



Graduate Education

Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

March 21, 2025

CGCS Agenda – Friday, March 21

12 pm – 140 Toomey Hall

- ▶ Graduate Tuition Waiver Process
- ▶ Graduate Council Meeting Update
- ▶ Graduate Faculty Membership Renewal Updates
- ▶ Graduate Student Titles and Codes
- ▶ Graduate Education Open Office Hours
- ▶ Graduate Student Appreciation Week
- ▶ GTA Workshop
- ▶ Nomination Request for Graduate Faculty Awards
- ▶ Reminders and Deadlines

Graduate Tuition Waiver Process

Latesha Zach, Senior Assistant Director, Business Administration

Graduate Council Meeting Update

▶ Graduate Track Pathway (GTP)

- Change to GTP Admission and Standards
 - “Enrollment in the Master’s Degree Program for GTP students must begin no more than two semesters (summer sessions not included) following the bachelor’s degree being awarded.”
- Certificate track
 - “Allow eligible students to apply up to six credit hours (5000 – 6000 level lecture) taken while completing the bachelor’s degree towards a future graduate certificate.”
- Limiting credit hours for GTP/dual enrollment
 - “Limiting GTP students to take only nine credit hours as dual enrollment credit in addition to the shared credit.”

▶ Probation Rule

- Add the following in the graduate catalog:
 - “Allow an additional semester of probation for exceptional case as determined by the department or the program reviewer and approved by the Graduate Education Office. “

Graduate Faculty Membership Renewal Update

- ▶ To simplify the application and renewal process, an automated system was created that guides graduate faculty applications through each step of the required review process.
- ▶ The system is set up to pull the user's information from Outlook 365, requiring the submitter to provide only minimal additional details, such as:
 - Membership type
 - List of graduate courses taught during the membership period
 - List of graduate students advised during the membership period
 - Upload of current CV/Resume
 - After application is submitted, the workflow process will follow the steps outlined in next slide.

Step 1: Preliminary Review

- Application is sent to Graduate Education for a preliminary review to ensure all required materials are included, and check eligibility for membership, etc.
- If the application passes the preliminary review, the process moves to the next step.
- If not, a notification is sent to the submitter, and the application request is terminated.



Step 2: Department Chair Review

Application is sent to the department chair (listed as manager in Outlook Organization) for review via Microsoft Approvals.

- If the department chair recommends the application, the next step will be initiated.
- If not recommended, a notification is sent to the submitter, and the application request is terminated.



Step 3: Membership Committee Review

- Application materials are uploaded to a SharePoint list.
- The Membership Committee is notified that an application is ready for review.
- The committee submits their recommendation via Teams.
- If the application is recommended, the next step will be initiated.
- If not recommended, a notification is sent to the submitter.



Step 4: Final Review and Vote by Graduate Faculty

- Recommended applications in SharePoint will be available to the graduate faculty for review prior to the May or December meeting.
- A final vote will take place during the meeting, and a notification regarding membership status will be sent to the submitter.
- The PowerBI list will be updated to reflect the new expiration date.

Graduate Student Titles and Codes

HR-204 Student Position Titles (Effective July 1)

- ▶ Graduate student titles and other student titles will be updated soon.
- ▶ Human Resource office is working to prepare communications and information regarding change.

Graduate Student Titles and Codes (cont.)

- ▶ **Graduate Assistantships Titles** - Graduate Assistantships are designed to provide academic and professional work experience for graduate students in exchange for compensation and tuition remission based on campus standards. Graduate Assistantships are exempt (monthly paid) positions and consist of the following:
 - **Graduate Instructor Assistantship** (Job code 4014) - Instructor of Record with full teaching duties for undergraduate courses.
 - **Graduate Professional Assistantship** (Job code 4018) - Administrative, professional, or technical duties which support growth and knowledge related to the student's field of study and career preparations and are not directly involved with academic teaching or research. Examples include advising students, coordinating student services, librarian/archivist's duties, and data analytics.
 - **Graduate Research Assistantship** (Job code 4016) - Assist with research activities related to the student's academic program. Examples include conducting experiments, organizing and analyzing data, documenting research results, assist with publication preparation, and may present findings in publications or at conferences.
 - **Graduate Teaching Assistantship** (Job code 4017) - Assist with formal classroom and/or lab instructional duties related to the student's academic program. Examples include leading or assisting with lectures and discussions, managing laboratory sections, quizzes, tutoring, grading, and developing materials. May hold office hours.
- ▶ **Other Student Titles** - Non-assistantship positions for undergraduate and graduate students, which may or may not be related to their academic program:
 - **Clerical Student Assistant** (Job code 4022)
 - **Crafts & Student Services Student Assistant** (Job code 4023)
 - **Events, Recreation, & Athletics Student Assistant** (Job code 4033)
 - **Information Technology Student Assistant** (Job code 4029)
 - **Paraprofessional Student Assistant** (Job code 4024)
 - **Student Assistant Professional** (Job code xxxx)
 - **Peer Learning Student Assistant** (Job code 6669)
 - **Research Student Assistant** (Job code 4025)
 - **Student Assistant Supervisor** (Job code 4034)
 - **Teaching Student Assistant** (Job code 4026)
 - **Technical Student Assistant** (Job code 4027)

Graduate Education Open Office Hours

- ▶ Graduate Education office is now offering open advising office hours
 - The sessions will be available when classes are in session
 - Tuesdays, 2:00 – 4:00 pm
 - Fridays, 9:00 – 11:00 am

Graduate Student Appreciation Week

<https://grad.mst.edu/events/graduatestudentappreciationweek/>

Graduate Education

GRADUATE STUDENT APPRECIATION WEEK

APRIL 7-11, 2025

SAVE THE DATES!

Upcoming Events

7 APR
GSAW KICK-OFF
Outside Centennial Hall, 9-11AM
Join us as we celebrate the start of GSAW! Stop by for swag, snacks, and don't forget to grab your Event Passport to make the most of the week's festivities. Let's kick off the celebration together!

8 APR
BREAKFAST ON-THE-GO + GRADUATE FAMILY NIGHT
Breakfast On-The-Go: Grad Ed office at 8AM
Graduate Family Night: BCH 315, 6-8PM
Stop for a quick and easy breakfast to kickstart your day. Grab some snacks and fuel up before heading to class or the lab! + Bring the whole family to Graduate Family Night for a fun evening of games and pizza! In collaboration with Student Well-Being.

9 APR
SETTING TONE FOR SUCCESS: FIRST DAY FORWARD
Norwood 305, 12:30PM
Hosted by COER, this presentation educates students on how to prepare for their first day and other key elements to help them succeed in their new role.

10 APR
PAINT YOUR DEGREE
Norwood 208, 2:30-4:30PM
Join us for a fun and creative event where you can express your grad school journey through art! Grab a paintbrush and bring your experiences, challenges, and triumphs to life on canvas. Spots are limited; please RSVP by scanning QR code.

11 APR
BLOOMING WITH GRAD-ITUDE
Outside Centennial Hall, 2-4PM
As the week comes to an end, celebrate by creating a fun flower craft, more goodies, and turn in your Event Passport here. Let's wrap up GSAW with creativity and grad-itude!

Thank you to our collaborators!

MISSOURI S&T Career Opportunities and Employer Relations

MISSOURI S&T Student Well-Being

GTA Workshop

- ▶ Next GTA workshop – **May 8, 2025**
- ▶ SPEAK testing – March 24 – April 11
 - SPEAK testing is not required but is an option for students who need to meet the English proficiency requirement.

Evaluating English Oral Competency for GTA's:

A graduate student who was required to provide English proficiency at the time of application and has studied at S&T for fewer than four semesters must satisfy the following minimum scores in order to be considered for a GTA appointment at Missouri S&T.

- TOEFL iBT – speaking sub-section score: 24
- IELTS (academic exam) – speaking sub-section score: 7.5

*Please note: TOEFL iBT and IELTS scores must be less than two years old from the day of application for the workshop in order to be valid.

Students not meeting the requirement above may opt to re-take the TOEFL or IELTS or be assessed by a SPEAK test.

All students will be required to attend the GTA Workshop prior to teaching in a classroom. The GTA Workshop will be a one-day event with speakers presenting on various topics (FERPA, Academic Integrity, Cultural Orientation, Canvas, University Teaching, etc.)

- ▶ UPDATE -- We have eliminated the certificate of completion and adding a milestone that would print on the degree audit instead.

Nomination Request for Graduate Faculty Awards

This spring, the Graduate Faculty will be presenting the tenth annual awards for **Outstanding Contributions to Graduate Education and Graduate Staff Excellence**. Nominations are sought for the following two awards in order to recognize one faculty member and one staff member for their significant contributions to graduate education at Missouri S&T.

Outstanding Contributions to Graduate Education Award (Nomination Form: <https://forms.office.com/r/VU4U3nTeHN>):

Nominations for this award should include faculty who have made significant and sustained contributions to graduate education at Missouri S&T that go above and beyond their expected duties. Ordinarily, this would not involve research or classroom teaching. Examples of possible outstanding contributions include, but are not limited to, graduate student recruitment, development of fellowships, professional training or experiences for graduate students, graduate program development, graduate facilities development, advising or exchange programs.

Graduate Staff Excellence Award (Nomination Form: <https://forms.office.com/r/N0CeWsL5nT>):

Nominations for this award should include staff members that have gone above and beyond to enhance graduate education or the graduate experience at Missouri S&T. Areas could include, but are not limited to, graduate student recruitment, development of fellowships, professional training or experiences for graduate students, international experiences, graduate program development, graduate facilities development, international or domestic advising, or exchange programs.

Please help the Graduate Faculty Awards Committee identify worthy individuals for these awards. Feel free to share this information with students and other staff members in your department so that they may submit nominations as well.

Nominations must be submitted using the provided Microsoft Forms links above by March 28, 2025. A justification limited to one page is requested. Additional information may be requested in the case of a tie.

Awards will be announced and presented in May 2025.



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. If the exam/defense occurs during the intersession, the student must have been enrolled in the immediate preceding semester/session; or, prior to the exam/defense date, they must enroll in one credit hour of Oral Examination, 5040/6040 (charged as an examination-only fee)
- ▶ Doctoral students are required to submit the details of their defense so that it can be publicized by Graduate Education at least one week prior to the defense. Students are requested to submit the Final Doctoral Defense Notification Form 10 days before the defense.
- ▶ 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

- ▶ **Spring 2025 Final Semester Deadlines**
 - Form 1A/5A; Substitution for Required Certificate Form; Certificate Program Courses Form
 - April 6
 - Thesis/Dissertation first format check due
 - April 6
 - Form 2/7: Results of final defense and approval of the thesis/dissertation
 - April 18
 - Final thesis/dissertation must be accepted by Graduate Education
 - April 25

Upcoming Events

- ▶ **Thesis/Dissertation Formatting Workshop**
 - TODAY, March 21, 2 pm, BCH 313
- ▶ **Miners Solving for Tomorrow Research Conference** (hosted by the Library)
 - April 2-4
- ▶ **Graduate Student Appreciation Week**
 - April 7-11
- ▶ **Grad Talks: Lunch and Learn Series**
 - Graduation Prep
 - April 28, 12:30-1:30 pm, BCH 314
 - Graduate Funding Basics
 - May 7, 12:30-1:30 pm, BCH 315

Thank you!

See you at the next meeting on May 23!