

**Council of Graduate
Coordinators and Staff
December 16, 2016**



CGCS Agenda

- > Revised Chancellor's Distinguished Fellowship
- > Experience S&T and VIP Campus Visit Program
- > Doctoral Recruitment Request for Proposals from Departments
- > Newly revised Certificate Program Courses form
- > Ph.D. students with 2nd MS interest wording
- > Graduate Academic Dishonesty Procedures
- > Degree Completion Letter Policy
- > Reminders/Announcements

Chancellor's Distinguished Fellowship

- > Newly revised Chancellor's Distinguished Fellowship for 8 students
 - Up to 4 designated for Underrepresented Minority (African American, Hispanic, Native American, Pacific Islanders) or Female
- > See handout for more details
- > Deadline to nominate: February 15, 2017

Recruitment Programs

- > Campus Visit Programs
 - Experience S&T
 - VIP Experience S&T
- > Doctoral Recruitment Grants for Departments

Newly Revised Certificate Program Courses Form

- > Passed at the December Graduate Faculty meeting
- > Form has been uploaded and is available on website:
<http://grad.mst.edu/faculty/certificates/>

Submit Typed or
Legibly Written Original

CERTIFICATE PROGRAM COURSES

(To be used for students receiving more than one certificate during their graduate career)



Courses used for one graduate certificate may not be used for another graduate certificate

Name _____ **Student** _____

1st Certificate Program Title

If already awarded, date awarded: _____

List 4 courses to be used for 1st certificate

Approved: _____ Date: _____
Academic Advisor/Department representative

2nd Certificate Program Title

If already awarded, date awarded: _____

List 4 courses to be used for 2nd certificate

Approved: _____ Date: _____
Academic Advisor/Department representative

Candidate: _____ Date: _____

Approved: _____ Date: _____
VPGS or Designee



Ph.D. students with 2nd MS Interest

- > New wording passed at the December Graduate Faculty meeting
- > “The total number of MS credits included on the PhD program of study cannot exceed 30 credit hours.” to be replaced with “Courses listed on a doctoral program of study (Form 5) cannot be listed/or have been listed on a program of study (Form 1) for a second, or subsequent master’s degree” in the section “Proposed Program of Study for Ph.D.”

New additions to Office of Graduate Studies webpage

- > Degree Completion Letter Policy
(<http://grad.mst.edu/currentstudents/forms/>)
 - A graduate student who has made application for graduation and is on the commencement list to be presented to Missouri S&T Graduate Faculty and has satisfactorily completed the requirements for the graduate degree program can request a degree completion letter from the Office of Graduate Studies. All degree completion letters that are obtained from the Office of Graduate Studies are standard template letters that cannot be altered. After the degree has been awarded an official certification letter must be obtained from the Office of the Registrar.
- > Degree completion letter templates
(<http://grad.mst.edu/currentstudents/forms/>)



New additions to Office of Graduate Studies webpage

- > Academic Dishonesty Procedures (<http://grad.mst.edu/faculty/>)
 - Links to the UM System Collected Rules and Regulations
 - Defines Academic Departments' responsibility
 - Defines Vice Provost for Graduate Studies' responsibility
 - Describes how to report a case of alleged Academic Dishonesty

REMINDERS, DEADLINES, AND UPCOMING EVENTS

> Thesis/Dissertation Boot Camp

- Dates: January 9-13, 9am to 4pm
- Registration Deadline: Jan. 4, 2017
- Cost: \$25
- Contact: Emily Seals (sealse@mst.edu)
- Purpose: Boot Camp is best suited for students currently working on theses and dissertations, either in the writing or researching stage. Each day will have a blend of workshops and writing sessions. Workshops are also open to academic advisors.
- Workshops:
 - > Formatting Your Thesis/Dissertation – Kathy Wagner, Graduate Studies Specialist
 - > EndNote – Matthew Pickens, Reference Librarian
 - > iThenticate – Raz Kerwin, Instructional Developer
 - > Copyright and You – Roger Weaver, Scholarly Communications Librarian
 - > Best Writing Practices – Emily Seals, Technical Editor

Thanks for attending!

Next meeting:

Friday, January 27th, 12pm

140 Toomey Hall

