CGCS Agenda – Friday, September 15

1 pm – 140 Toomey Hall

▶ Graduate Faculty Leadership Update

▶ Presentation by Enrollment Management

▶ New Staff and Updates - Graduate Education

▶ New Deadline Dates

▶ Grad Track Pathway Update

▶ Funding Opportunities

▶ Graduate Student Travel Fund

▶ Recruitment Visit Reimbursement Program

▶ Events

▶ Reminders and Deadlines

Graduate Faculty Leadership Update

► No leadership in place

► Officers are needed to conduct business

► Seeking interim leadership

► Volunteer by faculty or recommend others

# Enrollment Management

New Staff

Mina Amini
Technical Editor

Fernando Chavez
Graduate Specialist

New Staffing Structure

- **Samuel Frimpong,** Vice Provost for Graduate Education
- **Chang-Soo Kim,** Faculty Fellow
- **Sharon Matson,** Director Program/Project Operations
- **Madison Armstrong,** Senior Office Support Assistant
- **Jade Sinnott,** Program Manager II Student Support Services
- **Anita Ahl,** Student Service Coordinator II
- **Fernando Chavez,** Student Service Coordinator II
- **Mina Amini,** Student Service Coordinator I (Technical Editor)
- **Kathy Shepherd and Lea Hickerson,** Temporary/Part Time Professional
- **Matthew Stephens and Emma Carmickle,** Student worker
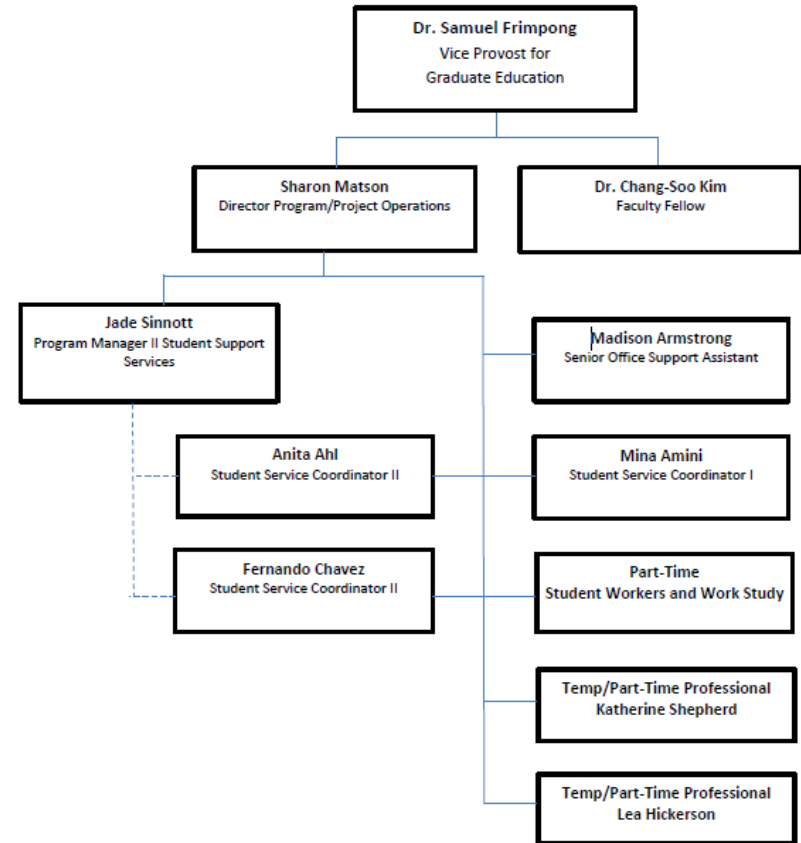
Staffing Updates

Sharon

- Supervise Graduate Education staff and student workers
- Oversees day-today operations
- Facilitates GTA Workshop and SPEAK testing
- Coordinate processes for graduate certificates: creation, revisions, and approvals
- Provide updates to the graduate catalog and Policy Memo II-20
- Monitor C/F/I grades, GPAs, and probationary status
- Conduct manager for academic dishonesty
- Receives graduate student complaints and grievances
- Leads and provides support for Council of Graduate Coordinators and Staff

Jade

- Develops programs/projects for student support
- Lead the graduate specialist team
- Oversees the Grad Track Pathway and Accelerated BS/MS Programs
- Advises students (last names A),
- Processes graduate student forms and builds degree audits to monitor degree progress
- Approves final degree audits for graduate degrees/certificates to be awarded
- Reviews format of theses/dissertations
- Maintains and oversees university-approved thesis/dissertation specifications/templates and presents information to students preparing for completion

Fernando

- Advises students (last names B - L),
- Processes graduate student forms and builds degree audits to monitor degree progress
- Approves final degree audits for graduate degrees/certificates to be awarded
- Reviews format of theses/dissertations
- Plans and implements events and programming for graduate students
- Oversees updates to office website

Anita

- Advises students (last names M - Z)
- Processes graduate student forms and builds degree audits to monitor degree progress
- Approves final degree audits for graduate degrees/certificates to be awarded
- Reviews format of theses/dissertations
- Provides support and serves as liaison for Graduate Council and Graduate Faculty
- Provides training to new staff on processes related to graduate student support

Mina

- Edits content of theses, dissertations, conference papers, journal articles, and proposals for theses and dissertations written by graduate students for technical writing issues such as grammar, punctuation, capitalization, and word choice
- Develops, implements, and administers workshops and seminars
- Maintains and updates online webpages for editing help
- Meets with students in one-one writing development sessions to discuss edited documents and writing questions
- Logs editing data, generates statistics, and gathers survey results for technical editing services

Madison

- Oversees office front entrance
- Directs office inquiries
- Maintains calendar for Vice Provost of Graduate Education
- Arranges travel for Vice Provost of Graduate Education
- Manages the travel fund reimbursement and recruitment program
- Completes initial intake of student forms
- Reviews format of theses/dissertations
- Manages office email inbox (grad@mst.edu)
- Provides support for graduate specialists

Temporary Office Relocation

▶ 1st floor of Farrar Hall, 620 W. 9th Street

▶ Until ~mid December

▶ Timeline: 4-6 Months

New Deadline Dates

▶ Beginning Spring 2024

- Intersession Completion Dates Added

- https://grad.mst.edu/currentstudents/forms/

Master's (Thesis) and Doctoral Degree Programs

- Fall 2023 Deadlines
- Spring 2024 Graduation Deadlines
- Summer 2024 Graduation Deadlines

Master's (Non-Thesis) Degree and Certificate Programs

- Fall 2023 Deadlines
- Spring 2024 Graduation Deadlines
- Summer 2024 Graduation Deadlines

Spring 2024 Graduation Deadlines for Master's (Thesis) and Doctoral Degree Programs

All students must apply for graduation through their Joe'SS account (Student Center > My Academics > Apply for Graduation) by the deadline posted by the Registrar's Office.

Semester Begin Date: 1/16/24
Semester End Date: 5/10/24

Intersession (Early) Completion		
Deadline	**Description**	**Date**
Final Defense Notification Form	Submit the details of your defense* to Graduate Education for publication to the campus community; required for all doctoral students.	10 days before defense
Technical Editing	Submit thesis (master's)/dissertation (doctoral) to Graduate Education office for technical (content) editing; free service that is not required for graduation.	November 26
Form 1A/Form 5A	Submit revised Form 1A (master's)/5A (doctoral) if changes to the plan of study and/or committee are needed.	December 17
First Format Check	Submit thesis (master's)/dissertation (doctoral) to Graduate Education office to begin format checking process; must be completed before final thesis/dissertation can be accepted.	December 17
Form 2/Form 7	Submit Form 2 (master's)/Form 7 (doctoral) to report the results of the final defense* and approval of the thesis /dissertation; must be received by Graduate Education office by 4 pm on the date of the deadline.	January 10
Final Thesis/Dissertation	Submit final thesis/dissertation; instructions on final submission will be given to student by Graduate Education office after Form 2/7 is received and format checking is complete; final must be accepted by 4pm on the date of the deadline.	January 12

If your Form 2/7 AND final thesis/dissertation are not accepted prior to the start of the spring semester, spring enrollment WILL be required. Regular semester completion deadlines must be met for the degree to be awarded in May.

Regular Semester Completion		
Deadline	**Description**	**Date**
Final Defense Notification Form	Submit the details of your defense* to Graduate Education for publication to the campus community; required for all doctoral students.	10 days before defense
Technical Editing	Submit thesis (master's)/dissertation (doctoral) to Graduate Education office for technical (content) editing; free service that is not required for graduation.	March 10
Form 1A/Form 5A	Submit revised Form 1A (master's)/5A (doctoral) if changes to the plan of study and/or committee are needed.	April 7
First Format Check	Submit thesis (master's)/dissertation (doctoral) to Graduate Education office to begin format checking process; must be completed before final thesis/dissertation can be accepted.	April 7
Form 2/Form 7	Submit Form 2 (master's)/Form 7 (doctoral) to report the results of the final defense* and approval of the thesis /dissertation; must be received by Graduate Education office by 4 pm on the date of the deadline.	April 19
Final Thesis/Dissertation	Submit final thesis/dissertation; instructions on final submission will be given to student by Graduate Education office after Form 2/7 is received and format checking is complete; final must be accepted by 4pm on the date of the deadline.	May 3

If you apply for spring graduation and cannot meet the posted deadlines, your degree cannot be awarded in May. Please refer to the Summer 2024 Graduation Deadlines and notify your Graduate Specialist of your completion plans.

*Enrollment on the date of exam is required. If exam occurs during the intersession, Oral Examination (5040/6040) must be used to satisfy enrollment requirement.

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Grad Track Pathway (GTP)

▶ One of main vehicles to enhance graduate programs with increased enrollment

▶ GTP-promoting info sessions (early October)

- A series of several identical sessions

- Each session with a group of several Depts (based on the available date of GTP contact at each Dept)

▶ Conceptual stage for:

- MS path (4+1) and PhD path (4+4)

          OR

- Non-Thesis path (terminal goal: MS) and Thesis path (terminal goal: PhD)

Funding Opportunities

▶ [NSF Graduate Research Fellowship Program](#) (undergrads and grads toward MS and PhD)

- Deadline: October 16 – 20 depending on disciplines

▶ [DOE Office of Science Graduate student Research (SCGSR) Program Fellowships](#) (PhDs)

- Deadline: November 8

▶ [SMART Scholarship-for-Service Program](#) (undergrads and grads toward MS and PhD)

- Deadline: December 1

▶ [GAANN Fellowship Program](#) (undergrads and grads toward MS and PhD)

- Deadline (expected): March 2024

▶ [Additional Funding Opportunities](#) (https://grad.mst.edu/future-students/funding/)

Graduate Student Travel Fund

Re-introducing
Graduate Student Travel Funds

If your paper, poster, or presentation has been accepted at a conference, apply to have travel costs up to $500 reimbursed. Learn more at
grad.mst.edu/currentstudents/travelfund

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▶ 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

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.

Graduate Education will help reimburse up to $500 of the student's travel costs 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.

Events

- **Equinox Celebration**
  - September 22
- **Celebration of Nations**
  - September 23
- **Graduate Policy Grounding**
  - September 26, 27, and 28
- **Thesis/Dissertation Formatting Workshops**
  - October 3 and 5
- **3 Minute Thesis (3MT)**
  - September 26-28-Informational Sessions
  - October 4-Registration Deadline
  - October 4, 6, 9-Workshops
  - October 9-12-Practice Sessions
  - October 18-Round 1
  - October 24-Semi-Finals
  - November 2-Finale
- **Spooky Fall Festival**
  - October 27

- **Café Seminar Series**
  - September 12/13 – Learning Outcomes Part 1
  - September 26/27 – Learning Outcomes Part 2
  - October 10/11 – Learning Outcomes Part 3
  - October 24/25 – Accessibility
  - November 7/8 – Canvas Grading and Course Management
  - November 28/29 – Digital Literacy
- **Miners 4 Recovery**
  - Wednesdays 9am-10am, 204 Norwood Hall
- **Miner Support Network**
  - Thursdays 2pm-3pm, 204 Norwood Hall

Reminders and Deadlines

Reminders

▶ When a graduate student takes the master's comprehensive exam, doctoral qualifying exam, doctoral comprehensive exam, or defends their thesis/dissertation, they must be enrolled on the date of the exam/defense.

▶ Doctoral students are required to submit the details of their defense so that it can be publicized by Graduate Education.

▶ After a student submits a form in the workflow, they receive a confirmation email with a link that allows them to track their request. It is their responsibility to make sure the form makes it through the required approvals.

▶ To maintain continuous enrollment as required by Policy Memo II-20, doctoral students can enroll in research OR for students that have left campus, continuous registration (6050). Continuous registration is not considered full-time enrollment and therefore not appropriate enrollment for students on a GRA/GTA/GA appointment.

Deadlines

▶ Fall 2023 Final Semester Deadlines

- Technical Editing
  - October 6
- Thesis/Dissertation first format check due
  - October 30
- Form 2/7: Results of final defense and approval of the thesis/dissertation
  - November 8
- Final thesis/dissertation must be accepted by Graduate Education
  - November 17
- Form 3: Results of Non-Thesis Master of Science Comprehensive Examination *(Biological Sciences program only)*
  - December 15

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Thank you!

Next meeting October 20