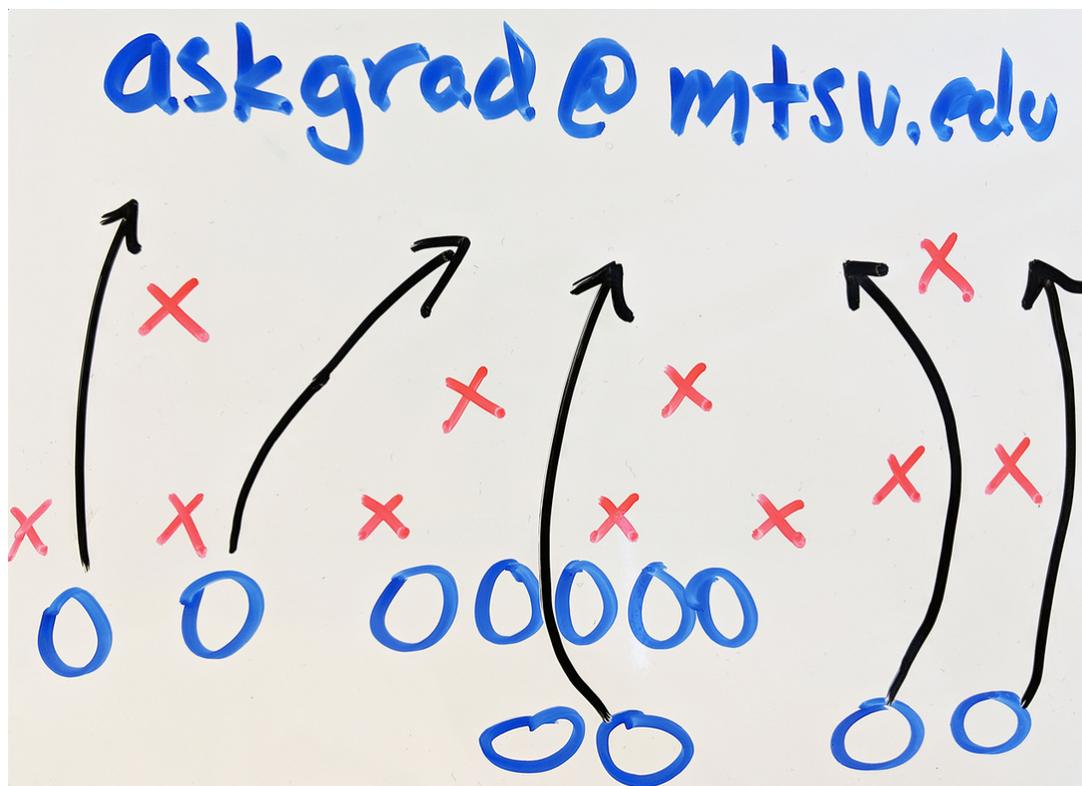


THE CGS CORE-RESPONDER

Middle Tennessee State University

MIDWEEK MESSAGES FROM THE COLLEGE OF GRADUATE STUDIES

Volume 1, Issue 5



Much like a coach before the big game, the College of Graduate Studies has been strategizing in preparation of the CGS Footprints roll out.

CGS Footprints FAQ

Q: How will you change all the instances of graduate@mtsu.edu on the website? It's everywhere!

A: We have been working with our web developer in ITD who has identified all instances of the email address on the MTSU website. When it is time to switch to askgrad@mtsu.edu, our web developer will be able to quickly find and replace the old email address with the new one.

Q: I am concerned about things falling through the cracks if people continue to email graduate@mtsu.edu. How is Grad Studies handling this?

A: Keeping track of documents is very important to us. An auto-reply on graduate@mtsu.edu will direct inquiries to askgrad@mtsu.edu.

Q: How will students submit materials if they can't email graduate@mtsu.edu?

A: Since askgrad@mtsu.edu is for inquiries only, we have created a Dynamic Form where students can upload copies of all paper forms. References can also submit letters of recommendation directly through Dynamic Forms. There is no longer any need to email materials to graduate@mtsu.edu. Transitioning to Dynamic Forms has also aided immensely in records management.

Q: My program still has a lot of printed marketing materials with the old graduate@mtsu.edu address listed on them. Are they worthless now?

A: The College of Graduate Studies will gladly provide you with stickers that display the askgrad@mtsu.edu email address you can use to cover any instances of the old email address. Please let us know if you need these stickers, as well as how many you will need.

Q: A lot of the paper forms that still exist list graduate@mtsu.edu on them. Will students continue to email or snail mail them to you?

A: The autoreply on graduate@mtsu.edu will direct students to a Dynamic Form where they can upload their forms. Our staff is working diligently to convert all of our forms to Dynamic Forms, so those paper forms will be phased out soon anyway.

Graduate Faculty Status Renewals

Faculty members must hold graduate faculty status to teach graduate courses and to sit on thesis and dissertation committees. If your graduate faculty status or the graduate faculty status of your colleagues in your graduate program expires Fall 2019, please submit for renewal before April 17, 2019. The Graduate Council is convening for its last meeting of the semester on April 19, 2019. The Council will not meet again to vote on graduate faculty status until Fall 2019.



If you are submitting for renewal of graduate faculty status, please [click here to see a list of required materials](#). If you have questions about what is needed, please contact Kathy Green at katherine.green@mtsu.edu.

You can check on your graduate faculty status at any time by [clicking here](#).

