



Graduate Education

Council of Graduate Coordinators and Staff (CGCS)

140 Toomey Hall

November 17, 2023

CGCS Agenda – Friday, November 17

1 pm – 140 Toomey Hall

- ▶ Graduate Faculty Leadership Update
- ▶ Spring Graduate Council Meetings Update
- ▶ Presentations on Grad Track Pathway
- ▶ FS2023 Graduating List Codes
- ▶ Graduate Student Travel Fund
- ▶ Recruitment Visit Reimbursement Program
- ▶ Three Minute Thesis (3MT)
- ▶ Commencement Dates
- ▶ Deadlines

Graduate Faculty Leadership Update

- ▶ No leadership in place
- ▶ Officers are needed to conduct business
- ▶ Seeking interim leadership
- ▶ Volunteer by faculty or recommend others

Spring Graduate Council Meetings

► Policy Memo II-20 Recommendation:

- Original Passage:

- 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 intersession2, then an examination-only fee is appropriate by enrolling in one credit hour of Oral Examination, 5040/6040.

- Proposed Revision:

- 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 intersession2, 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).

Grad Track Pathway Presentations

Dr. Jee-Ching Wang
Chemical and Biochemical Engineering

Dr. Xiaodong Yang

Mechanical and Aerospace Engineering

FS2023 Graduating List Codes

CODES	FORM OR ACTION REQUIRED
1	Form 1-A or 5-A
2	Form 3 (MS Comp Exam)
3	Form 1 or 5 (By 11/22/23 -- will remove from graduation list 12/1) 1A/5A? - Has courses listed that aren't currently used toward program. If student wants those courses counted toward the program, a Form 1A/5A will need to be submitted.
4	Grade change form is needed for I/Y/DL grade
5	Program/Plan of study not complete
6	Substitution for Required Course (certificate)
7	Certificate Program Courses form needed (certificate)
8	Meet November 8, 2023, deadline for Form 2/7 and November 17, 2023, deadline for final copy of thesis/dissertation accepted by Graduate Education
9	Must have a 3.0 cumulative and program GPA for degree/certificate to be awarded.
GPA	
REM	Remove from graduation list?
Time Limit	* Courses are outside the time limit for CY 2019-20 and prior (Certificate - three years, Master's - six years, Doctoral - eight years) * Courses are outside the time limit for CY 2020-21 and beyond (All degrees/certificates - ten years) * Degree has exceeded time limit from admit term for CY 2020-22 and beyond (Certificate - three years, Master's - six years, Doctoral - eight years) * Degree has exceeded time limit from admit term for CY 2023 and beyond (Certificate - six years, Master's - six years, Doctoral - eight years)
OK	For non-thesis and certificates-contingent on completing all courses with satisfactory grades.
COMPLETE	For thesis/dissertation students who have had final thesis/dissertation accepted
ABBREVIATIONS/SYMBOLS AND THEIR MEANING	
D	Dissertation
NT	Non-Thesis
T	Thesis
*	Doctoral defense announced
%	Thesis/Dissertation submitted for first format check
\$	Form 2/7 received

Updated list to be sent
next week

Commencement Dates

Doctoral (Ph.D.) Degree Graduates

Friday, December 15, 2023

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 16, 2023

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 16, 2023

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

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

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)

Finale-November 2, 2023

► Winners

- First Place
 - Yasmine Attia, Computer Science, PhD
- Runner Up & People's Choice
 - Rachel Bauer, Explosives Engineering, PhD



Deadlines

► Fall 2023 Final Semester Deadlines

- Final thesis/dissertation must be accepted by Graduate Education
 - TODAY! - November 17
- Form 3: Results of Non-Thesis Master of Science Comprehensive Examination (*Biological Sciences program only*)
 - December 15

Thank you!

Next meeting February 16