



Graduate Education

# Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

October 18, 2024

# CGCS Agenda – Friday, October 18

1 pm – 140 Toomey Hall

- ▶ Graduate Education Office Update
- ▶ Graduate Faculty Leadership Update
- ▶ Grad Track Pathway (GTP) Update
- ▶ Graduate Student Applications
- ▶ GTA Workshop
- ▶ Graduate Student Travel Fund
- ▶ Recruitment Visit Reimbursement Program
- ▶ Events
- ▶ Reminders and Deadlines

# Graduate Education Office Update

- ▶ Dr. Smitty Grubbs, Interim Vice Provost of Graduate Education
- ▶ Mina Amini, Technical Editor – Position transferred to the Writing and Communications Center
- ▶ Student Service Coordinator II – Vacant
- ▶ Student Worker – Raysa Osman
- ▶ Still temporarily located in Farrar Hall
  - Move back to Centennial Hall end of November

# Graduate Faculty Leadership Update

- ▶ Currently no graduate faculty president in place
  - Jeffrey Winiarz, Secretary
  - Sarah Stanley, Parliamentarian
- ▶ Seeking graduate faculty president to finish out academic year
- ▶ Volunteer by faculty or recommend others
  - Deadline to volunteer or nominate is today.

# Grad Track Pathway (GTP) Update

- ▶ Accelerated pathway to the master's or PhD degree. Benefits of GTP include:
  - Apply up to nine credit hours\* towards both the bachelor's and master's degrees.
  - Apply up to twelve credit hours\* towards both the bachelor's and PhD degrees.
  - Pay undergraduate tuition rate for shared credit courses.
  - Receive early provisional admission to the master's degree program.
- ▶ The “all or nothing” requirement of shared credit has been removed. Students are allowed to use any combination of designated courses they receive an A or B in. The application process is now in Slate.
- ▶ The courses for shared credit must be designated using the GTP Course Approval Form (a separate form now in the electronic workflow).
- ▶ FYI...GTP is not the same as dual enrollment. Dual enrollment allows students to accumulate credits towards their master's degree during the final one or two semesters of their bachelor's degree program. Students can participate in both programs, if their department allows and they meet admission requirements for both programs.

*\*Pathway requirements are set by each sponsoring department.*

# Graduate Student Applications

# GTA Workshop

- ▶ Next GTA workshop – **January 8, 2025**
  - Student names must be submitted using a google form.
  - If a student's name was submitted before the last workshop but they did not meet the proficiency requirement or did not complete the workshop, their name must be resubmitted using the Google form if they are to be considered for a teaching assistantship in a future semester.
- ▶ SPEAK testing – November 18 – December 18
  - 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.)
- ▶ We are considering eliminating the certificate of completion and adding a milestone that would print on the degree audit instead.
  - This would require departments to attach a degree audit to the student's hiring paperwork instead of the certificate of completion.
  - Thoughts?

# 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'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.

# Three-Minute Thesis (3MT)

AN 80,000 WORD THESIS  
WOULD TAKE 9 HOURS  
TO PRESENT.

THEIR TIME LIMIT.... 3 MINUTES.

## 2024 THREE MINUTE THESIS COMPETITION

### PRELIMINARY ROUND

MONDAY, OCT. 21

Virtual

### SEMI-FINAL ROUND

MONDAY, OCT. 28

Virtual

### FINAL ROUND

THURSDAY, NOV. 7

5PM

Carver Room 204B  
HAVENER CENTER



Graduate  
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[grad.mst.edu](http://grad.mst.edu)



Graduate Education

# Spooky Fall Festival

Friday, October 25<sup>th</sup>

12 to 2 pm

Toomey Lawn near the Puck

- ▶ Departments can host a table
- ▶ Your table can include games, candy/treats, decorations, and/or resources that you offer.
- ▶ Table decorating contest for the table hosts, so come dressed up. 1<sup>st</sup> place gets a prize for their office.
- ▶ The theme this year is Mad Scientist
- ▶ Please email Fernando by the end of the day today if you plan on hosting.



MISSOURI S&T Graduate Education grad.mst.edu

COME UNLEASH YOUR MAD SCIENTIST

# SPOOKY FALL FEST

JOIN US FOR TASTY TREATS, SPOOKY TUNES,  
AND SPINE-TINGLING SCIENCE SURPRISES!

OCTOBER 25, FROM 12 - 2 PM  
TOOMEY LAWN (NEAR THE PUCK)

Questions? Email [fccft@mst.edu](mailto:fccft@mst.edu).



# Commencement Dates

## Doctoral (Ph.D.) Degree Graduates

Friday, December 13, 2024  
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, December 14, 2024  
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, December 14, 2024  
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

# 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 intercession, 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.
- ▶ 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 2024 Final Semester Deadlines**
  - **Form 1A/5A; Substitution for Required Certificate Form; Certificate Program Courses Form**
    - November 3
  - **Thesis/Dissertation first format check due**
    - November 3
  - **Form 2/7: Results of final defense and approval of the thesis/dissertation**
    - November 15
  - **Final thesis/dissertation must be accepted by Graduate Education**
    - November 22
  - **Form 1B: Appointment of Committee for Comprehensive Exam (Biological Sciences program only)**
    - 10 days before the exam
  - **Form 3: Results of Non-Thesis Master of Science Comprehensive Examination (Biological Sciences program only)**
    - December 13

# Thank you!

Next meeting November 8