

Graduate Student Handbook

Department of Agronomy
Purdue University



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INDIANA

Before Europeans entered Indiana in the late 1600's, successive groups of Indian tribes inhabited the area. The French established three forts in the early 1700's, one, Fort Quiatenon, was located near Lafayette. The area was ceded to the British in the 1760's, and then to America after the Revolutionary War. After Indiana became the 19th state in 1816, pioneers began arriving in the state in large numbers. Settlers from states south and east of Indiana came in search of the highly productive Indiana farmland. In the 20th century, the state has seen a change from an agricultural economy to one emphasizing manufacturing. Agriculture, though, remains a strong force in the state's economy.

Indiana's landscape varies from the wooded hills in the southern part of the state, flat fertile farmland in its central section to swamps and marshes in the north. Points of interest range from such natural features as sand dunes, caves and lakes to the man-made Indianapolis Motor Speedway, scene of the internationally known Memorial Day 500-mile automobile race and the Brickyard 400. We have 4 distinct seasons. Our average annual rainfall is 40 inches, average summer temperature is 70-80°F, and average winter temperature is 25-35°F.

Indiana is known affectionately as the "Hoosier State" and its inhabitants are known as "Hoosiers". Famous Hoosiers include Benjamin Harrison (our 23rd President), James Whitcomb Riley, Kurt Vonnegut, Jr., John Dillinger (gangster and bank robber in the 30's), Jim Davis (creator of Garfield), Orville Redenbacher, Tony Stewart and Dan Quayle. Michael Jackson, Jon McLaughlin, Axl Rose, John Mellencamp, David Letterman, Larry Bird and actors Steve McQueen and James Dean all hail from Indiana. Twenty-four Purdue graduates have been selected for space flight, including Neil Armstrong and Eugene Cernan, the first and last men on the moon. (<http://www.in.gov/core/about.html>)

INDIANA AGRICULTURE

Agriculture is big business in Indiana. There are 61,000 farms with over 14.7 million acres devoted to agricultural production. The annual value of agricultural products exceeds \$5.1 billion. Corn, soybeans, wheat and forages are the principle agronomic crops.

Nationally, Indiana ranks first in ducks; second in popcorn, tomatoes, and eggs; fourth in soybeans and mints; fifth in corn and hogs; and seventh in turkeys. As an exporter, Indiana exports over \$2 billion in agricultural products annually and is the largest trading partner with Canada of any of the fifty states.

THE COMMUNITY

Lafayette and West Lafayette, Indiana lie on Interstate Highway 65, 63 miles northwest of Indianapolis and 105 miles southeast of Chicago. The two cities, separated by the Wabash River, have a combined population of 101,248 (2014 census).

The community has much to offer as a place to live. Housing is high quality and affordable. The public schools are excellent and benefit from a close interaction with the university. More than 60 churches of all major denominations, an art museum, historical museum and 1600 acres of public parks add to the quality of life. There are two hospitals which serve the community.

The economy of the area is strong and diverse. Employment is high and offers a broad range of opportunities. Purdue is the single largest employer. A rapidly growing manufacturing industry is also present which includes metals, corn processing, automobiles, machine tools, pharmaceuticals and chemicals.

Nearby points of scenic and historic interest include Fort Quiatenon, an early French settlement located approximately 3 miles southwest of West Lafayette on South River Road. On the nation's register of historic places are: Battle Ground where William Henry Harrison fought the Battle of Tippecanoe; the Shades and Turkey Run state parks; and Lake Shafer and Lake Freeman, near Monticello.

In 1919 Harry J. Marack opened Harry's Chocolate Shop at 329 West State Street in West Lafayette. The Marack family operated the Chocolate Shop as the only Soda Fountain near Purdue University well into the 1920's.

The Purdue University Horticulture Gardens (0.5 acres) are botanical gardens located on the Purdue campus, adjacent to the Horticulture building at 625 Agriculture Mall Drive. Established in 1982, the gardens display a wide diversity of plants, including nearly 200 species of perennial flowers and foliage plants, and over 300 cultivars of annual flowers and garden vegetables. The gardens are open to the public year-round, seven days a week.

Information taken from the following websites: <http://www.in.gov/dnr/parklake/>, <http://www.indianaoutfitters.com/statemap.html>, www.agclassroom.ore/kids/stats/indiana.pdf, and http://en.wikipedia.org/wiki/Lafayette,_Indiana.

SHUTTLE SERVICE TO THE AIRPORTS

There are three companies, Lafayette Limo, Star of America, and Express Air Coach that provide express shuttle service between Purdue University and the two nearest airports (Indianapolis and Chicago O'Hare). Suburban Express provides service between Purdue and Chicago suburbs.

To Indianapolis Airport

- Lafayette Limo (765-497-3828; www.lafayettelimo.com/) has shuttles leaving every 2 hours, 9 times a day. The fare is \$27.00 one way and \$50.00 round trip. There are lower rates for children.
- Star of America (800-228-0814; www.soashuttle.com/) is \$24 (online registration) or \$26. They have multiple trips a day. They have free wifi on shuttle.

To Chicago O'Hare Airport

Express Air Coach (765-743-3120; www.eacshuttle.com) provides shuttle service.

Suburban Express (217-344-5500); just \$25.95 between Purdue and Chicago suburbs. Suburban Express specializes in weekend transportation for college students.

INTERNATIONAL CENTER

The International Center of West Lafayette (not a part of Purdue University) exists to create cross-cultural connections between the diverse residents of Greater Lafayette through education, the arts, cultural events, cultural information and assistance, and housing. It is located at 523 Russell St., West Lafayette IN 47906 info@intlctr.org / Phone: (765) 743-4353.

The International Center was founded in 1971 to foster a spirit of international cooperation and understanding. To continue this effort, we offer a wide range of activities designed to provide patrons with greater knowledge of other languages and cultures. Their programs are designed to benefit both international visitors as well as long-time community residents. All programs are held at the International Center (unless otherwise noted), and all are welcome to participate. Please contact them with any questions or ideas for future programs!

PURDUE UNIVERSITY

Founded in 1869, Purdue University ranks among the 25 largest colleges and universities in the nation. Today 38,770 (Fall 2014) students are enrolled at the West Lafayette campus with an additional 30,000 enrolled at the four regional campuses and ten Statewide Technology sites. Diversity and opportunity are characteristics of the University. Students today represent all 50 states and 130 countries. Purdue offers nearly 200 majors within 10 colleges and over 7,400 courses. Among Purdue's 260,000 alumni are Nobel Prize winners, astronauts, and three U.S. Secretaries of Agriculture.

The College of Agriculture at Purdue has about 288 faculty and a total of 2,069 staff and faculty involved in teaching, extension and research and offers more than 30 undergraduate degree programs through its 11 academic departments. Each of these departments also offers Master's and Ph.D. degrees. The Indiana Agricultural Experiment Station is the primary research arm of the Purdue College of Agriculture. Through the Experiment Station, and grants and contracts about 75 million dollars are invested in agricultural research each year. The Cooperative Extension Service is the primary out-reach and technology transfer arm of the College of Agriculture. Over 250 county agents supported by 75 technical specialists provide local access to the information and resources found at the University.

Innovative interdisciplinary programs such as the Crops Diagnostic Training and Research Center and the Plant and Pest Diagnostic Laboratory provide continuing education and technical services to the crop production industries of the states.

DEPARTMENT OF AGRONOMY

The Agronomy Department has 38 faculty and 14 adjunct faculty. Major program thrusts in the department include: Cropping systems; Environmental Science of Soil, Water and Air; Plant Breeding; Molecular Genetics; Crop Physiology; Surface Chemistry; and Physics of Soil. Departmental facilities include office and laboratory space in Lilly Hall of Life Science, a Plant and Soil Science building and greenhouse complex, the 566 hectare Agronomy Research Center and over 2000 hectares of research land at eight Agriculture Centers throughout Indiana.

INTERNATIONAL STUDENTS and SCHOLARS

If you are an international student, there are many programs that will help you adapt and get the most out of your experience here at Agronomy. The central focus for International Programs is The Office of International Students and Scholars (ISS). ISS is committed to the internationalization of Purdue University by providing appropriate services and support to international clientele and various University departments and offices.

ISS seeks to enhance the academic, cultural, and social pursuits of students and scholars from abroad through knowledge and expertise in recruitment, admissions, immigration, advising, and cross-cultural programming. ISS is a constituent unit of Purdue's Office of International Programs.

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

Walkin Hours: Monday, Tuesday, Wednesday, Friday: 9:00 - 11:30 a.m. and 1:30 - 4:00 p.m.

Thursday: 1:30 - 4:00 p.m. only

Counselors are only available during walk in hours, except by appointment.

The Purdue International Integration Initiative ("P3i") encompasses many programming elements coordinated by the Office of International Programs. P3i seeks to provide cultural, educational, service and social opportunities whereby international students will enhance their American educational experience and contribute to the globalization of Purdue and the greater community.

Opportunities abound with P3i programs. Interested in making friends with an American family? Check out the **International Friendship Program (IFP)**. Interested in sharing your culture with Americans, young and old alike? Be an **Educational Exchange Program (EEP)** volunteer. Would you like to make a difference in the community by doing volunteer work? If so, check out the **Boiler Out! Volunteer Program**. Want to educate others about your country at special times of the year? Participate in International Education Week with activities in the Greater Lafayette community. Want to explore Indiana and surrounding places of interest? Sign up for a **GO Purdue! Trip**. Are you ready to share a meal, discuss differing cultural perspectives and just "hang out" with new friends? Join in the fun of Friday night **Perspectives**. The opportunities are endless to make your stay at Purdue a positive and life-changing adventure.

Check out the links to each of these P3i programs for more details.

Multinational Integration Xchange (MIX)

MIX is a presidential initiative designed to assist undergraduate students in crossing cultural bridges in order to get to know other students from around the world. Through programming and an innovative cross-cultural certification, students are incentivized to take risks to move out of their comfort zones to build relationships across domestic and international boundaries. For more information look for us on Facebook at <https://www.facebook.com/MIXPurdue> or e-mail Annette.

International Friendship Program (IFP)

Offered to new international students, this program provides the opportunity to meet and become friends with an American individual or family living in the Greater Lafayette area. IFP is a

unique program that literally hundreds of students and community residents have benefited from over the past twenty years.

Educational Exchange Program (EEP)

Provides an opportunity for greater international awareness and cultural understanding for the Greater Lafayette community. ISS matches requests for cultural presentations from local teachers and event organizers with interested international students and scholars.

Boiler Out! Volunteer Program

The Boiler Out! Volunteer Program provides international students with meaningful community service projects that reflect its three core values of Outreach, Understanding, and Teamwork. Participants do a variety of volunteer work alongside American students and local community members.

Perspectives

International students are encouraged to share their perspective and experience other perspectives through fun events, food, trips. Perspectives takes place on Friday evenings or on Saturday at the end of every week. We meet in different locations across campus and occasionally enjoy trips into the community to offer new experiences and opportunities to connect with new friends. We learn about and celebrate American holidays or traditions too. It's a great way to meet other students and scholars from all over the world in a relaxed setting.

Designed as an ongoing orientation program, Perspectives makes Purdue a little smaller place through activities which are often planned with the help of student clubs, campus departments, and community organizations.

International Programs sends out an events newsletter every week with Perspectives activities and other opportunities. Contact International Programs at IPprograms@purdue.edu for more information or to be included in the newsletter mailing list.

Orientation Volunteers

Each fall and spring semester ISS student volunteers help new international students with matters such as arrival pick-up, ISS check-in process, and general orientation needs.

International Education Week

Since August 2000, Purdue has proudly ranked 2nd or third in total international student enrollment among U.S. universities. During International Education Week (IEW), celebrated internationally the third week in November, Purdue international student and scholar volunteers share some of the special aspects of their cultures with select schools and classrooms.

FINANCIAL INFORMATION

All Purdue graduate students at the West Lafayette campus use the *myPurdue* web portal as the source for financial account information. You will use *myPurdue* to pay tuition, any fees associated with graduation and more.

Before Using *myPurdue*. Read <http://www.purdue.edu/onepurdue/ESA/studentinfo.shtml>. It includes important information that both returning and new students need to know. Links to

video demonstrations of *myPurdue* also are on this page. (You will need to enter a valid Purdue Career Account username and password to access the demos. If you do not know your username, instructions on how to find it are on this page: <http://help.itap.purdue.edu/2550>.)

Accessing *myPurdue*—

1. Go to the *myPurdue* login page: <https://mypurdue.purdue.edu>
2. Enter your Career Account username and password.

If you have problems accessing *myPurdue*, read this page: <https://help.itap.purdue.edu/3447>.

If you need help using *myPurdue*, contact the ITaP Customer Service Center at:

E-mail: itap@purdue.edu; Phone: (765) 494-4000; Online: www.itap.purdue.edu/help

Fees

All graduate students are required to pay a portion of the tuition and fees.

- A research or teaching assistantship and fellowship appointment provides a salary and fee remission of all but a nominal portion of the tuition and fees. Currently students on an appointment pay \$303 per fall and spring semesters and \$151.50 per summer session. Graduate students on appointment pay the fees in four payments.
- New and continuing graduate students who are not on an appointment (assistantship or fellowship) currently pay \$347.85 per credit hour if a resident of Indiana and \$948.30 per credit hour for non-resident. New and continuing International non-resident graduate students not on an appointment pay \$1,018.30 per credit hour. An installment plan is offered to spread payments into four payments (including interest) each semester except for the summer term which has only one payment. Graduate students not on an appointment pay at least the first installment of fees and tuition at the time of registration for each semester.

Students should be aware that if payment is not submitted by the established due dates, a late fee of \$17.50 is applicable.

Graduate Student Staff and Fellows Fee Deferment Procedures—Special fee deferment arrangements have been made for graduate student staff and grad fellows whose first installment of the fees is due before their first paycheck. The University will temporarily defer fees and establish due dates each year for four equal installments of fees and housing if their graduate staff appointment is approved and processed into the bursar system. (No action is necessary on behalf of the student). If the student starts in the summer, the entire amount is due in one payment but the payment is delayed until the end of May.

Students should be aware that -

1. The University will not charge the normal \$50 deferment fee.
2. If payment is not submitted by the established due dates, a late fee of \$17.50 is applicable.
3. Payment for any amounts assessed over and above the deferment should also be satisfied online to avoid registration cancellation.

Students should contact the Bursar's Office with questions at installmentplan@purdue.edu.

Insurance

Graduate staff who are employed half-time or more are eligible for participation in the University-subsidized Graduate Student Staff Health Plan. (Note: Fellowship recipients are not eligible for this plan but have their own plan option.) Eligible graduate staff members will receive a benefits packets from the Agronomy Business Office on their arrival. To obtain coverage, graduate staff members should follow the directions appropriate to their citizenship on the Graduate Staff Benefits Web site, <http://www.purdue.edu/hr/audience/gradstaff.html>. Eligible graduate staff members who enroll in the plan will have deductions taken automatically from their monthly pay. Coverage is continuous, including the summer, as long as the graduate staff member is employed in an eligible position. The plan is designed to meet University guidelines for insurance coverage for international graduate staff. Internationals who wish to waive coverage in this plan must show proof of other appropriate coverage.

Assistantships and Fellowships

Research Assistantships

Research assistantship appointments are commonly available as part of the faculty research projects. Ask your professor about their availability if he/she has not already spoken to you about them.

Teaching Assistantships

A limited number of teaching assistantship appointments (commonly ¼ time FTE appointments) are available within the department. All students for which English is not their primary language must prove English proficiency. Proficiency is verified by the Oral English Proficiency Program. The OEPP is responsible for certifying the oral English proficiency of all international graduate students who have been identified by their departments as prospective teaching assistants. This is the first step in ensuring that potential language barriers do not negatively affect undergraduate instruction. The program meets this responsibility in three ways: (1) screening potential teaching assistants by administering the Oral English Proficiency Test (OEPT), (2) by reviewing the results of departmental screening procedures used by Math and the School of Languages and Cultures, and (3) by requiring certification through the successful completion of the Program's instructional component (ENGL 62000) for those who are not certified through the OEPT.

The Oral English Proficiency Test (OEPT) is a computer-based, semi-direct test of oral English proficiency developed and administered by the OEPP. Because the test is computer mediated, all test takers experience the same interface without the variability introduced by different interlocutors in face-to-face interviews. The OEPT consists of 12 items with a variety of prompt types—test, graphic, and audio. Examinees have 2 minutes to prepare their item responses and 2 minutes to respond. Most examinees complete the test and the short survey that follows in about an hour.

OEPP Offices—8th floor of Young Hall

OEPT Testing Site—Stanley Coulter ITaP labs

OEPP Website—<http://www.purdue.edu/oepp/>

OEPT Practice Test Website—<http://oepttutorial.org/Default.aspx?p=test>

Graduate students are exempted from taking the OEPT who have provided evidence of a high level of oral proficiency with the following test scores: at least 27 on the speaking portion of the TOEFL iBT; at least 8.0 on the IELTS speaking section; at least 76 on the speaking portion of the Pearson Test of English (PTE).

International students from official English speaking countries are also exempt from taking the OEPT. Those countries include: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Cayman Islands, Christmas Island, Cook Islands, Dominica, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Isle of Man, Jamaica, Kenya, Lesotho, Liberia, Micronesia, Montserrat, New Zealand, Nigeria, Norfolk Island, Papua New Guinea, Philippines, Pitcarin Islands, Republic of Ireland, Sierra Leone, Singapore, St. Helena, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, South Sudan, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Zambia, and Zimbabwe.

Fellowships

A large number of fellowships are available for top students. Applications will be requested at various times during the year.

1. Frederick N. Andrews Fellowship
2. George Washington Carver Fellowship
3. Charles C. Chappelle Fellowship
4. David M. Knox Fellowship
5. Lynn Fellowship
6. Purdue University Doctoral Fellowship
7. Ross Fellowship
8. Special Initiatives Fellowship

Bilsland Graduate School Dissertation Fellowship

This fellowship is intended for students within the last 6 months of finishing their Ph.D. The intention is for those truly about ready to finish, and new procedures basically will ensure such (the intention of the donating family). Award is for 6 months, with mandatory supplement (by department of major professor) to bring it up to the normal 1/2 research assistantship.

Documents required include 1) a letter of support from the major professor explaining the need for assistance, 2) the student's CV (maximum 4 pages, including a brief summary of research progress), and 3) a copy of the student's transcript (unofficial is OK).

Andrews/Ross/University Fellowships (incoming students only)

These fellowships are all for new Ph.D. students (new to Purdue). These are highly competitive and for exceptional students with GPAs of 4.0 or perhaps 3.9. They provide 1 or 2 years of support from the Graduate School and require a departmental commitment of 3 or 2 years (to make 4 years total), to the student. An official offer letter to the student, guaranteeing the 4 years of funding is required before the student nomination can be submitted.

Diversity Fellowships (incoming student only)

The diversity fellowship applicants need to have submitted the optional diversity essay in their application, or could be asked to do that in time for the fellowship nomination.

Other Fellowships (See grad web site <http://www.gradschool.purdue.edu/funding/>)

1. Department of Agriculture — National Needs Graduate Fellowships (NSF)
2. Department of Education — Graduate Assistance in Areas of National Need (GAANN); Jacob Javits Foundation Fellowship
3. National Aeronautics and Space Administration (NASA) — Earth System Science Fellowship Program; Goddard Coastal Research Graduate Fellowship Program; Graduate Student Researchers Fellowship (GSRP); Harriet G. Jenkins Pre-Doctoral Fellowship
4. National Institutes of Health (NIH) — National Research Service Award (NRSA) Research Training Grants; National Research Service Award (NRSA) Fellowships
5. National Institute for Occupational Safety and Health (NIOSH) Training Grant
6. National Science Foundation — Graduate Research Fellowship; Integrative Education Research Training (IGERT); Vertical Integration of Research and Education in the Mathematical Sciences (VIGRE)
7. Radioactive Waste Management Fellowship
8. Paul and Daisy Soros Fellowships for New Americans (<http://www.pdsoros.org>)

Student Awards

There are a wide range of awards possible at all points along your program of study:

Departmental

1. Graduate Student Award for Outstanding Student in Education
2. Graduate Student Award for Outstanding Student in Extension
3. Graduate Student Award for Outstanding Master's Student
4. Graduate Student Award for Outstanding Ph.D. Student
5. George D. Scarseth Scholarship Award (Travel award to ASA meetings)
6. John Axtell Graduate Student Award in Plant Breeding and Genetics
7. Wyman E. Nyquist Memorial Graduate Scholarship
8. Marvin and Barbara Phillips Memorial Graduate Scholarship
9. Wayne P. Rothgeb Memorial Graduate Scholarship
10. Joe L. White Graduate Student Award in Soil Chemistry and Mineralogy
11. M.O. Pence Award (Agronomy Extension and/or Applied Research)
12. Stevan J. Kristof Outstanding Graduate Student in Remote Sensing Award
13. Stanley A. Barber Memorial Scholarship in Soil Fertility and Plant Nutrition

National

1. American Society of Agronomy
2. American Seed Research Foundation
3. J. Fielding Reed/Phosphate and Potash Institute

**DEPARTMENT OF AGRONOMY
GENERAL CONTACTS**

Business Office Personnel

Sue Bennet, Business Manager
Patsy King (Grad Payroll)
Cheryl Long
Sherron Myers
Anna Holmes
Mary Wise (Travel)
Amy Tarvin

**Graduate/Undergraduate Secretary
Scholarship Coordinator**

Karen Clymer

Graduate Chair

Rich Grant

Agronomy Grad Committee

Richard Grant, Chair
Laura Bowling
Shaun Casteel
Yiwei Jiang
Mitch Tuinstra

**Extension Staff/Cropping Systems
Diagnostic Training Center Secretary**

Lisa Green

Teaching Secretary/ISS Liaison

Melinda Smith

Office/ Desk Assignments

Linda Lee

Greenhouse Assistance

Ron Steiner (AGRY)
Deb Lubelski (BTNY)

**Plant Science Social Event/
Student Activities**

Cory Brenner

**Natural Resource Environmental Science
Secretary/Academic Schedule
Deputy/Soils Teaching Secretary**

Dawn Foushi

Department Head Secretary

Jenny Kelly

Building Deputy

Ed Stath

Agronomy Main Office

Connie Foster (Receptionist)

**Computer Analyst/Network
Administrator**

Tom Pluimer

Statistical Resources

Judy Santini
Brenda Owens

Agronomy Farm Manager

Jim Beaty

AGRONOMY GRADUATE STUDENT ASSOCIATION

The Graduate Student Association is composed of all graduate students. Agronomy Graduate Student Representatives (Grad Rep) duties include, but are not limited to:

- Acting as a liaison between the Graduate Students of the Department and the Faculty
- Organizing and helping with fund raisers and social events in the department (chili cook off, bake sale, stay warm contest, etc.).
- Attending every open staff meeting to keep student presence in departmental activities and to keep the student community updated.
- Organizing activities of interest to the Graduate Students (seminars, workshops, professional presentations, social gatherings, sports activities, etc.)

- Grad student reps must become members or make an internal election to designate any graduate student representation from the department (Purdue grad student council members, senate members, curriculum review committees, ethical committee, etc.)
- **GRADUATE STUDENT REPS MUST ENSURE THAT THEY BECOME THE CHANNEL OF COMMUNICATION AND REPRESENTATION OF THE STUDENTS IN THE AGRONOMY DEPARTMENT.** Any “external” election of designation or decision that involves or represents graduate students and that didn’t go through the grad reps should be addressed.
- **Graduate students should promote equal rights and opportunities among graduate students in the departments independent of conditions, sex, status, degree, religion or ethnicity (married or single, Ph.D. or Master, men or women, American or International, etc.) graduate students activities and representation should include all ideas and address all needs as much as possible.**
- Grad students should organize two “callouts” per semester inviting all graduate students, to discuss items in the agenda related to graduate student life and future plans of the committee.
- Finally, grad students should promote at all times a happy family environment in the department and the unity between faculty, staff and students.

TERM OF OFFICE AND ELECTION PROCESS: A total of FIVE (5) Agronomy Graduate Student Representatives (Grad Reps) are elected by an open election to serve a one-year term. Elections for Grad Reps should be held during the final weeks of the spring semester with new selectees taking office immediately after election.

During the spring semester, the acting Grad Reps will call for nominations to replace the acting Reps. A week before election, grad reps will invite graduate students to nominate fellow students or self-nominate to become grad reps. Names of nominees may be any currently enrolled Agronomy Graduate Student. On the day of the meeting, graduate students that are nominated are asked to stand up and say few words if they want to. Election is done anonymously by writing 5 names per person on a piece of paper. These “ballots” are collected and then counted in front of the graduate students. The five names with more votes immediately become grad student reps. In the event of a tie for the fifth member then the current grad reps will make an internal vote to pick one of the candidates. The sixth name(s) with more votes would become “alternate or backup” grad reps.

Should an acting Grad Rep step down from office or graduate mid-term, a replacement will be elected at a special election to fill the position. Alternate or backup Grad Reps would become a Grad Rep. If they are no longer available then a special election (online) would be held to choose the pending Rep. The replacement Grad Rep will serve for the remainder of the term, which will conclude at the end of the spring semester for the school year in which s/he took office. After serving one term, should a Grad Rep wish to retain the office s/he may do so by nomination or self-nomination and be part of the election process again.

INTERNAL REVIEW : Grad student reps will hold an internal review process every mid semester, if at these reviews a majority of the grad reps concludes that one or more of the members is not being useful and active in its role (no interest) then this person can be removed

from their status as Grad Rep. This decision would be reported to the department with an explanation on the reason(s) why the person(s) are being removed and they would be replaced immediately by the alternate Grad Reps or through the special election process.

Current Representatives:



Cody Hornaday
M.S. Student
Starter Fertilizer on Corn
chornada@purdue.edu



Joseph Rorick
M.S. Student
Soils
jdrorick@purdue.edu



Meghan Moser
M.S. Student
Soil Fertility
moser2@purdue.edu



Brad Thada
Ph.D. Student
Plant Breeding and
Genetics
bthada@purdue.edu



Heather Pasley
Ph.D. Student
Soil Fertility
hpasley@purdue.edu

FACULTY

JOSEPH M. ANDERSON
Department Head and Professor
Plant Molecular Genetics

SHALAMAR ARMSTRONG
Assistant Professor
Soil Conservation & Management

LAURA BOWLING
Associate Professor
Watershed Hydrology, Hydroclimatology
GIS & Remote Sensing

SYLVIE M. BROUDER
Professor, Wickersham Chair
Plant Mineral Nutrition

JAMES CAMBERATO
Professor
Soil Fertility and Plant Nutrition

SHAUN N. CASTEEL
Associate Professor
Soybean Production

MELBA M. CRAWFORD
Asst. Dean of Agriculture & Engineering
Professor, Chair of Excellence
Earth Observation/Remote Sensing
Director, LARS

REBECCA W. DOERGE
Professor
Statistical Genetics

GEBISA EJETA
Distinguished Professor
2009 World Food Prize Laureate
Sorghum Genetics and Breeding

RICHARD H. GRANT
Professor
Graduate Committee Chair
Agricultural & Applied Meteorology

JOHN G. GRAVEEL
Professor
Director of NRES Program

CHI-HUA HUANG
Adjunct Professor, USDA/ARS
Soil Erosion & Water Quality

KAREN HUDSON
Adjunct Assistant Professor, USDA/ARS
Genetics/Molecular Biology

YIWEI JIANG
Associate Professor
Turfgrass Physiology

BRAD C. JOERN
Professor
Nutrient Management Planning

KEITH D. JOHNSON
Professor
Forage Management

CLIFF T. JOHNSTON
Professor
Soil Inorganic Chemistry/Mineralogy

EILEEN J. KLADIVKO
Professor
Soil Physics & Soil Management

LINDA S. LEE
C4E Assoc. Dir./ESE-IGP Head
Associate Dept. Head/Professor
Environmental Organic Chemistry

JIANXIN MA
Professor
Soybean Genetics

MICHAEL MASHTARE
Assistant Professor
Soil Science

MOHSEN MOHAMMADI
Assistant Professor
Sm Grains Breeding & Quantitative Genetics

CINDY H. NAKATSU
Professor
Molecular Microbial Ecology

ROBERT L. NIELSEN
Professor
Corn Production

DEV S. NIYOGI
Professor
Indiana State Climatologist

PHILLIP R. OWENS
Associate Professor
Soil Geomorphology

KATY M. RAINEY
Assistant Professor
Soybean Breeding and Genetics

P. SURESH C. RAO
Professor, Rieth Chair
Soil Physics, Water Quality

TORBERT ROCHEFORD
Professor, Patterson Endowed Chair
Maize Genetics, Genomics

DARRELL G. SCHULZE
Professor
Soil Mineralogy

LEE E. SCHWEITZER
Professor
Plant Physiology

STEVEN R. SCOFIELD
Research Plant Pathologist, USDA/ARS
Adjunct Associate Professor
Plant Molecular Biology

GARY C. STEINHARDT
Professor
Soil Management/ Soil Genesis

DIANE E. STOTT
Adjunct Professor, USDA/ARS
Soil Microbiology

DANIEL B. SZYMANSKI
Professor
Plant Molecular Genetics

MITCH TUINSTRA
Professor, Wickersham Chair
Maize Genetics, Plant Breeding

RONALD F. TURCO
Asst. Dean of Agricultural & Environmental
Research, Director of Purdue Global
Sustainability Institute, Professor
Soil Microbiology and Biochemistry

GEORGE E. VAN SCOYOC
Professor
Soil Chemistry

JEFFREY J. VOLENEC
Professor
Forage Physiology

TONY J. VYN
Professor
Cropping Systems

CLIFFORD F. WEIL
Professor
Maize Genetics, Genomics

CHRISTIE WILLIAMS
USDA-ARS Research
Adjunct Associate Professor
Molecular Biology

CANKUI ZHANG
Assistant Professor
Crop Physiology

QIANLAI ZHUANG
Professor, AGRY/EAS
Biogeochemical Gas Modeling

RESEARCH FACILITIES

Purdue Agricultural Research Farms

(<http://www.agriculture.purdue.edu/pac/locations.html>)

Agronomy Research Center (4540 U.S. 52 West, West Lafayette, IN 47906): Located northwest of West Lafayette and the Purdue campus on State Road 52. This 566 hectare farm is site for more than 150 research projects conducted by some 50 university researchers. Studies range from basic to applied science and include: plant breeding and genetics, crop production, and soil management, plant physiology, soil fertility, weed control, disease and insect resistance and control, and variety performance evaluation for corn, soybeans, and small grains, and soil microbial community analysis. New facilities include a Crop Protection Laboratory, a state-of-the-art facility designed with personal safety, environmental safety, and functional use in mind. A shop and a variety testing building are new additions to this farm. The Agronomy Farm is administered through the Agronomy Department, but research is also conducted by the Departments of Botany/Plant Pathology and Entomology.

Purdue Agricultural Centers: Indiana has over 300 soil types and multiple microclimates. Each section of farmland reacts differently to fertilizers, cultural practices, pesticides, and tillage systems. Each parcel of forest reacts differently to different management practices. Director of Purdue Agricultural Centers is Jerry Fankhauser. The Purdue Agricultural Centers are distributed around the state to represent all soil and climate conditions:

- **Davis Purdue Agricultural Center:** Swine production research is the emphasis of this center located approximately 15 miles north northeast of Muncie in Randolph County. Other research includes a natural forest habitat area and agronomic crops. The original gift of 156 hectares was given to Purdue in 1917 by Martha Davis in memory of her son. Contact Superintendent Jeff Boyer, jboyer@purdue.edu
- **Feldun Purdue Agricultural Center:** Located in Lawrence County near Bedford, the original 193 hectares were donated to Purdue in 1914 by Moses Fell Dunn. A limestone quarry on the farm, worked under contract, helps support research projects. Current research includes beef cattle, forestry, and row crops. Feldun is also the home of the Indiana Beef Evaluation Program bull test station. Contact Superintendent Brad Shelton, sheltonb@purdue.edu
- **Northeast Purdue Agricultural Center:** (NEPAC) This 425 acre site near Columbia City in Whitley County was acquired in 1990. Primary research interests at this site are on agronomic crops. Contact Superintendent Phil Walker, walkerpc@purdue.edu
- **Pinney Purdue Agricultural Center:** Located on the Porter-LaPorte County line, the original 197 hectares were a gift in 1919 from Myra Pinney Clark, in honor of her father, William Pinney. An additional 63 hectares were acquired from Wayne Pinney in 1979. The farm is noted by researchers for its three distinct soil types. Research is conducted under irrigation and on agronomic and vegetable crops. Contact Superintendent Jon Leuck, leuckj@purdue.edu

- **Southeast Purdue Agricultural Center:** (SEPAC) This farm is located in Jennings County (Butler, IN) on the typical, hard to manage soils of the region. The soils have low organic matter content and are highly erosive. It is active in row crop, forage and forestry research. A major study of drainage and water quality by agronomists and ag engineers is conducted at SEPAC. Contact Superintendent Don Biehle, biehled@purdue.edu
- **Southern Indiana Purdue Agricultural Center:** (SIPAC) Located in Dubois County near the Patoka Reservoir, the center covers 526 hectares, including the Patoka Forest Project. It was donated to Purdue by the citizens of southern Indiana in 1952 to conduct research on the sandstone-shale derived soils of the area. Livestock, forage, and forestry research are conducted on this farm. Contact Superintendent Jason Tower, towerj@purdue.edu
- **Southwest Purdue Agricultural Center:** (SWPAC) The 71 hectares site near Vincennes (Knox County) was purchased in 1979 for research on fruits, vegetables and agronomic crops. Development has included trickle and overhead irrigation systems. Contact Superintendent Dennis Nowaskie, nowaskie@purdue.edu
- **Throckmorton Purdue Agricultural Center:** Located eight miles south of Lafayette in Tippecanoe County, the farm covers 120 hectares and was a gift of Dr. George Throckmorton in memory of his father in 1935. Its rolling Raub silt loam soil is used primarily for row crop research. This center has a distinguished history of entomology, soil erosion, crop rotation, and tillage research. Contact Superintendent Jay Young, jayyoung@purdue.edu.

Greenhouse Facilities

The greenhouse facilities are located on the south side of the Life Science Building. The Life Science greenhouse complex is composed of 57 individual growing rooms totaling approximately 54,000 square feet. The growing rooms are connected to the greenhouse service building (head house) where soil and miscellaneous supplies are stored. The greenhouse service building also has two rooms that house growth chambers. The greenhouse complex also includes a pesticide mixing and storage room, commercial soil mixer/sterilizer, and two 15-square-foot autoclaves. This facility is shared by three departments; Agronomy, Botany and Plant Pathology, and Biological Sciences. Students wishing to conduct research in these areas should speak with their major professors as to the space(s) available. Ron Steiner (AGRY) and Deb Lubelski (BTNY) are in charge of greenhouse operations.

Beck Agricultural Center

The Beck Agricultural Center (4540 U.S. 52 West, West Lafayette, IN 47906) offers outstanding flexible resources for meetings, conferences, workshops, and retreats associated with Agriculture education. Located at the Agronomy Center for Research and Education, the Center offers the opportunity to combine hands-on field experience with classroom presentations and discussions. For more information or to schedule an event at the Beck Agricultural Center, contact: Janet Beaty, Beck Center Coordinator, phone 765-583-0590, or email beckcenter@purdue.edu.

William H. Daniel Turfgrass Research and Diagnostic Center

The Daniel Center (1340 Cherry Lane, West Lafayette, IN 47907) is located just north of campus and adjacent to one of two 18-hole campus golf courses. It has an educational facility and turfgrass research plots. There are 9 hectares at the Daniel Center dedicated to turf research. Glenn Hardebeck is the manager of the Center and can be reached at 765-496-6566.

MISCELLANEOUS FACILITIES AND SERVICES

Copiers

Copiers are available on the second and third floors of Agronomy and in the Lilly Life Sciences Library. Personal copies are \$.05 per copy. Payment should be given directly to Connie Foster, Receptionist. The main office copy machine can make pdf files. The third floor copier can make a color copy pdf.

Computer Services

Purdue's computing and network facilities support the University's instruction, research, and service missions. Proper use of computing and network facilities respects all University regulations, contracts with University suppliers, and all local, state, and federal laws. Improper use may have serious consequences.

NOTE: Personally owned computers are not allowed to "plug in" to the university network.

Availability of computers connected to the university network

- There are University-maintained computer labs located across campus in which students can log in with their University "Career Account." The nearest lab is LILY G-431. To find other labs on campus visit <https://www.purdue.edu/apps/ics/LabMap>. Another useful url that details resources for new students is <http://www.itap.purdue.edu/learning/index.cfm>. The network drive (H:) used with the Career Account in campus labs is mapped automatically on Agronomy computers.
- Many faculty provide computer access to their own graduate students. These PCs are usually located in the faculty member's laboratory facility. Check with the individual faculty member for more information.
- Computers are also available in the Soils Resource Study Center, located in room 3-419. Although these computers are primarily for undergraduate teaching purposes, they are available to graduates when not in use by undergraduates. Check with the Study Center staff first, please.

If you have statistical questions, please contact Judy Santini, Research Statistical Agronomist (LILY 2-333, 46663, jsantini@purdue.edu) or Brenda Owens, Continuing Lecturer and Research Associate, (LILY 3-440A, 42868, bowens@purdue.edu).

If you have any computer/ computer facilities questions, contact Agricultural Information Technology (AgIT) at agithelp@purdue.edu or call x48333.

A number of *Network server drives* **are** mapped on departmental computers upon login: You will log onto the Agronomy computers using your career account username and password (this is the same as your email username and password).

U: drive Use this drive for your data and documents. It will allow you to move between computers. Only you have access to this drive - no one else can edit or delete files here.

S: drive Use this to share files with others. Anyone has delete or change access to most files on this drive. Certain folders are read only, including a forms folder containing many department or Purdue forms.

W: drive Is intended to be used for temporary storage space. If you place something on the W drive, please remember to remove it after the usage term has ended.

Usage rules on network drives:

- **No program files** of any type on U: or S:, including zipped files or executable types, with the exception of a few provided for use in Agronomy classes. **No entertainment** or personal files of any type, including **music** or **pictures**. Resumes and research photos are acceptable.
- **No one except you should log in using your ID.** Please log out when finished using any computer because it ensures that your data is saved. Your screen will lock after 15 minutes of unattended usage on any PC in the department. If you walk away and someone else needs to use the PC, they will not be able to log in.
- **Please don't save data to your desktop** as these files will not be backed up. Save important files to your U: Drive. Please save research data to your lab drive.

Wide Format Printer (Main office, Lilly 2-452)

A wide format printer/plotter is available for use in creating posters. A laminator is also available. Please see Connie Foster (main office administrator) regarding policies of use for these machines. Please have someone double check your poster before printing!

Agronomy Supported Applications:

SigmaPlot ArcGIS a system for authoring, serving, and using geographic information.

Microsoft Office 2010/2013 Professional are the supported application suites, which include Word, Excel spreadsheet, PowerPoint presentation, and Access database software.

SAS statistical analysis software.

SigmaPlot scientific plotting and graphics software.

McAfee VirusScan antivirus software.

Adobe Reader for PDF Documents and **Ghostview is used** for viewing postscript files.

Email

ITaP (Information Technology at Purdue) provides email storage (maximum of 500MB) for University users. Most Agronomy students and staff access their mail using Microsoft Outlook. There are two types of University email accounts:

- Mail hub—basic and general email account. This can be accessed using Microsoft Outlook or other email clients, by MAC computer clients, or by using the Internet web-based access at <http://webmail.purdue.edu>.

- Exchange—enhanced email account by adding email along with calendar (appointments), contacts and tasks. This can only be accessed by using Microsoft Outlook, MAC Entourage, or by using the Internet web-based access <https://exchange.purdue.edu>. Please contact agithelp@purdue.edu or call x48333 for an Exchange account.

University Password Policies

Purdue University has recently instituted strict password policies. Agronomy, as part of the University network systems, and a member of the OnePurdue domain, must abide by these password and security policies. Purdue's password and security policies can be found at: http://www.purdue.edu/policies/pages/information_technology/v_1_2.html

Purdue University Password Requirements:

All passwords must be changed at least every 120 days. Use the following link to change your password <https://www.purdue.edu/apps/account>. All passwords must conform to the standards for creating strong passwords located at:

<http://www.purdue.edu/securepurdue/bestPractices/passStandards.cfm>.

- Passwords must contain at least 1 letter.
- Passwords must contain at least 1 number or punctuation mark.
- Passwords must be at least 8 characters long.
- Passwords must contain more than 4 unique characters.
- Passwords must not contain easily guessed words (e.g. Purdue, itap, boiler).
- Passwords must not contain your name or parts of your name (e.g., Bill, Julie, Bob, or Susan).
- New passwords must be different than the previous password (re-use of the same password will not be allowed for one (1) year).
- Passwords must not be inserted into e-mail messages or other forms of electronic communication without the use of encryption.
- Passwords should never be written down and left in plain sight, or stored in plain text online. If a password must be written down, it should be stored in a secure location.

Libraries

The University libraries on the West Lafayette Campus hold book and periodical collections of more than 1,800,000 volumes housed in 15 schools and departmental libraries. About 18,000 serial titles are received, including periodicals and serial publications of societies, instruction, and the federal and state governments. Local library resources are supplemented by the three million items of research materials held by the Center for Research Libraries in Chicago. Through Purdue's membership in the center, faculty and graduate students are assured of fast access to this material through the Interlibrary Loan Office in the HSSE library. More information on the libraries is available by internet at <http://www.lib.purdue.edu/about>

Purdue Libraries include:

Archives and Special Collections: Stewart Center, 4th floor

Aviation Technology Library: Airport Terminal, TERM, Room 163

Black Cultural Center Library: 1100 3rd Street

M. G. Mellon Library of Chemistry: Wetherill Lab of Chemistry, WTHR, Room 301

Earth, Atmosphere and Planetary Science Library: HAMP 2215B

Siegsmund Engineering Library: Potter, Room 160

Hicks Repository, Undergraduate Library: HIKS, Ground floor

Humanities, Social Sciences and Education Library: Stewart Center, Room 150

Life Sciences Library: Lilly Hall of Life Sciences, Room 2-400

Parrish Library of Management and Economics: Krannert Building, KRAN, 2nd Floor

Mathematics Sciences Library: Mathematics Sciences Building, MATH, 311

Pharmacy, Nursing, and Health Sciences Library: Heine Pharmacy Bldg, RHPH, Room 272

Physics Library: Physics Building, Room 290

Veterinary Medicine Library: Lynn Hall of Veterinary Medicine, LYNN, Room 1133

Other Locations around Purdue where materials are available:

Black Cultural Center Library: Room 203, Black Culture Center

Compact Storage: Room B849, Undergraduate Libraries, Lower Level

Film Library: Room B853, Undergraduate Library, Lower Level

Special Collections: Room 428, Stewart Center

In-person access to the library collection and services of Ball State, Indiana, and Indiana State universities are also available to Purdue students and faculty under a cooperative agreement

Student Software Purchases

Purdue negotiates the availability of several software packages for student installation *on personally owned machines* through University sponsorship or at a reduced cost. Eligibility for the software below depends on requirements outlined within the product's software licensing agreement between vendor and Purdue University. Active student registration with the University is required.

Software installed on personal machines must be completely uninstalled when association with the University ends unless product license specifically allows continued use.

OnTheHub (formerly Kivuto) sells a range of software negotiated under Purdue's campus agreements for students, including **Microsoft Office**, **Visual Studio** and **Adobe Creative Cloud**. In addition, Purdue's OnTheHub web store offers other specially priced software for term purchase, such as **SPSS**, **Minitab**, **Parallels**, and **SAS JMP**. Be sure to carefully review product details for system requirements, included features, and the length of time your purchase entitles you to use the product. Products available are contingent on eligibility, and may depend on specific student enrollment. Only the products you are eligible to buy will be displayed. Software ordered through OnTheHub can be downloaded directly to your computer for installation or, at an additional charge for shipping and handling, delivered on CD/DVD disc.

Please note that the OnTheHub Web Store is an independent retailer Purdue partners with to provide software purchases for faculty, staff, and students *on their personally-owned machines*. Software licenses and media purchased from OnTheHub are nonrefundable. Questions regarding purchases or store services should be directed to OnTheHub. They will be able to provide you the most knowledgeable and immediate response to your issue.

Sponsoring organizations within Purdue cover the cost of some software products for undergraduate and graduate student use on personally-owned machines. Product availability is determined by the number of unused product licenses and any agreement limitations on distribution. Click the links below to get more information on availability. Current University sponsored software for students includes:

- [MathType](#)
- [McAfee Viruscan](#)
- [NVivo](#)
- [PyMOL](#)
- [SAS](#)
- [SAS IMP](#)
- [SecureCRT](#)
- [SecureFX](#)
- [VirusScan](#)

The following products are only available to graduate students:

- [SPSS](#)
- [SPSS Amos](#)

Additional software for student use on personally owned machines may be found through these online University resources:

- [Secure Purdue](#)
- [ITaP Research Computing \(RCAC\)](#)
- [Purdue University Licensed Software \(PULS\) by ECN](#)
- [Library of Chemistry Software](#)

Phone Calls

For long distance calls from off campus (i.e. Agronomy Farm) call the Purdue Operator (494-4600) and indicate you want to make a call.

| <u>To Call</u> | <u>Dial</u> |
|--------------------------------|---|
| Departmental number | last five digits |
| Purdue number | 5 digit extension |
| Off-campus number | 7 + seven digit number |
| Long Distance (Univ. Business) | 7 + 1 + area code + number |
| Purdue Operator | 0 |
| Directory Assistance | 7 + 1 + 765 + 555-1212 |
| Long Distance (Personal) | 7 + 0 + area code + number, press 0 for options |
| International | 7 + 011 + country code + city code + number |

Keys to the Kingdom

Graduate students can request keys for the outside door, offices, laboratories, and resource centers. Keys to the following are recommended:

- Lilly Hall main door
- Office
- Laboratories

Additional keys can be requested at any time for access to other laboratories or resource centers as it becomes necessary.

To request keys, a KEY REQUEST Card from the Business Office, requiring the consent and signature of the person responsible for the room must be submitted to Ed Stath. Keys can be

received from Biology Stores within 1-2 days after submitting your request form. The Master Key is also available which opens most Lilly Hall doors. If you need to enter a room and do not have a key, sign out the Master Key in the Main Office and return it promptly when finished.

Graduate Student Parking on Campus

C-Permits: Any registered student whose local place of residence is outside an area at least 1.5 miles from campus may purchase a "C" permit for \$100 per year. In general, the limits are Airport Road, the Wabash River, Cherry Lane and the railroad tracks bordering the south edge of campus. If you have any questions concerning a specific address, please contact Parking Facilities. To purchase a "C" permit, each student must provide proof of address & a photo ID. Permits may be purchased for the school year beginning August 1.

Students employed by Purdue at least 30 hours per week (3/4 assistantship) are eligible to purchase an "A" permit for \$250 per year or a "B" permit for \$100 per year.

Disability Parking: Students may apply for disability parking through the Parking Facilities Office. Parking Facilities Office is located at 1404 W. State St. in the Purdue West Shopping Plaza. Office hours are 7:30AM-4:30PM, Monday - Friday.

Student Housing Parking: Students living in a Residence Hall, Hawkins Hall or in Purdue Village, need to contact their main office for information about obtaining a permit. Any person operating and/or parking a motor vehicle on campus, must comply with all Purdue University Traffic and Parking Regulations.

Permits must be returned to Parking Facilities upon ineligibility. Use or possession of forged, stolen, altered, transferred or invalid permits may result in a citation, immobilization and/or towing of the vehicle, criminal charges and/or disciplinary action through the University. No refunds will be issued after March 1st.

Veterans Success Center

This Center is located in PMU 284/286. Student veterans are encouraged to stop by and learn about available services. The Veterans Success Center also offers "Green Zone" faculty and staff awareness training. Learn more about services available to veterans at www.purdue.edu/veterans or by contacting Jamie Richards, Coordinator of Military Veteran and Nontraditional Student Programs (richa186@purdue.edu).

Programming and services offered include: Process GI BILL Benefits, Yellow Ribbon Program, Veterans Work Study, Office for the Purdue Student Veterans Organization, PAVE peer to peer and orientation program, Representative from the Center for Career Opportunities every Monday from 12-1 p.m., student study lounge, computer access with CAC reader, and frequent guests (Dept. of Veterans Affairs Representatives, employers wishing to hire Veterans).

Contact Information: 101 N. Grant St. West Lafayette, Indiana 47906, (765) 494-7638 (Voice) (765) 494-1545 (Fax), dogtags@purdue.edu

WHAT TO DO

BEFORE YOU START YOUR FIRST SEMESTER

All new students must complete the following programs:

1. **“Respect Boundaries: Sexual Violence Awareness Program”**

All students will be notified of the requirement by email and receive periodic email reminders. Students may access Respect Boundaries through [Blackboard](#). There are three modules associated with the program. Students must complete all three modules to obtain credit for this program. Students are expected to complete the program by September 30th. If not completed in a timely manner, holds will be put on *myPurdue* accounts.

2. **Equal Access/Equal Opportunity Harassment and Discrimination: Prevention and Response.**

The focus of the program is to make new students aware of the University’s policies and procedures relating to harassment and discrimination and their responsibility to comply with such policies to foster a positive and inclusive environment free from discrimination and harassment. Provide the Graduate Secretary a copy stating the program has been completed.

3. **Responsible Conduct of Research (RCR) Training-**

Upon completing your new hire paperwork from Patsy, you will receive an email from Patsy King or Mary Wise about RCR training. They will provide you with links and step by step instructions.

BEFORE YOU WORK IN THE GREENHOUSE OR FIELD

Before you work in the greenhouse or field, you must take the **WPS (Worker Protection Standards training)**. See postings in the business office for the most current one or see Connie Foster in Lilly 2-452 to see when the next one is or to schedule a training.

BEFORE YOU DRIVE A VEHICLE ON UNIVERSITY BUSINESS

To be eligible to drive a university vehicle, the student must complete a [Request for Driver Authorization Form RM01](#) and a General Disclosure and Consent Form for Motor Vehicle Reports (available from the Agronomy Business Office). Student must have a valid U.S. driver’s license.

Student drivers operating vans on University Business must be at least 20 years of age, have at least two years of licensed driving experience, and must complete Risk Management’s Purdue Passenger Van Training prior to operating a van on University Business. Passenger van training must be completed annually ([login to WebCert to access passenger van training](#)).

Student drivers are allowed to operate a Vehicle on University Business while within the United States or Canada only. Student drivers may not operate a Vehicle on University Business or for any other University purpose in any other country. Graduate Students traveling abroad on official University Business are an exception to this restriction.

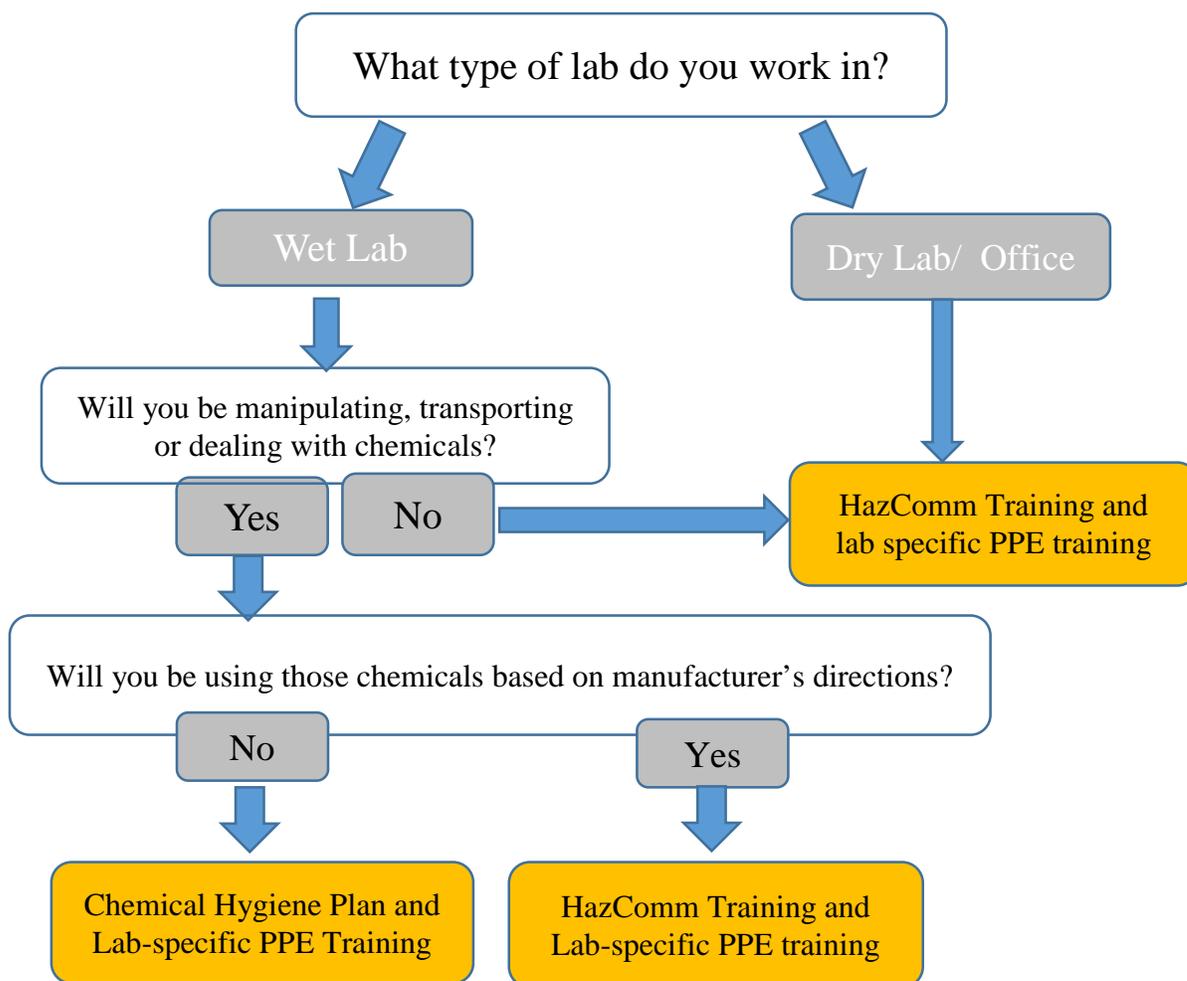
Students with the following violations will be declined (not allowed to drive):

- 1) Three (3) or more moving violations in the past 3 years (includes seatbelt violations)
- 2) Two (2) or more at-fault crashes in the past 3 years
- 3) Any of the following: alcohol or drug-related driving offenses, refusal to submit to a blood alcohol test, reckless driving, leaving the scene of an accident, any felony crime committed with a vehicle.

BEFORE YOU START WORKING IN A LAB

Safety Training. Safety is everyone's responsibility so never hesitate to speak up when you see a problem area. Two types of training are offered. You must do one or the other.

Which training should you take? **First**, ask your supervisor or designated safety person for your lab what you will be doing in the lab or field. What hazards are there? Will you be working with chemicals? Will you be using chemicals based on the manufacturer's directions? You can use the following flowchart to clarify the right training for you:



- Chemical Hygiene Plan (CHP) - 2 options choose ONLY 1.
 1. PI/Safety person gives training-
 - a. That person will ask you to read the highlighted areas from the CHP manual, go over them with you for clarification, model how to work with items in the lab, demonstrate the correct Personal Protective Equipment (PPE) to use and the location of it. Once that is completed, fill out page 85 in the CHP manual, which is located in the red safety binder in your lab.
 2. Online training- covers everything in the CHP manual.
 - a. <http://www.purdue.edu/ehps/rem/ih/chptraining.htm>
 - b. Once you have completed and passed, a certificate will be at the end of the training or emailed to you. Print it out and place in your lab's safety binder.
- HazCom Training (Right to Know):

Go to <http://www.purdue.edu/ehps/rem/ih/hazcom.htm> and complete the training that is under "Hazard Communication Training." At the end, when it asks whether you want to post your results or continue, press continue. Without doing so will result in the system not knowing you took the training and you will have to complete it again. A certificate will be emailed to you within a couple days. Print it out and place in your lab's safety binder. If the certificate is not emailed within a week, email Stephanie Rainey (REM) (slrainey@purdue).

Lab-specific PPE Training: The lab supervisor will identify for you if and what Personal Protection Equipment (PPE) are needed to work in a given lab. Once you have been modeled what PPE you need, there will be a form in the safety binder for you to sign off on.

- If you are working with **biological hazards**, read the Biological Safety manual that can be found here: <http://www.purdue.edu/ehps/rem/home/guide.htm> . Your supervisor can mark the areas that pertain to the lab you will be working in. Once that is completed, fill out the "Purdue Biological Safety Awareness Certification" sheet that is in new employee packet. This sheet will then be placed in your safety binder.
- Note that if at any time you switch labs, start working with chemicals, start working in the greenhouse, etc. then you need to take the correct training or move your certificates to your new lab.

If you have any safety-related questions, please ask your supervisor/safety person or find a safety committee member if they are unable to answer it.

Refer to the Agronomy Safety website for additional guidance or answers to any questions:
www.ag.purdue.edu/agry/safety

Departmental safety committee members:

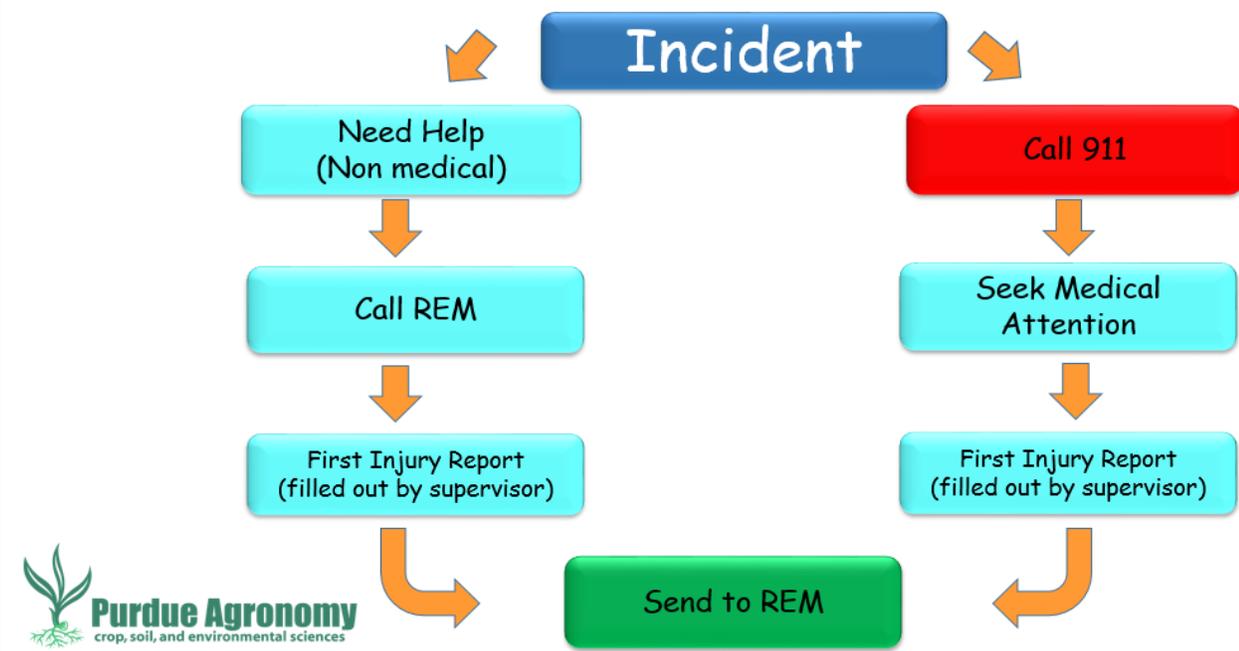
Alicia West, chair
Suzanne Cunningham
Chris Hoagland

Ed Stath
Tobert Rocheford
Joe Rorick – Graduate Representative

IF YOU HAVE AN ACCIDENT/INJURY

If an injury occurs in the laboratory or field, please contact your supervisor immediately and they will fill out a “first injury report.” Injuries consist of heat stress related, lacerations to any degree, strains, contusions, punctures, etc.

What to do if it happens to YOU



If there is a “**near miss**” please report that to Alicia West. A near miss is classified as an accident that could have occurred if someone or something didn’t step in.

Where to get treatment

- **IU Health Arnett Occupational Health Center**

- 2600 Greenbush St. Lafayette (765) 448-8708
- Dr. C. Griffin and Dr. D. Greeson
- Hours 8-5 Monday thru Friday

- **IU Health Arnett Urgent Care**

- 253 Sagamore Pkwy West (765) 448-8000
- Hours: 7am-9pm 7 days/week
- 8-8am on holidays

- **IU Health Arnett Urgent Care**

- 1 Walter Scholer Drive (765) 448-8000
- Hours: 8-8pm 7 days/ week
- Closed on major holidays

- **Unity Health Center**

- 1321 Unity Place, Creasy Lane Lafayette (765) 446-24250
- Hours: 8-6pm Monday-Friday

- **Franciscan Express Care**

- 1501 Hardford St. Lafayette (765) 423-6850
- Hours: Noon-10pm 7days/week

- **Franciscan Express Care**

- 915 Sagamore Pkwy West (765) 463-6262
- Hours: 8-8pm 7 days/week



IF YOU NEED TO EVACUATE YOUR BUILDING (EMERGENCY BUILDING EVACUATION SITES as of 8/13/14)

Emergency Assembly Area Location (after you have evacuated your building)

Determine an Emergency Assembly Area (EAA—roll call/head count area) away from the building and in a location that will not interfere with emergency personnel. Do your best to implement personnel accounting procedures. However, it is understood that many facilities (especially academic buildings) have incoming and outgoing students, faculty, staff, and visitors which makes a “headcount” very difficult to conduct. Be prepared to provide first responder personnel as much information as you know.

Lilly Hall of Life Sciences (LILY)

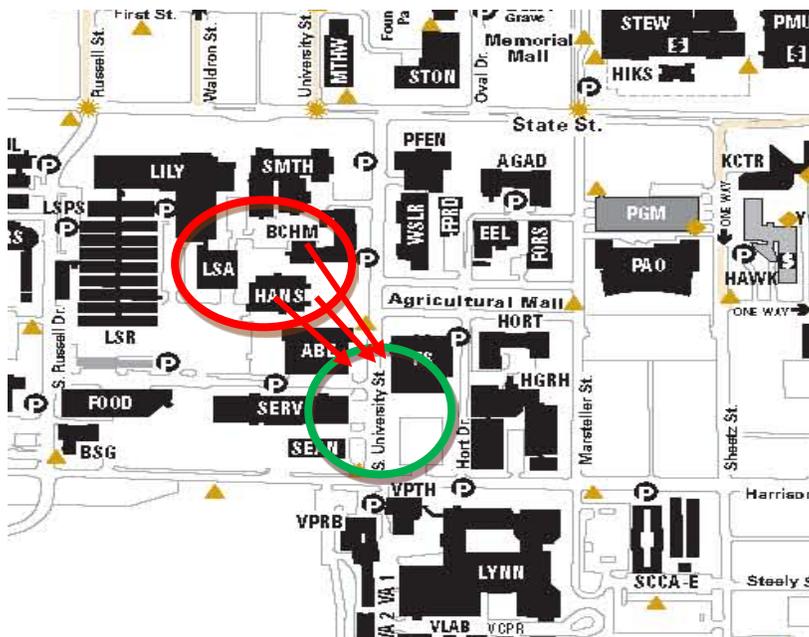
- 1) There are three assembly areas for Lilly Hall in an evacuation situation. If you are leaving Lilly Hall via the main entrance or via the northeast exits, walk to the grassy area in front of Smith Hall. Those leaving from the southwest (Corridor #2) and dock exits walk south, go around the greenhouses and meet in the grassy area south of the head house. Those leaving the southwest or northwest exits (Corridors 3 and 4) proceed to the grassy area west of Lilly Hall.
- 2) Secondary location (should be *inside a nearby building* in case of inclement weather): those exiting the main and northeast entrances of Lilly Hall proceed to Smith Hall. Those leaving via the southeast (Corridor #1) and walk to the Hanson Building. Those exiting from the southwest and northwest doors (Corridors 3 and 4) may carefully cross Russell Street to Poultry and/or Grounds Department buildings. Those exiting the dock area and the south (corridor 2) may go to LSPS. Do not enter the greenhouses for shelter.

Smith Hall

- 1) Primary location (should be outside, in an area away from the building): Everyone should meet in the south (back of the building) parking lot which is the Emergency Assembly Area (EAA). Further information will be given at this time and a head count taken if necessary.
- 2) Secondary location (should be inside a nearby building in case of inclement weather): Everyone should meet inside Whistler on the main floor if the weather is inclement where further information will be given.

Biochemistry Building (BCHM)

- 1) Primary location (should be outside, in an area away from the building):
All BCHM occupants are expected to go to the Food Science (FS) building when the evacuation alarm (HORN) is heard. The Food Science building is south and a little east across the Agricultural Mall. Please assemble there and find your office/ lab mates. Take a head count and please let an emergency person know if you think someone did not make it out.
- 2) Secondary location (should be inside a nearby building in case of inclement weather):
Do the same as above but go inside Food Science (FS) lobby. All BCHM occupants are expected to go to the Food Science (FS) building when the evacuation alarm (HORN) is heard. The Food Science building is south and a little east across the Agricultural Mall. Please assemble there and find your office/ lab mates. Take a head count and please let an emergency person know if you think someone did not make it out.



Beerling Hall of Liberal Arts and Education (BRNG)

- 1) Primary location (should be outside, in an area away from the building): South Plaza – Founder’s Park area or the subwalk to the University Street Garage. College of Education Academic Services will meet on the north side of the building.
- 2) Secondary location (should be inside a nearby building in case of inclement weather): Go to the nearby building designated by your academic area or a nearby building of your choice.

Haas Hall (HAAS)

- 1) Primary location (should be outside, in an area away from the building): The Emergency Assembly Area location outside will be the grass lot at the east side of HAAS when weather permits. There will be HAAS/LWSN staff taking a roll call so please stay in the assembly area until dismissed by Purdue Police.
- 2) Secondary location (should be inside a nearby building in case of inclement weather): The inside location will be in the Armory just inside the south door in inclement weather. There will be HAAS/LWSN staff taking a roll call so please stay in the assembly area until dismissed by Purdue Police.

Matthews Hall (MTHW):

- 1) Primary location (should be outside, in an area away from the building): MATTHEWS HALL: proceed to the small fountain at John Purdue's grave, east of University Hall on the Mall. A CSR staff member will be recording names of evacuated personnel.
- 2) Secondary location (should be inside a nearby building in case of inclement weather): MATTHEWS HALL: proceed to Stone Hall foyer, door facing State Street. A CSR staff member will be recording names of evacuated personnel.

TO REPORT SEXUAL HARASSMENT, DISCRIMINATION AND UNFAIR TREATMENT

The Graduate School wants to make sure that all graduate students are aware of ways to report concerns related to sexual harassment. Purdue's Office of Institutional Equity, located in Young Hall (10th Floor) is best positioned to receive and explore allegations regarding sexual harassment as well as other forms of harassment, discrimination, and unfair treatment. The Office of Institutional Equity suggests two electronic ways for you to share your concerns:

First, the *Sexual Assault Report Form*, which may also be used to share concerns of sexual harassment, may be accessed at https://publicdocs.maxient.com/reportingform.php?PurdueUniv&layout_id=15. Information on the form also provides contact information for the Purdue University Police Department should a student be in need of emergency assistance. When submitted, this report is received by the Office of Institutional Equity and the Office of Student Rights and Responsibilities.

Second, the *Incident Reporting Form*, a way to report a wider range of conduct concerns, may be accessed at <https://publicdocs.maxient.com/incidentreport.php?PurdueUniv>. When submitted, this report is received by the Office of the Dean of Students. When appropriate or needed, the report is shared with the Office of Institutional Equity.

Likewise, staff in the Office of Institutional Equity are available to meet with graduate students and others in the campus community to discuss concerns connected to harassment or discrimination. You may make an appointment via email at equity@purdue.edu or by calling 494-7253. Finally, the University's complete policies and procedures relating to harassment are available online through the [Office of Institutional Equity](#).

ACADEMICS

DEGREE PROGRAMS

Three degree programs are offered in the Department of Agronomy:

- Master of Science, thesis option
- Master of Science, non-thesis option
- Doctor of Philosophy (Track I or II)

AREAS OF SPECIALIZATION

Within each degree, there are three areas of research specialization:

- Water, Air and Climate
- Crops and the Changing Environment
- Soils and Land Use

As you progress through your program of study, a suitable progress record will be kept (examples following each degree option).

DOCUMENTATION OF ANNUAL PROGRESS

During each year in which you are working towards your degree, you need to fill out the Annual Progress form. The paper forms are available in the Agronomy Graduate Office (LILY 2-444).

Annual Student Progress Form

Degree Program: _____ **Evaluation Year:** _____

Date of Annual Committee Meeting: _____

PUBLICATIONS (List all published or in press articles in research, teaching, outreach, or popular outlets)

PRESENTATIONS (List all oral and poster presentations to research, teaching, outreach, or popular audiences)

INVITED PRESENTATIONS (List all invited presentations to research, teaching, outreach, or popular audiences)

TEACHING (List and indicate role in any courses in which you taught, served as a TA, or provided a guest lecture)

FUNDING (List any funding you received for research, teaching, outreach, or service activities)

AWARDS (List any awards you received for research, teaching, outreach, or service activities)

WORKSHOPS (List any professional workshops you organized, or served as a presenter, or attended)

SERVICE (List participation in professional societies, on committees, or as a reviewer for a journal or granting agency)

OTHER (List any service as an officer for professional or campus groups, establishment of patents, etc.)

EXAMPLE Annual Progress Review of Graduate Staff – Student Data

Degree Program: _____ Evaluation Year: _____

Date of Annual Committee Meeting: _____

PUBLICATIONS (List all published or in press articles in research, teaching, outreach, or popular outlets)

1. Patton, A.J., S.M. Cunningham, J.J. Volenec, and Z.J. Reicher. 2007. Differences in freeze tolerance of zoysiagrasses. I. Role of Proteins. *Crop Sci.* 47:2162-2169.

SUBMITTED MANUSCRIPTS (List all articles submitted to research, teaching, outreach, or popular outlets)

1. Fernández F.G., S.M. Brouder, J.J. Volenec, C.A. Beyrouty, and R. Hoyum. 2008. Root and Shoot growth, grain oil and protein concentrations, and yield of no-till soybean under variable potassium. *Field Crop Res.* (submitted).

PRESENTATIONS (List all oral and poster presentations to research, teaching, outreach, or popular audiences)

1. Walker, K.S., C. Bigelow, D. Richmond, Y. Jiang, J.J. Volenec, and G.E. Van Scoyoc. 2007. Physiological responses of endophytic turf-type tall fescue to mowing height and nitrogen fertility. Poster 756. ASA-CSSA-SSSA International Meetings, Nov. 4 to 9, 2007. New Orleans, LA. <http://a-c-s.confex.com/crops/2007am/techprogram/P35811.HTM>
2. Pembleton, K.G., D.J. Donaghy, R.P. Rawnsley, J.J. Volenec and S. Smith. 2007. Yield and yield components of lucerne cultivars during establishment in three cool temperate environments. Post graduate Research Conference, Aug. 2, 2007. Univ. of Tasmania,

INVITED PRESENTATIONS (List all invited presentations to research, teaching, outreach, or popular audiences)

1. None

TEACHING (List and indicate role in any courses in which you taught, served as a TA, or provided a guest lecture)

1. Course: AGRY 105 Crop Production, Teaching Assistant
2. Course: AGRY 255 Soil Science; Guest Lecturer (twice)

FUNDING (List any funding you received for research, teaching, outreach, or service activities)

1. Role: PI; Agency: Indiana Academy of Science; Title: Movement of nitrogen into tile lines in northern Indiana; Amount: \$1,500
2. Role: Co-PI; Agency: USDA; Title: Ecological analysis of biomass N nutrition; Amount: \$200,000

AWARDS (List any awards you received for research, teaching, outreach, or service activities)

1. Sigma Xi Poster Competition – First Place Life Sciences Division
2. Scarseth Award

WORKSHOPS (List any professional workshops you organized, or served as a presenter, or attended)

1. Role: Participant; Title: Learning SAS; Sponsor: Purdue University ITaP; Location: West Lafayette, IN; Date: Dec 2007

SERVICE (List participation in professional societies, on committees, or as a reviewer for a journal or granting agency)

1. Member of the Indiana Chapter of Soil and Water Conservation Society
2. Member of the National Chapter of The Ecological Society of America
3. Reviewer for *Agronomy Journal* – 2 manuscripts
4. Reviewer for Indiana Academy of Sciences Student Research Grant Panel

OTHER (List any service as an officer for professional or campus groups, establishment of patents, etc.)

1. Served as Vice President of AGRY Graduate Student Council
2. Served as Secretary/Treasurer of Purdue Chapter of Gamma Sigma Delta

ACADEMIC LOAD POLICIES AND GUIDELINES

Students must be engaged in the type of activity for which their position is funded (e.g., students paid from instructional funds must be doing instruction, and students paid from research funds must be doing research, etc.).

- To be eligible to hold a graduate staff appointment during any session, an individual must be enrolled as a graduate student in a degree program and be registered for at least three credit hours of course and/or research work during the entire appointment period.
- A graduate member of the residence hall counseling staff may register for a maximum academic load of 16 credit hours including both research and coursework per semester (subject to further restriction at the discretion of the department).
- Academic loads for a summer session should be proportional to the length of the session (as compared to the length of a semester).

Guidelines for Credit Hour registration each semester (Courses plus Research)

Graduate students with Administrative/Professional classification need a minimum of 7 Credit Hrs. per semester. All other graduate students must register according to their fractional Full Time Equivalent (FTE) appointment as:

| Credit hours/ Funding | No appointment | .25 FTE | .50 FTE | .75 FTE | 1.00 FTE |
|-----------------------|----------------|---------|---------|---------|----------|
| Maximum | 18 hrs. | 15 hrs. | 12 hrs. | 9 hrs. | 6 hrs. |
| Minimum | 0 hrs. | 3 hrs. | 6 hrs. | 9 hrs. | 12 hrs. |

Exceptions to provisions of this document must be approved by the dean of the Graduate School.

ACADEMIC REGISTRATION AND INFORMATION

Primary source of your academic information is *myPurdue*. All Purdue graduate students at the West Lafayette campus use the *myPurdue* web portal as the source for academic account information. You will use *myPurdue* to self-register (add and drop) classes, check grades, access your academic history and more.

Before Using *myPurdue*, Read <http://www.purdue.edu/onepurdue/ESA/studentinfo.shtml>. It includes important information that both returning and new students need to know. Links to video demonstrations of *myPurdue* also are on this page. (You will need to enter a valid Purdue Career Account username and password to access the demos. If you do not know your username, instructions on how to find it are on this page: <http://help.itap.purdue.edu/2550>.)

Accessing *myPurdue*—

1. Go to the *myPurdue* login page: <https://mypurdue.purdue.edu>
2. Enter your Career Account username and password.

You will then be able to take advantage of these *myPurdue* features:

- Viewing your class schedule
- Dropping and adding classes

Tips for Dropping and Adding Classes through *myPurdue*

Dropping courses may impact your curriculum plan. Be aware that dropping classes could affect assessed fees, awards, health insurance requirements, athletic eligibility and international student visa requirements. If you are unsure of the ramifications of dropping a course, please contact your major professor first. For guidance regarding course adjustment timelines go to <http://www.purdue.edu/registrar/InterOps/Calendars/index.htm>.

To add a class, click on the “Student” tab, and then the “Registration” link. Click the “Add or Drop Classes” link. Select the proper registration term from the drop-down box and click “Submit”. If you are currently registered for classes, those classes will appear. Scroll to the bottom of the page and either enter the CRN (Course Reference Number) and click “Submit Changes” or click “Class Search” to find the appropriate open section of the class.

To search for a class, enter at least one subject code. Multiple subjects can be entered by holding down the Ctrl key while clicking on various subjects. Once the appropriate search criteria has been entered, click the “Class Search” button at the bottom of the page. Your search results will be returned. Review the available courses.

To register for one or more classes, click the checkbox to the left of the course name and either select “Register” to add the class or “Add to Worksheet” if you need to search for other subparts of the course (such as a lab).

Note that the Agronomy Graduate Student Pin Number is 999999

If you have problems accessing *myPurdue*, read this page: <https://help.itap.purdue.edu/3447>.

If you need help using *myPurdue*, contact the ITaP Customer Service Center at:

E-mail: itap@purdue.edu; Phone: (765) 494-4000; Online: www.itap.purdue.edu/help

READMISSION

An applicant who, after being granted admission by the Graduate School, does not enroll for three or more consecutive academic sessions (four or more if change of date has been approved) must submit a new application. Updated or additional admission information may be required. Conditions may be placed on admission.

Students who have interrupted their graduate study must submit a new application if more than three consecutive academic sessions have elapsed since their last registration.

Five-year Rule: Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study for an advanced degree. A plan of study approved prior to such a period of inactivity is invalid. A preliminary examination passed prior to such a period of inactivity is invalid.

GRADES

In general, a student can remain in good standing by maintaining a GPA of 3.0/4.0 or better. Those students on assistantships or fellowships must maintain an index of at least 3.0/4.0 (“B” average). All courses that are taken, including those not listed on the Plan of Study are included in your GPA. The student also is expected to earn S grades for research registration. Two

consecutive sessions of U grades for research registration mandate that the department take formal action and inform the student, in writing, and the Graduate School with regard to discontinuation or conditions for continuation of the student's graduate study.

Courses taken as pass/not pass or satisfactory are unacceptable on plans of study.

PhD DEGREE REQUIREMENTS: Standard: Track I

1. English proficiency requirements must be met before foreign students can submit their plan of study. English proficiency of domestic students will be left to the discretion of the advisor and advisory committee. Students who wish help with their writing can obtain more information from the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.
2. The selection of an advisory committee and the filing of the plan of study must be completed before the end of the student's second semester.
3. Students with non-Purdue individuals serving as committee members must submit a resume to the Agronomy Graduate Secretary that identifies the individual, provides contact information, educational degrees, current position, area of research, and why this individual is needed on the committee. An identification number will be requested from the Graduate School.
4. Before the plan is submitted online the student should meet with his/her advisory committee with a rough draft of the plan of study. Plans of study will be typed by the student on the web and sent to the graduate secretary to check for errors. After approval of the plan of study by the Agronomy Graduate Committee the student will be notified. Only at this time should the student save it as *final*. The form will then be routed electronically to their advisory committee.
5. After the plan is approved by our Graduate Committee the student will then route it to his/her committee members for their electronic signature. Keep copies of all paperwork and make sure that these deadlines are met. You must assume the responsibility and ownership of your graduate program.
6. Core Science Requirements for the Ph.D. Degree: A minimum of 1 semester course (3 credit hours) in each of the 4 areas of biology, chemistry, physics and math; plus an additional 3 courses (3 credits each in any area) for a total of 21 credit hours are required of all Ph.D. students prior to becoming candidates. These courses are usually taken during the B.S. degree. Students deficient in these courses will be required to take them during their degree program. These remedial courses may be taken for a letter grade (A, B, C) or Pass/No Pass.
 - Subject Area 1: CHEMISTRY (3-9 credit minimum). General Chemistry including Organic, Inorganic, Analytical, Physical or Biochemistry. Purdue courses CHM 11100/ CHM11200 or equivalent laboratory course.
 - Subject Area 2: PHYSICS (3-6 credit minimum). General Physics. Purdue courses PHYS 22000/22100 or equivalent laboratory course.

- Subject Area 3: MATHEMATICS (3-6 credit minimum). Calculus. Purdue courses MA 22300/22400 or equivalent.
- Subject Area 4: BIOLOGY (3-6 credit minimum). General Biology. Purdue courses BIOL 11000/BIOL 11100/BTNY 11000 or equivalent laboratory course.

7. 36 course credit hours required for the Ph.D. [A total of 90 credits (course and research) are required for the Ph.D. degree].

- Departmental Core of 9 course credit hours include:

| | |
|---|-----------|
| Statistics (STAT 50300 or 61100, or equivalent) | 3 credits |
| Statistics 51200 (encouraged) or 51400 | 3 credits |
| Ethics (GRAD 61200) | 1 credit |
| Seminar (AGRY 69600, 59600, 59700) | 2 credits |
- At least an additional 27 course credit hours of classwork.
- 6 course credit hours may be independent study, but not with the student's major professor. Students must have prior approval by Agronomy Graduate Committee for independent study credits—provide objectives, syllabus and deliverables.
- At least one-third of the total credit hours used to satisfy degree requirements must be earned (while registered for doctoral study) in continuous residence on the Purdue campus where the degree is to be granted.
- A maximum of 18 credit hours will be allowed from any one semester (maximum hours proportional to length of summer session).
- If a student completes all the academic requirements but has insufficient residence credits, a letter of explanation justifying the deficiency should be forwarded to the dean of the Graduate School. If justification is sufficient, the dean of the Graduate School may waive part of the residence requirement.
- Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:
 1. The student had junior or senior standing when taking the course,
 2. The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
 3. The course was designated as a graduate course.

At Purdue University only, if the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator or other designee) shall then complete the *Academic Record Change* (Registrar Form 350), which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student's final term. The academic advisor's (or candidate coordinator's or designee's) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation "available for graduate credit" on the student's record. The sum of credits earned as undergraduate excess and the credits earned in graduate non-degree, teacher license, or graduate certificate status that can be used on a plan of study is limited to 12 credit hours.

- 24 graduate course credits and 6 research credits from a Master's degree can be applied toward the Ph.D. plan of study if approved by the student's Graduate Committee.
- Additional requirements may be required by any 'umbrella' interdisciplinary program with which a student might be aligned (eg. ESE, PULSe).

8. Preliminary Examination

After the student has completed almost all of the formal course requirements, he/she becomes eligible to take the preliminary examination. The preliminary examination is a comprehensive review of the student's knowledge in the area in which he/she is seeking a Ph.D. degree. The purpose of the preliminary examination is to determine if the student possesses the requisite knowledge to be admitted to candidacy for the Ph.D. degree, if the student should enroll in additional course work, or if the student should be dropped from graduate study. Successfully completing the preliminary examination indicates that the student is adequately trained to make a contribution to the state of knowledge in his/her area of specialty.

The material covered on the preliminary examination will not be oriented to that already tested in formal course work, but rather will involve an evaluation of the student's ability to reason and perform a synthesis of numerous facts to arrive at a logical conclusion or answer. The preliminary examination must be taken at least two academic sessions before the final examination.

The preliminary examination for the Ph.D. degree shall consist of at least three three-hour written examinations and an oral examination. The written examinations must be taken within a period of six weeks. Professors serving on advisory committees of agronomy students will give written exams and will give instructions as to any reference material the student may use during the exam. Examinations in the "related areas of study" will be governed by the professors in the departments involved. After January 2011, preliminary exams for the plant genetics and breeding (PGB) students are handled through the PGB exam committee.

A copy of the 'Evaluating Written and Oral Preliminary Examinations for Ph.D. Candidacy' can be found on pages 51-53.

9. Preparation of a Thesis Proposal. Ph.D. students are expected to prepare a thesis proposal. It should be developed in consultation with the advisor and should include the following: brief review of pertinent literature, a clear statement of objectives, and general experimental approach.

The thesis proposal should be approved by the advisor and the advisory committee prior to undertaking the research. A copy of the 'Rubric for Evaluating PhD Dissertation Research Proposal' follows on page 50.

10. Thesis

A Ph.D. dissertation (hereafter referred to in this section as "thesis") is a document authored by an individual, describing results of original research undertaken by that individual, and asserting a position that individual is willing to defend. Joint or collaborative research endeavors are not prohibited; however, in such situations, unique aspects of the broad problem are to be explored by each individual, and the thesis written and presented to the

final examining committee is to be a document describing the student's creative effort and contribution.

11. Final Examination

A final oral examination of Ph.D. candidates is required. Written examinations of Masters candidates planning to continue work toward the Ph.D. are recommended.

Before establishing a thesis defense, all students must have a committee meeting to determine if research is sufficient and all courses on plan of study have been taken. A form is available in the Graduate Office (Room 2-444). The timeline and thesis requirements are given below:

- A first draft of the thesis should be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected.
- An original copy of the thesis and three duplicate copies must be submitted to the major professor at least three weeks before the final oral examination date. The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee.
- Each member of the examining committee must receive a copy of the thesis at least two weeks before the date of the final oral examination.
- The final examination must be scheduled two weeks before the intended date. The request for exam is done through *myPurdue*.
- The final M.S. and Ph.D. thesis examinations are open to faculty and students. The candidate should prepare a synopsis of the thesis research for the first part of the examination. An email will be distributed 2-3 days prior to the examination. Seminar credit may not be given for this examination presentation.

12. Ph.D. Thesis Formatting and Depositing

Theses must be prepared according to University format requirements, as described in *A Manual for the Preparation of Graduate Theses*. The manual is located at:

<http://www.gradschool.purdue.edu/downloads/thesis/graduate-thesis-manual.pdf>

University format requirements include: 1) font style and size; 2) spacing; 3) margins; 4) pagination; 5) title page; 6) abstract; and 7) electronic submission guidelines (master's thesis and Ph.D. dissertation candidates). Format of candidate theses is reviewed by the staff in the Thesis/Dissertation Office.

Helpful MS Word, Power Point, and Adobe pdf Tips for Thesis/Dissertation Preparation can be found at:

http://www.gradschool.purdue.edu/downloads/thesis/Helpful_MS_Word_Tips.pdf.

In addition to stating the University thesis format requirements, established by the Graduate School, this manual delineates regulations concerning the use of copyrighted material in a thesis. In addition, copyrighted computer software programs may not be used without permission, and their use must be acknowledged. For matters concerning format of references, SI units, etc., refer to the *Publications Handbook and Style Manual* published by the American Society of Agronomy, Madison, WI.

Thesis guidelines, processing, and approval procedures are described later in the handbook since they apply to both Ph.D. and M.S.-thesis degrees.

Ph.D. DEGREE REQUIREMENTS: Track II

OPTION FOR PLANT BREEDING AND GENETICS STUDENTS

Track II has reduced course requirements and an accelerated, competency-based preliminary exam to be taken by the end of the fifth semester.

1. English proficiency requirements must be met before foreign students can submit their plan of study. English proficiency of domestic students will be left to the discretion of the advisor and advisory committee. Students who wish help with their writing can obtain more information from the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.
2. The selection of an advisory committee and the filing of the plan of study must be completed before the end of the student's second semester.
3. Before the plan is submitted online the student should meet with his/her advisory committee with a rough draft of the plan of study. Plans of study will be typed by the student on the web and sent to the graduate secretary to check for errors. After approval of the plan of study by the Agronomy Graduate Committee the student will be notified. Only at this time should the student save it as *final*. The form will then be routed electronically to their advisory committee.
4. After the plan is approved by our Graduate Committee the student will then route it to his/her committee members for their electronic signature. Keep copies of all paperwork and make sure that these deadlines are met. You must assume the responsibility and ownership of your graduate program.
5. A minimum of 1 semester course (3 credit hours) in each of the 4 areas of biology, chemistry, physics and math; plus an additional 3 courses (3 credits each in any area) for a total of 21 credit hours are required of all Ph.D. students prior to becoming candidates. These courses are usually taken during the B.S. degree. Students deficient in these courses will be required to take them during their degree program. These remedial courses may be taken for a letter grade (A, B, C) or Pass/No Pass.
 - Subject Area 1: CHEMISTRY (3-9 credit minimum). General Chemistry including Organic, Inorganic, Analytical, Physical or Biochemistry. Purdue courses CHM 11100/ CHM11200 or equivalent laboratory course.
 - Subject Area 2: PHYSICS (3-6 credit minimum). General Physics. Purdue courses PHYS 22000/22100 or equivalent laboratory course.
 - Subject Area 3: MATHEMATICS (3-6 credit minimum). Calculus. Purdue courses MA 22300/22400 or equivalent.

- Subject Area 4: BIOLOGY (3-6 credit minimum). General Biology. Purdue courses BIOL 11000/BIOL 11100/BTNY 11000 or equivalent laboratory course.

6. Minimum of 24 total credit hours required.

- Departmental Core of 9 credit hours include:

| | |
|---|-----------|
| Statistics (STAT 503 or 611, or equivalent) | 3 credits |
| Statistics 51200 (encouraged) or 51400 | 3 credits |
| Ethics (GRAD 61200) | 1 credit |
| Seminar (AGRY 69600, 59600, 59700) | 2 credits |
- Additional 15 credits in plant breeding and genetics, with a competency-based preliminary exam at the end of the fifth semester.
- 6 credit hours may be independent study, but not with the student's major professor. Students must have prior approval by Agronomy Graduate Committee for independent study credits—provide objectives, syllabus and deliverables.
- At least one-third of the total credit hours used to satisfy degree requirements must be earned (while registered for doctoral study) in continuous residence on the Purdue campus where the degree is to be granted.
- A maximum of 18 credit hours will be allowed from any one semester (maximum hours proportional to length of summer session).
- If a student completes all the academic requirements but has insufficient residence credits, a letter of explanation justifying the deficiency should be forwarded to the dean of the Graduate School. If justification is sufficient, the dean of the Graduate School may waive part of the residence requirement.
- 15 credit hours of classwork in plant genetics and breeding, including:
 - **Advanced Genetics and Breeding**

| | |
|----------------------------------|---|
| AGRY605, Advanced Plant Breeding | 3 |
| AGRY530, Advanced Genetics | 3 |
 - **Plant Molecular and Cell Biology (at least one from the list below) 3**
 - Plant Cell Biology, AGRY 598
 - Plant Growth and Development, BTNY 552
 - Molecular Plant Phys, HORT 551
 - Plant Molecular Biology, BIOL 550
 - **Quantitative Genetics and Genomics (at least one from the list below) 3**
 - Genomics, AGRY 600
 - Quantitative Genetics, (M. Mohammadi, AGRY 611)
 - Population Genetics, (B. Muir, AGRY 511)
 - QTL Analyses, (R. Doerge)
 - **Elective (at least one):** Any 500+ level course, within or outside an area of concentration. Note: 300 and 400 level courses will not count toward the 24 credit hours required for the Ph.D. Course credits taken at other institutions for the M.S. degree, must be advanced graduate level courses to be accepted toward the 24 credit hours.
- Demonstrated competency areas required of all students:
 - **Statistics** (mandatory for all Ph.D. students in the Department): ANOV

- (STAT 503/511 or equivalent) AND Regression (STAT 512 or equivalent) OR Experimental Design (STAT 514 or equivalent).
- **Plant Breeding:** AGRY 605, or equivalent. Plant breeding methods and their applications, selection and experimentation with plant populations in field, greenhouse and controlled chamber conditions, analysis of qualitative and quantitative traits, integration of phenotyping and genotyping with molecular technologies, genetic mapping, genetic linkage, heritability, analysis of genetic gain from selection, heritability, analytic breeding, interspecific gene transfer and utilization. Demonstrate ability to develop, in form of research proposals, crop improvement and genetic research objectives and research plans.
 - **Plant Genetics:** AGRY 630, STAT 512 or STAT 598 and BIOL598Z, or equivalents. Strong fundamentals in both Mendelian, non-Mendelian inheritance, and molecular genetics. Students should have a full understanding of modern molecular genetics and have the ability to analyze mutants and genetic interactions. Knowledge of gene mapping through the construction and use of recombinant inbred lines and recombination-based mapping using molecular markers. Know experimental techniques to determine cell autonomous vs. non-cell autonomous functions. Knowledge about plant reproduction, genetic imprinting, and epigenetic phenomenon.
 - **Genomics and Quantitative Genetics:** (competency in subject areas similar to the content in AGRY 600 and Bioinformatics – STAT598B, BIOL595B, CHM599A). Emphasis on genome structure and analysis, molecular methods for large-scale mapping of genes and genetic markers, and systems-level evaluation of phenotype and gene function.
 - **Quantitative Genetics:** ANSC/AGRY/FNR 511, ANSC/AGRY 611, or equivalents. Quantitative genetics methods and tools, and their applications to breeding, genetics and evolution of plants--specifically in the analysis of changes in allele/gene frequencies in populations due to genetic drift, selection and mutation. Demonstrate ability to use, integrate and develop quantitative methodology in the development and analysis of complex genetic data sets.
 - **Plant Molecular and Cell Biology:** Course work in modern plant molecular and developmental biology. Plant Growth and Development BTNY 520, Plant Molecular Biology BIOL 550. Integration of molecular genetics to basic problems in plant growth and development. Additional courses in this area focus on plant science at the level of cellular compartmentalization of functions, protein trafficking, cell wall biogenesis, signal transduction (Plant Cell biology AGRY 598). Cell biology questions that scale to the physiology of tissues and organs are the topic of Molecular Plant Phys HORT 551.
 - Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:
 1. The student had junior or senior standing when taking the course,

2. The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
3. The course was designated as a graduate course.

At Purdue University only, if the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator or other designee) shall then complete the *Academic Record Change* (Registrar Form 350), which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student's final term. The academic advisor's (or candidate coordinator's or designee's) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation "available for graduate credit" on the student's record. The sum of credits earned as undergraduate excess and the credits earned in graduate non-degree, teacher license, or graduate certificate status that can be used on a plan of study is limited to 12 credit hours

- The advisory committee for respective PhD students could (and likely will, in the interest of helping the student pass the Prelim Exam) require additional courses, depending on the student's primary area of interest (i.e., plant breeding, genetics, genomics), thesis research area, and prior courses taken.
- Additional requirements may be required by any 'umbrella' interdisciplinary program with which a student might be aligned (eg. ESE, PuLSE).

7. Preliminary Exam

This is a competency based exam that is used as the basis to admit a student into candidacy for a Ph.D. Students must *take* their preliminary exam by the end of their 5th semester. Students who do not pass will have one additional attempt. Students must have *passed* the preliminary exam by the end of the 6th semester, or they will be removed from the program.

- Preliminary exam structure: A faculty representative of the PGB group will act as the exam coordinator. This individual will match student exam content with the appropriate faculty. The exam committee will be comprised of four individuals. Up to 2 can be from the student's advisory committee, 2 will be from outside of the student's advisory committee. All four will be content experts in areas of concentration that are suited to a particular student's topic area. The student's major professor can attend the preliminary exam, but only as a non-participating observer.
- Preliminary exam content: The exam will have a written and oral component.
 - The written exam will be centered on a research proposal that is distinct from the student's thesis research in that the central hypothesis and specific aims of the proposal are not identical to the thesis project or any grant proposal to which the student has been given access. The preliminary exam coordinator will get written confirmation of this from the student's major professor. The proposal will have a background section, a well-defined knowledge gap, a central hypothesis, and specific aims that test the central hypothesis. The written exam will test the student's ability to command key, current knowledge and develop a problem solving strategy to answer new questions. The exam coordinator and the exam committee will review an outline of the proposal addressing the points above, prior to holding the exam and, typically, before the student writes the proposal. If the proposal is deemed as not

defendable, the student will get feedback from the exam chair and then have a second and last attempt to submit a proposal.

- The oral exam will test depth and breadth of knowledge in areas of concentration that are central to the PGB discipline area. Specific details of the proposal will also be examined during the oral session. Upon passing the preliminary exam the student will be admitted to candidacy.
- A copy of the 'Evaluating Written and Oral Preliminary Examinations for Ph.D. Candidacy' follows on pages 51-53.

8. Preparation of a Thesis Proposal.

Ph.D. students are expected to prepare a thesis proposal. It should be developed in consultation with the advisor and should include the following: brief review of pertinent literature, a clear statement of objectives, and general experimental approach.

The thesis proposal should be approved by the advisor and the advisory committee prior to undertaking the research. A copy of the 'Rubric for Evaluating PhD Dissertation Research Proposal' is on page 50.

9. Thesis

A Ph.D. dissertation (hereafter referred to in this section as thesis) is a document authored by an individual, describing results of original research undertaken by that individual, and asserting a position that individual is willing to defend. Joint or collaborative research endeavors are not prohibited; however, in such situations, unique aspects of the broad problem are to be explored by each individual, and the thesis written and presented to the final examining committee is to be a document describing the student's creative effort and contribution.

10. Final Examination

A final oral examination of Ph.D. candidates is required. Written examinations of Masters candidates planning to continue work toward the Ph.D. are recommended.

Before establishing a thesis defense, all students must have a committee meeting to determine if research is sufficient and all courses on plan of study have been taken. A form is available in the Graduate Office (Room 2-444). The timeline and thesis requirements are given below:

- A first draft of the thesis should be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected.
- An original copy of the thesis and three duplicate copies must be submitted to the major professor at least three weeks before the final oral examination date. The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee.
- Each member of the examining committee must receive a copy of the thesis at least two weeks before the date of the final oral examination.
- The final examination must be scheduled two weeks before the intended date. The request for exam is done through *myPurdue*.
- The final M.S. and Ph.D. thesis examinations are open to faculty and students. The

candidate should prepare a synopsis of the thesis research for the first part of the examination. An email will be distributed 2-3 days prior to the examination. Seminar credit may not be given for this examination presentation.

11. PhD Thesis Formatting and Depositing

Theses must be prepared according to University format requirements, as described in *A Manual for the Preparation of Graduate Theses*. The manual is located at:
<http://www.gradschool.purdue.edu/downloads/thesis/graduate-thesis-manual.pdf>

University format requirements include: 1) font style and size; 2) spacing; 3) margins; 4) pagination; 5) title page; 6) abstract; and 7) electronic submission guidelines (master's thesis and Ph.D. dissertation candidates). Format of candidate theses is reviewed by the staff in the Thesis/Dissertation Office.

Helpful MS Word, Power Point, and Adobe pdf Tips for Thesis/Dissertation Preparation can be found at:

http://www.gradschool.purdue.edu/downloads/thesis/Helpful_MS_Word_Tips.pdf.

In addition to stating the University thesis format requirements, established by the Graduate School, this manual delineates regulations concerning the use of copyrighted material in a thesis. In addition, copyrighted computer software programs may not be used without permission, and their use must be acknowledged. For matters concerning format of references, SI units, etc., refer to the *Publications Handbook and Style Manual* published by the American Society of Agronomy, Madison, WI.

Thesis guidelines, processing, and approval procedures are described later in the handbook since they apply to both Ph.D. and M.S.-thesis degrees.

TIMELINE

First Semester

- Initial registration
- English proficiency needs to be satisfied by foreign students before filing plan of study.

Second Semester

- Advisory committee selected. The Advisory Committee will consist of four members with one member from outside the Agronomy Department. Major professors are expected to convene a meeting with each student's advisory committee to discuss the student's plan of study and proposed research. This must be done before the Graduate Committee will approve the plan of study.
- Plan of study filed before the end of the second semester. Courses taken that are NOT on the plan of study can be taken as Pass/Fail.
- Transcripts on file for all previous course work.

Subsequent Semesters or at Least Annually

- Meet with advisory committee.

Fifth Semester

- Preliminary exam needs to be completed by the end of this semester for the Track II Plant Genetics and Breeding students.

Preliminary Examination (at least two semesters before final examination)

- Prelims scheduled after majority of course work on plan of study has been completed.
- Scheduling of exam must be done two weeks before date of exam. This applies for all oral examinations.
- You **MUST** have a minimum of two semesters between prelim and final examination.

Start of Last Semester/Session

- Committee meeting to determine course and research objectives have been met.
- Indicate intent to graduate on Form 23.
- All course work completed and incomplete grades cleared.
- First draft of thesis submitted to major professor at least six weeks before intended examination date.
- Two weeks before intended examination and after thesis approval by advisory committee, request an appointment for examining committee. At this time students must submit an abstract for their seminar notice to the Graduate Secretary. This will be circulated one week before your seminar.
- Final examination is a public seminar followed by an oral exam in which the student defends the thesis.
- The final thesis and three duplicates should be in the hands of the major professor three weeks before the end of the session in which degree is expected.
- Submit thesis via Electronic Thesis Deposit (ETD) at least 24 hours prior to scheduled appointment. Set-up an appointment with the Thesis Office, Room 170, Young Hall (YONG) at the following Graduate School website:
<https://www.purdue.edu/gradschool/thesistemplate/AppointmentForms/CalV3/index.html>

Progress Record for PhD Program

Degree Program: Doctoral

Beginning Semester and Year:

Area of Specialization:

| | <u>Date Completed</u> |
|---|-----------------------|
| <u>Advisors:</u> | |
| Major professor assigned | |
| Advisory committee selected ¹ | |
| <u>Course work:</u> | |
| Plan of Study Approved by Graduate School ^{1,2} | |
| Plan of Study Coursework Completed | |
| Departmental Seminar Taken For Credit (Ph.D. - 2) | |
| ENTM 612 Completed for Credit | |
| Research Credits Completed | |
| Incidence(s) of Academic Probation (GPA<3.0) | |
| <u>Research:</u> | |
| Proposal Approved by Major Professor | |
| Proposal Approved by Advisory Committee ^{1,3,5} | |
| Incidence(s) of "U" on Research Credits | |
| Incidence(s) of Missing Annual Progress Review ⁵ | |
| <u>Adherence to University and Dept. Policies</u> | |
| Approval of Vacation ⁴ | |
| Attendance at Departmental Seminars ⁴ | |
| Other (describe) ⁴ | |
| <u>Examinations/Defense:</u> | |
| Ph.D. Comprehensive Written Exam ⁵ | |
| Ph.D. Comprehensive Oral Exam ⁵ | |
| Ph.D. Dissertation Oral Defense ⁵ | |
| Ph.D. Dissertation Deposited ⁵ | |
| Completion of Departmental Exit Checklist | |
| ¹ First committee meeting. ² Attach copy of plan of study. ³ Attach one-page summary of proposal plan (i.e., objectives, methods and hypothesis). ⁴ Compliant or Non-compliant. Please provide additional comments below. ⁵ Forms and/or Rubric(s) Completed and Filed | |
| Comments: | |

Rubric for Evaluating PhD Dissertation Research Proposal

After evaluating the dissertation research proposal, **each committee member will fill out the response sheets provided.** For each attribute which a committee member feels is somewhat or very deficient, a short explanation will be provided. A summary of **written comments** from committee members as well as any edited copies of the research proposal submitted by committee members **WILL** be provided to the student by the chair of the examining committee (or advisor) and; a verbal summarization of the overall evaluation of the research proposal by the committee **WILL** be provided to the student by the chair of the examining committee (or advisor) or during a prescheduled meeting of the advisory committee.

| Attribute | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|----------------------------|---|--|---|
| Overall quality of science | <input type="checkbox"/> Arguments are incorrect, incoherent, or flawed <input type="checkbox"/> Objectives are poorly defined <input type="checkbox"/> Demonstrates rudimentary critical thinking skills <input type="checkbox"/> Reflects poor understanding of subject matter and associated literature <input type="checkbox"/> Demonstrates poor understanding of theoretical concepts <input type="checkbox"/> Demonstrates limited originality <input type="checkbox"/> Displays limited creativity and insight <input type="checkbox"/> Little potential for success of research | <input type="checkbox"/> Arguments are coherent and clear <input type="checkbox"/> Objectives are clear <input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Reflects understanding of subject matter and associated literature <input type="checkbox"/> Demonstrates understanding of theoretical concepts <input type="checkbox"/> Demonstrates originality <input type="checkbox"/> Displays creativity and insight <input type="checkbox"/> Good potential for success of research | <input type="checkbox"/> Arguments are superior <input type="checkbox"/> Objectives are well defined <input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Reflects mastery of subject matter and associated literature. <input type="checkbox"/> Demonstrates mastery of theoretical concepts <input type="checkbox"/> Demonstrates exceptional originality <input type="checkbox"/> Displays exceptional creativity and insight <input type="checkbox"/> Excellent potential for success of research |
| Contribution to discipline | <input type="checkbox"/> Limited potential for discovery <input type="checkbox"/> Limited expansion upon previous research <input type="checkbox"/> Limited theoretical or applied significance <input type="checkbox"/> Limited publication potential | <input type="checkbox"/> Some potential for discovery <input type="checkbox"/> Builds upon previous research <input type="checkbox"/> Reasonable theoretical or applied significance <input type="checkbox"/> Reasonable publication potential | <input type="checkbox"/> Exceptional potential for discovery <input type="checkbox"/> Greatly extends previous research <input type="checkbox"/> Exceptional theoretical or applied significance <input type="checkbox"/> Exceptional publication potential |
| Quality of writing | <input type="checkbox"/> Writing is weak <input type="checkbox"/> Numerous grammatical and spelling errors apparent <input type="checkbox"/> Organization is poor <input type="checkbox"/> Documentation is poor | <input type="checkbox"/> Writing is adequate <input type="checkbox"/> Some grammatical and spelling errors apparent <input type="checkbox"/> Organization is logical <input type="checkbox"/> Documentation is adequate | <input type="checkbox"/> Writing is publication quality <input type="checkbox"/> No grammatical or spelling errors apparent <input type="checkbox"/> Organization is excellent <input type="checkbox"/> Documentation is excellent |
| Overall Assessment | <input type="checkbox"/> Does not meet expectations | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |

Rubric for Evaluating Written and Oral Preliminary Examinations for Ph.D. Candidacy

At the conclusion of the written and oral examinations, **each committee member will fill out performance rubrics and provide written comments to the student on the pages provided.** For each attribute which a committee member feels that the student is somewhat or very deficient, a short explanation will be provided. **Written comments** from each committee member **WILL** be provided to the student by the chair of the examining committee and a verbal summary of the overall evaluation of the student’s performance by the committee **WILL** be provided to the student by that individual. All examination documents (rubrics and written comments) must be completed regardless of the outcome of the written or oral examination.

Written Preliminary Examination Rubric *(To be completed by each committee member. Please check boxes for all evaluation criteria that you feel are appropriate within each attribute category)*

| Attribute | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|------------------------------|--|--|---|
| Overall quality of responses | <input type="checkbox"/> Responses are incorrect, incoherent, or flawed. <input type="checkbox"/> Arguments are weak, inconsistent or unconvincing. <input type="checkbox"/> Lacks careful, critical thinking skills <input type="checkbox"/> Poor integration of existing literature into responses <input type="checkbox"/> Does not reflect understanding of subject matter | <input type="checkbox"/> Demonstrates technical competence <input type="checkbox"/> Demonstrates understanding of theoretical concepts <input type="checkbox"/> Demonstrates originality <input type="checkbox"/> Displays limited creativity and insight <input type="checkbox"/> Demonstrates ability to construct and defend arguments <input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Demonstrates a command of the pertinent literature | <input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits understanding and mastery of subject matter and associated literature. <input type="checkbox"/> Arguments are strong and coherent. <input type="checkbox"/> Arguments are original and creative |
| Overall breadth of knowledge | <input type="checkbox"/> Majority of responses unacceptable <input type="checkbox"/> Responses reveal critical weaknesses in depth of knowledge in subject matter <input type="checkbox"/> Responses are narrow in scope and do not reflect well developed critical thinking skills | <input type="checkbox"/> Majority of responses acceptable <input type="checkbox"/> Responses reveal some depth of knowledge in subject matter <input type="checkbox"/> Responses reflect average critical thinking skills <input type="checkbox"/> Responses reveal the ability to draw from knowledge in several disciplines | <input type="checkbox"/> All responses acceptable <input type="checkbox"/> Responses reveal exceptional depth of knowledge in subject matter <input type="checkbox"/> Responses reflect well developed critical thinking skills <input type="checkbox"/> Responses reveal the ability to interconnect and extend knowledge from multiple disciplines |
| Quality of writing | <input type="checkbox"/> Writing is weak <input type="checkbox"/> A number of typos, grammatical and spelling | <input type="checkbox"/> Limited number of typos (grammatical errors and spelling). | <input type="checkbox"/> Very well written; <input type="checkbox"/> Easy to read and understand |

| | | | |
|--------------------|---|--|--|
| | errors. <input type="checkbox"/> Numerous flaws. | <input type="checkbox"/> Some flaws. <input type="checkbox"/> Organization is logical. <input type="checkbox"/> Documentation is adequate. | <input type="checkbox"/> No grammatical or spelling errors. <input type="checkbox"/> Organization and documentation excellent |
| Overall Assessment | <input type="checkbox"/> Does not meet expectations | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |

Oral Preliminary Examination Rubric

(To be completed by each committee member. Please check boxes for all evaluation criteria that you feel are appropriate within each attribute category)

| Attribute | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|---------------------------------|--|--|--|
| Overall quality of responses | <input type="checkbox"/> Responses are incorrect, incoherent, or flawed. <input type="checkbox"/> Arguments are weak, inconsistent or unconvincing. <input type="checkbox"/> Lacks careful, critical thinking skills <input type="checkbox"/> Poor integration of existing literature into responses <input type="checkbox"/> Does not reflect understanding of subject matter | <input type="checkbox"/> Demonstrates technical competence <input type="checkbox"/> Demonstrates understanding of theoretical concepts <input type="checkbox"/> Demonstrates originality <input type="checkbox"/> Displays limited creativity and insight <input type="checkbox"/> Demonstrates ability to construct and defend arguments <input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Demonstrates a command of the pertinent literature | <input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits understanding and mastery of subject matter and associated literature. <input type="checkbox"/> Arguments are strong and coherent. <input type="checkbox"/> Arguments are original and creative |
| Overall breadth of knowledge | <input type="checkbox"/> Majority of responses unacceptable <input type="checkbox"/> Responses reveal critical weaknesses in depth of knowledge in subject matter <input type="checkbox"/> Responses are narrow in scope and do not reflect well developed critical thinking skills | <input type="checkbox"/> Majority of responses acceptable <input type="checkbox"/> Responses reveal some depth of knowledge in subject matter <input type="checkbox"/> Responses reflect average critical thinking skills <input type="checkbox"/> Responses reveal the ability to draw from knowledge in several disciplines. | <input type="checkbox"/> All responses acceptable <input type="checkbox"/> Responses reveal exceptional depth of subject knowledge. <input type="checkbox"/> Responses reflect well developed critical thinking skills <input type="checkbox"/> Responses reveal the ability to interconnect and extend knowledge from multiple disciplines |
| Quality of Communication Skills | <input type="checkbox"/> Responses are incomplete. <input type="checkbox"/> Arguments are poorly presented. <input type="checkbox"/> Respondent exhibits excessive lack of confidence in verbal communication skills | <input type="checkbox"/> Responses are complete. <input type="checkbox"/> Arguments are well organized. <input type="checkbox"/> Respondent exhibits confidence in verbal communication skills | <input type="checkbox"/> Responses are eloquently communicated <input type="checkbox"/> Arguments are skillfully presented. <input type="checkbox"/> Respondent exhibits superior verbal communication skills |
| Overall Assessment | <input type="checkbox"/> Does not meet expectations | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |

MS DEGREE REQUIREMENTS (Thesis option)

1. English proficiency requirements must be met before foreign students can submit their plan of study. English proficiency of domestic students will be left to the discretion of the advisor and advisory committee. Students who wish help with their writing can obtain more information from the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.
2. The selection of an advisory committee and the filing of the plan of study must be completed before the end of the student's second semester.
3. Before the plan is typed the student should meet with his/her advisory committee with a rough draft of the plan of study.

A maximum of nine Purdue credit hours of coursework at the 50000- and 60000- level used to satisfy the requirements of one (and only one) Purdue master's degree may be used on the plan of study for a second Purdue master's degree. Coursework used to satisfy the requirements of a master's degree from an institution other than Purdue may not be used on a Purdue master's plan of study.

Plans of study will be submitted online by the student on the web and sent to the graduate secretary to check for errors. After approval of the plan of study by the Agronomy Graduate Committee the student will be notified. Only at this time should the student save it as *final*. The form will then be routed electronically to their advisory committee.

4. After the plan is approved by our Graduate Committee the student will then route it to his/her committee members for their electronic signature. Keep copies of all paperwork and make sure that these deadlines are met. You must assume the responsibility and ownership of your graduate program.
5. Coursework
 - M.S. Thesis Option: 24 course credit hours including 1 credit hour of interactive seminar (AGRY 69600, 59600, or 59700) and the ethics course GRAD 612.
 - M.S. Non-Thesis Option: 33 course credit hours including 1 credit hour of seminar, 3 (but not more than 6) credit hours of special problems and GRAD 612.
 - At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be granted. Course credit obtained via televised instruction from a campus shall be considered to have been obtained in residence on that campus.
 - A maximum of 18 credit hours will be allowed from any one semester (maximum hours proportional to length of summer session).
 - If a student completes all the academic requirements but has insufficient residence credits, a letter of explanation justifying the deficiency should be forwarded to the dean of the Graduate School. If justification is sufficient, the dean of the Graduate School may waive part of the residence requirement.
 - Additional requirements may be required by any 'umbrella' interdisciplinary program with which a student might be aligned (eg. ESE).

6. Preparation of a Thesis Proposal. Thesis option master's students are expected to prepare a thesis proposal. It should be developed in consultation with the advisor and should include the following: brief review of pertinent literature, a clear statement of objectives, and general experimental approach.

The thesis proposal should be approved by the advisor and the advisory committee prior to undertaking the research. The rubric to be used to evaluate the Thesis proposal follows.

7. Thesis

A master's thesis (hereafter referred to in this section as thesis) is a document authored by an individual, describing results of original research undertaken by that individual, and asserting a position that individual is willing to defend. Joint or collaborative research endeavors are not prohibited; however, in such situations, unique aspects of the broad problem are to be explored by each individual, and the thesis written and presented to the final examining committee is to be a document describing the student's creative effort and contribution.

The rubric to be used to evaluate the Thesis follows (page 60).

8. Final Examination (MS Thesis option)

A final oral examination of Masters candidates is required. Written examinations of Masters candidates planning to continue work toward the Ph.D. are recommended. The timeline and thesis requirements are given below.

All students planning to defend their thesis will have a committee meeting to determine if research is sufficient and all courses on plan of study have been taken. A form is available in the Graduate Office (Room 2-444).

- A first draft of the thesis should be in the hands of the major professor at least six weeks before the end of the session in which conferral of the degree is expected.
- An original copy of the thesis and three duplicate copies must be submitted to the major professor at least three weeks before the final oral examination date. The thesis must bear the written approval of the professor who has directed the research before it is submitted to the final examining committee. Each member of the examining committee must receive a copy of the thesis at least two weeks before the date of the final oral examination.
- The final examination must be scheduled two weeks before the intended date. The request for exam is done through *myPurdue*.
- The final M.S. thesis examinations are open to faculty and students. The candidate should prepare a synopsis of the thesis research for the first part of the examination. An email will be distributed 2-3 days prior to the examination. Seminar credit may not be given for this examination presentation.

The rubric to be used to evaluate the oral examination follows (page 59).

MS Thesis Formatting and Deposit

Theses must be prepared according to University format requirements, as described in *A Manual for the Preparation of Graduate Theses*. The manual is located at:

<http://www.gradschool.purdue.edu/downloads/thesis/graduate-thesis-manual.pdf>.

Helpful MS Word, Power Point, and Adobe pdf Tips for Thesis/Dissertation Preparation can be found at: http://www.gradschool.purdue.edu/downloads/thesis/Helpful_MS_Word_Tips.pdf.

In addition to stating the University thesis format requirements, established by the Graduate School, this manual delineates regulations concerning the use of copyrighted material in a thesis. In addition, copyrighted computer software programs may not be used without permission, and their use must be acknowledged. For matters concerning format of references, SI units, etc., refer to the *Publications Handbook and Style Manual* published by the American Society of Agronomy, Madison, WI.

Thesis guidelines, processing, and approval procedures are described later in the handbook since they apply to both Ph.D. and M.S.-thesis degrees.

TIMELINE

First Semester

- Initial registration
- English proficiency needs to be satisfied by foreign students before filing plan of study.

Second Semester

- Advisory committee selected. The Advisory Committee will consist of at least three members. If the student intends to continue his work toward a Ph.D., it is recommended that one member of the Masters' Committee be from outside the Agronomy Department. Major professors are expected to convene a meeting with each student's advisory committee to discuss the student's plan of study and proposed research. This must be done before the Graduate Committee will approve the plan of study.
- Plan of study filed before the end of the second semester. Courses taken that are NOT on the plan of study can be taken as Pass/Fail.
- Transcripts on file for all previous course work.

Start of Last Semester/Session

- Committee meeting to determine course and research objectives have been met.
- Indicate intent to graduate on Form 23.
- All course work completed and incomplete grades cleared.
- First draft of thesis must be submitted to major professor at least **six weeks before intended examination date**.
- **Two weeks before intended examination** and **after** thesis approval by advisory committee, request an appointment for an examining committee.
- At this time students must submit an abstract for their seminar notice to the Graduate Secretary. This will be circulated one week before your seminar.

- Final examination is a public seminar followed by an oral exam in which the student defends the thesis.
- The final thesis with all corrections and three duplicates should be in the hands of the major professor three weeks before the end of the session in which degree is expected.
- Submit thesis via Electronic Thesis Deposit (ETD) at least 24 hours prior to scheduled appointment. Call 494-2600 or email gradinfo@purdue.edu to set-up appointment in Thesis Office, Room 170, Young Hall (YONG).

Progress Record for Master's (Thesis) Program

Degree Program: **Masters**

Beginning Semester and Year:

Area of Specialization:

| | <u>Date Completed</u> |
|--|-----------------------|
| <u>Advisors:</u> | |
| Major professor assigned | |
| Advisory committee selected ¹ | |
| <u>Course work:</u> | |
| Plan of Study Approved by Graduate School ^{1,2} | |
| Plan of Study Coursework Completed | |
| Departmental Seminar Taken For Credit (M.S.-1) | |
| ENTM 612 Completed for Credit | |
| Incidence(s) of Academic Probation (GPA<3.0) | |
| <u>Research:</u> | |
| Proposal Approved by Major Professor | |
| Proposal Approved by Advisory Committee ^{1,3} | |
| Incidence(s) of "U" on Research Credits | |
| Incidence(s) of Missing Annual Progress Review | |
| <u>Adherence to University and Dept. Policies</u> | |
| Approval of Vacation ⁴ | |
| Attendance at Departmental Seminars ⁴ | |
| Other (describe) ⁴ | |
| <u>Examinations/Defense:</u> | |
| M.S. Thesis Oral Defense ⁵ | |
| M.S. Thesis Deposited ⁵ | |
| Completion of Departmental Exit Checklist | |

¹ First committee meeting. ² Attach copy of plan of study. ³ Attach one-page summary of proposal plan (i.e., objectives, methods and hypothesis). ⁴ Compliant or Non-compliant. Please provide additional comments below. ⁵ Pass or Fail. Please provide additional comments below.

Comments:

Rubric for Evaluating M.S. Thesis and Defense

At the conclusion of the Thesis Defense, **each committee member will fill out the response sheet**. For each attribute which a committee member feels is somewhat or very deficient, a short explanation will be provided. A summary of **written comments** from the committee members **WILL** be provided to the student by the chair of the examining committee (or Advisor) and a verbal summarization of the overall evaluation of the student’s performance by the committee **WILL** be provided to the student by that individual.

All examination documents (rubrics and written comments) must be completed regardless of the outcome of the Thesis Defense. A copy of the completed forms (both rubrics and written comments) must be sent to the Chair of the Agronomy Committee within 48 hours of the conclusion of the Thesis Defense.

Oral Defense of Thesis Rubric *(To be completed by each committee member.)*

| Attribute | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|----------------------------------|---|--|---|
| Overall quality of presentation | <input type="checkbox"/> Poorly organized <input type="checkbox"/> Poor presentation <input type="checkbox"/> Poor communication skills <input type="checkbox"/> Slides and handouts difficult to read | <input type="checkbox"/> Clearly organized <input type="checkbox"/> Clear presentation <input type="checkbox"/> Good communication skills <input type="checkbox"/> Slides and handouts clear | <input type="checkbox"/> Well organized <input type="checkbox"/> Professional presentation <input type="checkbox"/> Excellent communication skills <input type="checkbox"/> Slides and handouts outstanding |
| Overall breadth of knowledge | <input type="checkbox"/> Presentation reveals critical weaknesses in depth of knowledge in subject matter <input type="checkbox"/> Presentation does not reflect well developed critical thinking skills <input type="checkbox"/> Presentation is narrow in scope | <input type="checkbox"/> Presentation reveals some depth of knowledge in subject matter <input type="checkbox"/> Presentation reveals average critical thinking skills <input type="checkbox"/> Presentation reveals the ability to draw from knowledge in several disciplines | <input type="checkbox"/> Presentation reveals exceptional depth of subject knowledge <input type="checkbox"/> Presentation reveals well developed critical thinking skills <input type="checkbox"/> Presentation reveals the ability to interconnect and extend knowledge from multiple disciplines |
| Quality of response to questions | <input type="checkbox"/> Responses are incomplete <input type="checkbox"/> Arguments are poorly presented <input type="checkbox"/> Respondent exhibits lack of knowledge in subject area <input type="checkbox"/> Responses do not meet level expected of an M.S. graduate | <input type="checkbox"/> Responses are complete <input type="checkbox"/> Arguments are well organized <input type="checkbox"/> Respondent exhibits adequate knowledge in subject area <input type="checkbox"/> Responses meet level expected of an M.S. graduate | <input type="checkbox"/> Responses are eloquent <input type="checkbox"/> Arguments are skillfully presented <input type="checkbox"/> Respondent exhibits superior knowledge in subject area <input type="checkbox"/> Responses exceed level expected of an M.S. graduate |
| Overall Assessment | <input type="checkbox"/> Does not meet expectations | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |

Written Thesis Rubric

| Attribute | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|---------------------------------|--|--|---|
| Overall quality of science | <input type="checkbox"/> Arguments are incorrect, incoherent, or flawed <input type="checkbox"/> Objectives are poorly defined <input type="checkbox"/> Demonstrates rudimentary critical thinking skills <input type="checkbox"/> Does not reflect understanding of subject matter and associated literature <input type="checkbox"/> Demonstrates poor understanding of theoretical concepts <input type="checkbox"/> Displays limited creativity and insight | <input type="checkbox"/> Arguments are coherent and clear <input type="checkbox"/> Objectives are clear <input type="checkbox"/> Demonstrates average critical thinking skills <input type="checkbox"/> Reflects understanding of subject matter and associated literature <input type="checkbox"/> Demonstrates understanding of theoretical concepts <input type="checkbox"/> Displays creativity and insight | <input type="checkbox"/> Arguments are superior <input type="checkbox"/> Objectives are well defined <input type="checkbox"/> Exhibits mature, critical thinking skills <input type="checkbox"/> Exhibits mastery of subject matter and associated literature. <input type="checkbox"/> Demonstrates mastery of theoretical concepts <input type="checkbox"/> Demonstrates exceptional originality <input type="checkbox"/> Displays exceptional creativity and insight |
| Contribution to discipline | <input type="checkbox"/> Limited evidence of discovery <input type="checkbox"/> Limited expansion upon previous research <input type="checkbox"/> Limited theoretical or applied significance <input type="checkbox"/> Limited publication potential | <input type="checkbox"/> Some evidence of discovery <input type="checkbox"/> Builds upon previous research <input type="checkbox"/> Reasonable theoretical or applied significance <input type="checkbox"/> Reasonable publication potential | <input type="checkbox"/> Exceptional evidence of discovery <input type="checkbox"/> Greatly extends previous research <input type="checkbox"/> Exceptional theoretical or applied significance <input type="checkbox"/> Exceptional publication potential |
| Responsible Conduct of Research | <input type="checkbox"/> Demonstrates unacceptable originality <input type="checkbox"/> Lacks regulatory compliance <input type="checkbox"/> Documentation is inadequate | <input type="checkbox"/> Demonstrates acceptable originality <input type="checkbox"/> Considers regulatory compliance <input type="checkbox"/> Documentation is adequate | <input type="checkbox"/> Demonstrates exceptional originality <input type="checkbox"/> Demonstrates regulatory compliance <input type="checkbox"/> Documentation is excellent |
| Quality of writing | <input type="checkbox"/> Writing is weak <input type="checkbox"/> Numerous grammatical and spelling errors <input type="checkbox"/> Organization is poor | <input type="checkbox"/> Writing is adequate <input type="checkbox"/> Some grammatical and spelling errors <input type="checkbox"/> Organization is logical | <input type="checkbox"/> Writing is publication quality <input type="checkbox"/> No grammatical or spelling errors <input type="checkbox"/> Organization is excellent |
| Overall Assessment | <input type="checkbox"/> Does not meet expectations | <input type="checkbox"/> Meets Expectations | <input type="checkbox"/> Exceeds Expectations |

MS DEGREE REQUIREMENTS (Non-thesis option)

1. English proficiency requirements must be met before foreign students can submit their plan of study. English proficiency of domestic students will be left to the discretion of the advisor and advisory committee. Students who wish help with their writing can obtain more information from the Purdue Online Writing Lab (OWL) at <http://owl.english.purdue.edu/>.
2. The selection of an advisory committee and the filing of the plan of study must be completed before the end of the student's second semester.
3. Before the plan is typed the student should meet with his/her advisory committee with a rough draft of the plan of study.

A maximum of nine Purdue credit hours of coursework at the 50000- and 60000- level used to satisfy the requirements of one (and only one) Purdue master's degree may be used on the plan of study for a second Purdue master's degree. Coursework used to satisfy the requirements of a master's degree from an institution other than Purdue may not be used on a Purdue master's plan of study.

Plans of study will be submitted by the student on the web and sent to the graduate secretary to check for errors. After approval of the plan of study by the Agronomy Graduate Committee the student will be notified. Only at this time should the student save it as *final*. The form will then be routed electronically to their advisory committee.

4. After the plan is approved by our Graduate Committee the student will then route it to his/her committee members for their electronic signature. Keep copies of all paperwork and make sure that these deadlines are met. You must assume the responsibility and ownership of your graduate program.
5. Coursework
 - M.S. Non-Thesis Option: 33 course credit hours including 1 credit hour of seminar, 3 (but not more than 6) credit hours of special problems and GRAD 612. Research credits, AGRY 69800, are excluded.
 - At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the Purdue campus where the degree is to be granted. Course credit obtained via televised instruction from a campus shall be considered to have been obtained in residence on that campus.
 - A maximum of 18 credit hours will be allowed from any one semester (maximum hours proportional to length of summer session).
 - If a student completes all the academic requirements but has insufficient residence credits, a letter of explanation justifying the deficiency should be forwarded to the dean of the Graduate School. If justification is sufficient, the dean of the Graduate School may waive part of the residence requirement.
 - Graduate course credits earned while an undergraduate at Purdue University or other accredited institutions of higher learning may be applied toward an advanced degree if these credits are in excess of any requirements for the baccalaureate degree. Such credits

must be certified as available for graduate credit by the institution from which the student received his/her baccalaureate degree, but will be accepted only if:

1. The student had junior or senior standing when taking the course,
2. The student received a grade of B or better (work taken under the pass/not-pass option is not acceptable),
3. The course was designated as a graduate course.

At Purdue University only, if the work is completed satisfactorily on this basis, the academic advisor (or candidate coordinator or other designee) shall then complete the *Academic Record Change* (Registrar Form 350), which indicates that the course may be used for graduate credit, and submit the form to the registrar, along with the grade reported, at the close of the student's final term. The academic advisor's (or candidate coordinator's or designee's) signature will attest to the fact that the credit is in excess of that required for the baccalaureate degree so that the registrar can then enter the notation "available for graduate credit" on the student's record. The sum of credits earned as undergraduate excess and the credits earned in graduate non-degree, teacher license, or graduate certificate status that can be used on a plan of study is limited to 12 credit hours.

5. Final examination

The Advisory Committee will determine any examination requirement of the of M.S. non-thesis candidate.

TIMELINE

First Semester

- Initial registration
- English proficiency needs to be satisfied by foreign students before filing plan of study.

Second Semester

- Advisory committee selected. The Advisory Committee will consist of at least three members. If the student intends to continue his work toward a Ph.D., it is recommended that one member of the Masters Committee be from outside the Agronomy Department. Major professors are expected to convene a meeting with each student's advisory committee to discuss the students plan of study and proposed research. This must be done before the Graduate Committee will approve the plan of study.
- Plan of study filed before the end of the second semester. Courses taken that are NOT on the plan of study can be taken as Pass/Fail.
- Transcripts on file for all previous course work.

Start of Last Semester/Session

- Committee meeting to determine course objectives have been met.
- Indicate intent to graduate on Form 23.
- All course work completed and incomplete grades cleared.
- Two weeks before intended examination date: approval by advisory committee, request an appointment for an examining committee.

Progress Record for Master’s Program (Non-Thesis)

Degree Program: Masters **Beginning Semester and Year:**

Area of Specialization:

| | <u>Date Completed</u> |
|--|-----------------------|
| <u>Advisors:</u> | |
| Major professor assigned | |
| Advisory committee selected ¹ | |
| <u>Course work:</u> | |
| Plan of Study Approved by Graduate School ^{1,2} | |
| Plan of Study Coursework Completed | |
| Departmental Seminar Taken For Credit (M.S.-1) | |
| ENTM 612 Completed for Credit | |
| Incidence(s) of Academic Probation (GPA<3.0) | |
| <u>Research:</u> | |
| Proposal Approved by Major Professor | |
| Proposal Approved by Advisory Committee ^{1,3} | |
| Incidence(s) of “U” on Research Credits | |
| Incidence(s) of Missing Annual Progress Review | |
| <u>Adherence to University and Dept. Policies</u> | |
| Approval of Vacation ⁴ | |
| Attendance at Departmental Seminars ⁴ | |
| Other (describe) ⁴ | |
| <u>Examinations/Defense:</u> | |
| Completion of Departmental Exit Checklist | |

¹ First committee meeting. ² Attach copy of plan of study. ³ Attach one-page summary of proposal plan (i.e., objectives, methods and hypothesis). ⁴ Compliant or Non-compliant. Please provide additional comments below. ⁵ Pass or Fail. Please provide additional comments below.

Comments:

ADVISORY COMMITTEES

The student and the major professor are responsible for the selection of an advisory committee. The duties of that committee are to assist the student in the preparation of the plan of study and to offer advice during the period of graduate work, including research and thesis preparation when these are required components of the student's degree program.

The committee consists of the major professor and at least two other members of the graduate faculty (with the exception of non-thesis master's degree programs that have approval for a one-member advisory committee. Please refer to Section VII. A. 2. a). Committees must be approved by the head of the graduate program, the college dean (if requested by the college), and the dean of the Graduate School.

Because it is crucial for advisory committee members to bring independent thought and decision-making to their advisory committee roles, the Graduate School strongly recommends that major professors, graduate students, and other individuals involved in the advisory committee selection process strive to avoid appointments where there may be potential conflicts of interest.

- Advisory committee appointments of spouses/partners, partners in business, or those with financial conflicts of interest connected to the graduate student, for example, should be carefully reviewed and alternatives considered.

Members of the committee need not be faculty with whom the student has taken coursework, however, at least 51% of the committee members must have regular graduate faculty certification. The request to the dean of the Graduate School for appointment of the advisory committee is made on the same form and at the same time as the request for approval of the student's plan of study.

Changes in the Advisory Committee

Changes to the advisory committee must be submitted electronically via myPurdue if the plan of study was submitted electronically. Advisory committee changes on a paper plan of study should be requested using the *Request for Change to the Plan of Study* (G.S. Form 13). Each request for a change must be accompanied by a rationale and be signed by the student and each committee member whose status is affected by the request. If a paper form is used, it is the responsibility of the chair of the advisory committee to obtain the signatures of all committee members whose status is being changed. The request must be approved by the major professor, the head of the graduate program, and the college dean (if requested by the college). It is important to notify the Graduate School immediately of any change in the major professor to ensure that appropriate signatures are on forms.

ADVISORY COMMITTEE MEETINGS

The graduate student will arrange the time and place of their meetings based on the availability of the advisory committee. The student will file a report of the meeting in the Agronomy Graduate Office. A form is available in the Graduate Office. The report will include a note of the student's progress, any recommendations from their committee members, and signatures of all their committee members.

Yellow committee meeting form:

**Agronomy Department
Purdue University
Graduate Student Committee Meeting Report**

Student Name _____

Date of Meeting _____

Program _____

Date Degree Started _____

Expected Date of Completion _____

Committee Members _____

(Please print or type names) _____

Remarks of Committee on Progress and Expectations (Please sign comments)

1. _____

2. _____

3. _____

4. _____

PLAN OF STUDY

This is a list of courses that meet the needs of each student as determined by the advisory/graduate committee and approved by the Department's Graduate Committee, the Dean of the College of Agriculture, and the Dean of the Graduate School.

The Plan of Study should be filled out by the student and reviewed by the committee before the end of the second semester. Furthermore, it must be received by the Graduate School, with all advisory committee, department/school, and college signatures, prior to the first day of the academic session of graduation. Students not meeting this deadline will be assessed a **Late Graduation Deadline Fee** if they want to remain on the candidate roster for the current term.

Neither 100- nor 200-level courses may appear on a plan of study.

Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted, grades of A, A-, B, or B- in certain courses, and/or minimum GPA for courses on the plan of study. For courses at the 30000- or 40000- level taken as a graduate student or courses that represent either undergraduate excess credit or transfer credit, grades of B- or better are required for fulfilling plan of study requirements.

Not more than a total of six 300- or 400-level course credit hours may appear on a plan of study.

Courses will be listed on the Plan of Study under the category heading "Primary Area" or "Related Area". Note: Courses taken that are NOT on the plan of study can be taken as PASS/FAIL.

Courses taken as pass/not pass or satisfactory/unsatisfactory are unacceptable on plans of study. Research credits (69800 and 69900) cannot be included on a plan of study. Except in cases of a staff error, grade option changes will not be approved by the Graduate School. It is expected that staff errors will be detected early and corrections requested within the normal drop/add period.

Courses listed as "Special Problems" should be no more than 3 research hours, taught/supervised by someone other than the major professor, and the problem should be on something other than the student's thesis research. Prior approval is required.

Course Changes in the Plan of Study

Course changes to the plan of study must be submitted electronically via *myPurdue* if the plan of study was submitted electronically. Course changes on a paper plan of study should be requested on the *Request for Change to the Plan of Study* (G.S. Form 13). The Graduate School regards the plan of study as an individualized curriculum designed by the advisory committee to assist the student in achieving his or her educational objectives. Although changes in the plan of study may be necessary, each change requested must be accompanied by a brief rationale in the space provided. Poor performance in a course is not an appropriate reason for removing a course from the plan of study. A request for changes in a plan of study must be

signed by the student and approved by the major professor, the head of the graduate program, and the college dean (if requested by the college).

Processing the Plan of Study

You can access the electronic plan of study form via *myPurdue*. To begin your plan of study, click on the Plan of Study Generator (POSG) link, then click on “Create new plan of study” link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your plan of study and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must login to *myPurdue*.

When you have completed your plan of study and feel it is ready for review by your advisory committee, submit your plan as a Draft. All plans of study must first be submitted as Draft before you can submit your plan as a Final. While your plan is in Draft status, review the information with your advisory committee and with Karen Clymer to ensure that it satisfies department and Graduate School policies. Use your draft as a basis to discuss your academic and research goals with your advisory committee members.

The POS is submitted to the Agronomy Graduate Committee for review and approval along with other forms (committee meeting forms, basic science requirements, and transcripts). If the Agronomy Graduate Committee does not approve a student’s plan of study then the student must meet with his/her advisory committee and discuss the recommended changes. If there is justification for not following the recommendations of the Agronomy Graduate Committee, a written and signed statement can be submitted by the advisory committee/advisor.

Once the Advisory Committee and Agronomy Graduate Committee has verbally accepted your plan of study, return to the POS and submit your plan as “Final.” Only you can submit your plan as Final; this indicates your signature. The plan of study form will be electronically routed, reviewed and, if approved, signed by the departmental coordinator, your advisory committee, the department head, and the graduate school. You may check the status of your plan at any time by returning to the POSG and clicking on the Display Submitted Plan of Study link. After the form has been completed and approved (processed by the Graduate School) it can be viewed, but not altered. Any changes to the plan require the electronic Change to Plan of Study form.

EXAMINATIONS

Scheduling of exams is done online through *myPurdue*. Submit your request at least 2 weeks before the examination because electronic signatures must be obtained from committee members, Department Head, and the Graduate School. Look for details under each degree option.

To submit a request for a prelim or final exam:

1. Login to *myPurdue* using Purdue Career Account.
2. Select the “Graduate School Plan of Study” link under the “Graduate Students” section on the “Academic” tab.
3. Select the “Request for Appointment of Examining Committee” link to open the Exam Form Generator.
4. Click on the “Request for Appointment of Examining Committee” link to initiate the form.

Final examinations must be held prior to the last week of classes of the academic session in which graduation is expected.

Thesis Master's Final Exam

- An electronic Report of the Final Examination (G.S. Form 7) will be released to the department for the examining committee to use in recording the results of the examination.
- A cover letter for the Graduate School Exit Questionnaire will be emailed to the student.

Ph.D. Final Exam – at least two academic sessions devoted to research and writing must elapse between the preliminary and final examinations.

- An electronic Report of the Final Examination (G.S. Form 11) will be released to the department for the examining committee to use in recording the results of the examination.
- A cover letter for the Graduate School Exit Questionnaire/Survey of Earned Doctorates will be emailed to the student.

Comments:

- For 3 person committees, the decision must be unanimous.
- For committees of 4 or more, one member may dissent without affecting the results of the examination.
- If a committee member refuses to sign the Form 9 (Thesis/Dissertation Acceptance), he/she still needs to sign the final report form.
- Regular committee members will be able to access the database from any desktop or laptop computer with internet access.

DECLARING CANDIDACY

Students must be actively registered, and declare their intent to graduate, by the Candidacy Deadline in the session of anticipated graduation. Types of Candidate Registrations include:

- CAND 99100 (General Candidacy) – must be accompanied by at least one credit of research for Ph.D. and master's thesis students.
- CAND 99200 (Degree Only) – all degree requirements met, except for depositing the thesis. Must meet early mid-semester deposit deadline for registration to remain valid.
- CAND 99300 (Exam Only) – all degree requirements met, except for defending and depositing the thesis. Must meet early mid-semester deposit deadline for registration to remain valid.

THESIS APPROVAL AND PROCESSING

The following information is current as of the Spring 2015 semester. Some of the procedures and requirements may change by the time you are ready to deposit. Visit the Thesis/Dissertation Office website for up-to-date deposit procedures.

Thesis/Dissertation Office: B-80 Ernest C. Young Hall, 155 S. Grant Street

Hours: Monday-Friday 8:00 AM-12:00 PM (noon), 1:00 PM-5:00 PM

Contact Information: (765) 494-3231, gradhelp@purdue.edu

Manager - [Mark D. Jaeger](mailto:markj@purdue.edu), markj@purdue.edu

Thesis/Dissertation Assistant – [Anne Lacy](mailto:alacy@purdue.edu), alacy@purdue.edu

Thesis/Dissertation Receptionist - [Nancy Florence](mailto:nflorenc@purdue.edu), nflorenc@purdue.edu

All thesis-option graduate students at Purdue must deposit the final products of their research with the Graduate School Thesis/Dissertation Office.

The Thesis/Dissertation Office will help you ensure that all pre-requisites for deposit have been fulfilled and that your thesis or dissertation meets the quality standards established by the Graduate Council Standing Committee on Theses and Dissertations.

For formatting assistance, please review their online presentations and checklists, and attend one of their workshops.

Thesis/Dissertation Timeline

Beginning of Degree Program

- Familiarize yourself with graduation requirement and deadlines through your department
- Familiarize yourself with the online training tools available on the Thesis/Dissertation website (<http://www.purdue.edu/gradschool/research/thesis/info.cfm>)
- Familiarize yourself with puthesis LaTeX documentclass or MS Word templates available through the Thesis/Dissertation website (<http://www.purdue.edu/gradschool/research/thesis/info.cfm>)
- Familiarize yourself with copyright and your responsibilities
- Attend a Thesis Writing Strategies Workshop

Two Semesters Before Final Examination (Defense)

- Complete Preliminary Examination
- Attend a Thesis/Dissertation Forming and Deposit Workshop to begin familiarizing yourself with Purdue formatting requirements and deposit procedures
- Use the instructional tools available on the Thesis/Dissertation Office website as you write and format your thesis

Final Semester

- Familiarize yourself with departmental, Graduate School, and university deadlines
- Schedule a thesis deposit appointment
- Attend a Thesis Formatting and Deposit Workshop for the latest formatting and deposit requirements
- Complete Exit Questionnaire and print a copy of your certificate of completion
- For Ph.D. Candidates only: Complete Survey of Earned Doctorates and print a copy of your certificate of completion
- Defend your thesis/dissertation (Final Examination)
- Make post-defense changes and have them approved by committee
- Get GS Form 9 signed by all members of committee and head of departmental graduate program

- Get GS Form 32 signed by your major professor after iThenticate review
- Submit your electronic thesis deposit for review and approval
- Attend thesis deposit appointment and receive GS Form 16 (Thesis Deposit Receipt)
- Pay deposit fee
- Thesis/Dissertation deposit must be completed before the last day of classes of the session in which the student is to graduate.

Deadlines: For a full calendar of graduation deadlines for a specific academic year, refer to the Graduation Deadlines Calendar

<https://www.purdue.edu/gradschool/about/calendar/deadlines.html>.

Graduation Fees

Master's Thesis Fee \$90.00

Ph.D. Dissertation Fee \$125.00

West Lafayette candidates will pay the deposit fee through their *myPurdue* accounts. The thesis deposit fee will appear in a candidate's student account 2-3 days after their thesis deposit appointment. You can pay the fee in person at the Bursar's Office. The thesis deposit fee must be paid in a timely manner to avoid a Bursar encumbrance on the student's academic record and transmission delay of the student's thesis to ProQuest Information & Learning for publication.

Late Graduation Deadline Fee

If you:

1. Miss the Plan of Study Deadline, or
2. Miss the Deadline to Declare Candidacy, or
3. Miss the Thesis Deposit Deadline, or
4. Are making updates or corrections to the deposited thesis or dissertation after the Thesis Deposit Deadline, or
5. Have been listing on the Graduate School's candidate roster for the same degree more than two consecutive sessions.

You will be eligible for a **LATE GRADUATION DEADLINE FEE OF \$200**

When graduate students are eligible for a Late Graduation Deadline Fee, they must use GS-38 (which may be found at <http://www.gradschool.purdue.edu/faculty/forms.cfm>) if they want to appeal. The appeal should not be sent to the Graduate School until after the charge has appeared on the graduate student's Purdue account. Use the most up-to-date form that was published 9/11.

If the appeal is turned down by the Graduate School, further review by a committee near the end of each session is available to students. The voting members of this committee are not from the Graduate School. Requests for second reviews of the appeals should be received in the Graduate School.

Deposit Appointments

All West Lafayette candidates who wish to deposit a thesis/dissertation must have a scheduled thesis deposit appointment.

Appointment times near the deadlines can fill up months in advance. Please review our [Deposit Checklist](#), and [schedule](#) your appointment as far in advance as possible.

To schedule your deposit appointment, go to the Appointment Booking/Cancellation page of the Thesis/Dissertation Office site:

<https://www.purdue.edu/gradschool/thesistemplate/AppointmentForms/CalV3/index.html>

The date you choose for your thesis deposit appointment must be after the date of your defense. Please consult with your department with regards to scheduling the interval between defense and deposit. Your ETD should already be approved before you arrive for your appointment. They'll review your forms, prepare your thesis/dissertation deposit receipt, and address any final questions you may have. Most appointments last no more than 5 minutes. Take your thesis (in Word or LaTeX form) on a flash drive or laptop in case last minute corrections are required.

Long distance appointments are scheduled using the online Appointment Booking system like any other appointment, but they must be scheduled at least 2 weeks in advance of the appointment date. All your required forms must be in the Thesis/Dissertation Office before your appointment time or the appointment will be cancelled. Factor in mailing time when choosing your appointment date.

Proxy Appointment guidelines: Provide the Thesis/Dissertation Office with your proxy's contact information when you schedule your appointment. Make sure your proxy has all required forms, signed and completed. Ensure that your proxy arrives at the appointment on time – it is your responsibility!

Talk to the Agronomy Business Office (Patsy King) before you schedule your appointment about what depositing your thesis/dissertation may mean for your payroll funding or visa. The Thesis/Dissertation Office cannot reverse or suspend a deposit.

Avoiding Plagiarism and iThenticate

As of September 1, 2014, all thesis/dissertation deposit at Purdue must be screened using the iThenticate program. Satisfaction of this requirement will be certified by both major professor and degree candidate signing in Section III of [GS Form 32](#).

Please direct all iThenticate questions to Dr. [Peter Dunn](#), (pedunn@purdue.edu) Purdue's Research Integrity Officer. He will provide the user account.

Information about iThenticate and how to access the site can be found at the following website: <http://www.purdue.edu/research/research-compliance/integrity/avoiding-plagiarism.php>

Thesis/Dissertation Workshops

Workshops held by the Graduate School will be listed on the following website: https://ias.itap.purdue.edu/rgs/wgb_workshop.disp_online_workshop

Format Review by Thesis/Dissertation Office

A thorough review of your format is part of the deposit process. Even if your thesis has been approved by your major professor and committee members, staff from the Thesis/Dissertation Office will review the document. If your document meets all Purdue formatting guidelines, your thesis format will be approved. You will receive an email (to the email address you use when creating your ProQuest account) telling you your format is approved.

If your document does not meet all Purdue formatting guidelines, you will receive an email outlining the corrections you should make. You will make all corrections as quickly as possible and resubmit. The Thesis/Dissertation Office staff will review your document again. The process continues until your format is approved. Then, you will receive an email telling you your format is approved.

ProQuest's ETD Administrator

Submit your defended and finalized thesis/dissertation for Format Review using ProQuest's ETD Administrator: <http://www.etdadmin.com/cgi-bin/home>. Your document will appear online through ProQuest approximately 5-6 months after graduation (appearance in e-Pubs will take a bit longer).

Creating Your ProQuest Account: Be careful when creating your ProQuest account – some of their extra services require payment. If you pay for something you don't actually want, the Thesis/Dissertation Office will assist you in getting a refund, but the process takes several weeks.

Using Copyrighted Material: If you wish to include previously copyrighted information, the copyright-holder must give you tangible permission (email, letter, or contract). You will need authorization to use your own material if you signed over your copyright to a journal – review all contracts carefully. Failure to attach permission(s) could result in unauthorized material being expunged by ProQuest or they may decline to publish the entire thesis. Upload permission letter/emails as supplemental PDF files when you submit your thesis. Links to sample permission letters and emails can be found on the Templates and Guidance page of the Thesis/Dissertation Office site. <https://copyright.columbia.edu/basics/permissions-and-licensing.html>

Templates & Guidance: <https://www.purdue.edu/gradschool/research/thesis/info.html>

The Thesis/Dissertation Office strongly recommends that you use puthesis, the LaTeX template for Purdue theses and dissertation. If you don't know how to use LaTeX, they also provide MS Word templates. Even if you use the MS Word templates correctly, you will still have to make manual adjustments. Budget in time for formatting. If you are not familiar with MS Word's advanced features you will need time to learn how they work.

puthesis LaTeX Template - You'll find puthesis (the LaTeX documentclass) and lots of help here: engineering.purdue.edu/~mark/puthesis/

LaTeX is free and is available for a wide range of operating systems. Most LaTeX theses are approved first or second time.

General formatting guidelines and sample pages are found in the Appendix at the end of the handbook.

Final Thesis Deposit Appointments are mandatory scheduled meetings unless alternate arrangements are made with the Thesis/Dissertation Office. Final deposit appointments are conducted with candidates or their designated proxies. Candidates who are unable to visit the Thesis/Dissertation Office in Young Hall, for final deposit appointments (e.g., they reside in another state or country) may arrange for “long distance deposits” with the Thesis/Dissertation Office on the provision they do so in advance and they ensure all of their required items are received and approved by 5 p.m. Eastern time on the deadline date of the session in which they wish to graduate.

Thesis deposit appointments are made by candidates using the self-scheduling link on the home page of the Thesis/Dissertation Office website. Master’s theses and doctoral dissertations are reviewed as electronic PDF documents after online submission by candidates to the Thesis/Dissertation Office (Room B-80, Young Hall).

Following their successful final defense examination, and after approval of all post-defense revisions by their department, candidates will submit their finalized theses or dissertations as PDF documents via the Purdue ETD website. ETDs will be submitted for review and approval by the Thesis/Dissertation Office no later than one business day prior to their scheduled deposit appointment. Candidates will also ensure that a typed PDF version of their Thesis Acceptance (G.S. Form 9) is correctly completed and attached to the front of their electronic thesis submissions.

Candidates are strongly advised to submit their ETDs and deposit in a timely fashion to ensure they meet the Graduate School deadline and avoid unforeseen changes to their graduation plans. The Graduate School only accepts ETDs for deposit. Hardbound printed copies are no longer required as part of the deposit process except in cases of confidentiality. Candidates are still responsible for providing any hard or soft (e.g., CD-Rom) copies required by their departments. Candidates should therefore consult with their departments regarding their internal needs.

All master’s and doctoral degree thesis-option candidates will be issued a Thesis/Dissertation Receipt (G.S. Form 16) by the Thesis/Dissertation Office at the time of their successful deposit. This form confirms Graduate School acceptance of candidate materials. The Thesis/Dissertation Receipt (G.S. Form 16) will be delivered to the student and also to the student’s department, via PDF attachment, no later than the close of business (5 p.m., Eastern time) on the deposit deadline date. A PDF of this form will also be provided to the Office of Graduate Records for uploading into Banner.

Candidates desiring to make post-deposit edits to their theses and dissertations must complete a fully justified Request for Post-Facto Edit (G.S. Form 37) and provide it to the Thesis/Dissertation Office as soon as possible after the discrepancy is noted. This form must be approved by appropriate faculty in the student’s department and also approved by a dean of the Graduate School. Candidates requesting edits will also be subject to the Late Graduation Deadline Fee (LGDF) of \$200.

Students may request a waiver of their fees with appeals, subject to approval by the Graduate School LGDF waiver committee. Candidates are only permitted one approved post-facto request for each document they wish to edit.

Thesis Deposit Fee Effective Fall 2013: A thesis deposit fee is charged to masters and doctoral thesis-option students after their successful deposit. As of Spring 2015, there are no other mandatory fees connected with the thesis deposit process. Student submission of their electronic thesis deposit and posting of their document into Purdue e-Pubs are both free of charge. Candidates who request optional services offered by ProQuest (e.g., Open Access, copyright registration, and hard copy print orders) will pay for these services directly to ProQuest via secure online credit card transaction.

Survey of Earned Doctorates Questionnaire: Doctoral candidates complete the Survey of Earned Doctorates (conducted by the National Opinion Research Center of the University of Chicago). It is mandatory. Candidates will find the survey linked on the Thesis/Dissertation Office website (sed/norc.org/survey). Responses to the SED provide important data for statistical studies by federal agencies conducting studies of national trends in doctoral education and of human capital supply and demand. Such studies may influence the funding of research and doctoral fellowships. Print the Certificate of Completion as soon as you finish – you won't be able to log in again. This certificate is a required part of your dissertation deposit. The SED certificate of completion, or email notification of completion, will be presented to the Thesis/Dissertation Office at the time of final deposit and must be received before doctoral candidates can be issued their Thesis/Dissertation Receipt (G.S. Form 16).

Completion of the Graduate School Exit Questionnaire for West Lafayette master's and doctoral candidates is also mandatory. This questionnaire may be completed at any time during the session in which students have declared their intent to graduate. Students are assured that their answers are maintained confidentially in the Graduate School. Print the Certificate of Completion as soon as you finish – you won't be able to log in again. This certificate is a required part of your thesis/dissertation deposit. Master's and Ph.D. candidates must submit proof of completion, either in the form of an online certificate of completion or notification e-mail, to the Thesis/Dissertation Office prior to receipt of their Thesis/Dissertation Receipt (G.S. Form 16).

Certifying and Depositing Confidential Theses: If a thesis contains proprietary information or other information that should be withheld temporarily from the public domain, a Request for Confidentiality of Thesis (G.S. Form 15) must be completed and submitted to the Thesis/Dissertation Office during the final deposit appointment. The form must be signed by the student, the major professor, and the head of the graduate program. In addition to their ETD submissions, Master's and Ph.D. candidates must deliver an approved Request for Confidentiality of Thesis (G.S. Form 15) as indicated in the online final deposit checklist to the Thesis/Dissertation Office, Room B-80, Young Hall. As with any other thesis or dissertation, degree candidates and their departments will be provided a Thesis/Dissertation Receipt (G.S. Form 16) via PDF attachment, after their successful deposit. A copy of the receipt will also be provided to the Office of Graduate Records for uploading into Banner. The initial period of confidentiality normally granted is for one year. Extensions for up to an additional year may be requested but require the approval of the Thesis/Dissertation Office. In cases where the sponsoring organization has a contractual arrangement, which expressly stipulates a longer time period of confidentiality with Purdue University and/or the Purdue Research Foundation, a two-

year initial period of confidentiality may be requested with the endorsement of Sponsored Program Services. The Thesis/Dissertation Office will retain the ETD copy of the thesis in its secure electronic holding queue during the period of confidentiality. Access to this copy prior to release will not be permitted without authorization in writing by the author, the major professor, or the head of the graduate program, and the endorsement of the dean of the Graduate School. At the end of the approved period of confidentiality, the thesis will be automatically removed from such status unless a request for extension is approved by the Thesis/Dissertation Office. Earlier removal from confidentiality may be authorized in the same manner as access during confidentiality. After release, the hard copy will be forwarded to the department, updated information about the work will be entered by the libraries into its online catalog and also into ePubs, and the author's ETD will be removed from the "holding queue" and transmitted to ProQuest Information and Learning for publication.

Thesis/Dissertation Forms

Master's Thesis Forms

1. GS Form 9
2. GS Form 32
3. GS Form 30
(formerly called ETD Form 9)

Ph.D. Dissertation Forms

1. GS Form 9
2. GS Form 32
3. GS Form 30
(formerly called ETD Form 9)
4. Certificate of Completion for Survey of Earned Doctorates

All forms can be obtained on the Required Forms page of the Thesis/Dissertation Office site. Don't get your forms anywhere else (no Google searches!). Don't print double sided. Examples of the forms are located in the appendices.

Proxy Signatures

Every effort should be made to obtain signatures from all your committee members. If you cannot obtain a signature, your major professor or department head is permitted to sign as a committee member's proxy. A Proxy Signature Authorization form from that committee member must be submitted. The Graduate School will allow this for up to 2 committee members. The form is located in the appendices.

APPENDICES