

Council of Graduate Coordinators and Staff (CGCS) Meeting

January 20th 2012

Agenda

- Satisfactory Academic Progress (SAP) – Dept. of Edu. Financial Aid
- Technical Editing Services
- Graduate Catalog
- Graduate Admission Requirements
- Announcements:
- Open Items

Technical Editing Services

- Refer to the handouts provided by Elizabeth Roberson (emrt24@mst.edu).

Grad Catalog 2012-13 Revisions (Tentative Schedule)

- Feb. 15th First proof to academic departments
- March 5th First proof due back to Registrar's Office
- April 10th Final proof to academic departments
- April 25th Final proof due back to Registrar's Office
- June 14th Last Faculty Senate meeting in which curriculum changes for catalog will be approved
- June 14th Catalog changes due to curriculum approvals at June Fac Senate meeting due to Registrar's Office
- July 1st Catalog goes to print

Dept. Admission Requirements

Each graduate program must turn in their admission requirements to the Office of Graduate Studies asap.

Announcements

Chancellor's Fellows Poster Session: April 4th
11am-1pm, Havener Atrium

Chancellor's Fellows Awards Banquet: April
9th 5pm-7pm, Location TBA

CGCS Input

Please provide your inputs/suggestions on S&T Research Capacity to us by noon January 23, 2012.

Email: allada@mst.edu

Open Items

Thanks for attending.

Next meetings:

- February 17th 2012
- March 16th 2012
- April 20th 2012

Note: All meetings are from 12-1pm in 140 Toomey Hall