requirements, as well as gain valuable tips on navigating their graduate journey successfully. Also covered are the various forms and deadlines, the registration process, academic integrity, tips on working with an academic advisor, and more.
- > Graduate Track Pathway Info Sessions
 - Organize information sessions focused on supporting departments in retaining their top undergraduate students through insights and resources related to the Grad Track Pathway. Work closely with academic departments to arrange breakout-style sessions, where students receive guidance on university-level prerequisites, application processes, and frequently asked questions. After the main session, students have the opportunity to interact directly with faculty representatives in dedicated breakout rooms for each program, allowing for discipline-specific inquiries and deeper understanding of academic pursuits.
 - Take the lead in marketing these sessions by directly reaching out to and inviting undergraduate juniors and seniors. Ensure awareness of the upcoming sessions through targeted communication. Develop informative flyers detailing the schedule of sessions and participating departments, emphasizing the benefits of attendance, and encouraging active participation. Through this collaborative and informative approach, our goal is to empower students with the knowledge and support necessary to excel academically while strengthening their ties to their departments and the university community.

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.

Oversee Grad Track Pathway (GTP) and Accelerated Programs

- > Work with individual academic departments to create and maintain their GTP/accelerated program.
- > Process student applications for the GTP to ensure the student is meeting campus-level minimums.
- > 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 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; 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 education, including call/collection of nominations, attending and facilitating meetings of the awards committee, preparing the budget, 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.

Manage Academic Dishonesty Cases

- > Review and investigate reports of graduate student conduct cases reported in Maxient
 - As the primary administrative officer for the graduate student academic dishonesty cases, it is the responsibility of the vice provost of graduate education (or designee) to review the conduct cases that are reported. After the investigation is completed, a decision is made on the disposition.
- > All academic dishonesty cases are entered and tracked in Maxient
- > During the academic year 2022-23, Graduate Education reviewed 89 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.

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 three times per year (January, May, August).
- > Prepare and send the certificates of completion to the students and departments so the hiring paperwork can be completed in a timely manner.

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 six Chancellor's Distinguished Fellows.

Serve on Campus Committees

- > Represent the Graduate Education office by serving on various campus committees including Campus Engagement Council, JED Coalition, Prevention Coalition Committee, and Executive Commencement Committee.

Funding Opportunities

- > Graduate Student Travel Fund
 - Review and approve student applications ensuring students' eligibility. Collect receipts and travel authorization forms from the students and process reimbursement paperwork.
- > Recruitment Visit Reimbursement Program
 - Review and approve requests from departments for funds, review receipts and eligibility requirements and provide funding source to departments.

Graduate Catalog Revisions

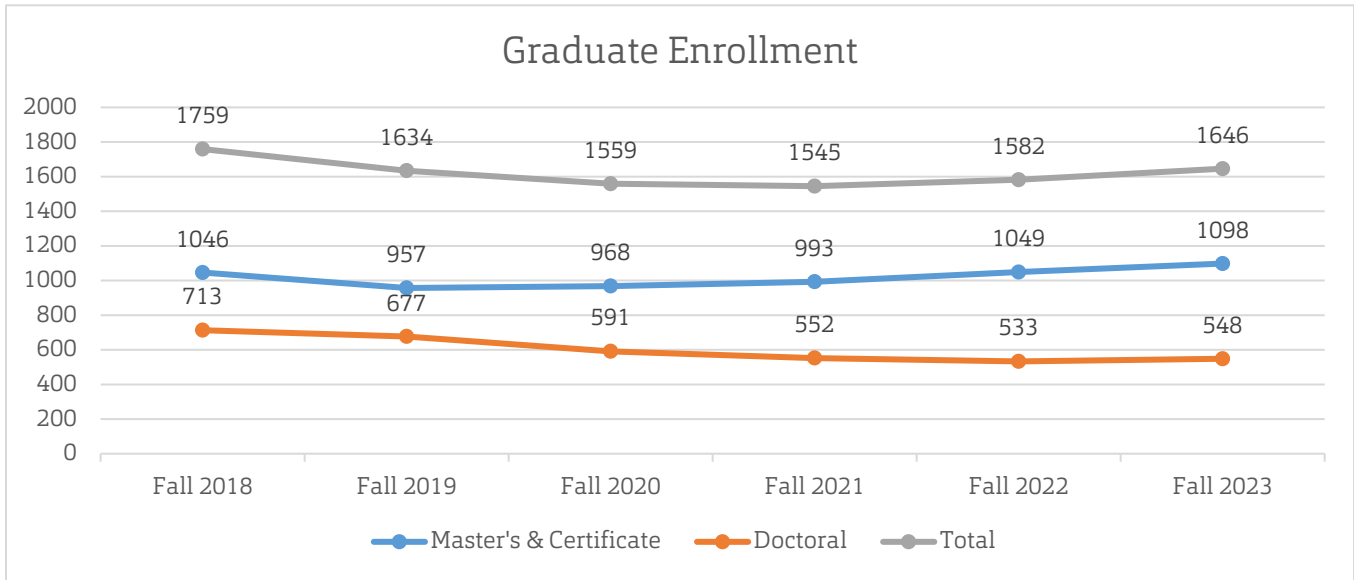
- > Identify the obstacles that current students face because of existing rules and policies. Work together with the graduate faculty executive committee to develop recommendations for the graduate council's review.
- > Review and provide updates to the graduate catalog each spring semester ensuring that any changes approved by the Graduate Faculty are included.

Additional Functions

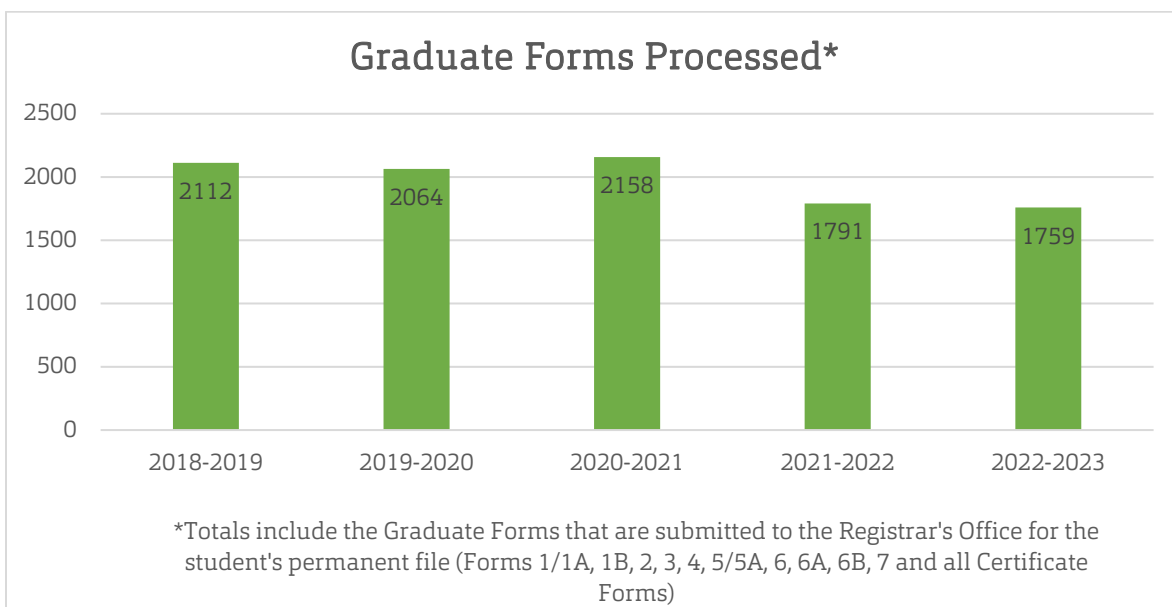
- > Post updates to the office's social media accounts such as Facebook, Twitter, and Instagram.
- > Review and provide feedback for the commencement brochure each fall and spring semester by checking graduate student names and information.
- > Create consistent communications to be used when providing 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

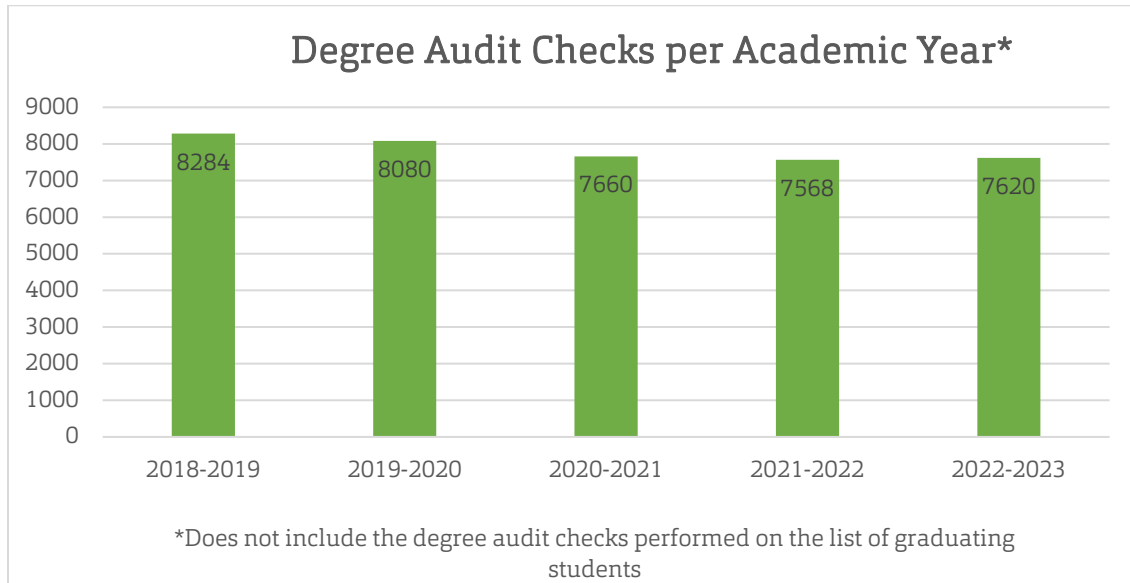
The graph below illustrates the trend of graduate student enrollment from fall 2018 to fall 2023.



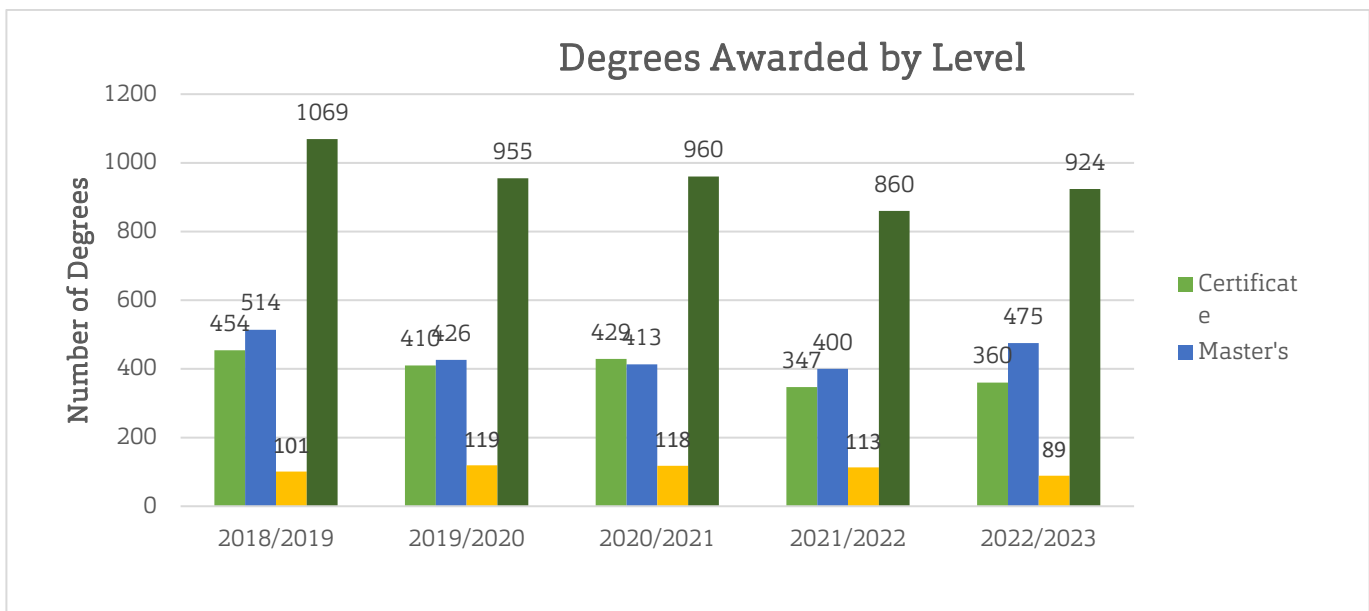
The graph below illustrates the total number of graduate student forms processed each academic year.



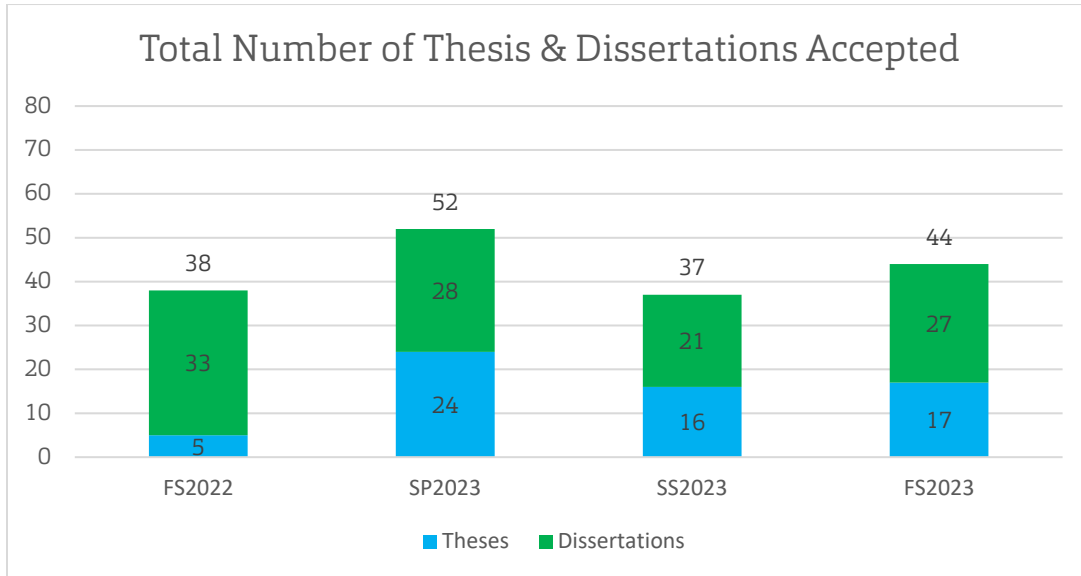
The graph below illustrates the total number of graduate degree audits that are reviewed each academic year.



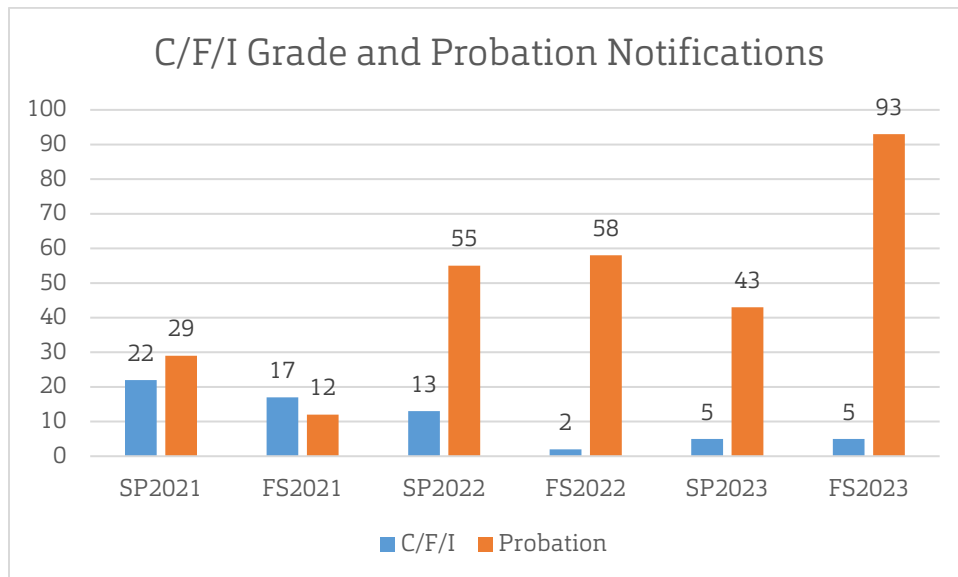
The graph below illustrates the total number of degrees and certificates awarded per academic year.



The graph below illustrates the total number of theses/dissertations that were accepted by the Graduate Education office each semester.



The table below shows the total number of C/F/I and probation notifications each semester.



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

Undergraduate Degree Program	2019-20	2020-21	2021-22	2022-23	Total
Aerospace Engineering			5	5	10
Applied Mathematics		3	2	1	6
Architectural Engineering			1		1
Biological Sciences			3		3
Business & Management Systems		2	5	6	13
Chemical Engineering		3	1	1	5
Civil Engineering	3	8	7	9	27
Computer Engineering				2	2
Computer Science	1	7	10	10	28
Environmental Engineering	1		1	3	5
Geological Engineering		1	1		2
Information Science & Technology		6	9	3	18
Mechanical Engineering		2	5		7
Mining Engineering	3	5	3		11
Nuclear Engineering	3	4	1	3	11
Physics				2	2
Psychology			1		1
Technical Communication		6	4	4	14
Total	11	47	59	49	166

*GGPE and ECE participate in the Accelerated program which are not tracked by Graduate Education; any count included for those programs indicate a student pursuing a graduate degree in a program outside of their undergraduate major.

The table below shows the total number of SPEAK tests administered and the number of students who completed the GTA workshop in 2023.

	January, 2023	May, 2023	August, 2023
Completed workshop	49	22	63
SPEAK tests administered	36	13	33

The graphs below illustrate the total number of documents and pages edited by the Graduate Education office per academic year.

