



Graduate Education

# Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

October 17, 2025

# CGCS Agenda – Friday, October 17

12 pm – 140 Toomey Hall

- ▶ Graduate Education Office Update
- ▶ Graduate Council Meeting Update
- ▶ Provost and Interim Vice Provost of Graduate Education Dr. John Harris
- ▶ Deadlines Update
- ▶ Forms Workflow Information
- ▶ Graduate Learning Outcomes (GLO)
- ▶ Postdoctoral Scholars
- ▶ Doctoral Discovery Days
- ▶ Three-Minute Thesis
- ▶ Events
- ▶ Commencement Dates
- ▶ Reminders and Deadlines

# Graduate Education Office Update

- ▶ Dr. John Harris, Interim Vice Provost of Graduate Education
- ▶ Autumn Frazier – Office Support Assistant Sr.
- ▶ Fernando transferred to another position on campus
- ▶ Student Service Coordinator I position posted
- ▶ The graduate education office will be the “home” for Postdoctoral Scholars

# Advising Breakdown in the Interim

- ▶ Tina Balch – A-C, Q-Z
- ▶ Jordan Hannah – D-E, K-P
- ▶ Jade Sinnott – F-J
  
- ▶ Open Advising Office Hours (when classes are in session)
  - Tuesdays, 2:00 – 4:00 pm
  - Fridays, 9:00 – 11:00 am

# Graduate Council Meetings

- ▶ Parliamentarian – nominations requested
- ▶ Stipend X
  - Recommendation for 2026-2027
    - Proposed to graduate council to recommend 4% increase
  - Discussions of removing the maximum stipend amount
  - Will continue discussions and voting at the November graduate council meeting

# **Provost and Interim Vice Provost of Graduate Education Dr. John Harris**

# Deadline Dates

<https://grad.mst.edu/studentservices/navigatingyourdegreeprogram/graduation/>

## Your Graduation To-Do List

| Task                                            | Intersession Deadline  | Regular Semester Deadline |
|-------------------------------------------------|------------------------|---------------------------|
| Apply for Graduation through Joe'SS             | March 17               | March 17                  |
| Attend Formatting Workshop                      | December 3             | February 25               |
| Submit Early Draft                              | December 7             | March 8                   |
| Submit Final Doctoral Defense Notification Form | 10 days before defense | 10 days before defense    |
| Submit Pre-Defense Draft                        | January 4              | April 5                   |
| Final Defense                                   | January 9              | April 17                  |
| Form 2/7 Due                                    | January 14             | April 22                  |
| Submit Post-Defense Draft                       | January 14             | April 22                  |
| Submit Final Draft                              | January 16             | April 29                  |
| Celebrate at Commecement!                       | May 15                 | May 15                    |

## Thesis & Dissertation Deadlines: Spring 2026 – Regular Semester

To have your degree awarded at the end of the spring semester, you may complete all requirements either during intersession (the time between terms, before the spring semester begins) or during the regular spring semester.

This sheet lists all required items for the Regular Semester Deadlines. All posted deadlines are firm and must be met for your degree to be awarded in Spring 2026. If you cannot meet these deadlines, review the [Thesis & Dissertation Deadlines for Fall 2026](#) and notify your graduate specialist of your updated completion plans.

Semester Start Date: 1/20/26  
Semester End Date: 5/15/26

| Task                                                            | Description                                                                                                                                                                                                                                                                                                                     | Regular Semester Deadline |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Apply for Graduation                                            | Submit your application so your name appears on the graduation list and your degree can be awarded. This must be done even if you do not plan to participate in a commencement ceremony.                                                                                                                                        | March 17                  |
| Attend Formatting Workshop                                      | Attend the formatting workshop and/or help sessions offered by Graduate Education. The workshop provides guidance on using the thesis/dissertation Word template.                                                                                                                                                               | February 25               |
| Submit <a href="#">Early Draft</a>                              | Submit a complete draft (title page through vita, with all sections/references/appendices) for the first format check. You may continue revising content afterward, but this check helps catch formatting issues early.                                                                                                         | March 8                   |
| Submit <a href="#">Final Doctoral Defense Notification Form</a> | Doctoral students must submit the details of their defense so it can be publicized at least 7 days in advance. <b>If this requirement is not met, the defense must be rescheduled.</b>                                                                                                                                          | 10 days before defense    |
| Submit Pre-Defense Draft                                        | Once your final defense is scheduled, submit an updated draft to your assigned format checker for review.                                                                                                                                                                                                                       | April 5                   |
| Final Defense                                                   | Present your research to your committee at your scheduled defense. Enrollment on the date of the exam is required*.                                                                                                                                                                                                             | April 17                  |
| <a href="#">Form 2/7 Due</a>                                    | Form 2/7 must reach Graduate Education ( <a href="mailto:gradforms@mst.edu">gradforms@mst.edu</a> ) by the deadline, with all departmental approvals complete. You are responsible for ensuring the form reaches Graduate Education on time. Final approval will not be given until your thesis/dissertation has been accepted. | April 22                  |
| Submit Post-Defense Draft                                       | After making committee revisions and submitting Form 2/7, send your updated draft to your assigned format checker for a third review. Be sure all formatting corrections have been made, as unresolved issues can delay graduation.                                                                                             | April 22                  |
| Submit Final Draft                                              | Submit your corrected, fully formatted thesis/dissertation by the posted deadline, following the instructions provided by your format checker. <b>Missing this deadline means your degree cannot be awarded this term.</b>                                                                                                      | April 29                  |

\*If exam occurs during the intersession, the student must have been enrolled in the immediately preceding semester/session; or, prior to the exam, they must enroll in one credit hour of Oral Exam, 5040/6040.

Meet the deadlines listed for each term to have your degree awarded at the time shown. You may choose to walk in either of the listed ceremonies.

| Deadlines Met                                               | Degree Awarded <sup>1</sup> | Commencement Ceremony Options <sup>2</sup> |
|-------------------------------------------------------------|-----------------------------|--------------------------------------------|
| Fall 2025 – Intersession <sup>3</sup> or Regular Semester   | December 2025               | December 2025 or May 2026                  |
| Spring 2026 – Intersession <sup>3</sup> or Regular Semester | May 2026                    | May 2026 or December 2026                  |
| Summer 2026 – Intersession <sup>3</sup> or Regular Session  | July 2026                   | December 2026 or May 2027                  |

<sup>1</sup> Degree Awarded — This is the official date your degree is conferred and will appear on your transcript and diploma.

<sup>2</sup> Commencement Ceremony — This is the celebration event where you may choose to walk. You are not required to attend. You may only walk in the ceremonies listed for your degree award term.

<sup>3</sup> Intersession — If you finish during intersession, your degree is still awarded in that same semester (e.g., Before start of fall semester = December; Before start of spring semester = May; Before start of summer session = July)

# Forms Workflow Information

- ▶ Workflows are set up/managed manually for each form.
- ▶ Updates such as new department chairs, staff, or coordinators are not made automatically and require an email notification to Jade.
- ▶ If you are going to be out of the office, please be proactive regarding approval of the forms.
  - For short-term absences, we can update the approval emails in a workflow on a case-by-case basis.
  - For longer-term absences, the workflow itself will need to be updated to reflect the appropriate approver.

# Graduate Learning Outcomes (GLO)

- ▶ Outcomes were revised in the 2021–2022 Catalog to include: Knowledge, Communication, Integrity & Ethics, Scholarship Independence, and Critical Thinking.
- ▶ Current practices vary across programs/departments—some may still be using rubrics aligned with the previous outcomes, some have created their own electronic methods for collecting rubrics.
- ▶ If a shared form or workflow were developed, would your department be interested in using it to help streamline processes and maintain consistency across campus?

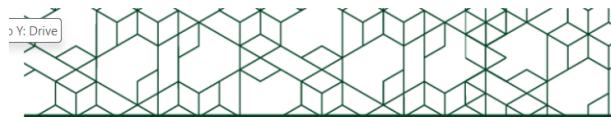
# Postdoctoral Scholars

<https://grad.mst.edu/postdoctoralscholars/>

- ▶ 57 Postdocs at S&T
- ▶ Welcome/welcome back meeting – September 18
  - 37 attendees
- ▶ Website created – still being revised
- ▶ Postdoc Listserv – please send any announcements you would like forwarded to the listserv to [grad@mst.edu](mailto:grad@mst.edu) (for now)
- ▶ Email address requested (postdocs@mst.edu)

# Doctoral Discovery Days

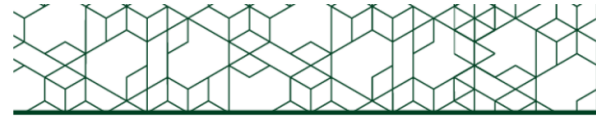
- ▶ October 9-11
- ▶ 12 Students Visited
  - Bioengineering (1)
  - Biological Sciences (1)
  - Chemistry (2)
  - Civil Engineering (3)
  - Computer Science (1)
  - Electrical Engineering (1)
  - Materials Science and Engineering (1)
  - Mathematics (1)
  - Systems Engineering (1)



## Doctoral Discovery Days

### Thursday, October 9, 2025

|                         |                                                                                                                                                                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9 a.m. - 12:00 p.m.     | Student arrival at St. Louis Airport. Shuttle provided to S&T Campus. Students driving to Rolla can arrive on campus anytime between 10:00 a.m. and 12:00 p.m. Check-in at the Welcome Center. Luggage storage is available at the Welcome Center. |
| 10:00 a.m. - 11:30 a.m. | Kummer Day: Kummer I&E Doctoral Fellows graduate research presentations. Missouri and Meramec Rooms, Havener Center                                                                                                                                |
| 12:00 p.m. - 1:15 p.m.  | Lunch at Havener Center Food Court                                                                                                                                                                                                                 |
| 2:00 p.m. - 3:30 p.m.   | Kummer Day: Kummer I&E Doctoral Fellows graduate research presentations. Missouri and Meramec Rooms, Havener Center                                                                                                                                |
| 4:00 p.m. - 5:00 p.m.   | Kummer Day: "Real Entrepreneurs, Real Stories" panel presentation. Carver-Turner Room, Havener Center                                                                                                                                              |
| 5:00 p.m.               | Meet at the Welcome Center and travel to Comfort Suites to check-in                                                                                                                                                                                |
| 5:45 p.m.               | Meet in hotel lobby and travel to Alex's Pizza Palace                                                                                                                                                                                              |
| 6:00 p.m.               | Dinner at Alex's Pizza Palace                                                                                                                                                                                                                      |
| 7:00 p.m.               | Axe Throwing Activity                                                                                                                                                                                                                              |



## Doctoral Discovery Days

### Friday, October 10, 2025

|                    |                                                                                                                                                                                                                                      |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Before 9 a.m.      | Continental Breakfast at Comfort Suites                                                                                                                                                                                              |
| 9:00 am            | Meet in hotel lobby and depart for guided tour of Rolla                                                                                                                                                                              |
| 10:00 am           | Campus Tour - meet at the Welcome Center                                                                                                                                                                                             |
| 11:00 am           | Library Tour                                                                                                                                                                                                                         |
| 11:30 am           | Lunch at Havener Center                                                                                                                                                                                                              |
| 12:30 pm - 4:00 pm | Academic Department meeting and lab tours (Prospective students only)                                                                                                                                                                |
| Prior to 4:00 pm   | When your meetings with the academic departments have concluded, return to the Welcome Center. Admissions staff will be available to help answer any application questions. From here you will be provided a ride back to the hotel. |
| 6:00 pm            | Meet in the hotel lobby and depart for dinner.                                                                                                                                                                                       |
| 6:30 pm            | Dinner at Spencer Manor Winery (Prospective students only)                                                                                                                                                                           |

### Saturday, October 11, 2025

|               |                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|
| Before 8 a.m. | Continental Breakfast at Comfort Suites                                                                                       |
| 8:00 a.m.     | Meet in hotel lobby and travel to the St. Louis Airport. Students driving can depart <a href="#">anytime</a> after breakfast. |

# Three-Minute Thesis (3MT)

- ▶ Competition Dates:
  - Preliminary Round
    - October 20
  - Semi-Final Round
    - October 27
  - Finale – open to the public
    - November 6
- ▶ 15 students have registered to compete



## 2025 3MT FINALE

You're Invited!

Come support the top five finalists as they present their cutting-edge research in just three minutes during the final round of the Three Minute Thesis (3MT) competition.

The winner will receive the grand prize and go on to represent Missouri S&T at the MAGS Regional 3MT Competition.

**Prizes:**  
First Place – \$500  
Runner-up – \$300  
People's Choice – \$200

Date: Thursday, November 6  
Time: 5:00 PM  
Location: Carver Room 204B  
or via Zoom

For more info, please visit [grad.mst.edu/events/3mt/](https://grad.mst.edu/events/3mt/)



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# Upcoming Events

- ▶ Grad Talks
  - 10/31 – Graduation Prep
  - 11/20 – Graduate Funding Basics

# Commencement Dates

## Doctoral and Master's Degree Graduates

Friday, December 19, 2025  
6 p.m.  
Gale Bullman Building

## Bachelor's Degree Graduates

Saturday, December 20, 2025  
10 a.m.  
Gale Bullman Building

- Aerospace Engineering
- Biological Sciences
- Ceramic Engineering
- Computer Science
- Education
- Engineering Management
- Environmental Science
- Geological Engineering
- Geology and Geophysics
- Mechanical Engineering
- Metallurgical Engineering
- Petroleum Engineering
- Psychological Science

## Bachelor's Degree Graduates

Saturday, December 20, 2025  
3 p.m.  
Gale Bullman Building

- Applied Mathematics
- Architectural Engineering
- Business and Management Systems
- Chemical Engineering
- Chemistry
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- English
- English and Technical Communication
- Environmental Engineering
- History
- Information Science and Technology
- 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 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.
- ▶ 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 2025 Final Semester Deadlines**
  - **Form 1A/5A;; Substitution for Required Certificate Form; Certificate Program Courses Form**
    - Last day of the semester
  - **Thesis/Dissertation pre-defense draft due**
    - November 2
  - **Form 2/7: Results of final defense and approval of the thesis/dissertation**
    - November 14
  - **Final thesis/dissertation must be accepted by Graduate Education**
    - November 21
  - **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)**
    - Last day of the semester

# Thank you!

**Our next meeting will be December 5<sup>th</sup>**