



Graduate Education

Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

April 21, 2023

CGCS Agenda – Friday, April 21

1 pm – 140 Toomey Hall

- ▶ March Graduate Council Meeting Update
- ▶ March/April Graduate Council Meeting Update
- ▶ New Staff and Update - Graduate Education
- ▶ Degree Audits-Holds
- ▶ SP23 Graduating List Codes
- ▶ Graduate Catalog Updates
- ▶ Graduate Research Showcase
- ▶ Grad Track Pathway Update
- ▶ Recruitment Visit Reimbursement Program
- ▶ Commencement Dates

March/April Graduate Council Meeting

To be voted on by Graduate Faculty in May 2023:

- ▶ Doctoral Qualifying Examination and Doctoral Comprehensive Examination Sections:
 - The candidate must be enrolled at the time of the examination. If the examination is administered during the intersession, then an examination-only fee is appropriate by enrolling in one credit hour of Oral Examination, 5040/6040.
- ▶ Doctoral Final Examination, Master's Final Examination, and Master's Comprehensive Examination Sections:
 - If the examination is administered during the intersession, then an examination-only fee is appropriate by enrolling in one credit hour of Oral Examination, 5040/6040.
- ▶ Time Limit for completion of a Graduate Certificate
 - Change from three years to six years
- ▶ Master's Degrees and Doctoral Degrees Plan of Study Sections
 - A contingency procedure that addresses circumstances when a student seeks to change the makeup of their graduate advisory committee, but a member or advisor is either unable or unwilling to provide the required authorization can be found on the graduate education webpage.

New Staff and Update

New Staff - Welcome Anita Ahl, Graduate Specialist

- ▶ Advise students (last names L - Z), faculty, and staff on rules and requirements outlined in the Graduate Catalog and Chancellor's Policy Memo II-20: Graduate Student Registration
- ▶ Process graduate student forms and build degree audits to monitor degree progress
- ▶ Approve final degree audits for graduate degrees/certificates to be awarded
- ▶ Review format of theses/dissertations
- ▶ Provide support and serve as liaison for Graduate Council and Graduate Faculty
- ▶ Provide training to new staff on processes related to graduate student support

Temporary Office Relocation

- ▶ Repairs to Centennial Hall
- ▶ Graduate education will move to 1st floor of Farrar Hall
- ▶ End of May
- ▶ Timeline: 4-6 Months

Degree Audit - Holds

- ▶ Current Process:
 - Degree audits sent at ~4th week to graduate education from the registrar's office
 - Graduate education reviews audits
 - Doctoral – holds placed for Form 4/5
 - Master's – holds placed for Form 1
 - Certificates – not reviewed
 - All audits mailed to departments
- ▶ Received feedback that audits are sometimes not correct if forms are still in workflow or haven't yet been processed, which causes confusion.
- ▶ What do departments do with the audits?
- ▶ Would it be acceptable for graduate education to only send the audits that have holds placed, or not send any of them?
 - An option is to send departments a list similar to the graduation list.

SP23 Graduating List Codes

CODES	FORM OR ACTION REQUIRED
1	Form 1-A or 5-A
2	Form 3 (MS Comp Exam)
3	Form 1 or 5 (By 4/12 -- will remove from graduation list 4/14)
4	1A/5A? - Has courses listed that aren't currently used toward program. If student wants those courses counted toward the program, a Form 1A/5A will need to be submitted.
5	Grade change form is needed for I/Y/DL grade
6	Program/Plan of study not complete
7	Substitution for Required Course (certificate)
8	Certificate Program Courses form needed (certificate)
9	Meet March 29, 2023 deadline for Form 2/7 and April 12, 2023 deadline for final copy of thesis/dissertation accepted by Graduate Education
REM	Remove from graduation list?
Time Limit	* Courses are outside the time limit for CY 2019-20 and prior (Certificate - three years, Master's - six years, Doctoral - eight years) * Courses are outside the time limit for CY 2020-21 and beyond (All degrees/certificates - ten years) *Degree has exceeded time limit from admit term for CY 2020-21 and beyond (Certificate - three years, Master's - six years, Doctoral - eight years)
OK	For non-thesis and certificates-contingent on completing all courses with satisfactory grades.
COMPLETE	For thesis/dissertation students who have had final thesis/dissertation accepted
ABBREVIATIONS/SYMBOLS AND THEIR MEANING	
D	Dissertation
NT	Non-Thesis
T	Thesis
*	Doctoral defense announced
%	Thesis/Dissertation submitted for first format check
\$	Form 2/7 received

Updated list to be sent
next week

Graduate Catalog Updates



First round was due by Friday, April 7th



Final draft will be due around the end of May

Grad Track Pathway

- ▶ Our office will only check minimum requirements for the program.
- ▶ Departments will be responsible for checking their specific requirements and having documentation if exceptions are made.
- ▶ <https://grad.mst.edu/future-students/minerundergraduates/gradtrackpathway/>

Recruitment Visit Reimbursement Program

<https://grad.mst.edu/faculty/recruitmentfunding/>

Support from the vice chancellor of research and innovation and the provost's office to inspire faculty and academic departments to invite prospective students to visit campus.

Reimbursement provided for visiting prospective students who are interested in the highest degree that an academic department offers

► Department Requirements

- Academic department must:
 - Officially request recruitment visit funds by completing an [application form](#), preferably two weeks prior to the visit. Graduate education will be automatically notified.
 - Provide a brief justification (within the application form) for inviting this prospective student to campus and a faculty contact who initiated the invitation.
 - Work with the prospective student to coordinate all travel and aspects of the visit.
 - Plan itinerary with at least one full day of planned activities for the prospective student including: conversations with prospective advisors and graduate coordinator; conversations with current graduate students; department/lab/campus tours

► Student Eligibility

- Prospective student must be:
 - Eligible and interested in pursuing a terminal degree at Missouri S&T in the department's highest degree program.
 - A US citizen, US National, or permanent resident, or an international student currently residing in the US. Funds will only be provided for reimbursing domestic travel.

► Reimbursement Information

- The academic department will collect all travel-related receipts from the prospective student and use them to create a non-PO voucher for reimbursing the student.
- Send these materials to graduate education for review and we will provide you with the proper MoCode and amount that our office will reimburse.
- Valid travel-related expenses that graduate education will reimburse are: travel by plane, car, train, etc. including parking, one night of accommodations in a local hotel, food during travel.

Graduate Research Showcase

Wednesday, April 12, 2023

► Poster Session Winners:

- **Best Research Poster: 1st Place**
 - Niloofar Zendehtdel, Ph.D., mechanical engineering
- **Best Research Poster: 2nd Place**
 - Jeremiah Rittenhouse, Ph.D., aerospace engineering
- **Best Research Poster: 3rd Place**
 - Chukwuma Mgbenu, Ph.D., geology and geophysics
- **Most Innovative Poster**
 - Effat Eskandari, Ph.D., geological engineering
- **Best Communication, Poster**
 - Aiden Brooks, Ph.D., mechanical engineering

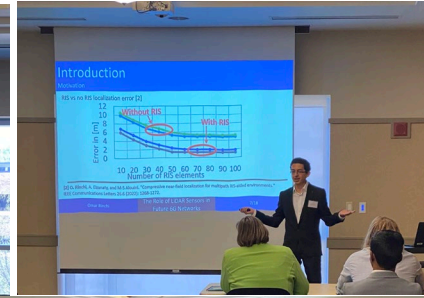
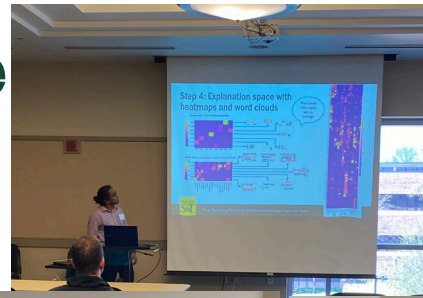


Graduate Research Showcase

Wednesday, April 12, 2023

► Oral Session Winners:

- **Best Research Oral Presentation: 1st Place**
 - Ogbole Inalegwu, Ph.D., computer engineering
- **Best Research Oral Presentation: 2nd Place**
 - Hsin-Yin Chuang, MS, applied and environmental biology
- **Best Research Oral Presentation: 3rd Place**
 - Omar Rinchi, Ph.D., computer engineering
- **Most Innovative Oral Presentation**
 - Sargun Kaur, Ph.D., chemistry
- **Best Communication, Oral Presentation**
 - Jennifer Harrell, MS, applied and environmental biology



Commencement Dates

Doctoral (Ph.D.) Degree Graduates

Friday, May 12, 2023
6 p.m.

Gale Bullman Building

- Aerospace engineering
- Ceramic engineering
- Chemical engineering
- Chemistry
- Civil engineering
- Computer engineering
- Computer science
- Electrical engineering
- Engineering management
- Explosives engineering
- Geological engineering
- Geology and geophysics
- Materials science and engineering
- Mathematics
- Mechanical engineering
- Metallurgical engineering
- Mining engineering
- Nuclear engineering
- Petroleum engineering
- Physics
- Systems engineering

Master's and Bachelor's Degree Graduates

Saturday, May 13, 2023
10 a.m.

Gale Bullman Building

- Aerospace engineering
- Biological sciences
- Business administration
- Business and management systems
- Ceramic engineering
- Economics
- Engineering management
- Environmental sciences
- Geological engineering
- Geology and geophysics
- Geotechnics
- Industrial organizational psychology
- Information science and technology
- Manufacturing engineering
- Materials science and engineering
- Mechanical engineering
- Metallurgical engineering
- Petroleum engineering
- Psychology
- Systems engineering
- Water science and engineering

Master's and Bachelor's Degree Graduates

Saturday, May 13, 2023
3 p.m.

Gale Bullman Building

- Applied mathematics
- Architectural engineering
- Chemical engineering
- Chemistry
- Civil engineering
- Computer engineering
- Computer science
- Education
- Electrical engineering
- English
- English and technical communication
- Explosives engineering
- Explosives technology
- Environmental engineering
- History
- Mathematics
- Mining engineering
- Multidisciplinary studies
- Nuclear engineering
- Philosophy
- Physics
- Technical communication

Thank you!