



Graduate Education

# Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

May 23, 2025

# CGCS Agenda – Friday, May 23

12 pm – 140 Toomey Hall

- ▶ Graduate Faculty Meeting Approvals
- ▶ Chancellor's Policy Memorandum II-20 Revisions
- ▶ Graduate Education Summer Open Office Hours
- ▶ Graduate Student Travel Fund Update
- ▶ Graduate Student Appreciation Week
- ▶ Reminders and Deadlines

# Graduate Faculty Meeting – Approvals (Effective Catalog Year 2025-26)

## ► 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.”

## ► Revise Contingency Policy to Remove/Committee Member

- Allow the department chair to intervene and authorize removal if no response is received from the advisor or committee member, at their discretion.
- Shorten the overall timeline for the procedure.
- Eliminate the need for the department chair approval in subsequent steps, so the final decision is made by the appropriate committee. In these steps, the department chair will assist in facilitating the process.

### 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-three 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 15five 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/initiating the procedure:

- 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-three business days of receiving the request, the department chair should attempt to contact the individual to be removed, allowing five-three 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) If no response is received, the department chair may approve the removal by contacting the Graduate Education office to request that Form 5A be forwarded without acknowledgment from the member being removed.

##### Step 2 – Review by graduate advisory committee

- 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-three business days, through a written report that includes a summary of their deliberations.
- d. Within five-three 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-three days of being notified of the decision to remove them from the committee.
- f. If no appeal is made, the department chair should then inform the Graduate Education office of the outcome of Step 2, and initiate Step 3 if needed.

##### Step 23 – Review by departmental committee

- 1) This committee should be convened by the department chair for a vote on the removal within five-three business days of the conclusion of Step 24 or five-three business days of receiving the appeal.
  - a. All supporting documentation from Step 24, including the final report, should be forwarded to the departmental committee by the graduate advisory committee/department chair. 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-three days, through a written report that includes a summary of their deliberations and outcome of the vote.
- e. Within five-three business days of receiving this report, the department chair should share the report with the student and the committee member or advisor, inform the Graduate Education office/Office of Graduate Studies of the outcome of Step 32, and initiate Step 43 if needed.
- f. In the absence of a majority vote, Step 4 is initiated.

##### Step 43 – Review by college-level committee

- 1) The department chair should contact the Dean to initiate Step 43 within five-three business days of the conclusion of Step 32. All supporting documentation from Steps 3 and 2 the previous steps, 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-five 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 college-level 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 Graduate Education office/Office of Graduate Studies of the decision within five-three business days of the conclusion of Step 43. This decision will be final and binding for all parties involved.

# Graduate Faculty Meeting – Approvals (cont.)

## ► 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. “

## ► Adjust the Requirement of When Form 1 is Due

- Changed the Form 1 deadline from “during the semester a student will have completed nine hours of graduate credit” to “by the end of the fourth week of the second semester of enrollment in the master’s program.”
- Updated the wording for the plan of study rule to state, “student who fail to comply with the deadline to submit the Form 1 will have a registration hold on their account for the following semester by the office of graduate education, which will be released upon the acceptance of the Form 1.”

**Proposed:**

**Plan of Study**

~~By the end of the fourth week of the second semester of enrollment in the master's program. During the semester a student will have completed nine hours of graduate credit,~~ the student must formally plan the remainder of their graduate program in consultation with their academic advisor (and selected committee members, if applicable), and submit a Form 1 for approval, first to the department chair and then to the vice provost of graduate education. ~~Students who fail to comply with the deadline to submit Form 1 will have a registration hold placed on their account for the following semester by~~ Within that semester, the office of graduate education ~~will place a registration hold on the student's account for the following semester,~~ which will be released upon acceptance of the Form 1. Courses applied toward one master's degree cannot also be applied toward another master's degree.

**With Track Changes Accepted:**

**Plan of Study**

By the end of the fourth week of the second semester of enrollment in the master's program, the student must formally plan the remainder of their graduate program in consultation with their academic advisor (and selected committee members, if applicable), and submit a Form 1 for approval, first to the department chair and then to the vice provost of graduate education. Students who fail to comply with the deadline to submit Form 1 will have a registration hold placed on their account for the following semester by the office of graduate education, which will be released upon acceptance of the Form 1. Courses applied toward one master's degree cannot also be applied toward another master's degree.

# Chancellor's Policy Memorandum II-20 Revisions

## Under review by the policy committee

### POLICY MEMORANDUM

No. II-20

#### Graduate Student Registration

This Policy Memorandum establishes enrollment requirements for master's and doctoral students. It allows the student to remain compliant while minimizing the educational cost. The enrollment requirements described below do not supersede the minimum enrollment requirements of other offices or agencies.

##### A. All Graduate Degree Candidates

1. On campus graduate students must remain continuously enrolled each fall and spring semester until the completion of their degree program. Graduate students not using campus resources<sup>1</sup> during a summer session are not required to be enrolled in that session.
2. Full-time enrollment for graduate students is nine credit hours for each fall and spring semester and three credit hours for a summer session unless A.3 applies.
3. Once all requirements have been met, with the exception of the master's comprehensive exam or final defense and acceptance of the final thesis/dissertation, one credit hour (charged as outlined on the current fee schedule based on individual residency/program status) of special problems (master's non-thesis students) or graduate research (master's thesis/doctoral students) will be considered as full-time enrollment each semester/session until the degree is completed.
4. 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. Failure to do so may invalidate the exam/defense. If the exam/defense occurs during the intersession<sup>2</sup>, 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).
5. For students who have passed their final defense, the final copy of their thesis/dissertation must be accepted by the Graduate Education office no later than the Friday before the next semester/session begins or they will be required to enroll ~~in at least one credit hour of graduate research (charged as outlined on the current fee schedule based on individual residency/program status)~~ for the following semester/session. Only one semester/session of enrollment after passing the final defense will be allowed.
6. ~~Graduate students receiving an assistantship (GTA/GRA/GIA/GPA) teaching and research assistants (GTA/GRA), graduate instructors, and graduate fellows are required to be enrolled.~~
  - a. Master's students receiving an assistantship must be enrolled full time in each semester they receive the assistantship. A one-time-only exit semester of reduced enrollment may be allowed.
  - b. Doctoral students receiving an assistantship must be enrolled full time in each semester they receive the assistantship. ~~A one-time-only exit semester of reduced enrollment may be allowed.~~

# Graduate Education Open Office Hours

- ▶ The Graduate Education office will offer open advising office hours for the summer session.
  - The office hours will be available when classes are in session
    - Tuesdays, 2:00 – 4:00 pm



# Graduate Student Travel Fund Update

The following changes will be effective FY2026 (July 1)

## GRADUATE STUDENT TRAVEL FUND:

- The maximum funding amount offered through the Graduate Student Travel Fund is \$500.
- The funds may only be used for travel to a conference where the student:
  1. Has a paper accepted.
  2. Will make a presentation (poster or oral) which they have authored/co-authored. Funds can only be supplied for the presenter where there are multiple co-authors.
- The GSTF is a reimbursement program. Please see the section below titled "REIMBURSEMENT" for additional information.
- ~~A student may only receive this award once every 2 Academic calendar years.~~ **A student may only receive this award once every fiscal year (July 1- June 30).**
- **All University/State Restrictions on travel apply.**

## ELIGIBILITY

- Must be a full-time graduate student pursuing a master's or doctoral degree.
- Must be in good-standing, according to the Graduate Catalog Guidelines.
- ~~An Approved Program of Study (Form 1(a)/5(a)) must be on file with Graduate Education.~~
- The research must have been accepted for presentation. Proof of acceptance must be provided along with the application. Please see "APPLICATION" section for additional information.
  - ~~Students on GRA Appointment:~~ The PI of the student MUST make a financial commitment more than or equal to the maximum amount that can be awarded (\$500).
  - ~~Students with Scholarships that include funding:~~ Students on a scholarship that includes funds designated for travel, such as NSF GRF, are NOT eligible for the travel fund at this time.

## APPLICATION REQUIREMENTS

To prepare for the application, please consider the following:

- **Advisor and Dept. Chair Approval:** Your advisor and your department chair must approve your request to use these travel funds for your application to be processed. [GSTF Approval Template email to Advisor & Department Chair](#)
- ~~Approved Copy of Program of Study:~~ A copy of the Approved Form 5 (Doctoral) or the Approved Form 1 (Master's), with all signatures included, must be on file with Graduate Education. Upon receiving your application, we will check for your approved Form 1 or 5.
- ~~Paper/Abstract Acceptance Letter:~~ This document must include the student name and conference title included. This is usually in the form of an email. **Paper/Abstract Acceptance Letter:** This document must include the student's name and the conference title. It should also clearly indicate that the individual is the **presenter**. This is usually in the form of an email. Additionally, **the abstract should be attached** as part of the submission to meet this requirement.
- ~~30 Day Requirement:~~ The application must be submitted prior to 30 consecutive days before the conference in question. **2-Week Requirement:** The application must be submitted at least 14 consecutive days before the conference in question.

# Graduate Student Appreciation Week



## Attendance:

Kick-Off - 60

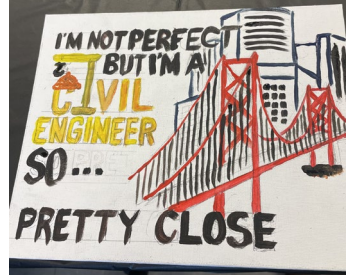
Breakfast on the Go - 62

Graduate Family Night - ~100

COER Workshop - 17

Paint Your Degree - 15

Blooming with Grad-itude - 34



# 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 an assistantship appointment.

# Deadlines

<https://grad.mst.edu/student-services/navigatingyourdegreeprogram/graduation/>

## Summer 2025 Graduation Deadlines for Master's (Thesis) and Doctoral Degree Programs



All students are **required** to apply for graduation via their JoeSS account (Student Center > My Academics > Apply for Graduation) by the deadline specified by the Registrar's Office. Each program you wish to have awarded requires a separate application.

Two completion options are available for students graduating in summer. Intercession (early) completion does not require enrollment in the summer session. **Failure to meet these deadlines will result in your degree not being awarded in July.**

Session Begin Date: 6/2/25  
Session End Date: 7/25/25

Intercession (Early) Completion		
Deadline	Description	Date
<a href="#">Final Defense Notification Form</a>	Submit the details of your defense* to Graduate Education for publication to the campus community; required for all doctoral students.	10 days before defense
<a href="#">Form 1A/Form 5A</a>	Submit revised Form 1A (master's)/5A (doctoral) if changes to the plan of study and/or committee are needed.	May 11
<a href="#">First Format Check</a>	Submit thesis (master's)/dissertation (doctoral) to Graduate Education office to begin format checking process; <b>must be completed before final thesis/dissertation can be accepted.</b>	May 11
<a href="#">Form 2/Form 7</a>	Submit Form 2 (master's)/Form 7 (doctoral) to report the results of the final defense* and approval of the thesis /dissertation; <b>must be received by Graduate Education office by 4 pm on the date of the deadline.</b>	May 28
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; <b>final must be accepted by 4pm.</b>	May 30

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

Regular Semester Completion		
Deadline	Description	Date
<a href="#">Final Defense Notification Form</a>	Submit the details of your defense* to Graduate Education for publication to the campus community; required for all doctoral students.	10 days before defense
<a href="#">Form 1A/Form 5A</a>	Submit revised Form 1A (master's)/5A (doctoral) if changes to the plan of study and/or committee are needed.	July 6
<a href="#">First Format Check</a>	Submit thesis (master's)/dissertation (doctoral) to Graduate Education office to begin format checking process; <b>must be completed before final thesis/dissertation can be accepted.</b>	July 6
<a href="#">Form 2/Form 7</a>	Submit Form 2 (master's)/Form 7 (doctoral) to report the results of the final defense* and approval of the thesis /dissertation; <b>must be received by Graduate Education office by 4 pm on the date of the deadline.</b>	July 11
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; <b>final must be accepted by 4pm.</b>	July 18

**If you apply for summer graduation and cannot meet the posted deadlines, your degree cannot be awarded in July. Please refer to the Fall 2025 Graduation Deadlines and notify your graduate student support coordinator of your completion plans.**

\*Enrollment on the date of exam is required. If exam occurs during the intercession, the student must have been enrolled in the immediately 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).

► Would there be interest in participating in a half day summer retreat?

- Tentative Topics:

- GTA Workshop Processes
- Funding Information
- Graduate Student Rules and Policies
- Forms and Degree Audits
- Other?

# Thank you!

Have a great summer!