

# Graduate Council Meeting Agenda

140 Toomey Hall

12:00 pm, January 28th, 2014

1. Approval of minutes from November 13<sup>th</sup> meeting.
2. Changes to catalog, under Office of Graduate Studies

## Editing Services

The Office of Graduate Studies is pleased to offer free editing services to all on-campus graduate students currently enrolled at Missouri S&T. Students will be provided feedback regarding grammar, punctuation, and more to help students improve the quality of their work. For more information on editing services visit the website at <http://grad.mst.edu/currentstudents/editingservices/>

\* Due to the demand for editing services, a student may submit no more than one chapter of either a thesis or dissertation per editing session. Students may submit 20 pages of either a journal article or conference paper per editing session.

## Writing Resources

The Office of Graduate Studies has a number of resources to help on-campus graduate students at every level of writing, from beginning the first draft to revising the final one. Novice writers and advanced writers alike can find information on style guides, literature reviews, document organization, and more. Students will find tips and techniques on topics like avoiding plagiarism, conducting research, and writing with a reader focus. Students are invited to join in a conversation with the editor by posting questions and comments that address their writing concerns.

In addition to these resources, students will find a current calendar of events the Office of Graduate Studies hosts on a regular basis. These events include upcoming workshops, seminars, and guest speakers. For more information visit the Office of Graduate Studies website at <http://grad.mst.edu>.

3. Response on budget justification for International graduate student fee (Dr. Hofer)
4. Graduate Certificate Plan of Study Form (VPGS)
5. P/F course rule (VPGS)
6. Out-of-department coursework is not required for these students' program of study. The graduate catalog (page 20 under Master of Science Degree Without Thesis) states that "Students are encouraged to take at least six credit hour of coursework outside their major department" but then, on the same page, under "Master's Comprehensive Examination", it states that "The committee must consist of at least five members, including at least one person from outside the candidate's major department who is knowledgeable about the student's chosen out-of-department coursework." This creates

a problem for those students that do not take any out-of-department coursework because it is optional.

We would like to request the paragraph on page 20 of the graduate catalog to be changed to: “The committee must consist of at least five members, and it is encouraged that at least one person be from outside the candidate’s major department who is knowledgeable about the students chosen out-of-department coursework.”

In addition to this change the Form I-B (Committee for Master of Science Comprehensive Exam (Non-Thesis)) and Form 3 (Report on Comprehensive Exam for Master’s Degree (Non-Thesis)) would need to include the word “optional” after the signature line for the out-of-department committee member. (11/25/13, Dr. Singler)

7. Current practice when transferring graduate credit from other institutions is to require mapping of the class to an MST course. This is in some cases unsatisfactory. There is an example currently before me where a student wishes to transfer in a 6000 level class from another institution, but the only class we have on that topic is a 200 level class. More importantly, there are always classes closely related to our study areas that we do not offer, but that other institutions do offer, and those classes would benefit our graduate students. I believe we would serve our students best if we allowed those classes to be transferred.

I would like to propose a resolution to the Graduate Faculty Council that graduate students be allowed to transfer in courses from other institutions even if there is no 1:1 mapping to existing MST classes, and that a mechanism for that transfer be established. (11/14/13, Dr. Maerz)

8. About residency Residency Requirement for the Ph.D.

“...At least half of those credit hours must be taken at Missouri S&T. Students holding a master’s degree from Missouri S&T or another institution are allowed 1 year of residency for the degree. The three-year residency requirement can be met by completing the equivalent of two years (four semesters) of full-time academic work beyond a first master’s degree, including at least two consecutive semesters in residence at Missouri S&T while enrolled in at least nine graduate credit hours per semester...”

When calculated, the 3 year residency requirement cannot be completed as indicated above.

Below is what we are calculating:

MS		1 year
SP	9	.375
SS	3	.125
FS	9	.375
SP	9	.375
SS	3	.125
FS	9	.375
		<hr/>
		2.75

9. New Business