



Graduate Education

# Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

February 17, 2023

# CGCS Agenda – Friday, February 17

1 pm – 140 Toomey Hall

- ▶ November Graduate Faculty Meeting
- ▶ Electronic Forms Approval Workflow Initiative Update
- ▶ Graduate Education Staffing Update
- ▶ Graduate Student Travel Fund
- ▶ Recruitment Visit Reimbursement Program
- ▶ Events
  - Graduate Research Showcase
  - Proofreading with Grammarly
  - IP & Copyright
- ▶ Reminders and Deadlines

# November Graduate Faculty Meeting

Passed and will be effective in the 2023-24 catalog year:

- ▶ GPA Requirement for Graduate Students
  - To clarify that removal of probation is determined by next semester GPA, not cumulative graduate GPA
- ▶ Comprehensive Examination for the Master of Science Degree without Thesis
  - Reworded for clarification and changed to allow for a minimum of at least three committee members (previously required five)
- ▶ Contingency Procedure for Removing an Advisor/Committee Member from the Thesis/Dissertation Committee
  - Procedure to address circumstances when a student seeks to change the makeup of their graduate advisor committee, but a member or advisor is either unable or unwilling to provide the required authorization

## GPA Requirements for Graduate Students

In order to earn a graduate degree, a student must achieve both a cumulative GPA of 3.0 or higher for all graduate courses listed on the plan of study and cumulative GPA of 3.0 or higher in all coursework taken at Missouri S&T. In order to earn a graduate certificate, a student must achieve a cumulative GPA of 3.0 or higher in the courses approved for the certificate. On any plan of study or certificate program, no substitution may be made for a course in which the student has earned less than a B grade.

All graduate students are encouraged to maintain at least a 3.0 cumulative GPA at all times, and certain departments may even require this minimum GPA. In cases where a graduate student repeats a course, both the original and repeat grades will be used in calculating the student's GPA, and both will appear on the student's transcript.

If the semester graduate GPA falls below 3.0 the student will be placed on probation for the following semester. If the graduate semester GPA is not 3.0 or above in the following semester that coursework is taken, the student shall no longer be a candidate for a graduate degree or certificate from Missouri S&T.

---

## Comprehensive Examination for the Master of Science Degree without Thesis

~~The biological sciences. Some departments require(s) candidates to take successfully complete a final comprehensive examination, which will be administered by an examining committee, typically in their final semester. The candidate must be enrolled at the time of the examination. The candidate will receive a passing grade if all, or all but one, of the members vote to pass based on the departmental criteria set when the exam is administered. The candidate must successfully complete a final written comprehensive examination that is administered by an examining committee.~~

For candidates whose department requires a comprehensive examination, a committee will be designated by submitting the Form 1-B, first to the department chair and then to the vice provost of graduate education. The committee must consist of at least five members, ~~one of which must be from outside the candidate's major department~~. The chair and at least half of the committee members must be members of the Missouri S&T graduate faculty. If a committee member is not a member of graduate faculty, a vita verifying equivalent level (or higher) of education must be provided with the Form 1-B.

~~The comprehensive examination will be given in the candidate's final semester. The candidate must be enrolled at the time of the examination. The candidate will receive a passing grade if all, or all but one, of the members vote to pass.~~ Results of the comprehensive examination must be submitted on the Form 3, first to the department chair and then to the vice provost of graduate education. A student who fails the examination twice will no longer be eligible to receive a graduate degree from that program. However, the student is still eligible to pursue a graduate degree from any other graduate degree program willing to accept them.

### Contingency procedure for authorizing the unilateral removal of a member/advisor from a graduate advisory committee

This contingency procedure is meant to address 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. One example is when a student unilaterally seeks disassociation from their thesis or dissertation advisor.

**Proposed solution:** We propose a contingency procedure through which unilateral removal of an advisor or member of a graduate advisory committee can be authorized after due diligence is carried out to ensure that the circumstances warrant the removal.

#### Academic unit responsibilities to carry out the contingency procedure:

**Department level** - Each department with a graduate program is responsible for designating a committee of at least three department faculty members for adjudicating unilateral removal requests that are not resolved at the graduate advisory committee level. These individuals should be designated at the start of each academic year, prior to initiation of any contingency removal procedures. Any member of the committee who has a conflict of interest with a particular contingency removal case should recuse themselves from that case and a replacement should be designated by the department.

**College level** - Each college is responsible for designating a committee of at least two college faculty members for adjudicating unilateral removal requests that are not resolved at the department level. These individuals should be designated at the start of each academic year, prior to initiation of any contingency removal procedures. Any member of this committee who has a conflict of interest with a particular contingency removal case should recuse themselves from that case and a replacement should be designated by the college. At the time of initiation of a case, a third member will be added from the degree-granting department.

#### Process:

The following requirements need to be met before the contingency procedure can be initiated:

- 1) The student is required to provide evidence of seeking authorization from the committee member or advisor to be removed. At least two independent attempts should be documented, with at least five business days allowed for a response after each attempt. It is recommended that two different methods be used, for example phone and email. Additional time (up to 15 business days) should be allowed for known circumstances that could delay the response. For example, if the individual is known by the university to be traveling, at a conference, out of touch for university business, or unable to respond due to illness; but is expected to return in a reasonable time.
- 2) Allegations of academic misconduct must be adjudicated prior to starting the contingency removal procedure.

### Contingency removal procedure:

#### Step 1 – Review by graduate advisory committee

- 1) The student should make a written (email or paper) request to the department chair for initiating the contingency procedure. The request should contain justification and evidence that supports the unilateral removal request. Evidence of the aforementioned communication attempts should also be included with the request.
- 2) Within five business days of receiving the request, the department chair should attempt to contact the individual to be removed, allowing five business days for a response.
- 3) In the absence of an affirmative response, the department chair should ensure that any academic misconduct cases involving the student have been adjudicated.
- 4) The department chair should convene the student's thesis/dissertation committee for a vote on the removal within ten business days of receiving the request.

- a. A majority vote in favor of the removal allows the department chair to authorize the removal of the committee member or advisor.
- b. The absence of a majority vote initiates Step 2.
- c. The graduate advisory committee should inform the department chair of the outcome of the vote within five business days, through a written report that includes a summary of their deliberations.
- d. Within five business days of receiving this report, the department chair should share the report with the student and the committee member or advisor, inform the Office of Graduate Studies of the outcome of Step 1, and initiate Step 2 if needed.
- e. The individual to be removed may appeal the decision in Step 1 by submitting a written request to the department chair within five days of being notified of the decision to remove them from the committee.

#### Step 2 – Review by departmental committee

- 1) This committee should be convened by the department chair for a vote on the removal within five business days of the conclusion of Step 1 or five business days of receiving the appeal.
  - a. All supporting documentation from Step 1, including the final report, should be forwarded to the departmental committee by the graduate advisory committee. The departmental committee has discretion to request any information or supporting documentation from the student and/or the committee member or advisor being removed.
  - b. A majority vote in favor of the removal allows the department chair to authorize the removal of the committee member or advisor.
  - c. The absence of a majority vote initiates Step 3.
  - d. The departmental committee should inform the department chair of the outcome of the vote within five days, through a written report that includes a summary of their deliberations.
  - e. Within five business days of receiving this report, the department chair should share the report with the student and the committee member or advisor, inform the Office of Graduate Studies of the outcome of Step 2, and initiate Step 3 if needed.

#### Step 3 – Review by college-level committee

- 1) The department chair should contact the Dean to initiate Step 3 within five business days of the conclusion of Step 2. All supporting documentation from Steps 1 and 2, including the final reports, should accompany the request. The Dean has discretion to request any information or supporting documentation from the student and/or the committee member or advisor being removed.
- 2) The case should be adjudicated at the college level within ten business days of receiving a request from the department chair. The Dean has the discretion of personally adjudicating each case or referring it to the committee designated prior to initiation of any cases.
- 3) If the case is referred to committee, in addition to at least two pre-designated members, the Dean should appoint an additional committee member from the degree-granting department. A majority vote decides the outcome.
- 4) The Dean is responsible for informing the student, the committee member or advisor, the department chair, and the Office of Graduate Studies of the decision within five business days of the conclusion of Step 3. This decision will be final and binding for all parties involved.

# Electronic Forms Approval Workflow Initiative Update

- ▶ All departments should now be using the electronic forms approval workflow
- ▶ On Friday, February 24<sup>th</sup> the pdf forms will no longer be available, and our website will be updated
- ▶ Beginning on March 15<sup>th</sup> forms submitted not using the workflow will be returned
- ▶ An email will be sent early next week with this information, please feel free to forward it to anyone in your department

# Graduate Education Staffing Update

New staff, began last November:

- ▶ Leah Wood, Technical Editor



Staff no longer in Graduate Education:

- ▶ Kathy Shepherd
- ▶ Erica Reven

Vacant Positions:

- ▶ Student Service Coordinator II
- ▶ Senior Student Support Specialist

# Writing Resources for Graduate Students

## Offering:

- Technical editing
- Writing workshops
- One-on-one writing development sessions

## Help with:

- Theses & dissertations
- Journal articles
- Fellowship & grant proposals

Contact Leah Wood for more information | [leahwood@mst.edu](mailto:leahwood@mst.edu)



# Graduate Student Travel Fund



- ▶ Apply online
- ▶ Must have an approved Form 1 or Form 5 on file
- ▶ Must apply 30+ days before the conference
- ▶ Questions? Contact Madison Armstrong [mawkd@mst.edu](mailto:mawkd@mst.edu)

# Recruitment Visit Reimbursement Program

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

Support from the Vice Chancellor of Research and Innovation and the Provost 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 brief justification (within the application form) of the reason this prospective student is being invited to campus and provide 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 providing 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 be reimbursing.
- 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 and Oral Sessions
- ▶ Havener Center
- ▶ Open to all graduate students
- ▶ Chancellor's Distinguished Fellows must participate in Poster Session
- ▶ Judges needed!
  - Contact Leah Wood or Sharon Matson

# Proofreading with Grammarly

Open to all graduate students, especially those who are working on theses, dissertations, fellowships, and journal articles

## ▶ Workshop 1:

- 2 pm Monday, February 27
- Library, Room 203

## ▶ Workshop 2:

- 7 pm Tuesday, February 28
- [Zoom](#)

# Taking Charge of your Intellectual Property

## What to Know and Who to Talk to

Open to all graduate students

- ▶ Graduate Education partnering with Tim Faley, Associate Vice Chancellor of Innovation, Entrepreneurship and Commercialization and Roger Weaver, Interim Library Dean
- ▶ Presentation on Intellectual Property and Copyright Basics
- ▶ 12:00 – 1:00 pm, Wednesday, March 15

# Reminders and Deadlines

## Spring 2023 Final Semester Deadlines

- ▶ Monday, March 20:
  - Thesis/Dissertation first format check due
- ▶ Wednesday, March 29:
  - Form 2/7: Results of final defense and approval of the thesis/dissertation
- ▶ Wednesday, April 12:
  - Final thesis/dissertation must be accepted by Graduate Education

# Thank you!

Next meeting March 17