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INTRODUCTION

Message from the Graduate Chair
This handbook is designed to provide graduate students with a general overview of the various steps in the graduate training, as well as to serve as a reference that outlines the policies and procedures of the Animal Sciences Graduate Program.

General requirements concerning admission, academic standards, residence requirements, language proficiency and other Graduate School regulations that apply to all graduate students at Purdue are listed in the Policies and Procedures Manual for Administering Graduate Student Programs (http://www.purdue.edu/gradschool/faculty/publications.html). This handbook repeats some of the general regulations, but also adds procedures and policies specific to graduate programs administered through the Department of Animal Sciences. It is not intended to replace information, regulations, or procedures contained in the above mentioned manual. In the event of conflict, the Graduate School and/or University regulations shall prevail.

Our graduate program is meant to prepare students for a wide array of science careers. Graduate study involves more than simply completing a prescribed plan of coursework, and it is more than an extension of an undergraduate program. During your graduate training, you will grow professionally by integrating knowledge from your formal coursework, your independent reading of scientific literature, and your interactions with your graduate advisory committee.

The faculty and staff of the Department of Animal Sciences work together to build a welcoming and supportive environment to set you on your way to becoming an independent scientist that is poised to play key roles in addressing the grand scientific challenges facing agriculture.

Sincerely,
Ryan Cabot, Ph.D.
Department of Animal Sciences
Graduate Programs Committee Chair
Email: rcabot@purdue.edu
Purdue University History

Purdue traces its roots to the signing of the Morrill Act by President Lincoln on July 2, 1862.

Three years later, the General Assembly of Indiana voted to take advantage of public lands available under this act to support colleges to teach agriculture and the "mechanic arts."

John Purdue donated land and money for Purdue in 1869.

Six instructors taught 39 students when school opened on September 16, 1874.

The first president, Richard Owen, worked out the University's structure.

The first graduating class had 14 students.

Enrollment now comprises over 39,000 students on the West Lafayette campus and 27,000 on the regional campuses.

Originally, Purdue had only six buildings. Today, the West Lafayette campus contains more than 164 major buildings on 2,579 acres.

In addition, over 18,000 acres in the state are under university control and are used for agricultural research.

Diversified research is conducted in some 400 labs.

There are more than 18,000 faculty and staff on the West Lafayette campus.

Purdue's yearbook, The Debris, was first published in 1887.

Purdue's newspaper, The Exponent, was first published in 1889.
Purdue Fight Song

The Purdue fight song copyrighted in 1913.
Music by E. J. Wotowa, class of 1912;
lyrics by J. Morrison, class of 1915

Hail, Hail to Old Purdue!
All hail to our old gold and black!
Hail, Hail to Old Purdue!
Our friendship may she never lack,
   Ever grateful, ever true,
Thus we raise our song anew,
Of the days we’ve spent with you
All hail our own Purdue.

Boilermakers

The traditional story: In 1889 two new football coaches, discouraged by the scrawny volunteers for football, hired several husky boilermakers from the Monon railroad, as well as a few burly policemen. After being enrolled in one course, these men set out to play football and won game after game. Incensed Crawfordsville newspaper writers wrote uncomplimentary stories, calling the team "Sluggers, Cornfield Sailors, Haymakers, and Boilermakers." The last name struck the fancy of Purdue students and has been the nickname ever since.

History of the Big Ten

In 1895, Purdue University President James Smart called meetings of presidents of seven major universities in the Midwest to consider regulations and control of athletics. In 1896, the Intercollegiate Conference of Faculty Representatives was organized. The original members were Purdue University, Northwestern University, University of Chicago, University of Illinois, University of Michigan, and the University of Wisconsin. The organization today includes the University of Illinois, Indiana University, University of Maryland, University of Michigan, Michigan State University, University of Minnesota, University of Nebraska, Northwestern University, Ohio State University, Pennsylvania State University, Purdue University, Rutgers University, and the University of Wisconsin. Although there are 14 schools, this organization is traditionally referred to as “The Big Ten.”
Graduate Programs Committee
The departmental Graduate Programs Committee is composed of faculty members of the Department of Animal Sciences appointed by the Department Head. This committee implements graduate program policy in our department, acts on all applications for admission to our graduate program and recommends policy changes to the faculty.

Any exceptions to the normal policies and procedures of this handbook should be addressed to the Chairperson of the Graduate Programs Committee by your major advisor in writing.

Graduate Secretary
The Graduate Secretary works with the Graduate Programs Committee, serves as a liaison for the students, and is a resource for questions/problems. This person is responsible for mailing application letters, corresponding with prospective graduate students, maintaining the graduate student files, assisting graduate students with course registration, keeping in direct contact with the Graduate School and the Office of the Registrar, and stocking appropriate forms and brochures for student information. Graduate forms may also be obtained at the Graduate School website: https://www.purdue.edu/gradschool/faculty/forms.html.

Graduate Student
Workload and Time of Completion
Graduate students are expected to work full-time on their research and coursework. You should be self-motivated to work hard and achieve graduation within approximately two years for a Master of Science and four years (beyond Master of Science) for a Ph.D. Students on half-time assistantships are expected to work for the Department on non-thesis related research or teaching activities approximately 20 hours/week as asked. Such tasks should be viewed as an intrinsic part of your learning process, and as an opportunity to grow professionally.

Major Advisor/Professor
Upon admission to the graduate program, you were assigned a major advisor to assist your study/research interests. The major advisor/student relationship must be a mutually acceptable one. The student and major advisor/professor are responsible for the selection of a graduate advisory committee. The major advisor/professor is chairperson of the graduate advisory committee and is responsible for overseeing the student’s research. No other academic situation places such power in the hands of the advisor nor requires a more thoughtful assumption of responsibility for the well-being of the student. The supervisor needs to be especially aware of the student’s health and sanity, of the dangers inherent in extended periods of high stress, and of the reasonable claims family, friends, and society have on the time and energy of the student. The major advisor and graduate advisory committee contribute to the student’s educational experience by:

- reviewing previous training, recommending prerequisite courses, assisting in formulation of the student’s plan of study
- conferring with and advising the student regarding his/her rate of progress toward completion of degree requirements
- advising the student in all phases of thesis research, including procedures, analytical concepts and methods, and thesis organization and
• advising the student on the appropriate time to take preliminary and final examinations. In most cases, the graduate advisory committee will also serve as the preliminary (for Ph.D.’s) and final examination committees.

Co-Major Advisor/Professor
Students in the last phases of their Master of Science or Ph.D. programs whose major advisor will be absent from campus due to long-term assignments and/or sabbatical leave (longer than three months) are strongly encouraged to have a co-major advisor assigned to their program. A co-major advisor is usually a graduate advisory committee member who will serve as a liaison during the original major advisor’s absence.

Graduate Advisory Committee
For Master of Science students, the graduate advisory committee consists of at least three graduate faculty members with at least one member being outside the student’s area of specialization. The graduate advisory committee usually serves as the final examination committee.

For Ph.D. students, the graduate advisory committee consists of at least four graduate faculty members with one member chosen from another department. Larger committees are permissible. In most cases, the advisory committee serves as the preliminary and final examination committee.

Graduate Advisory Committee Annual Report
(Graduate Advisory Committee Meeting Report)
The graduate advisory committee of each graduate student is required to meet as a group at least annually to determine the progress of the program and give direct guidance. Failure to adhere to this requirement may impact the graduate student’s ability to register for courses and continue their studies. The graduate student and the graduate advisory committee are required to prepare a statement of progress based on the annual meeting; a form entitled “Advisory Committee Meeting” MUST be submitted to the graduate secretary to document this meeting. This form is available from the graduate secretary. Upon completion, this report is given to the graduate secretary and placed in the student’s academic record file. Two consecutive unsatisfactory reviews will result in automatic dismissal.
GETTING STARTED

Office Assignment
Upon arrival, stop by the Animal Sciences Graduate Office in Lilly Hall, room 2-109, to inform the office that you are on campus and for your **office assignment**. Your major advisor will assist you in securing the **keys** necessary for access to your building, office, lab, etc. For more details see Department Facilities, Supplies, and Services section of this handbook.

Mailbox Location
If your office is in Lilly Hall, graduate student mailboxes are in room 3-116. Mailboxes in Smith Hall are in room 174 and the mailboxes in Poultry Science are located outside room 118. Due to space limitations some mailboxes are shared. **You are responsible for collecting your mail on a daily basis.**

Photo for the Department
We strongly recommend that **all** Animal Sciences graduate students have their **photo** taken. This is a great opportunity to have a professional photograph taken which will be used throughout your graduate career. One of these photos will be displayed in the graduate student directory located in the hallway near the Department of Animal Sciences’ main office in Lilly Hall as well as placed on the Animal Sciences website. Please dress appropriately for a business type photo. If you have questions, please see the graduate secretary.

Animal Sciences Business Office
If you will be receiving a monthly **stipend** (whether as a graduate assistant or from a fellowship/grant), please see the business assistant in Lilly Hall, room 3-117, to complete the paperwork necessary to begin your monthly stipend. Verification of employment eligibility is required at this time.

Get Acquainted with the Purdue Environment
Your main task during the first few days at Purdue is to become familiar with the **Purdue environment**. The greater the level of acquaintance that you achieve, the more effectively you will be able to utilize the resources available to you for meeting your academic goals, in particular, the libraries and computer resources.

Libraries
Libraries can be found in numerous buildings on campus. For a complete listing of the libraries, locations and hours, go to https://www.lib.purdue.edu/.

Information Technology at Purdue (ITAP)
Purdue’s **main computing resource** is Information Technology at Purdue (ITAP) Computing Services and is located in the Humanities, Social Science, and Education Library, in Stewart Center 135.

Department of Animal Sciences Computer Labs
This lab is located in Lilly Hall, room 3-106; keys may be checked out from the main office (Lilly Hall, room 3-115). There are scanners located in Lilly 3-106, Smith 174, and Poultry 2-112. Some computers are connected to the network. There is a public printer connected to both computers located in the computer lab in Lilly Hall and the Poultry building.
Email Account
The official method of communications within the Department of Animal Sciences is email. It is critical that you do the following:

1. **Activate your account**, you will need to use an ITAP lab, such as on the 3rd floor of Lilly, access to the following URL and follow the directions to activate our account:

2. The URL above also provides information on how to access your email. Choose the method(s) that best suits. **Remember to check your email message(s) frequently.**

Purdue Student ID Cards
Purdue Student ID cards are issued in the Card Services Office, located in Hovde Hall, room 14, telephone # 494-0444. Hours are: Monday – Friday, 8:00 a.m. – 5:00 p.m.
ACADEMIC STANDARDS AND PROGRESS

Any student admitted to the program MUST fulfill the terms of their acceptance as outlined in their admission letters from the Graduate School and the Department of Animal Sciences. Failure to meet these terms will result in immediate dismissal from the program. In addition, each student is expected to maintain a satisfactory level of academic excellence and progress. At the end of each semester, the Graduate Programs Committee will assess the academic (coursework) performance of each student. A minimum GPA of 3.00 is considered satisfactory academic performance.

Failure to maintain a satisfactory academic performance (i.e., GPA ≥ 3.0) will constitute grounds for dismissal from the program. Unsatisfactory progress in dissertation research, failure to pass the qualifying exam, the preliminary exam or the final exam within the expected time frames will also be considered grounds for dismissal.

Academic Probation
Students failing to maintain a cumulative GPA of 3.00 will be placed on “academic probation” for the next semester (excluding the summer semester). During the semester in which the student is on probation, they MUST attain a semester index of 3.00 or greater. Failure to do so may result in termination from the graduate program. If, however, a student attains a 3.00 semester index the following semester, the probationary status is lifted. Although desirable, students are not required to attain a 3.00 semester index each semester as long as their overall GPA is ≥ 3.00.

Grades of ‘S’ and ‘U’
Students will receive a grade of “S” for satisfactory performance in thesis research, as determined by their major advisor. All cases of unsatisfactory performance, as evidenced by a grade of “U,” will be reviewed after each semester by the student’s graduate advisory committee and recommendations made to the Graduate Programs Committee. Two consecutive sessions of a “U” grade mandates formal departmental action by the Graduate Programs Committee for recommendations to the Graduate School with regard to discontinuation or conditions for continuation on the student’s graduate study.

Procedure for Review of Progress of Graduate Student Programs and Establishment of Graduate Student Committee (Advisory Committee Meeting Report)
The student, major advisor, and graduate advisory committee are to meet at least yearly to discuss the candidate’s research progress. An Advisory Committee Meeting Report should be submitted to the graduate secretary following this meeting. Further explanation of this report can be found below. The Advisory Committee Report Form may be picked up at the graduate secretary’s office prior to this meeting.

The Animal Sciences faculty passed the following motion on July 31, 1996.

Procedure for Review of Progress of Graduate Student Programs and Establishment of Graduate Student Committee (Advisory Committee Meeting Report)

1. Graduate students in conjunction with their major advisor should decide on a committee by the end of their second semester of graduate study, unless there are extenuating circumstances.
2. The committee should meet by the end of the second semester and decide on a plan of study.

3. The committee should meet at least annually thereafter to review progress and make changes in the plan of study and research program as needed. The meeting may be initiated by either the major advisor or the student. The committee will meet at least once before the final exam to approve the thesis project.

4. For Master of Science and Ph.D. students, the thesis research project should be decided on by the end of the second and third semesters respectively. The student should present to the committee at that time a completed experimental plan and timetable for completion of the thesis. In subsequent meetings, the student should present to the committee an Advisory Committee report. The committee should then determine if acceptable progress is being made and make suggestions to improve/change the experiment. Any extenuating circumstances, such as illness, should be taken into account when considering progress. These actions should be made in writing and copies presented to the student and the Chairperson of the Graduate Programs Committee. If a simple majority of the committee rule that the student is not making acceptable progress, the student will be placed on probation (internal to the department) until the next meeting of the student’s committee, which shall take place no later than one year from the date of the last meeting. At that time, the committee will again determine if satisfactory progress is being made. If the committee rules twice in a row that the student is not making acceptable progress, the student will be dismissed from the program at the end of the current semester.

**Master of Science Student Standards and Progress**
The Master of Science degree will not be granted in the case of failure to achieve a cumulative GPA of 3.0 or better for courses on the plan of study unless the Graduate Programs Committee grants an exception. Exceptions will only be granted in the event of extenuating circumstances and must be made in writing to the Graduate Programs Committee. Master of Science students are expected to complete their programs within two years after first registration.

**Doctor of Philosophy (Ph.D.) Student Standards and Progress**
Major advisors are expected to monitor progress toward degree objectives and performance. In consultation with the student’s graduate advisory committee, they have a responsibility to advise the candidate to withdraw from the program if it becomes clear that the candidate is not capable of successfully completing the degree program.

Graduate School regulations permit a second attempt to pass the preliminary exams if the candidate should fail on the first attempt. A third attempt may be permitted only upon written petition to the University Graduate Council.

Ph.D. candidates are expected to complete their programs within four semesters after they pass the preliminary exam.

**Graduate Index**
The graduation index for graduate students includes all grades earned in 50000 and 60000 level courses taken while enrolled as a graduate student (except FR, GER, RUSS, or SPAN 60100, 60300, or 60500), plus grades received in undergraduate level courses taken while in the graduate program once they are approved as part of the graduate plan of study.
If a Purdue course taken as a graduate student is repeated for a grade, the Office of the Registrar will delete the first grade from the student’s graduation index if that specific course was originally taken while the student was enrolled as a graduate student and is subsequently repeated for credit and a grade.

Course credits earned while an undergraduate at Purdue or other accredited institutions of higher learning may be applied toward an advanced degree.

Neither excess undergraduate Purdue courses nor courses transferred from another institution figure in the graduation index.

Courses Taken at an Accredited Institution
Credits earned for graduate study at other universities may be applied toward an advanced degree, subject to the restrictions below. Only credit hours associated with graduate courses for which grades of B or better were obtained will be eligible for transfer.

- **Requirements applicable to Master’s Plan of Study:**
  Coursework used to satisfy the requirements of one master’s degree may not be used on the plan of study for another Master of Science degree.

- **Requirements applicable to Ph.D. Plan of Study:**
  Coursework from one (and only one) Master of Science degree may be used on the plan of study for a doctoral degree.

Incomplete Grades
Incomplete grades are given if the student’s work is interrupted by an unavoidable absence or other cause beyond the student’s control. Students need not re-register for the course in which they received an incomplete (I). The instructor may establish the time interval during which the student must complete the remaining work in the course. This time interval may not exceed one academic year. If the student fails to complete the course by this deadline, the grade is automatically changed to an “IF.” If a permanent grade has not been assigned by the instructor at the end of one academic year, a failing grade of IF, IN, or IU, as appropriate, will be added to the record.

Credit by Examination
In special cases graduate students may obtain credit in any 50000 or 60000 level ANSC course, except those containing laboratory assignments, by taking a comprehensive examination over the subject matter in that course. This requires the approval of the graduate advisor, course instructor and department head on the Registrar's Form 350.
DEGREE PROGRAMS AND COURSE REQUIREMENTS

The Department of Animal Sciences awards three advanced degrees, the Master of Science, Master of Science Non-Thesis and the Doctor of Philosophy.

MASTER OF SCIENCE THESIS OPTION

The Master of Science thesis option program is research oriented and prepares students for careers in research or staff positions in business, government, or education. Students who plan to continue for the Ph.D. degree are encouraged to select this option.

Master of Science Thesis Option Course Requirement

Master of Science thesis option candidates must complete a plan of study prescribed by their graduate advisory committee, which includes a minimum of 24 credits of graded coursework. The student must earn a letter grade of C- or higher in each course that comprises these 24 credits. These 24 credits can include appropriate ANSC courses as prescribed by their graduate advisory committee plus a minimum of 12 credits outside the Department of Animal Sciences in basic supporting disciplines, with nine of these non-ANSC credits at the 50000 or 60000 level.

Master of Science Thesis Option Degree and Registration Requirement

- At least one-half of the total credits hours used to satisfy degree requirements must be earned while registered at Purdue University.
- More than 50% of the Purdue credits must be earned through the campus where the degree is conferred.
- At least 30 total credit hours, including graded coursework and research credits (e.g., ANSC 69800 credits) are required.

Master of Science Thesis Option Laboratory Research Requirement

Students in the Master of Science Thesis Option register for ANSC 69800 (MS Thesis Research) every semester (fall, spring and summer sessions).
Master of Science Thesis Option - Topical Research Credits

ANSC 69100 Topical Research Problems
Master of Science students may also register for ANSC 69100 (Topical Research Problems) when conducting research outside their thesis topic and/or directed by a faculty member who is not their thesis advisor. A maximum of four credits of ANSC 69100 can be used on the Plan of Study in the Master of Science Thesis Option. Enrollment in ANSC 69100 must be approved by the Chairperson of the Graduate Programs Committee before the end of the second week of classes. Before an ANSC 69100 grade can be assigned, the project director must submit the student’s written summary of the project to the Chairperson of the Graduate Programs Committee.

Master of Science Thesis Option Candidate Requirement
At least 30 credit hours are required for graduation; these credits must appear on the Purdue transcript. These credits include the minimum 24 credits of graded coursework on the student’s plan of study (for which the student must have earned a letter grade of at least a C-) as well as the student’s thesis research credit hours (e.g., ANSC 69800 credits) for which they received a grade of “S” (Satisfactory).

Master of Science Thesis Option Final Examination Requirement
All Master of Science candidates must pass an oral examination by an official final examination committee as a requisite for completing the degree.

Master of Science Thesis Requirement
The student must present an acceptable thesis describing the graduate research for approval by the final examining committee.

- Candidates will present a seminar covering their thesis research before the last week of classes in the semester for which they will receive the degree.

- All Master of Science candidates must pass an oral examination by an official final examination (see the “Final Examination” section of this handbook) committee as a requisite for completing the degree. This examination also serves as the major criterion for admission to the Doctor of Philosophy (Ph.D.) degree program.
MASTER OF SCIENCE NON-THESIS OPTION

On occasion, career objectives may dictate the need for further formal education beyond the Bachelor of Science degree without the necessity of conducting thesis research. Although currently designed as the “non-thesis” option, this degree objective is often referred to as a “professional” Master of Science degree. Essentially, a non-thesis Master of Science student must fulfill the requirements listed below. As is the case for the thesis option student, non-thesis Master of Science students are subject to similar academic standards. In particular, non-thesis Master of Science students must have a GPA of ≥ 3.00 to graduate. Requirements for maintaining a GPA of ≥ 3.00 on a semester to semester basis are somewhat less rigid given the number of course credits required and the funding status of students in this option. When appropriate, however, the graduate programs committee will review the academic progress of these students and may utilize the same academic guidelines and principles as outlined for conventional Master of Science and Ph.D. students (see the Academic Standards and Progress section of this handbook).

Master of Science Non-Thesis Course Credit Requirement
Candidates pursuing a non-thesis Master of Science degree must complete a plan of study prescribed by their graduate advisory committee, which includes a minimum of 30 credits of graded coursework. The student must earn a letter grade of C- or higher in each course that comprises these 30 credits. These 30 credits can include appropriate ANSC courses as prescribed by their graduate advisory committee plus a minimum of 12 credits outside the Department of Animal Sciences in basic supporting disciplines, with nine of these non-ANSC credits at the 50000 or 60000 level. These credits are exclusive of seminars (that is, ANSC 68100 may be taken by the student, but may not be counted toward the minimum 30 credits required for the degree).

Master of Science Non-Thesis Research Credits Requirement
ANSC 69100 Topical Research Problems
Up to six credits of topical research (ANSC 69100) can be used to satisfy the required 30 credit hours described above. Enrollment of a non-thesis Master of Science student in ANSC 69100 must be approved by the Chairperson of the Graduate Programs Committee. Before an ANSC 69100 grade can be assigned, the project director must submit the student's written summary of the project to the Chairperson of the Graduate Programs Committee.

Master of Science Non-Thesis Degree and Registration Requirement
- At least one-half of the total credits hours used to satisfy degree requirements must be earned while registered at Purdue University.
- More than 50% of the Purdue credits must be earned through the campus where the degree is conferred.
- At least 30 total credit hours of graded coursework are required.
- No courses at the 10000 or 20000 level may appear on a plan of study, and no more than six credits of 30000 or 40000 level courses may be listed on the plan of study.
- No Animal Sciences courses at the 30000 or 40000 level (e.g., courses listed as ANSC 3XXXX-4XXXX) may appear on the plan of study as a primary or related area.

Master of Science Non-Thesis Final Examination Requirement
All Master of Science non-thesis candidates must pass an oral examination by an official final examination committee as a requisite for completing the degree.
MASTER OF SCIENCE BY-PASS OPTION

Outstanding applicants who lack the Master of Science degree and wish to work toward the Doctor of Philosophy (Ph.D.) without the intermediate step of obtaining the Master of Science may request such admission. However, such applicants should be aware that by-passing the Master of Science deprives them of the thesis writing experience. Obtaining the Master of Science degree also creates flexibility in the student’s research program as well as the security of having an advanced degree.

By-passing the Master of Science does not necessarily result in a shorter degree program. The main objective of the Master of Science By-Pass Option is to allow an extended period of time to work on one research project for those programs that may require expanded time to complete the research.

Master of Science By-Pass Procedure & Exam Requirement

If a student requests to by-pass the Master of Science degree and proceed directly to a Ph.D. plan of study, the procedure will be as follows: Within two years of the date of enrollment, and after the student has completed 16 course credits at Purdue, the major advisor will convene the student’s graduate advisory committee. At this time, the graduate advisory committee will review the student’s performance on coursework completed and administer an oral and/or written qualifying examination. Before the examination, the major advisor will request a form (Report of the Doctoral Qualifying Examination for Master of Science By-Pass Form) from the graduate secretary. The Graduate Programs Committee will then recommend to the Department Head either approval or rejection of the request to by-pass the Master of Science degree.

Upon approval of the request by the Department Head or his designee (usually the Chairperson of the Graduate Programs Committee), a student may proceed to file a Ph.D. plan of study. If a student is funded by an assistantship, the pay scale will change from that of a Master of Science student to that of a Ph.D. student at the beginning of the month following approved admission into the Ph.D. program.

Master of Science By-Pass Graduate Student Seminar Series (ANSC 68100) Requirement

The graduate student seminar series offers graduate students experience in presenting seminars and provides an opportunity to learn more about the other programs in the department. The activity improves organization and communication skills of students, enhancing interaction among graduate students, and provides additional broadening experiences for graduate students. Graduate students are required to register for ANSC 68100 every semester, unless course schedule conflicts exist. Waiver of this requirement must be approved by the Chairperson of the Graduate Programs Committee. A letter grade is given in the semester the student presents a seminar; otherwise the course is taken as a Pass/No Pass Option. The Master of Science By-Pass student presents three times during their graduate program.
DOCTOR OF PHILOSOPHY (Ph.D.) OPTION
The Doctor of Philosophy (Ph.D.) degree is awarded to students achieving the highest level of scholastic attainment. The Doctor of Philosophy graduate program is designed to train research scientists capable of independent study and research. It is appropriate for those desiring leadership positions in government or industry, as well as those that aspire for a faculty position in higher education.

Doctor of Philosophy (Ph.D.) Course Requirement
All Ph.D. students must complete a plan of study prescribed by their graduate advisory committee, which includes a minimum of 30 credits of coursework (excluding research credits); 15 of these credits must be from outside the Department of Animal Sciences in supporting disciplines. Basic area courses completed on a M.S. program may be applied toward this requirement; however, only graduate level courses with a grade of B- (or better) obtained during the M.S. program can be used to satisfy Ph.D. requirements.

Doctor of Philosophy (Ph.D.) Graduate Student Seminar Series (ANSC 68100) Requirement
The graduate student seminar series offers graduate students experience in presenting seminars and provides an opportunity to learn more about the other programs in the department. The activity improves organization and communication skills of students, enhancing interaction among graduate students, and provides additional broadening experiences for graduate students. Graduate students are required to register for ANSC 68100 every semester, unless course schedule conflicts exist. Waiver of this requirement must be approved by the Chairperson of the Graduate Programs Committee. A letter grade is given in the semester the students present a seminar; otherwise the course is taken as a Pass/No Pass Option. Ph.D. students are required to register for ANSC 68100 for a letter grade twice during the course of their Ph.D. program.

Doctor of Philosophy (Ph.D.) Oral & Written Preliminary Examination Requirement
Doctor of Philosophy students must pass a written and oral preliminary examination before admission to Doctor of Philosophy (Ph.D.) candidacy.

Doctor of Philosophy (Ph.D.) Research and Publication Requirement
Research conducted as part of the doctoral work is expected to make a definite contribution to the candidate’s chosen field of knowledge – a contribution of sufficient importance to merit publication.

Doctor of Philosophy (Ph.D.) Dissertation/Final Examination Requirement
After the research has been completed, a dissertation must be submitted and defended before the final examining committee. Candidates will present a seminar covering their thesis research before the last week of classes in the semester for which they will receive the degree.

Doctor of Philosophy (Ph.D.) Degree and Registration Requirement
- At least one-third of the total credits hours used to satisfy degree requirements must be earned while registered for doctoral study at Purdue University.
- At least 30 non-research total course credit hours are required at the 50000 or 60000 level and may include non-research course credits from the M.S. degree.
- No 80000 level course credits can be allowed on a graduate student’s (M.S. or Ph.D.) plan of study.
**Doctor of Philosophy (Ph.D.) Course Credit Requirement**
At least 90 credit hours are required for graduation; these credits must appear on the Purdue transcript. These credits include the minimum of 30 credits of graded coursework on the student’s plan of study (for which the student must have earned a letter grade of at least a C-), as well as the student’s thesis research credits (e.g., ANSC 69900 credits) for which they received a grade of “S” (Satisfactory). A Master of Science degree from any accredited university can be considered to contribute up to 30 credit hours towards satisfying this requirement with the caveat that letter grades in those courses were a B- or better and with the approval of the graduate advisory committee.

**Doctor of Philosophy (Ph.D.) Laboratory Requirement**
Students in the Doctor of Philosophy option register for ANSC 69900 (Research Ph.D. Thesis) every semester (fall, spring and summer sessions).

**JOB RESPONSIBILITIES**

**Graduate Appointments**
Students holding graduate appointments are temporary employees of the department and Purdue University. They are expected to be familiar with and adhere to University procedures and policies and to use University property and facilities with good judgment.

If the Department’s periodic review of assistantships indicates that the assistantship work of the student is unsatisfactory, the assistantship may be terminated.

**NOTE:** The *Graduate Student Employment Manual* is available on the Graduate School’s website at: http://www.purdue.edu/gradschool/faculty.
REGISTRATION POLICIES AND PROCEDURES

To register for classes each semester, obtain a Form 23 from your major advisor or the graduate secretary. This form should be filled out in consultation with your major advisor. At the time of the consultation, your major advisor will give you a PIN code to use when you register online. Students in residence are encouraged to pre-register before the end of each semester in order to avoid delayed registration. The University assesses penalties for late registration.

Online Registration Instructions

myPurdue is the source for your academic and financial account information at Purdue. The software package is called Banner, so you may hear faculty and staff members refer to it by that name as well.

Some of the benefits of myPurdue include online registration in real time and online credit card payment for tuition.

How to Log on myPurdue

Step by Step Instructions

1. Visit https://mypurdue.purdue.edu

2. Log in with your Career Account username and password.

3. Individual users will see content that is tailored to their relationship with the University. Most returning students will have access to five pages reflected in the menu bar that spans the top of the site. Students can navigate to different pages simply by following the links in the top menu bar.

Academics

The Academics tab contains features that students use to access and maintain their basic student records. From this page students have access to their schedule, their personal information, transcript and enrollment certification services, and related content. The myCourses feature provides students direct access to their Blackboard Learn courses.
Registration

The Registration tab provides students with access to registration and student scheduling assistant resources.

Bills and Payments

The Bills and Payments tab delivers students access to their Bursar account, as well as access to the Touchnet Bill Payment and Presentation system, and the Western Union system for processing payments from international banks. Other student account-related services appear on this page including various calculators and financial planning tools.
Credit Load
Eighteen (18) hours of course and/or research credit is the maximum registration allowed in Graduate School. Students normally register for 9-12 course credits per semester (8 course credits for the summer semester). Registration for research is ANSC 69800 (M.S.) and ANSC 69900 (Ph.D.) credit load varies.

All students pursuing the thesis option must register for a minimum of three credit hours of research. Master of Science thesis option students register for ANSC 69800 and Doctor of Philosophy (Ph.D.) students register for ANSC 69900. The student's research activity should be accurately represented on the registration and the combined total for research and course credit must not exceed 18 hours. Possible alternatives for final semester registration are discussed in the Privileged Registrations section below.

While graduate students are considered full-time with a registration of nine credit hours, be mindful of the course requirements for your specific degree objective as outlined in the “Degree Programs and Course Requirements” section of this handbook. Basically, 30 credit hours for a Master of Science and 90 credit hours for the Doctor of Philosophy (Ph.D.) are required. This requirement includes course credit hours that appear on the plan of study and research credit hours with grades of S that appear on the Purdue transcript.

For students whose programs are interrupted, in the semester prior to graduation the student must be signed up for a minimum of three credit hours of thesis research.

Registration in the Final Session of Graduate Study

a. All students must be registered in the session of graduation.

b. Students with outstanding incomplete grades for courses listed on the plan of study will not be permitted to graduate.
Privileged Registration
In the semester you indicate on your registration Form 23 that you plan to be a candidate for graduation, you should pay close attention to the graduation deadlines distributed at the beginning of each semester. It is YOUR responsibility to ensure that all requirements/deadlines are met. Should you fail to meet any of the deadlines as specified; the following criteria govern the type of registration that may apply to the next (final) semester:

Exam Only
- You must have been registered for at least one credit hour of research during the previous semester.
- You did not pass and submit to the Graduate School a Report of Final Examination before the first day of the semester for which you are registering.
- You have not deposited your thesis.

Degree Only
- You must have been registered for at least one credit hour of research during the previous semester.
- You have passed and submitted to the Graduate School a Report of Final Examination prior to the first day of the semester for which you are registering.
- You may or may not have deposited your thesis.

This registration requires approval of the Graduate School on the Form 23 before it is submitted to Registration Headquarters.

Each of these registrations are at a reduced fee and allow eight weeks (four weeks summer) to complete final exam and/or thesis. If you do not meet these time restraints, your registration will be revised to one credit hour of research and tuition and fees will be billed accordingly.

Summer Registration
All graduate assistants in the department are twelve-month employees of the University. As such, you are required to register for a total of eight course credits and/or research hours each summer semester.

Graduate students not being paid by the University may choose, with the consent of their major advisor, not to register for the summer session. Due to insurance, payroll, and/or visa limitations, only students registered for thesis research or otherwise employed by the University may participate in laboratory or farm activities.

Research in Absentia
Doctor of Philosophy (Ph.D.) candidates who have completed coursework and the preliminary examination may conduct thesis research in absentia if they meet the following conditions:

1. an agreed upon plan with the major advisor that outlines a suitable problem and method of accomplishing the research is made,

2. time to conduct research and adequate facilities will be available for the student in absentia,
3. permission is received from the Department Head and the Graduate Dean (involves submitting request in quintuplet on Form GR-79-9 at least one month prior to the session for which absentia registration is requested). Further details, including registration in absentia and registration in the semester of graduation, can be found in the Graduate School’s Policies and Procedures Manual for Administering Graduate Student Programs.

NOTE — Candidates who have a Purdue University appointment may not register for research in absentia.
SEMINARS and GRAD 61200

Mastering the ability to communicate one's ideas is a critical element of the professional scientist and is the ultimate endpoint of the scientific process. All thesis students must present a seminar covering their thesis research before the last day of classes in the semester for which they will receive the degree.

Animal Sciences Graduate Student Seminar Series (ANSC 68100)

The departmental graduate student seminar series offers graduate students experience in presenting seminars and provides an opportunity to learn more about other programs in the department. This course contributes to the department’s efforts to improve organization and communication skills of students, enhance interaction among graduate students, and provide additional broadening experiences for graduate students.

Guidelines:

- Graduate students are required to register for ANSC 68100 every semester, unless course schedule conflicts exist. Waiver of this requirement must be approved by the Chairperson of the Graduate Programs Committee.
- ANSC 68100 for letter grade (M.S., once; Ph.D., twice; Ph.D. by-pass, thrice) is included on the plan of study.
- ANSC 68100 is not intended to replace journal clubs.

Grading Policy:

- A letter grade is given in the semester the student presents a seminar; otherwise the course is taken as Pass/No-Pass.
- Students and faculty participate in evaluation of presentations. Speakers are encouraged to self-evaluate presentations. The instructor develops evaluation procedures.
- Graduate students introduce speakers.
- Seminar topic can be related, but not identical, to thesis topic and approved by instructor.

GRAD 61200

Beginning with graduate students who matriculated in Fall 2013 and beyond, GRAD 61200 (Responsible Conduct Of Research), is a required course and must appear on the plan of study.
Educational Delivery Requirement

All doctoral students that matriculated in Fall 2015 and beyond must complete a course in educational delivery. There are multiple ways in which a student can meet this requirement. The Graduate Programs Committee maintains a list of selective courses that can be used on your plan of study (see below). Alternatively, students may elect to develop a special problems course (in consultation with their major advisor) using the ANSC 69100 mechanism. Under this option, students make a written agreement with their major advisor as to what activities they will undertake to meet this requirement. They submit their ANSC 69100 form to the Chairperson of the Graduate Programs Committee PRIOR to the start of the semester in which they intend to do these activities. If the Graduate Programs Committee approves the request, the student will be registered for one credit of ANSC 69100. This course will be graded as pass/no-pass only. Students must submit a written report detailing their experience to the Chairperson of the Graduate Programs Committee by the beginning of final exams week in the semester for which they are registered for this course.

List of Educational Delivery Selectives

EDCI 51300 - Foundations of Learning Design and Technology (3 credits)
EDCI 51800 - The Nature of Science in Science Teaching (3 credits)
EDCI 53100 – Learning Theories and Instructional Design (3 credits)
EDCI 56000 – Educational Technology for Teaching and Learning (3 credits)
EDCI 56600 – Educational Applications of Multimedia (3 credits)
EDCI 56800 – Partnering with Web-Based Tools for Learner-Centered Environments (3 credits)
EDCI 56900 - Introduction to E-Learning (3 credits)
EDCI 57200 – Introduction to Instructional Design (3 credits)
EDCI 57500 – Foundations of Distance Learning (3 credits)
EDCI 61900 – Learning Science (3 credits)

YDAE 54000 – Program Development in Agriculture and Extension Education
YDAE/EDCI 56500 – Principles of Adult Education

Regardless of which of the two above-described options a student intends to pursue, they must indicate their option on their plan of study before the Chairperson of the Graduate Programs Committee will approve a plan of study.
LANGUANGE REQUIREMENTS

Foreign Language Requirement
The Department of Animal Sciences has no foreign language requirements, but a Doctor of Philosophy (Ph.D.) graduate advisory committee may elect to require knowledge of a foreign language.

Proficiency Requirement
Students whose native language is English and students from approved English-speaking countries are exempt from additional English requirements unless deemed necessary by the student’s major advisor/professor and/or the student’s graduate advisory committee.

Written English Proficiency Requirement
Written English proficiency requirements must be completed during the first semester and before a plan of study will be approved by the Chairperson of the Graduate Programs Committee.

Students whose first language is NOT English may meet the written English proficiency requirement in one of the following ways:

(1) submit a Test of English as a Foreign Language (TOEFL) of 550 (paper-based score) or 77 (internet-based score);
(2) enroll in and satisfactorily complete ENGL 62100 (Written Communication for International Graduate Students); or
(3) the major advisor/professor may request a waiver of ENGL 62100 for a student whom the major advisor/professor deems has adequate ability in written English.

Oral English Proficiency Program (OEPP)
Students whose first language is not English must be certified by the Oral English Proficiency Program prior to being assigned duties involving direct instruction of students. This certification involves a SPEAK screening by the OEPP Division of the Department of English. If the results of this screening are deemed unsatisfactory, the student then must enroll in and satisfactorily complete ENGL 62000 (Classroom Communication in ESL for Teaching Assistants).
AREAS OF SPECIALIZATION

Areas in the Department of Animal Sciences
The Department of Animal Sciences offers a comprehensive graduate program leading to the Master of Science and Doctor of Philosophy degrees in the fields of genetics, growth and development, meat science, nutrition, physiology and animal behavior and well-being. The Master of Science is also offered in management. Degrees also may be earned in the interdepartmental areas of applied ethology, genetics, neuroscience, and nutrition by working with faculty members participating in those programs. Specialized training within each of these areas is available to meet specific professional goals.

Animal Sciences Major Code (ANSC)
When a student registers for classes, the FIELD of STUDY or MAJOR code ANSC is entered on Registrar Form 23 (Course Request), Item 5, and the AREA of SPECIALIZATION code is entered as the "Minor".

Animal Sciences Minor Codes
Graduate study toward the Master of Science and Doctor of Philosophy (Ph.D.) degrees in the FIELD of Animal Sciences (ANSC) may be pursued in the following:

<table>
<thead>
<tr>
<th>AREA OF SPECIALIZATION</th>
<th>MINOR CODE</th>
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<tbody>
<tr>
<td><strong>Masters of Science Program</strong></td>
<td></td>
</tr>
<tr>
<td>Animal Behavior &amp; Well-Being</td>
<td>ANBM</td>
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<tr>
<td>Cellular &amp; Molecular Biology</td>
<td>CEMB</td>
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<tr>
<td>Genetics</td>
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<tr>
<td>Ingestive Behavior</td>
<td>INGB</td>
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<tr>
<td>Management</td>
<td>MGMT</td>
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<tr>
<td>Meat Science &amp; Food Safety</td>
<td>MSFS</td>
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<tr>
<td>Neuroscience</td>
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<td>Nutrition</td>
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<td>Physiology</td>
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<tr>
<td><strong>Doctor of Philosophy Program</strong></td>
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<td>Ingestive Behavior</td>
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<tr>
<td>Interdisciplinary Genetics</td>
<td>IGNT</td>
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<td>Management</td>
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<tr>
<td>Meat Science &amp; Food Safety</td>
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<td>Neuroscience</td>
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<td>Nutrition</td>
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<td>Physiology</td>
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<tr>
<td>Interdepartmental Genetics (PGP)*</td>
<td>IGNT</td>
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<tr>
<td>Interdepartmental Neuroscience (PUN)*</td>
<td>INPL</td>
</tr>
<tr>
<td>Interdepartmental Nutrition (INP)*</td>
<td>INNP</td>
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</tbody>
</table>

Students may also pursue inter-disciplinary Doctor of Philosophy (Ph.D.) programs when the graduate advisor is a member of that program.
PLAN OF STUDY

It is departmental policy that all graduate students prepare and file the formal Plan of Study (POS) by the end of the second semester of graduate study. This is to the student’s benefit, for it insures thorough program planning and feasible scheduling of courses. Filing a plan of study also serves to officially appoint the student’s major advisor and graduate advisory committee. The plan of study will contain required courses, elective courses, and transfer courses. The plan of study must be approved by the student, the graduate advisory committee, the Department Head, Dean of the College of Agriculture, and Dean of the Graduate School.

Completing Your Plan of Study

A plan of study is an academic contract between a student, the faculty members of the graduate advisory committee, and the Graduate School. All departmental and Graduate School policies related to the filing of a plan of study must be adhered to explicitly.

Students filing their plan of study should complete their plan electronically. Access to the electronic Plan of Study Generator (POSG) is via myPurdue. myPurdue can be found at http://www.mypurdue.purdue.edu. Tasks pertinent specifically to graduate students are located under the Academic link, then the POSG link. A new browser window will open with the Graduate School links available to you.

To begin your plan of study, 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 your graduate advisory committee to review, submit your plan as a draft. Most departments require all plans of study to first be submitted as draft before they are submitted as final. While your plan is in draft status, review the information with your graduate advisory committee and your departmental coordinator to ensure that it satisfies department and Graduate School policies. Use your draft as a basis to discuss your academic and research goals with the members of your graduate advisory committee. Once your entire committee has verbally accepted your plan of study, return to the POSG and submit your plan as “Final.” The plan of study form will be electronically routed, reviewed and, if approved, signed by the departmental coordinator, your graduate advisory committee and the Graduate School. You may check the status of your plan at any time by returning to the POSG and click on the Display Submitted Plan of Study link.

Once the Graduate School has approved your plan of study, you should check it every semester to monitor your academic degree progress.

To help you complete your plan of study more efficiently consider the following link: Graduate School Policy and Procedures Manual (refer to section VII): https://www.purdue.edu/gradschool/faculty.
Primary and Related Area Requirements
The Master of Science and Doctor of Philosophy (Ph.D.) plans of study shall include a “primary area” of specialization and at least one “related area” in which are chosen on the basis of the student's interests and needs.

Transfer Credits
Transfer credits can be used to satisfy degree requirements, within limitations. Up to 30 credits from an Master of Science degree may be used to fulfill the requirements of the Doctor of Philosophy (Ph.D.) on the plan of study. The courses used are to be determined by the major advisor and graduate advisory committee.

Research and ANSC Seminar Credits
Research credits should not appear on the plan of study. ANSC seminar credits should only appear in the semester of your presentation.

Educational Delivery Requirement
Students who matriculated in Fall 2015 and beyond must indicate their method of fulfilling the requirement on the plan of study by either listing ANSC 69100 or a course from the list of Educational Delivery selectives.

Unacceptable Courses on Plan of Study
Courses taken with the pass/not pass option or satisfactory/unsatisfactory are unacceptable in fulfilling degree requirements.

No 10000 or 20000 level courses may appear on a plan of study and no more than a total of six credit hours of 30000 and 40000 level courses may be listed on a plan of study.

No Animal Sciences course of 40000 level or less (or equivalent undergraduate courses from other universities) may appear on the plan of study as a primary or related area.

Competency Building Courses on Plan of Study
Courses which the graduate student's graduate advisory committee may require to build competency should be identified as “other requirements.”

Changes to the Plan of Study
The plan of study may require revision as the program progresses. Requests for changes in the plan of study or graduate advisory committee members should be made electronically. Each change requested must include 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.

Selection of the Graduate Advisory Committee
The student and major advisor select the other members of the graduate advisory committee. The major advisor is chairperson of the graduate advisory committee. The graduate advisory committee can contribute to the student’s educational experience in several ways:

1. The committee reviews previous training, recommends any necessary prerequisite courses, and assists in formulating the student’s plan of study. All committee members must approve the plan of study.
2. The committee confers with and advises the student regarding his or her rate of progress toward completion of degree requirements.

3. The committee advises the student in all phases of the thesis research, including procedures, analytical concepts and methods and thesis organization.

4. The committee advises the student on the appropriate time to take preliminary and final exams.

**Master of Science Graduate Advisory Committee**
The graduate advisory committee for the Master of Science program consists of at least three members with at least one member being outside the student’s area of specialization. The graduate advisory committee usually serves as the final examination committee. Three “yes” votes are required to pass the final examination. However, if a fourth member is added, the result of the examination is still positive if one member votes “no.”

**Doctor of Philosophy (Ph.D.) Graduate Advisory Committee**
Departmental policy requires four members for the Doctor of Philosophy graduate advisory committee, with one member chosen from another department. Larger committees are permissible. In most cases, the graduate advisory committee serves as the preliminary and final examination committee.

**Absence of Major Advisor/Professor**
Students in the last phases of their Master of Science or Doctor of Philosophy programs whose major advisor/professor will be absent from campus due to long-term assignments and/or sabbatical leave (longer than three months) are strongly encouraged to have a co-major advisor assigned to their program. A co-major advisor is usually a member of the graduate advisory committee who will serve as a liaison between the committee and the major advisor during the major advisor’s absence.
CLASSIFICATION OF GRADUATE STUDENTS

Students who hold the baccalaureate degree may be admitted to the Graduate School either as degree seeking or non-degree seeking graduate students.

Degree Seeking Graduate Students
Degree seeking graduate students are assigned sub-classifications that serve as indicators of their degree objectives and progress.

Master of Science Student (Class M)
Students who have been admitted to a Master of Science program are initially given this classification, which they will retain until a Master of Science plan of study has been approved by the Graduate School. Any admission conditions must be satisfied before a plan of study can be approved.

Master of Science Candidate (Class B)
Following approval of a Master of Science plan of study, the student is reclassified as a master’s candidate (Class B). The change in classification is effective for the academic session following the session in which the plan of study is approved. The student must be registered as a master’s candidate for the session in which the master’s degree is to be awarded.

Doctoral Admittee (Class A)
Students admitted to a doctoral program are placed in this classification until their plans of study are approved. Any admission conditions must be satisfied before a plan of study can be approved.

Doctoral Student (Class C)
Following approval of a plan of study, the student is reclassified as a doctoral student (Class C). The change in classification is effective for the academic session following the session in which the plan of study is approved. The student remains in this classification until the preliminary examination is successfully completed. The Graduate School cannot approve the scheduling of a preliminary examination until the plan of study has been approved.

Doctoral Candidate (Class D)
After the preliminary examination is successfully completed, the doctoral student is officially reclassified as a doctoral candidate (Class D). The change in classification is effective for the academic session following the session in which the examination is completed. The student remains in this classification until graduation. At least two academic sessions devoted to research and writing must elapse between the preliminary and final examinations. For instance, a doctoral student who passes the preliminary examination in a summer session is eligible to take the final examination (provided that the student is registered the following fall and spring semesters) beginning with the following summer session. The student must be registered as a doctoral candidate during the session in which the doctoral degree is awarded.
**Non-Degree Seeking Graduate Students**

**Post Baccalaureate Classification (Class O)**
The holder of a baccalaureate degree, or its equivalent, who wishes to undertake graduate (50000 or 60000 level) coursework without a degree objective must be admitted as a post baccalaureate student. Post baccalaureate admission is not provisional admission to a degree program. Students are required to submit a completed application for admission and current transcript of grades to the Chairperson of the Graduate Programs Committee.

While there is no limit to the number of credit hours a student may accumulate while registered in this classification, there is a limit of 12 credit hours earned in this status that can appear on a degree seeking plan of study.

**NOTE** – Graduate students are encouraged to submit the plan of study for approval within the first two semesters of graduate study.
DEPARTMENTAL FACILITIES, SUPPLIES, AND SERVICES

Graduate students in the Department of Animal Sciences have access to a variety of research and educational facilities. It is the student’s responsibility to become acquainted with these facilities and understand the procedures for using them.

**Office Space Allocation**
The Department attempts to provide office space in the building where the major advisor has an office and/or where the major portion of the research work will be performed. Available office space shall be allocated to persons admitted to the Graduate School using the following priorities:

1. Ph.D. students
2. M.S. thesis students
3. Part-time students
4. M.S. non-thesis students

The Graduate Secretary will inform you of your office location and assist in securing the necessary keys for building and office access.

**Secretarial Services**
Secretarial assistance may be provided for preparation of test/exams for teaching assistants and for seminar notices.

**Office Supplies**
Graduate students on assistantships and sponsored students who have made provisions for research support are provided paper and office supplies *to be used in connection with their research*. The department cannot furnish office supplies for coursework or non-research purposes. Supplies are available from the Business Office in Lilly.

**Statistical and Computer Assistance**
During orientation, new graduate students will be introduced to the computer facilities available to them. Students are expected to do their own computer work. Assistance is available from computer support personnel employed by the department.

**Travel Arrangements**
Graduate students may need to travel in their research and other departmental duties. All requests to travel on University funds or with University vehicles should be coordinated through the major advisor.

**Animal Sciences Graduate Student Association (ANSC GSA)**
The Animal Sciences Graduate Student Association is an organization whose goals are to stimulate interest in Animal Sciences and related areas at Purdue University and to support communication among graduate students and between graduate students and faculty. The Animal Sciences GSA organizes social events for Animal Sciences graduate students. The organization also participates in Purdue Graduate Student Government (PGSG) programs and activities.
ASSISTANTSHIPS, STIPENDS, PAYDAY INFORMATION

Assistantships
The department has financial support in the form of assistantships for a limited number of qualified graduate students. Graduate student assistants are employees of Purdue University. These assistantships involve research, teaching, and/or extension service to the department in return for a stipend. Most graduate students holding departmental appointments are research assistants.

All assistantships must be approved by the Graduate Programs Committee and the Department Head and are subject to the availability of funds. The duration of assistants’ appointments will be decided by the Department Head in consultation with the major advisor and Chairperson of the Graduate Programs Committee. The Graduate Programs Committee will provide recommendations in accordance with current policy. The normal duration of funding is two years for the Master of Science and three years for the Doctor of Philosophy (Ph.D.) and the Master of Science By-Pass.

Stipends
Assistantship stipends will typically begin on the first day of classes of the student’s first semester. Continuation of assistantships depends on satisfactory academic performance. Stipends will end on the day of the final exam, unless the last day of work is clearly some other date or the assistantship has expired.

Payday
Payday is the last working day of each month except December, when it is the first working day of January.
BENEFITS

Staff Remission
Graduate staff are exempt from tuition and fees except for registration and service fees. This is a considerable saving from the tuition and fee charges for non-staff. Check the Office of the Bursar’s website for this fee or contact the graduate secretary.

Vacation Leave
All graduate assistants in the department are twelve month employees of the University. As such, they receive 22 days of vacation per year, accrued at the rate of two days per month except for the months of March and September. Graduate assistants should not assume that they are automatically on vacation during academic holidays such as semester breaks, spring break, etc. Rather, days off must be approved in advance by the major advisor. Purdue University does not pay for terminal vacation, which may have accrued upon completion of the degree. Purdue University also has a policy allowing two weeks sick leave and 15 days per year military leave. 

Vacation time must be requested in writing on a Form 33A (Request for Approval of Absence from Campus Duty) and the major advisor notified before taking leave.

Military Leave
Notice of military leave should be made well in advance of the active duty date with your major advisor and the departmental business office. Military leave must be requested in writing on a Form 33A (Request for Approval of Absence from Campus Duty) and the major advisor notified before taking leave.

Graduate student staff who are members of the Indiana National Guard, or members of the reserve components or retiree personnel of the naval, air, or ground forces of the United States, and who are under authority to report for 15 days or less, are entitled to a leave of absence for military duty. Such leave is available without loss of benefits, time, or pay not to exceed 15 regular work days in any calendar year. Travel time required for reporting to the place of military duty is included in the 15 day allowance.

This policy is further outlined in Executive Memorandum VI.E.2 (http://www.purdue.edu/policies/human-resources/vie2.html).

Personal Leave
Funeral leave, personal illness, family illness, and jury duty should be reported on a Form 33A (Request for Approval of Absence from Campus Duty).

Medical Insurance
Graduate Staff Medical Insurance (West Lafayette campus only)
Graduate student staff who are employed half-time or more for a semester or longer are eligible for participation in the University subsidized Graduate Student Staff Health Plan. (Note: residence hall counselors and fellowship recipients are not eligible.) Eligible graduate staff should contact the Animal Sciences Business Office for details.

Purdue University Student Health (PUSH) Center (West Lafayette campus only)
Graduate students enrolled full-time (nine or more hours in the fall and spring; eight or more hours in the summer) who have paid their tuition and fees are eligible to receive the following PUSH services at no additional charge:
• An unlimited number of visits to a PUSH Medical Clinic physician or a nurse practitioner.
• Nutrition consultations with a registered dietitian.
• A limited number of consultation hours each semester with PUSH counseling and Psychological Services staff.
• Services of the PUSH Urgent Care physician. However, charges are assessed for use of that facility and for all supplies and medications used during an Urgent Care visit.
• Use of the Healthnet Computer System for confidential, individualized health-related information and assessments.
• Health education services provided by staff of Purdue Health Promotion Programs.

With the exception of the above items, all other services are charged on a fee-for-service basis. These include radiology and laboratory tests, minor procedures performed by healthcare providers, and medications and supplies used.
TEACHING ASSISTANTS

The faculty realizes the importance of a meaningful teaching experience in the formation of young professionals to enhance communication skills. All graduate students in the Department of Animal Sciences, subject to the English proficiency requirements, may TA and receive an added stipend while teaching.

Duties of a Teaching Assistant
Duties as a teaching assistant may involve some classroom teaching, but will primarily include laboratory teaching, grading of exams and term papers, and preparing laboratory experiments.

Certification of Oral English Proficiency
If your first language is NOT English, you must be certified for oral English proficiency by the Purdue Oral English Proficiency Program (OEPP) before serving as a teaching assistant. Certification is obtained by passing the OEPP screening test. Contact the graduate secretary regarding registering for the OEPP screening test.

Teaching Assistant Orientation
In preparation for serving as a teaching assistant, you will be asked to attend an orientation program for incoming teaching assistants at Purdue, and you will be encouraged to participate in the College Teaching Workshop offered by the Center for Instructional Services throughout the year.
EXAMINATIONS

Graduate students take comprehensive examinations in order to test their levels of professional competence.

**Doctoral Qualifying Examination for Master of Science By-Pass**
Within two years of the date of enrollment, and after the student has completed 16 course credits at Purdue, the major advisor will convene the student’s graduate advisory committee. The graduate advisory committee will review the student’s performance on coursework completed and administer an oral qualifying examination. Before the examination, the major advisor will request a form from the graduate secretary. Prior to the oral qualifying examination, written examination(s) may be requested by the individual committee members. The Graduate Programs Committee will then recommend to the Department Head either approval or rejection of the request to by-pass the Master of Science degree.

Upon approval of the request by the Department Head, a student may proceed to file a Doctor of Philosophy (Ph.D.) plan of study. If the student is funded by an assistantship, the pay scale will change from that of a Master’s student to that of a Doctor of Philosophy (Ph.D.) student at the beginning of the month following approved admission into the Doctor of Philosophy program.

**Preliminary Examination for Doctor of Philosophy (Ph.D.)**
A written and oral preliminary examination is conducted to evaluate a student’s professional competency and suggest additional work if necessary. The preliminary exam is a broad, comprehensive examination of an area of specialization. Students are expected to demonstrate the ability to: 1) integrate knowledge from a diversity of sources including specialty area courses, quantitative methods, research papers, journal articles, and other experiences; and 2) apply this knowledge in a systematic and understandable fashion to original questions.

To become eligible to take the examination, the student must have an approved plan of study on file and satisfactorily completed most of the formal study. The formal request is made by submitting a Graduate School Form 8 at least three weeks prior to taking the examination on myPurdue through the POS Generator. Upon approval, the Graduate School will provide a Report of the Preliminary Examination (Graduate School Form 10) on the Graduate School Web Database which the Examining Committee reports the result of the preliminary examination. The preliminary examining committee must consist of a minimum of three members of the graduate faculty.

The examination must be completed, and the Report of the Preliminary Examining Committee submitted to the Graduate School by the last day of classes in the semester, at least two semesters before the expected date of the doctoral final examination.

Successful completion of the preliminary examinations constitutes formal admission to candidacy for the Doctor of Philosophy (Ph.D.) degree. A student failing the preliminary examination twice will be given a third examination only upon the recommendation of the Examining Committee and special approval of the departmental Graduate Programs Committee and the University Graduate Council.

**NOTE** – A preliminary examination passed by a student whose graduate study and/or professional activity has been inactive for five years or more is invalid.
Final Examination for Non-Thesis Option Master of Science
The final examination for a non-thesis Master of Science candidate consists of an oral examination not to exceed two hours in length. The purpose is to evaluate a student's capacity to analyze and solve problems pertinent to his/her field(s) of expertise as indicated on the plan of study.

Non-thesis Master of Science candidates will need to request the graduate secretary to submit an online request for the final examination paperwork. Please allow three weeks before the actual examination date. The examining committee will sign onto the Graduate School Web Database to complete the examination form and return it to the Graduate School.

Non-thesis Master of Science candidates who fail their oral exam will be permitted to retake the exam one time. Failure on the second attempt will result in automatic disqualification from the program.

Final Examination for Master of Science and Doctor of Philosophy (Ph.D.)
The final examination is a defense of the thesis research and is conducted by the graduate advisory committee, with the major advisor acting as the chair. Any change in the final examining committee from the graduate advisory committee must be requested in writing to the department head stating the reason. The advisory and examining committee need not be the same.

In the case of a Doctor of Philosophy (Ph.D.) student, at least two academic sessions devoted to research and writing must elapse between the preliminary and final doctoral examinations. For instance, a doctoral student who passes the preliminary examination in a summer session is eligible to take the final examination (provided that the student is registered the following fall and spring semesters) beginning with the following summer session.

Deadlines for Examination and Graduation
Prior to the beginning of each semester, the graduate secretary distributes to all students and faculty a copy of the deadlines set by the Graduate School for the coming semester. It is imperative that you meet these deadlines if you expect to graduate at the end of the semester. Timely and orderly completion of the thesis is necessary to meet these deadlines and to provide reasonable assurance that the members of the Examining Committee will have adequate opportunity for a thorough and critical evaluation of the complete thesis prior to the final examination.

Graduate School rules that govern the sequence of events culminating in awarding the graduate degree are summarized in the Thesis Procedure section of this handbook.

The final examination must be completed one week before the last day of classes of the semester in which the degree is to be awarded (i.e. no exam during “dead week”).
**Request for Formal Examinations**
The formal request to schedule the exam must be initiated by the graduate student on myPurdue through the POS Generator tab no less than **three weeks** prior to the examination date or the request may not be approved (Form 8). Upon approval, the Graduate School will provide access to a *Report of the Final Examination* (Form 11) through the Graduate School Web Database to the Examining Committee and the Committee reports the result of the final examination and thesis acceptance. A candidate passes the final examination if there are at least three votes of approval.

If the examination is unsatisfactory and a second examination is to be requested, a new request (*G.S. Form 8*) must be submitted. At least one semester must intervene before the second examination is taken.

**Defense Seminar Preparation**
Immediately preceding the final examination, you will present a seminar covering the thesis research. The seminar announcement should be posted **two weeks** in advance of the examination. A brief abstract must be submitted to the Chairperson of the Graduate Programs Committee and the Department Head by the time your seminar is announced. The seminar is open to faculty, students, and staff, but the final examination is limited to the examining committee.

The student is responsible for scheduling a room, securing any audiovisual equipment needed for the seminar and defense. The graduate secretary will prepare a flyer for distribution throughout the department announcing the defense seminar.
THESIS PROCEDURE

Graduate School Thesis Assistance

Graduate School Thesis/Dissertation Office

Hours: 8 a.m. to 5 p.m.
Monday through Friday

Manager, Ashlee Messersmith
Purdue University Graduate School
Ernest C. Young Hall B-80
155 South Grant Street
West Lafayette, IN 47907-2114
(765) 494-3231

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

We 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.

Keys to successful and stress-free deposits are planning and preparation. Familiarize yourself with Graduate School requirements and deadlines as well as those established within your department. Most discrepancies can be easily avoided if candidates are meticulous in their work and ask questions in advance.

Please note that we no longer schedule pre-check appointments as these have been replaced by the on-line tools available on the website as well as our scheduled presentations to departments, organizations, and interested groups. However, we remain available to assist candidates needing answers to specific formatting questions as well as schedule mandatory final deposit appointments.

To schedule a final deposit appointment to go
**Thesis Preparation for Master of Science and Ph.D. Students**

All Ph.D. candidates and thesis-option Master of Science students are required to write a thesis. Before the Graduate School can accept a thesis, format approval must be completed. Format approval involves a two-step procedure:

1. A review and approval of the thesis manuscript in the Department of Animal Sciences by your major advisor/professor.
2. Submit the thesis to the Graduate School Thesis/Dissertation Office for final approval when the thesis is deposited. See Checklist for Your Final Dissertation Deposit Appointment for both Master of Science and Doctor of Philosophy candidates in the “Forms” section of this handbook. Checklists can also be found on the Graduate School website under Format & Deposit Checklists at https://www.purdue.edu/gradschool/documents/thesis/x-deposit-checklist.pdf.

It is highly suggested that you ask your major advisor/professor to check over your thesis prior to binding. They will point out any problems with formatting, etc. which you should correct before final printing and binding. Formatting tools may be found on the Graduate School website.

At least **one month** before the final examination, have your major advisor/professor review a completed draft of the thesis for format requirements. Your major advisor/professor is responsible to assure that the thesis meets the stylistic requirements of the department. The departmental review will cover stylistic matters, e.g., tables, figures, footnotes, appendices, etc. For citation guidelines, table and figure preparation, footnotes, and equations, the student should consult with their major advisor/professor regarding the journal to which the research results may be submitted for publication, and follow the journal guidelines. Guidelines are usually published in each journal and should be submitted with the thesis to the examining committee. One format should be used throughout the thesis even if separate sections may be submitted to different journals.

After the final examination, prepare a final copy of the thesis. This deposit copy should incorporate all editorial changes and modifications requested by the examining committee. Your major advisor and examining committee may wish to examine the deposit copy prior to signing the Electronic Thesis Acceptance Form. Once an examining committee member has signed the Electronic Thesis Acceptance Form, that individual approves the document. No changes may be made to the thesis after it has been deposited with the Graduate School Thesis/Dissertation Office in Young Hall, Room B-80.

**MASTER OF SCIENCE**

**Master of Science Thesis Distribution**

You must submit your “deposit copy” via Electronic Thesis Deposit (ETD) using the provided guidelines posted on the Graduate School website. *No exceptions are permitted.* Please ensure you submit your document at least 24 hours (i.e., one business day) prior to your final deposit appointment. Doing this will allow sufficient time for review and, if necessary, revision, of your document.

Boiler Copy Maker (6-3888, Purdue Memorial Union, Room 186) is strongly recommended for any required printing/binding jobs. Thoroughly check your dissertation for errors prior to leaving Boiler Copy Maker since they can be usually rectified on the spot. Doing so will save you time, effort, and money. Ensure the titles and names shown on your title page, abstract, and other
paperwork exactly match. Your name should be identical to what is reflected in official Purdue records. If you need to update your name information, please contact the Office of the Registrar as soon as possible.

We recommend you do not print any other copies of your dissertation until after you successfully deposit since you will be required to fix them if errors are found. Unless you have made other arrangements in advance, you must still schedule a final deposit appointment, at which time you will turn in all other required materials to the Thesis/Dissertation Office and receive your thesis deposit receipt (G.S. Form 16). The Graduate School Thesis/Dissertation Office works on a scheduled appointment system only. To make an appointment go to https://www.purdue.edu/gradschool/research/thesis/appointment.html.
DOCTOR OF PHILOSOPHY (Ph.D.)

Doctor of Philosophy (Ph.D.) Thesis Distribution

You must submit your “deposit copy” via Electronic Thesis Deposit (ETD) using the provided guidelines posted on the Graduate School website. *No exceptions are permitted*. Please ensure you submit your document *at least* 24 hours (i.e., one business day) prior to your final deposit appointment. Doing this will allow sufficient time for review and, if necessary, revision, of your document.

Boiler Copy Maker (6-3888, Purdue Memorial Union, Room 186) is strongly recommended for any required printing/binding jobs. Thoroughly check your dissertation for errors *prior to leaving* Boiler Copy Maker since they can be usually rectified on the spot. Doing so will save you time, effort, and money. Ensure the titles and names shown on your title page, abstract, and other paperwork *exactly match*. Your name should be identical to what is reflected in official Purdue records. If you need to update your name, please contact the Office of the Registrar as soon as possible.

We recommend you *do not* print any other copies of your dissertation until *after you successfully deposit* since you will be required to fix them if we find any errors. Unless you have made other arrangements in advance, you must schedule a final deposit appointment, at which time you will submit all other required materials to the Thesis/Dissertation Office and receive your thesis deposit receipt (G.S. Form 16). The Graduate School Thesis/Dissertation Office works on a scheduled appointment system only. To make an appointment go to https://www.purdue.edu/gradschool/research/thesis/appointment.html.

**Ph.D. candidates** must also submit an unbound copy of their thesis to the Graduate School Thesis/Dissertation Office. To satisfy the academic requirement that all Ph.D. theses be widely published, Purdue University has made arrangements for all Ph.D. theses to be published by University Microfilms, Ann Arbor, Michigan. In a mailing from the Registrar, candidates are notified of the doctoral thesis microfilming fee that must be paid to the Bursar. If this fee is not paid, the student’s records are encumbered and the diploma is held until the fee is paid. Candidates will receive no direct billing or reminder from the Bursar relative to the payment of this fee. Please refer to the Checklist for Your Final Dissertation Deposit Appointment for Ph.D. Candidates for a step by step guide to completing this requirement located on the Graduate School website or in the “FORMS” section of this handbook.

**Defense Publication Responsibility**

Publication is an integral part of research. Thesis research is expected to be of publishable quality. All Ph.D. students are expected to publish their research.

**Final Copy of Thesis**

The final copy of the completed thesis should be available to your major advisor at least three weeks before the final examination. The thesis must be in a form suitable for format approval, and distributed to the members of your examining committee at least two weeks prior to the requested date of the final examination. You will need to provide copies of your thesis to your major advisor, each committee member as well as a copy to the Department of Animal Sciences (please give department copy to the graduate secretary).
YOUR FINAL SEMESTER

GRADUATION DEADLINES
Prior to the beginning of each semester, the graduate secretary distributes to all students and faculty a copy of the graduation deadlines set by the Graduate School for the coming semester. It is imperative that you meet these deadlines if you anticipate graduating at the end of the semester. Timely and orderly completion of the thesis is necessary to meet these deadlines and to provide reasonable assurance that the members of the Examining Committee will have adequate opportunity for a thorough and critical evaluation of the complete thesis prior to the final examination.

FINAL SEMESTER REGISTRATION
Alternate possibilities for final semester registration are discussed under Registration Policies and Procedures in this handbook.

It is the student’s responsibility to initiate the candidate clearing process with the graduate secretary. In all cases, candidacy must be declared at least six weeks preceding the end of the session in which the student wishes to receive the degree.

PLACEMENT SERVICES
Animal Sciences graduates find employment in the business, government, and educational sectors. The Department assists the student in job identification and the faculty has frequent contacts with potential employers. Students should indicate their availability and job preferences to faculty members whose interests bring them in contact with prospective employers.

NOTICES OF EMPLOYMENT OPPORTUNITIES
Notices of employment opportunities are emailed to the anscgrad email list or posted on the board outside the Graduate Office in Lilly. Graduate students are also eligible to use the Center for Career Opportunities in Stewart Center.

EXIT INTERVIEW AND CHECK-OUT FORM
All students are required to schedule an exit interview with the department head and to complete the Departmental Check-Out Report (located in the ANSC Forms section) before leaving campus. This is needed for alumni files and circumstances in which the Department may need to contact the graduate. The check-out form is available from the department’s Graduate Office and the completed form is to be returned to that office before you leave campus.

NOTE: Submission of this form is required prior to graduation.

COMMENCEMENT PARTICIPATION
The Office of the Registrar issues directives and information to candidates relative to their participation in commencement exercises. The Registrar sends all diplomas for participants and non-participants by parcel delivery. To insure that your diploma is delivered to the correct address update your contact information on myPurdue by entering your diploma mailing address.
READMISSION AND TRANSFER

READMISSION PROCEDURE
Any graduate student who has not been enrolled for three consecutive academic sessions must apply for readmission by submitting a new electronic Application for Graduate Study at the following website: https://gradapply.purdue.edu/apply at least six weeks before classes start. The application will be processed through the Departmental Graduate Committee and the Graduate School in the same manner as any other application for admission.

FIVE-YEAR RULE
Course credits earned by a student whose graduate study 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.

STOP-OUT/RE-ENTRY PROCEDURE
Students planning to stop-out and re-enter a semester or more in the future should discuss their plans with the Graduate Committee Chairperson. Obtaining tentative approval of the plan from the Graduate Committee can facilitate re-entry.

“Students who have interrupted their graduate study must submit a new application if three or more consecutive academic sessions (including summer session) have elapsed since their last registration. Upon the recommendation of the department and on a case by case basis, special consideration will be given to students returning to continue their graduate studies after being called to active military service.” (Section III, B-5 Readmission)

WITHDRAWAL PROCEDURE
Students planning to withdraw from the University and not return must notify their major advisor/professor, ANSC Business Office and the graduate secretary. All building keys must be returned before leaving. Students will need to access the Registrar Form 702 through the myPurdue portal, Academics tab, Withdrawal.

REQUEST FOR TRANSFER OF DEPARTMENT
Transfer to or from another department requires a release by the head of the original department, but the matter should first be discussed with the Chairperson of the Graduate Programs Committee of the departments involved. Professional courtesy requires that students considering transfer inform their major advisor and the Chairperson of the Graduate Programs Committee well in advance of seeking the transfer. The department would like to minimize the impact of student transfers to our ongoing research programs just as it wishes to minimize the impact of loss of support to the student. A student who wishes to change to a graduate degree program in another department must complete the Request for Transfer of Department (G.S. Form 17).

TRANSFERS TO ANIMAL SCIENCES
A student wishing to transfer to Animal Sciences from another department must:

1. Submit the completed Request for Transfer of Department (G.S. Form 17) to the Chairperson of the Animal Sciences Graduate Programs Committee.
2. Submit a new statement of purpose that explains why the transfer is being requested.
3. Submit a letter of support from the proposed major advisor/professor.
4. Submit an official original copy of the current transcript of grades.

These materials, along with a letter to the Chairperson of the Animal Sciences Graduate Committee explaining the request, will be reviewed by the Graduate Programs Committee for approval.
INTERNATIONAL STUDENT TRANSFERS
International students who wish to transfer from one department to another must check with the Office of International Students and Scholars to determine if the transfer will affect their visa status.

ADDITIONAL GRADUATE DEGREE
If a student completes a graduate degree in one department and wishes to seek an additional graduate degree in another department, a new application is required.

MASTER OF SCIENCE CONTINUING PH.D. AT PURDUE
Students must demonstrate acceptable performance in the Master of Science program and be recommended for further study by the Master of Science examining committee. Formal notification of a student continuing for Ph.D. study should be made in writing to the Chairperson of the Graduate Programs Committee.
MISCELLANEOUS INFORMATION

Departmental/University Facilities and Equipment
Graduate staff are entitled to the use of departmental and university facilities and equipment in carrying out their assistantship duties. Requests for departmental and university facilities should be made through the major advisor/professor or supervisor.

Parking Permit Information
Graduate staff with less than three-quarter time appointments are not granted campus parking or driving permits. However, for those living 1.5 miles from campus, there are commuter permits.

Not Entitled to Fringe Benefits
Graduate staff are not entitled to social security, retirement, tenure, sabbatical leave or other fringe benefits of the academic, administrative, or clerical staff.
GUIDELINES FOR CONFLICT RESOLUTION*

Misunderstandings or conflicts can arise between a student and their major advisor during the course of a graduate program. This is not uncommon. Although most of these conflicts are short-lived and resolve themselves through open communications, the Department of Animal Sciences Graduate Program has established the following guidelines for those students experiencing longer, more serious situations.

First and foremost, all students having problems should address these issues first with their major advisor. Students are strongly encouraged to resolve these matters immediately and not allow the situation to degenerate. Unresolved problems may become personal and lead to irreparable relationships.

Graduate students are encouraged to meet with the Chairperson of the Graduate Programs Committee if the situation does not improve. The Chairperson of the Graduate Programs Committee will advise each student confidentially as to the appropriate actions to pursue depending on the nature of the problem.

If the Chairperson of the Graduate Programs Committee fails to address the issue or the situation further decays, students are encouraged to arrange a meeting with the Department Head for further consultation.

Finally, in the event that various departmental resources are exhausted, students are directed to the Graduate School Ombudsman.

*For Purdue University’s Anti-harassment policy refer to Executive Memorandum III.C.1 (http://www.purdue.edu/policies/ethics/iiic1.html).
All Forms May Be Obtained in the Graduate Secretary’s Office
Lilly Hall, Room 2-109

or

https://www.purdue.edu/gradschool/faculty/forms.html
GRADUATE STUDENT CHECKLISTS
### ANSC GRADUATE STUDENT CHECKLIST

**Master of Science Degree**

Each semester (fall, spring, summer) register for classes via myPurdue, complete a Course Request (Form 23) and submit it to the ANSC Graduate Secretary to ensure research hours and seminar will be added to your schedule:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 3</td>
<td>Semester 4</td>
<td>Summer 2</td>
</tr>
</tbody>
</table>

International Students (all students whose native language is NOT English):

Written English Proficiency Requirement satisfied
(You cannot file a Plan of Study until you have successfully completed this requirement.)
1. Submit a Test of English as a Foreign Language (TOEFL) score of 77 or higher, or submit IELTS Academic Module scores of 6.5 or higher. **OR**
2. Enroll in and satisfactorily complete ENGL 62100 (Written Communication For International Graduate Students) **OR**
3. Have your major professor petition the Graduate Committee for exemption.

All students are required by the department to complete GRAD 61200 (Responsible Conduct of Research). The course must appear on the plan of study.

Oral English Proficiency Requirement satisfied
It is University policy that graduate students whose native language is NOT English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. If you plan to apply for a teaching assistant position, you must be certified by the Oral English Proficiency Program. International students should contact the Animal Sciences Graduate Office concerning the scheduling of an appointment for taking the test.

Submit a Plan of Study (electronically) within first two semesters of graduate study.

Meet yearly with Graduate Advisory Committee for research progress review:

| Year 1 | Year 2 |

To Prepare for Final Defense:
Check deadlines for final defense and graduation in the semester you plan to graduate.
Have major professor check thesis for format approval.
Schedule seminar/defense with advisory committee and submit request for final exam (Graduate School Form 8) at least three weeks before exam. [Final exams must be held before the last week of classes.]
Present seminar/defend thesis.
Verify signatures on Graduate School Form 7 (Report of Master’s Examining Committee) immediately following defense.
Submit a “Deposit Copy” via Electronic Thesis Deposit (ETD) using the guidelines posted on the Graduate School website. *No exceptions are permitted.* Submit your documents at least 24 hours (i.e., one business day) prior to your final deposit appointment. Appointments can be at www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html. **Deposit thesis as early as possible** to avoid long waits and the possibility of not meeting the deposit deadline.
*Please see Final Dissertation Deposit Checklist for complete deposit appointment instructions.*
Deliver final copies of the thesis to your major advisor and Departmental Graduate Office.
Complete ANSC Graduate Student Check-Out Form.

Graduation!!
ANSC GRADUATE STUDENT CHECKLIST
MASTER OF SCIENCE BY-PASS

Doctoral Qualifying Examination:

☐ Schedule oral qualifying examination with your Graduate Advisory Committee (within two years of enrollment, and after completion of 16 credit hours of graduate course work).

☐ Results of Graduate Advisory Committee’s evaluation and recommendation regarding admission to Ph.D. program submitted in writing to departmental Graduate Programs Committee.

☐ Upon approval for Ph.D. program, submit Plan of Study (electronically).

☐ See Ph.D. checklist to continue.
# ANSC GRADUATE STUDENT CHECKLIST

## Doctor of Philosophy Degree

Each semester (fall, spring, summer) register for classes via myPurdue, complete a Course Request (Form 23) and submit it to the ANSC Graduate Secretary to ensure research hours and seminar will be added to your schedule:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 3</td>
<td>Semester 4</td>
<td>Summer 2</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Semester 6</td>
<td>Summer 3</td>
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<tr>
<td>Semester 7</td>
<td>Semester 8</td>
<td>Summer 4</td>
</tr>
<tr>
<td>Semester 9</td>
<td>Semester 10</td>
<td>Summer 5</td>
</tr>
</tbody>
</table>

### International Students (all students whose native language is NOT English):

- Written English Proficiency Requirement satisfied (you can not file a Plan of Study until you have successfully completed this requirement).
- Submit a Test of English as a Foreign Language (TOEFL) score of 77 or submit IELTS Academic Module scores of 6.5 or higher.

  **OR**

- Enroll in and satisfactorily complete ENGL 62100 (Written Communication For International Graduate Students)

  **OR**

- Have your major professor petition the Graduate Committee for exemption.

### Oral English Proficiency Requirement Satisfied.

It is University policy that graduate students whose native language is NOT English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. If you plan to apply for a teaching assistant position, you must be certified by the Oral English Proficiency Program. International students should contact the Animal Sciences Graduate Office concerning the scheduling of an appointment to take the test.

All students are required by the department to complete GRAD 61200 (Responsible Conduct of Research) and to complete a course in educational delivery (see page 23 of the Graduate Student Handbook). These courses must appear on your plan of study.

Submit a Plan of Study (electronically) within the first two semesters of graduate study.

### Meet yearly with Graduate Advisory Committee for research progress review:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
</table>

**To Prepare for Preliminary Examination:** *(Must be completed at least two semesters before expected date of final examination.)*

- Schedule preliminary examination with Advisory Committee and submit request for prelim exam on Graduate School Form 8 at least three weeks before exam. *(Prelims must be held before the last week of classes.)*
- Complete preliminary examination.
- Verify signatures on Graduate School Form 10 (Report of Preliminary Examination) immediately following prelim. *(Report must be submitted to the Graduate School before the last day of classes at least two semesters before expected date of final examination.)*

**To Prepare for Final Defense:**

- Check deadlines for final defense and graduation in the semester you plan to graduate.
- Have major professor check thesis for format approval.
- Schedule seminar/defense with advisory committee and submit request for final exam (Graduate School Form 8) at least three weeks before exam. *(Final exams must be held before the last week of classes.)*
- Deliver final copies of the thesis to your major advisor and Departmental Graduate Office.

**Submit a “Deposit Copy” via Electronic Thesis Deposit (ETD) using the guidelines posted on the Graduate School website. No exceptions are permitted.**

- Submit your documents at least 24 hours (i.e., one business day) prior to your final deposit appointment.
- Appointments can be made at www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html. **Deposit thesis as early as possible** to avoid long waits and the possibility of not meeting the deposit deadline.
- Deliver final copies of the thesis to your major advisor and Departmental Graduate Office.

Complete ANSC Graduate Student Check-Out Form. **IMPORTANT-all students are required to schedule an exit interview with the Department Head before leaving campus.**

### Graduation!!

**NOTE:** Submission of this form is required prior to graduation.
ANSC GRADUATE STUDENT CHECKLIST
Non-Thesis Master of Sciences Degree

REGISTRATION:
Each semester (fall, spring, summer) register for classes via myPurdue, complete a Course Request (Form 23) and submit it to the ANSC Graduate Secretary to insure seminar will be added to your schedule:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Summer 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 3</td>
<td>Semester 4</td>
<td>Summer 2</td>
</tr>
</tbody>
</table>

All students are required by the department to complete a teaching/extension assignment.

International Students (all students whose native language is NOT English):

Written English Proficiency Requirement satisfied
(You cannot file a Plan of Study until you have successfully completed this requirement.)

1. Submit a Test of English as a Foreign Language (TOEFL) score of 77 or higher, or submit IELTS Academic Module scores of 6.5 or higher.

OR

2. Enroll in and satisfactorily complete ENGL 62100 (Written Communication For International Graduate Students)

OR

3. Have your major professor petition the Graduate Committee for exemption.

Oral English Proficiency Requirement satisfied
It is University policy that graduate students whose native language is NOT English must demonstrate adequate oral English proficiency before being assigned duties involving direct instruction of students. If you plan to apply for a teaching assistant, you must be certified by the Oral English Proficiency Program. International students should contact the Animal Sciences Graduate Office concerning the scheduling of an appointment to take the test.

Submit a Plan of Study (electronically) within first two semesters of graduate study.

Meet yearly with Major Advisor for progress review:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
</tr>
</thead>
</table>

To Prepare for Final Seminar:

Check deadlines for final seminar and graduation in the semester you plan to graduate.

Schedule seminar with advisory committee and submit request for final exam (Graduate School Form 8) at least three weeks before exam. Reserve room for seminar. [Final exams must be held before the last week of classes].

Present seminar.

Verify signatures on Graduate School Form 7 (Report of Master’s Examining Committee).

Complete ANSC Graduate Student Check-Out Form.

Graduation!!
<table>
<thead>
<tr>
<th></th>
<th>CHECKLIST FOR YOUR FINAL DISSERTATION DEPOSIT APPOINTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Schedule your appointment. Go to <a href="http://www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html">www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html</a> and schedule a long distance appointment. Long distance appointments must be scheduled at least two weeks before the appointment day.</td>
</tr>
<tr>
<td>2.</td>
<td>Complete forms. Using your Plan of Study link in myPurdue, you can initiate the Form 9 (Thesis/Dissertation Acceptance Form).</td>
</tr>
<tr>
<td>3.</td>
<td>Submit Electronic Thesis Deposit (ETD). Go to <a href="http://www.etdadmin.com/cgi-bin/home">www.etdadmin.com/cgi-bin/home</a> and click on create or continue with submission at the bottom. Provide all requested information. Carefully read all options, as some of ProQuest's optional services have fees attached. Check you thesis carefully to avoid formatting errors. Attach GS Form 30 before your title page.</td>
</tr>
<tr>
<td>4.</td>
<td>Check your email.</td>
</tr>
<tr>
<td>5.</td>
<td>Pay the deposit fee through your myPurdue account. The thesis deposit fee should appear in your account approximately two to three days after the thesis deposit appointment.</td>
</tr>
</tbody>
</table>

ANIMAL SCIENCES
FORMS AND
INFORMATION
# ADVISORY COMMITTEE MEETING

## Rating of Student Performance

Please rate the student’s performance in each of the seven categories listed below. These ratings will be used to indicate whether the student’s scientific development in these categories is commensurate with expectations for this stage (year) of their graduate training. These ratings are intended to indicate the student’s strengths as well as those areas where improvement is warranted. These ratings will also be used by Animal Sciences Graduate Program to identify areas where our students display the greatest shortcomings and will be important in devising changes in instruction and program policies that will enhance our student’s scientific development and progress toward graduation.

Student: __________________________ Date: __________________________

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Improvement Needed</th>
<th>Fails to Meet Minimal Expectations</th>
<th>Not Applicable at Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Depth and Breadth of Knowledge</td>
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<tr>
<td>Research Progress</td>
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<tr>
<td>Contribution to Experimental Design and Project Development</td>
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<tr>
<td>Critical Thinking and Interpretation of Data</td>
<td></td>
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<tr>
<td>Oral Communication Skills</td>
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<tr>
<td>Written Communication Skills</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Review of Student Progress</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
</table>

Comments: ___________________________________________________________

Major Professor: ___________________________________________ Date: ____________

Committee Member: ___________________________________________ Date: ____________

Committee Member: ___________________________________________ Date: ____________

Committee Member: ___________________________________________ Date: ____________

Committee Member: ___________________________________________ Date: ____________

Committee Member: ___________________________________________ Date: ____________

Student: ___________________________________________ Date: ____________

Recovene in ______________ months.

U:\Madens\Progress Reports\Thesis Advisory Committee Meeting Rubric.docx
GRADUATE STUDENT CHECK-OUT
(Please Print)

Name: __________________________________________

Major Professor: _________________________________

My immediate plans are: (please complete):

☑ Ph.D. studies at ______________________________________

☑ Post-Doc work at ______________________________________

☑ Employment at ______________________________________

Position: _______________________________________

☑ Other: _______________________________________

Forwarding Addresses:
Residence Office (employer or school):
____________________________________________________
____________________________________________________
____________________________________________________
Telephone: __________________________  Telephone: ______________________
E-mail: ____________________________________________

Thesis Title: _______________________________________

Degree granted: __________________________  Date: ____________

☑ Departmental Copy of Thesis Received (initialed by one of the following):
(Graduate Secretary, Graduate Committee Chairperson, Dept. Administrative Assistant, Dept. Head)

☑ Exit interview with Department Head (please have initialed):
(Arrange interview time by calling the Main Office, 44806) (Dept. Head)

☑ Exit interview with Barry Delks (please have initialed):
(Arrange interview time by calling Barry at 67234) (Barry Delks)

☑ All Departmental Computer Accounts Closed (please have initialed):
(please have initialed) (Nancy Strack)

☑ Building Keys Returned (please have initialed):
(Lilly Hall – Biology Stores; Smith Hall – Tammy Luck; Poultry Bldg. – Candy Byers)

Should your last payroll/travel reimbursement check be mailed to your forwarding address: ☐ Yes ☐ No

If no, please indicate how it should be handled:

AFTER ALL SECTIONS OF THIS FORM ARE COMPLETED AND INITIALED BY THE APPROPRIATE STAFF, TURN THIS FORM IN TO THE GRADUATE SECRETARY, LILLY HALL, 2-109. NOTE — You will be given a copy of the completed form.

________________________________________  __________________________________
Student Date

________________________________________  __________________________________
Graduate Programs Committee Chair or Graduate Secretary Date
ANSC 69100 – Topical Research Problem Description

Student’s Name: ___________________________ GPA: __________
Problem Title: ___________________________________________
Project Director: ___________________________ # of Credits: ___ Semester: ___
Major Advisor: ___________________________ Date Submitted: MM/DD/YY

Description of Research Problem:

Specific Involvement of Student:

Criteria for Assessment of Student Performance:

______________________________________  ___________________________
Student’s Signature  Project Director’s Signature

For Graduate Committee Use
APPROVE: ________
NOT APPROVE: ________
Reason(s): ____________________________________________
## ANIMAL SCIENCES – GRADUATE FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Designator #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adeola, Layi</td>
<td>C3808</td>
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<tr>
<td>Ajuwon, Kola</td>
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<tr>
<td>Allrich, Rodney</td>
<td>C2420</td>
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<td>Machaty, Zoltan</td>
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<tr>
<td>Marchant-Forde, Jeremy</td>
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<td>Mathew, Alan</td>
<td>C8150</td>
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<tr>
<td>Neary, Michael</td>
<td>C5291</td>
</tr>
<tr>
<td>Radcliffe, J. Scott</td>
<td>C2601</td>
</tr>
<tr>
<td>Richert, Brian</td>
<td>C4531</td>
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<td>Schinckel, Allan</td>
<td>C2501</td>
</tr>
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<td>Schoonmaker, Jon</td>
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</tr>
<tr>
<td>Schutz, Michael</td>
<td>C4788</td>
</tr>
<tr>
<td>Stewart, Kara</td>
<td>C8914</td>
</tr>
<tr>
<td>Stewart, Terry</td>
<td>C1898</td>
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<tr>
<td>Zuelly, Stacy</td>
<td>C9677</td>
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</tbody>
</table>

## Past Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Designator #</th>
</tr>
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<tbody>
<tr>
<td>Applegate, Todd</td>
<td>C5309</td>
</tr>
<tr>
<td>Colloidi, Paul</td>
<td>C3932</td>
</tr>
<tr>
<td>Dickman, Mark</td>
<td>C2075</td>
</tr>
<tr>
<td>Hester, Patricia</td>
<td>C0656</td>
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<tr>
<td>Makagon, Maja</td>
<td>C8556</td>
</tr>
<tr>
<td>Muir, William</td>
<td>C2339</td>
</tr>
<tr>
<td>Nennich, Tamilee</td>
<td>C7435</td>
</tr>
<tr>
<td>Mills, Scott</td>
<td>C2726</td>
</tr>
<tr>
<td>Patterson, John</td>
<td>C2419</td>
</tr>
<tr>
<td>Rostagno, Marcos</td>
<td>C6836</td>
</tr>
<tr>
<td>Russell, Mark</td>
<td>C2422</td>
</tr>
<tr>
<td>Waddell, Jolena</td>
<td>C8915</td>
</tr>
</tbody>
</table>
GRADUATE SCHOOL FORMS
PURDUE UNIVERSITY
GRADUATE SCHOOL

Request for Ph.D. Degree Candidate Research in Absentia
See Policies & Procedures For Administering Graduate Student Programs (Section V.F.) for more information

Name of Student: ___________________________  PUID No.: ___________________________

Current Address: ___________________________

Absentia Address: ___________________________

Program: __________________ Program Code: _________  Session Effective: ____________

1. The following items are required to petition for the absentia privilege. Have you:
   a. satisfactorily completed all of the coursework on your plan of study?  Yes  No
   b. passed your preliminary examinations?  Yes  No
   c. made significant progress on your dissertation research topic?  Yes  No

2. Give the specific title of your research project or investigative area, and describe briefly the status of your research project and the nature of the work to be done in absentia.

3. Give the name and the location of the institution or organization at which you will be located, the name of any local supervisor, and list any facilities you will be using.

4. What Purdue facilities will you be using, and how will adequate supervision be maintained by your major professor?

5. What financial support, if any, do you expect to receive from Purdue?

6. What is the expected date of completion of your dissertation?

7. What is the number of credits for which you expect to register each semester? ________.*
   *If requesting more than three credits, justification is required. (See Policies & Procedures For Administering Graduate Student Programs (Section V.F.4.c.)

If this request is approved, I agree to register every consecutive fall and spring session (including summer sessions in which I am engaged in degree work or plan to graduate) until the degree has been awarded, my program is terminated, or I withdraw from the University. I understand that if I return to campus and/or the absentia privilege is rescinded, I will not be eligible to register in absentia in a later session. I understand that I should check the time-to-degree limits of my department and that if my degree program exceeds this limitation, the department may block continuing registrations. I also agree to notify the bursar of any changes in my absentia address. I understand and agree to the conditions set forth for the privilege of registering for research in absentia.

______________________________  ___________________________
Signature of Student  Date

Approval Recommended  ___________________________
Major Professor  Date

Graduate Faculty Identifier: ___________________________

Approval Recommended  ___________________________
Head of the Graduate Program  Date

Graduate School Dean

Submit original to the Graduate School at least one month before the beginning of the session in which absentia registration is desired.
Standard registration for research in absentia is for three credit hours. In special circumstances, students who will be devoting substantial time to research may request permission to register for additional research credits up to 18 credit hours for full-time effort and a proportional registration in the summer session. Registration requests for more than three credit hours must be approved by the dean of the Graduate School. Requests must be supported by an accompanying statement prepared by the major professor and approved by the head of the graduate program. This statement should provide information about the student’s employment status and the level of support provided for the student’s research in terms of facilities and/or release time. The duration of this support also should be indicated.

After approval of this request by the dean of the Graduate School, the Registrar will enroll the student for research in absentia, and the Bursar will produce a fee statement and supply instructions for payment. Each session thereafter (except summers) until the degree has been received, this procedure will be repeated during the advanced registration period. If a student is registering for more than three credit hours, the registration form must be approved by the Graduate School each session. The student is responsible for informing the Bursar of any changes in the mailing address. Late payment of fees will be subject to the normal penalty fee. Nonpayment of the fees will terminate the student’s registration and cancel the absentia privilege.

Summer session registration is not required unless the student expects to receive a degree at the close of the session. Summer registration should be processed through the student’s major department, utilizing the Course Request (Registrar’s Form 23), in the same manner as for a regular course.

Once a student stops registering in absentia, that student cannot register for absentia for a later session. Knowing this, if a student still wishes to stop registering for absentia credits, the student should contact the major professor to request that a Course Request (Registrar’s Form 23) be completed. The 699A credits can be “dropped” by providing a note in the comment box that the absentia registration should be terminated. The Course Request must be signed by the student, the major professor, and the head of the graduate program.
PURDUE UNIVERSITY
GRADUATE SCHOOL
Request for Transfer of Department
(Same Campus)

Name of Student: ___________________________ PUID No.: ______________
Current Department: ________________________ Department Code: __________
Proposed Department: ________________________ Department Code: __________
Session Transfer Effective: ____________________
Current Classification: Master’s Ph.D. Proposed Classification: Master’s Ph.D.
Reason(s) for Desiring Transfer: ____________________________

Notes to Student:
(1) Any plan of study, advisory committee, or examination related to study for a degree in the current graduate program has no validity with regard to study for a degree in the proposed graduate program.
(2) If you are a recipient of a fellowship award, you must notify the Fellowship Office in the Graduate School (160 Young Hall) so that your fellowship may be processed efficiently in your new department.

_____________________________ ____________________________
Signature of Student Date

APPROVED: ________________________________ ____________________________
Head of the Current Graduate Program Date

APPROVED WITH CONDITIONS (specify below)
Maintain ________ graduate index.
No grade below “B” for next ________ credits.
Complete ________ credits minimum first session.
Other ____________________________

_____________________________ ____________________________
Head of the Proposed Graduate Program Date

FOR GRADUATE SCHOOL USE ONLY

Unsatisfied Conditions from Initial Admission:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

(Some departments may require letters of recommendation, transcripts, or additional materials before approving a transfer.)

Submit original to the Graduate School.
Copies will be distributed to the current department, proposed department, student, and the Office of International Students and Scholars (when appropriate).
GRADUATE SCHOOL FORM 7
REPORT OF MASTER’S EXAMINING COMMITTEE

Must request by completing Graduate School Form 8 through myPurdue

AND

GRADUATE SCHOOL ELECTRONIC THESIS ACCEPTANCE FORM
(https://www.purdue.edu/gradschool/research/thesis/required-forms.html)
CHECK TYPE OF ACADEMIC RECORD CHANGE AND FILL IN CORRESPONDING INFORMATION
(Only one type of change per document)

☐ 1. GRADE CORRECTION
   Reason for update in original grade reported/explanation for late submission:
   
   (Must be approved by Instructor and Department Head)

☐ 4. ADJUSTMENT OF GPA (See back for details)
   Detailed explanation for change:
   
   (Must be approved by Academic Advisor)

☐ 2. COMPLETION/FAILURE TO COMPLETE (I, PI, or SI)
   (Must be approved by Instructor)

☐ 5. EXEMPTION
   (Must be approved by Dean or Head of Student's College/School)

☐ 3. IMPROVEMENT OF CONDITIONAL FAILURE (E)
   (Must be approved by Instructor)

   6. EXCESS UNDERGRADUATE CREDIT TO BE RECORDED AS
   "AVAILABLE FOR GRADUATE CREDIT"
   The student registered for the course listed below during the period
   of instruction beginning ___________ and completed it
   at the GRADUATE LEVEL. The course was not used either as a
   requirement or an elective for the
   undergraduate degree and should be recorded as available for graduate
   credit. (Must be approved by Academic Advisor or College/School Candidate
   Coordinator)

Completely fill in items that are pertinent to the change indicated above:

<table>
<thead>
<tr>
<th>CEN</th>
<th>Subject</th>
<th>Course No.</th>
<th>Title</th>
<th>Credit</th>
<th>Old Grade</th>
<th>Try in Old Grade</th>
<th>If New, Grade</th>
<th>If Adjustment Exclude (E)</th>
<th>Include (I)</th>
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Approved Signatures as Specified Above:

Signature of Instructor: ____________________________
Printed or Typed Name: ____________________________
Phone Number: ____________________________ Date: ____________

Signature of Department Head: ____________________________
Printed or Typed Name: ____________________________
Phone Number: ____________________________ Date: ____________

Signature of Dean or Designee, College/School Head or Academic Advisor, or College/School Candidate Coordinator:
Printed or Typed Name: ____________________________
Phone Number: ____________________________ Date: ____________
PURDUE UNIVERSITY ACADEMIC RECORD CHANGE
REGISTRAR FORM 350 (Revised 02/2015)

Instructions: This form should be used for only one type of academic record change at any one time. The possible types of changes are listed below. Once you have determined the appropriate change to be made, enter the required information on the reverse side of this form. Affix the necessary signatures of approval, and forward the form to the Office of the Registrar, Hovey Hall. Those having questions should call (765) 494-0105. This form should never be in the possession of a student.

1. GRADE CORRECTION – To correct an erroneous grade or update a late grade, the instructor must state the nature of the error in assigning the original grade or that the grade missed the submission deadline, indicate the old and new grades, and sign the form. In the event of a late submission, the old grade will be NS (Not Submitted). The department head must approve the correction. This is not to be used to make a retroactive “drop” from a course. Any correction of grades should be reported to the Office of the Registrar within 30 days after the start of the regular semester (not including summer session) following the section in which the erroneous grade was reported. A correction reported after this time can only be accepted if it is the result of a formal grade appeal or if accompanied by the instructor’s explanation for the delay in reporting the error which has been approved by the department head. A student may not do additional work after the conclusion of the section to raise a grade unless the original grade assigned was an “E.” (See item 4.)

2. COMPLETION/FAILURE TO COMPLETE (I, FI, or SI) – The instructor may establish the time interval during which the student must complete the remaining work in the course. This time interval may not exceed one academic year. When the student has completed the work, the instructor must complete this form and indicate the permanent grade to be assigned. If the original grade was I, then a “completion” grade of A or higher must be recorded; if the original grade was FI, then a “completion” grade of D or higher must be recorded; if the original grade was SI, then a “completion” grade of D or higher must be recorded. If the student fails to complete the work within the specified time interval, the instructor must assign a “failure to complete – failing” grade of IF if the original grade was I, IN if the original grade was FI, or IU if the original grade was SI. If a permanent grade has not been assigned by the instructor for an incomplete grade at the end of one academic year, a failing grade of IF, IN, or IU, as appropriate, will be added to the record.

3. IMPROVEMENT OF CONDITIONAL FAILURE (E) – When a student completes whatever special requirements are prescribed to earn credit in the course, the instructor should assign a new grade of D. If more than one semester of enrollment has elapsed since the E grade was reported, the department head must also approve the extension.

4. ADJUSTMENT OF GPA –
   a. Non-repeatable course for GPA adjustment – The student’s academic advisor may submit a request to indicate when a non-repeatable course was repeated and the original grade was not included.
   b. Different courses for GPA adjustment – When a student completes a course that is not equivalent and the faculty in charge of the course’s is stating they are equivalent to authorize exclusion of the earlier grade in the GPA.

5. EXEMPTION – Exempting a student from a course required for graduation reduces the number of credit hours required for the specific degree. The dean or head of the student’s college/school must approve the exemption.

6. EXCESS UNDERGRADUATE CREDIT TO BE RECORDED AS “AVAILABLE FOR GRADUATE CREDIT” – This may be applied only for courses designated as graduate level (30000-40000), if the student was a junior or senior when taken, and a grade of B- or better was earned. Credit earned at Pass/No Pass is not acceptable. The student’s candidate coordinator or academic advisor will prepare the Form 350 and sign to attest to the fact that the credit is in excess of that required for the baccalaureate degree. The notation of “Available for Graduate Credit” will be added to the transcript for that course after the baccalaureate degree has been awarded.
HUMAN RESOURCES
FORM
# REQUEST FOR ABSENCE FROM CAMPUS (Non FMLA)

**Section 1. COMPLETED BY EMPLOYEE** (Consult with Business Office or Human Resources if information is not known)

<table>
<thead>
<tr>
<th>A. Name:</th>
<th>E. P.A.:</th>
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<th>B. Position Title:</th>
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<tr>
<th>C. Org Unit Name(s):</th>
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<table>
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<th>D. Org Unit Number(s):</th>
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<tr>
<th>F. Pay Area:</th>
<th>G. C.U.:</th>
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<th>H. Hire Date:</th>
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1. **Type of Leave:** (For leaves not qualifying as FMLA leave) Check all that are being requested.

- Vacation
- Personal Holiday (Non-Exempt) (PFI)
- Personal Business Day(s) (Exempt) (PBSD)
- Unpaid Personal Leave (22 days or less)
- Unpaid Personal Leave (More than 22 days)
- Jury Duty/Witness Day (attach copy of summons) (GL)
- Military (Attach copy of orders) (MIPD/Paid) (MIUP/Paid)
- Bereavement (specify the reason and the deceased in section 2) (BV)
- Paid Parental Leave (When employee is not eligible for FMLA leave) (PPL)
- Leave Allocation When Both Parents are Eligible Employees:
- Outside Activity Leave (five consecutive working days or less) (OL)
- Recreation/Outside Activity Form submitted on MM/DD/YY

2. **Leave Compensation:**
   - With Pay
   - Without Pay - First Day Without Pay:

3. **Days Absent:**
   - First Day: MM/DD/YY
   - Last Day: MM/DD/YY

   **Number of Work Hours Absent:**
   (Note: Exempt Staff record in increments of no less than one-half workload)

4. **Source of Salary Funding While on Leave:**
   - Fund/Cost Center: Percent
   - Fund/Cost Center: Percent

**M. Graduate Student Internship:** (Additional information REQUIRED for graduate school)

<table>
<thead>
<tr>
<th>1. Company/Organization name:</th>
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<tr>
<th>2. Company Address:</th>
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<tr>
<th>3. Summer contact information: (including phone number)</th>
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<tr>
<th>4. Name of Supervisor:</th>
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**Section 2. Business Office Contact and additional information**

**Name and Phone #:**

**ADDITIONAL COMMENTS:** (Provide required explanation as noted above)

If more than one leave type or a partial day is requested, indicate number of hours for each type of leave.

**Section 3. SIGNATURES** (Provide approved copy to Business Office and Employee)

All org units must provide signatures or initials.

<table>
<thead>
<tr>
<th>Individual Requesting Leave:</th>
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**Department Head / Supervisor:**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<table>
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<tr>
<th>Dean or Administrative Officer or Business Office:</th>
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</table>

**Dean of the Graduate School (for a graduate student):**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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**Human Resources Director or Designee:**

<table>
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<th>Signature</th>
<th>Date</th>
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**APPROVED PRESIDENT’S OFFICE Purdue University**

**PPL Eligibility based on 100% C.U.**

- 120 Hours:

Policies regarding absence from University duty are found at www.purdue.edu/policies/policies/human_resource/

---

1. Required approval: Supervisor
2. Required approval: Department Head
3. Required approval: Senior/Associate and Department Head and Campus Human Resources Services Director or Designee; Faculty, Contracted Lecturers, and Administrative/Professional - Department Head, Dean or Director, and employee’s Vice President, Chancellor, or designee. Human Resources distributes completed copies to Business Office (provide copy to employee) and HR Data Entry. Central Files retains original in employee's personnel file.
4. Required: Approval Supervisors and Department Head, Business Office or Human Resources Services. Send approved form to West Lafayette, HRS-Employee Relations, or appropriate regional campus Human Resources. Provide medical documentation, adoption paperwork, or birth paperwork to West Lafayette, HRS-Employee Relations, or appropriate regional campus Human Resources.
STATEMENT OF POLICY

All Postdoctoral Researchers, Graduate Student Personnel, Clinical Residents and Clinical Interns are encouraged to seek and obtain answers to questions or concerns relating to their employment and working conditions through normal, day-to-day supervisory contacts and channels. However, the University recognizes that occasionally more formal processes are needed and, by instituting this policy, provides a Grievance resolution process for Initiators whose concerns are not resolved through informal discussions.

Everyone participating in the Grievance resolution process as outlined in this policy may exercise his or her rights and fulfill his or her responsibilities without being subject to reprisal or retaliation.

Grievances and the proceedings under this policy will be treated with the greatest degree of confidentiality possible. However, all parties are advised that confidentiality can only be respected insofar as it does not interfere with the University’s obligation to deal with the issues raised in the Grievance and duties imposed by law including, but not limited to, the Indiana Access to Public Records Act, responses to discovery requests in litigation, and third-party subpoenas.

When extenuating circumstances warrant, the Vice President for Research, the Dean of the Graduate School or the Vice Chancellor for Academic Affairs, as the case may be, has authority to extend any of the time limits set forth in this policy. The Initiator may withdraw the Grievance at any time by notifying his or her department head or the Vice President for Research, Dean of the Graduate School or Vice Chancellor for Academic Affairs, as the case may be.

Any question of interpretation regarding this policy will be referred to the Vice President for Research, the Dean of the Graduate School or the Vice Chancellor for Academic Affairs, as the case may be, for final determination.

REASON FOR POLICY

This policy exists to provide a fair and equitable formal process for Postdoctoral Researchers, Graduate Student Personnel, Clinical Residents and Clinical Interns to have their Grievances heard when concerns are unable to be resolved informally.

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

All campuses, units, students, faculty and staff of the University are affected by this policy.
WHO SHOULD KNOW THIS POLICY

President
Vice Presidents
Chancellors
Vice Chancellors
Deans
Directors
Department Heads/Chairs
Managers and Supervisors
Faculty
Staff
Postdoctoral Researchers
Graduate Student Personnel
Clinical Residents
Clinical Interns

EXCLUSIONS

Complaints, objections or questions relating to the following matters do not meet the definition of a Grievance under this policy.

- Salary
- Assessments or evaluations of academic performance
- Assessments or evaluations of professional achievement
- Assignment of work
- The establishment, revision or substantive content of University rules, regulations or policies
- Complaints of discrimination or harassment
- Issues of research misconduct

The matters listed above may, of course, continue to be the subject of informal communications conducted through normal organizational channels. Complaints involving allegations of discrimination or harassment may be brought under the University’s Procedures for Resolving Complaints of Discrimination or Harassment, and issues of research misconduct may be addressed under the Policy on Research Misconduct (III.A.2).

CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Office of the Vice President for Human Resources – Employee Relations</td>
<td>765-494-1679</td>
<td><a href="mailto:erofficer@purdue.edu">erofficer@purdue.edu</a></td>
</tr>
</tbody>
</table>
DEFINITIONS

Advisor
A University employee who assists, at will, in the presentation of the Grievance, including the presentation of evidence at the hearing, and advising the Initiator or Respondent throughout the process. The Initiator and Respondent each may have one person to act as their Advisor during the departmental and administrative hearings. Because these hearings are internal and administrative in nature, attorneys are not permitted to serve as Advisors. Unless the individual with the Grievance works in Human Resources, Human Resources employees may not serve as advisors.

Clinical Intern
An individual in a clinical program that provides advanced training in a particular discipline, such as psychology or veterinary medicine. The program qualifies the individual for entry into an approved residency program leading to board certification or licensure in a recognized discipline. The requirement for an assessment for academic performance or professional achievement to qualify for additional educational training is not a part of the employment relationship.

Clinical Resident
Individuals in clinical programs designed to provide advanced training and to satisfy experiential requirements for certification as specialists in a particular discipline, such as pharmacy, psychology or veterinary medicine. The requirement for an assessment for academic performance or professional achievement to qualify for a graduate degree or licensure is not considered part of the employment relationship.

Day
In relation to the time limits established in this policy, a Day is a business day that occurs Monday through Friday from 8 a.m. to 5 p.m., even if the Initiator works different hours or works part time. Official University holidays are not counted as Days.

Graduate Student Personnel
Those individuals classified as graduate lecturers, graduate teaching assistants, graduate research assistants, graduate administrative/professionals or graduate aides in their role as such, but not in their role as students. This definition does not include individuals who receive hourly pay. The inclusion of Graduate Student Personnel in this policy supersedes the inclusion of this group in any previously issued policies or procedures.

Grievance
A complaint by an Initiator alleging that he or she has been, or is being, adversely affected by a specific:

- Improper application of one or more University rules, regulations or policies; or
- Improper action, inaction or decision of any Supervisor, department head or other person with administrative control and responsibility.

The complaint must be directed toward the University, not toward a person, and the Initiator must not have raised the complaint through any other University policy or procedure.
Grievance Review Committee
A campus-level committee composed of three members and one alternate selected through the process described in section D of the Procedures. The committee conducts the administrative level hearing and provides a recommendation to the Vice President for Research, the Dean of the Graduate School or the Vice Chancellor for Academic Affairs, as the case may be.

HR Director
For the purposes of this policy, this refers to the Associate Director of Human Resources on the Calumet campus, the Director of Human Resources on the Fort Wayne campus, the Associate Vice Chancellor for Human Resources on the North Central campus and the Director of Employee Relations on the West Lafayette campus.

Human Resources
The campus human resources department.

Initiator
The Postdoctoral Researcher, Graduate Student Personnel, Clinical Resident or Clinical Intern who seeks to resolve a complaint through the procedures set forth in this policy.

Postdoctoral Researcher
A postdoctoral resident, research assistant or research associate.

Relief Sought
Action by the University that will resolve the Initiator’s Grievance. Such relief must refer to the Initiator’s employment relationship.

Respondent
The University employee(s) who made the decision or took the action on behalf of the University that precipitated the Grievance.

 Supervisor
The person to whom the Initiator reports and who has the authority to hire, fire, discipline, etc.

Witness
An individual, usually a University employee, who has firsthand knowledge about facts relating to the Grievance. Individuals who could provide character information are not normally called as Witnesses at hearings.

RESPONSIBILITIES

Advisors

- Assist the Initiator or Respondent throughout the Grievance process.
- Respect the confidentiality of the information and records related to the Grievance.

Dean of the Graduate School

- Annually appoint Graduate Student Personnel to the West Lafayette campus pool for Grievance Review Committees or designate responsibility for such.
• Make the final determination on administrative level Grievances brought forth by Graduate Student Personnel on the West Lafayette campus.
• Respect the confidentiality of the information and records related to the Grievance.

Department Heads

• Receive and process department level Grievances in accordance with the Procedures outlined in this policy.
• Make a determination on department level Grievances.
• Respect the confidentiality of the information and records related to the Grievance.

Grievance Review Committee

• Appoint a Grievance Review Committee chairperson.
• Schedule and conduct the hearing in accordance with the Procedures outlined in this policy.
• Meet privately following the hearing to discuss the issue and forward a written report of findings and recommendations to the Vice President for Research, the Dean of the Graduate School or the Vice Chancellor for Academic Affairs, as the case may be.
• Respect the confidentiality of the information and records related to the Grievance.

HR Director

• Receive and process administrative level Grievances in accordance with the Procedures outlined in this policy.
• Appoint a Human Resources employee to provide administrative assistance to the Grievance Review Committee and serve as a non-voting recording secretary at the hearing.
• Respect the confidentiality of the information and records related to the Grievance.

Human Resources

• Provide guidance and advice to supervisors and department heads on complaints and Grievance matters.
• Provide administrative assistance to the Grievance Review Committee.
• Maintain a campus-level pool of individuals from which the Grievance Review Committee can be drawn.
• Respect the confidentiality of the information and records related to the Grievance.

Initiator and Respondent

• Follow the Procedures outlined in this policy and adhere to all time lines.
• Demonstrate a willingness to work toward a resolution.
• Respect the confidentiality of the information and records related to the Grievance.
• Abide by all determinations made at the department level and, if applicable, at the administrative level.

REM Director

• Receive Grievances related to job health and safety conditions and process in accordance with the Procedures outlined in this policy.
• Provide a written report of findings and recommendations to the department head, Vice President for Research, Dean of the Graduate School or Vice Chancellor for Academic Affairs, as the case may be.
• Respect the confidentiality of the information and records related to the Grievance.

Supervisors

• Make every effort to resolve conflicts involving individuals whom they supervise informally.

Vice Chancellors for Academic Affairs

• Annually appoint Graduate Student Personnel, Clinical Interns, Clinical Resident and Postdoctoral Researchers (as available) to their campus pools for Grievance Review Committees, or designate responsibility for such.
• Make the final determination on administrative level Grievances brought forth on their respective campuses.
• Respect the confidentiality of the information and records related to the Grievance.

Vice President for Human Resources

• Appoint another administrator to carry out the responsibilities of the HR Director in the event he or she is a party to the complaint.

Vice President for Research

• Annually appoint Postdoctoral Researchers to the West Lafayette campus pool for Grievance Review Committees or designate responsibility for such.
• Make the final determination on administrative level Grievances brought forth by Postdoctoral Researchers, Clinical Interns and Clinical Residents on the West Lafayette campus.
• Respect the confidentiality of the information and records related to the Grievance.

PROCEDURES

Conflicts frequently can be resolved if the parties involved communicate their concerns, listen to each other and show a willingness to compromise. Often conflicts can be lessened, if not eradicated, by clearing up misperceptions and misunderstandings. Individuals and their Supervisors are expected to make every effort to resolve differences informally. However, if the conflict persists, and it meets the definition of a Grievance as defined in this policy, the following procedures may be utilized. At any time during the process, any party involved in the Grievance may consult with Human Resources for guidance and advice on University policies, practices and procedures.

A. Department Level Grievance Process

1. Within five Days of the last informal discussion with his or her Supervisor, the Initiator may submit to his or her department head a written description of the complaint and the Relief Sought. If the complaint concerns an action or decision made by the department head, the Initiator may skip this step and submit his or her complaint as outlined in section B.
2. The department head (or his or her designee) will investigate the complaint (if necessary) and within 10 Days of receipt of the written complaint conduct a hearing where he or she will hear testimony of the Initiator, Respondent and any Witnesses. At
the hearing, the Initiator and the Respondent may each have an Advisor. Prior to making any decisions, the department head or designee will review the matter with Human Resources. The department head will provide the Initiator and the Respondent with a written decision within five Days of the date of the hearing.

3. If the department head fails to comply with the time limits set forth in this section, the Initiator may proceed to the steps in section B below at the expiration of such time limits. If the Initiator fails to comply with the time limits set forth in this section, the Grievance will be considered terminated.

B. Administrative Level Grievance Process

If the Initiator is not satisfied with all or part of the outcome of the department level process, he or she may continue to the administrative level process. The Grievance must be regarding the same complaint and may not contain any new issues or complaints. Similarly, any issues resolved at the department level will not be considered at the administrative level.

1. To begin the administrative level process, the Initiator must submit his or her written complaint to the HR Director within five Days after receiving notice of the department level decision or the expiration of the time limit for such. In the event the HR Director is a party to the complaint, the Vice President for Human Resources will appoint another administrator to carry out the responsibilities of this section.

2. Upon receipt of the written complaint, the HR Director will determine whether the complaint asserted by the Initiator meets the definition of Grievance and whether the time limits of this policy have been followed. In cases where the definition of a Grievance is in question, the HR Director will randomly select three members of the Grievance Review Committee pool to serve as an advisory panel. In consultation with the advisory panel, the HR Director will determine whether the complaint meets the definition of a Grievance.

3. In cases where the complaint is determined not to meet the definition of a Grievance or has not adhered to the time limits of this policy, the HR Director will inform the Initiator and the Respondent within five Days of receipt of the written complaint. Any decisions that were made regarding the complaint at the department level will then be final.

4. In cases where the complaint meets the definition of a Grievance and has adhered to the time limits of this policy, the HR Director will select potential committee members as outlined in section C below. The committee will schedule a hearing at the earliest possible date within 20 Days of the date the HR Director received the Initiator’s written Grievance. The Initiator and the Respondent will be informed of the date, time and location of the hearing.

5. Human Resources will provide administrative assistance to the Grievance Review Committee and advice on University policies, practices and procedures.

6. At the hearing, the Initiator and the Respondent may each have the assistance of one Advisor of his or her choice during the hearing process. The Initiator and the Respondent may both call Witnesses that have firsthand knowledge of information pertinent to the Grievance. Both the Initiator and the Respondent are responsible for contacting their own Witnesses and informing them of the hearing date and time. The Initiator and the Respondent must inform Witnesses that their participation in the process is voluntary. The Initiator and the Respondent are each responsible for shaping their own case.

7. No later than two Days prior to the date of the hearing, the Initiator and Respondent must furnish each other and the chairperson of the Grievance Review Committee the name of the person, if any, who will appear as their Advisor and the names of any Witnesses speaking on their behalf. The Grievance Review Committee has the
discretion to determine if a Witness will be permitted to present testimony at the hearing. The Initiator and Respondent also must, within the same timeframe, exchange a copy of each document they wish to be considered by the committee at the hearing.

8. At the hearing, the committee chairperson may establish time limits for presentations. The use of recording devices will not be permitted during the hearing. Attendance at the hearing is open only to those persons directly involved with the Grievance.

Any individual with a disability needing a reasonable accommodation in order to participate in the hearing must notify Human Resources at least one Day prior to the date of the hearing.

The hearing will proceed as follows:

a. The chairperson of the Grievance Review Committee will ask that the Initiator, the Respondent and their respective Advisors and Witnesses swear or affirm that the testimony and statements made during the hearing are true. Witnesses will then be escorted to a separate room.

b. The Initiator will state his or her Grievance and the Relief Sought.

c. In complaints involving the alleged improper application of one or more University rules, regulations or policies, the Initiator will present first.

d. In complaints in which the Initiator is appealing discipline, including termination, the Respondent will present first.

e. Each side will present its information, including the calling and cross examining of Witnesses. Each side may ask questions of the other at the conclusion of each side’s presentation.

f. Closing statements will be made in reverse order of presentation.

9. Following the hearing, the Grievance Review Committee will meet privately to determine its findings and recommendations. The committee will forward a written report of its findings and recommendations to the Vice President for Research, the Dean of the Graduate School or the Vice Chancellor for Academic Affairs, as the case may be, within 10 Days of the conclusion of the hearing.

10. After receiving the findings and recommendations of the committee, the vice president/chancellor or dean, will render a decision in writing to the Initiator and the Respondent within 10 Days of receipt of the committee’s written report. Such decision is final. In the event the Vice President for Research or the Dean of the Graduate School is a party to the complaint, the President will appoint another administrator to render the decision. In the event the Vice Chancellor for Academic Affairs is a party to the complaint, the relevant Chancellor will appoint another administrator to render the decision.

If the Initiator fails to comply with any of the time limits set forth in this section, the Grievance will be considered terminated and any remaining steps will not be required to take place. Failure of the Respondent to participate or to comply with any time limits will not prevent the process from moving forward.

C. Selection of the Grievance Review Committee

1. The committee for each Grievance hearing held as part of section B above will be drawn from the same campus-level pools used in the Grievance Policy for Administrative/Professional and Clerical/Service Staff Members (VI.D.1), as amended from time to time, with the addition of Graduate Student Personnel, Clinical Interns, Clinical Residents and Postdoctoral Researchers to each campus pool, as available.
Human Resources annually will acquire a list of possible appointees to each campus pool via a random run of payroll records. From these lists:

a. The Dean of the Graduate School, or his or her designee, will appoint Graduate Student Personnel to the West Lafayette campus pool,

b. The Vice President for Research, or his or her designee, will appoint Clinical Interns, Clinical Residents and Postdoctoral Researchers to the West Lafayette campus pool, and

c. The Vice Chancellors for Academic Affairs, or their designees, will appoint Graduate Student Personnel, Clinical Interns, Clinical Residents and Postdoctoral Researchers (as available) to their campus pools.

2. If a Grievance hearing is to be held, Human Resources will select 12 members from the appropriate campus pool as potential Grievance Review Committee members. The members may not be from the same college, school, department or division of the University as the Initiator. Faculty, administrative/professional staff, clerical/service staff, Graduate Student Personnel, Clinical Interns, Clinical Residents and Postdoctoral Researchers must be represented on the list, as available. Human Resources will send the list to the Initiator, who may strike up to four names, each from a different classification group. The Initiator will have two Days to strike names. After the Initiator has struck up to four names, Human Resources will send the list to the Respondent, who may do likewise. The Respondent will have two Days to strike names.

3. From the remaining potential committee members, the HR Director will appoint three members and one alternate to serve as the Grievance Review Committee. At least one member of the committee must be from the same classification as the Initiator. At least one member of the committee must be from the faculty. The alternate will be from a classification not already represented on the committee, and he or she will attend all meetings of the committee and the hearing. The alternate will only participate if one of the committee members is unable to fulfill his or her appointment.

4. The committee will choose one of its members to act as chairperson. The chairperson, with the assistance and guidance of Human Resources, will set any additional procedures for the hearing. The committee chairperson will ensure that all who are present are allowed to make any relevant statements they desire in a reasonable, civil and orderly manner.

5. The HR Director will appoint a representative of Human Resources to serve as the non-voting recording secretary of the committee. This individual also will fulfill the role described in section B5 above.

D. Determination of Pay Status

Time the Initiator spends preparing for the Grievance will not be considered as time worked, nor will it be in pay status.

Time a currently-employed staff member spends serving as an Advisor or Witness at the Grievance hearing, will be considered as time worked in pay status. Former employees will not be in pay status.

Initiators, Respondents, Advisors and Witnesses, who are current employees, may consult with Human Resources in pay status.

E. Grievances of Job-Related Health and Safety Conditions

At any time, the department head or HR Director may refer a Grievance related to job health and safety conditions to the Director of Radiological and Environmental Management (REM). Within two Days of receipt of the Grievance, the REM director will assign the appropriate technical service area to investigate the claim(s).
After the investigation is complete, the REM director will make a determination for disposition of the Grievance and report the findings and recommendations in writing to the department head, vice president/chancellor or dean, as the case may be, who will then render a written decision to the Initiator and Respondent within 10 Days of receipt of the findings and recommendations. Such decision will be final.

RELATED DOCUMENTS, FORMS AND TOOLS

- Procedures for Resolving Complaints of Discrimination or Harassment: [www.purdue.edu/ethics/resolvingcomplaints.html](http://www.purdue.edu/ethics/resolvingcomplaints.html)

HISTORY AND UPDATES

April 1, 2013: The inclusion of Graduate Student Personnel in this policy supersedes the inclusion of graduate administrative/professionals in the Grievance Policy for Administrative/Professional and Clerical/Service Staff Members (VI.D.1). Graduate lecturers, graduate teaching assistants, graduate research assistants, and postdoctoral residents, research assistants and research associates were previously covered under the Grievance Procedures for Academic Personnel (Executive Memorandum No. C-19).
APPENDIX B

PURDUE UNIVERSITY
OFFICE OF THE PRESIDENT
EXECUTIVE MEMORANDUM No. C-31
(http://www.purdue.edu/policies/human-resources/c-31.html)

January 1, 2016

Re: Vacation Policy for Graduate Student Employees

CONTACTS

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Email/Web Address</th>
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<tr>
<td>Policy Clarification</td>
<td>Associate Dean of the Graduate School</td>
<td>765-494-2600</td>
<td><a href="mailto:gradweb@purdue.edu">gradweb@purdue.edu</a></td>
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<tr>
<td>Graduate Staff Benefits – West Lafayette campus</td>
<td>HR Employee Relations or Associate Dean of the Graduate School</td>
<td>765-496-7260 or 765-494-2600</td>
<td><a href="mailto:hrhelp@purdue.edu">hrhelp@purdue.edu</a> or <a href="mailto:gradweb@purdue.edu">gradweb@purdue.edu</a></td>
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</tbody>
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INDIVIDUALS AND ENTITIES AFFECTED BY THIS STANDARD
Graduate Student Staff and all colleges, schools, departments, offices and other units of the University who employ Graduate Student Staff.

STATEMENT OF STANDARD
Purdue University provides the following benefits to Graduate Student Staff. Supplementary details and procedures are outlined in the Graduate Staff Employment Manual.

Leaves

1. Academic-year Graduate Student Staff are in vacation status when classes are not in session for the following:

   - Labor Day
   - Fall/October Break
   - Thanksgiving Break/Vacation
   - The period beginning the day after grades are due for the fall semester and ending seven days prior to the day classes begin for the spring semester
   - Martin Luther King, Jr Day
   - Spring Break/Vacation
2. Fiscal-year, Benefits-Eligible Graduate Student Staff receive paid leave for all official University holidays. They also receive paid vacation leave as follows:

- Fiscal-year, Benefits-Eligible Graduate Student Staff are granted vacation leave at the staff member’s normal rate of pay. Vacation leave credits begin to accrue in accordance with the schedule below from the date of the graduate student’s employment up to a maximum of 22 working days per fiscal year. Vacation credits in excess of 22 days are forfeited.
  - One day in the months of September and March
  - Two days in all remaining months
  - Staff members may not use paid vacation leave until they have completed three months of service.
  - Graduate Student Staff members who transfer to any other employment classification (i.e., faculty, administrative/professional, etc.) cannot transfer their unused vacation leave balance to the new position. Any unused vacation is forfeited.
  - Upon termination of employment with the University, the staff member’s unused vacation leave is forfeited and will not be paid to the staff member, nor may the staff member’s appointment be extended to cover any unused vacation.

3. Sick Leave: All Benefits-Eligible Graduate Student Staff are eligible for 10 working days of paid sick leave for employee illness within a 12-month period.

4. Family Illness: All Benefits-Eligible Graduate Student Staff are eligible for three working days of paid leave per fiscal year for illness of Immediate Family.

5. Other Leaves: Benefits-Eligible Graduate Student Staff on the West Lafayette campus are eligible for the additional types of leave listed below. Human Resources and Academic Affairs, jointly, on the Regional Campuses may approve the extension of one or more of these leaves to Graduate Student Staff on their campus in a consistent and equitable manner.

- Parental Leave: As outlined in the policy on Paid Parental Leave (VI.E.3), as amended or superseded.
- Bereavement: 1-5 working days of paid bereavement leave for the death of an Immediate Family member. The number of days and period of time in which they must be used are based on the relation to the staff member as outlined in the Graduate Staff Employment Manual.
- Jury/witness duty: Paid leave at the Graduate Student Staff member’s regular salary for each workday missed as a result of serving as a juror or summoned witness in any federal, state or county court or a federal or state administrative agency. Voluntary service to the court or service as an expert witness does not entitle the individual to this benefit.
- Military and worker’s compensation: As outlined in the policy on Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative, Professional, Clerical, and Service Staff (VI.E.2), as amended or superseded.

Medical Insurance
Benefits-Eligible Graduate Student Staff on the West Lafayette campus may be eligible for participation in a medical insurance plan sponsored by the University. Refer to the Graduate Staff Employment Manual for details.
**Miscellaneous**

1. **Spouse fee remission:** The spouse or Domestic Partner of a Graduate Student Staff member on the West Lafayette campus is eligible for remission of the nonresident tuition fee but is responsible for all resident fees.

2. **Parking:** Graduate Student Staff may be eligible for parking permits not otherwise offered to graduate students. Eligibility varies by campus and is determined by the campus parking authority.

3. **Additional benefits** may be offered as outlined in the *Graduate Staff Employment Manual.*

**RESPONSIBILITIES**

**Graduate School**

- Administer this standard.
- Maintain a *Graduate Staff Employment Manual* with detailed information and procedures to supplement this standard.
- Serve as a resource to Graduate Student Staff and hiring departments regarding benefits questions.

**Graduate Student Staff**

- Communicate with the hiring department and obtain appropriate prior approvals when requesting leave.
- Accurately complete required application for medical insurance, if eligible.
- Provide accurate information as requested for all other benefits that require a completed application or form.

**Hiring Departments**

- Administer leave for Graduate Student Staff in accordance with this standard and the *Graduate Staff Employment Manual.*
- Consult with the Graduate School and/or Human Resources regarding employment questions.

**Human Resources**

- Serve as a resource to the Graduate School and to hiring departments regarding benefits questions.

**DEFINITIONS**

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central *Policy Glossary.*

**Benefits-Eligible**

A Graduate Student Staff appointment of 50 CUL or more that is expected to continue for more than a year (i.e., the position itself is expected to last more than a year; the individual’s appointment to the position may not). Two qualifying appointments of 25 CUL may be added together to meet the 50 CUL threshold.

**CUL**

Capacity utilization level, or a Graduate Student Staff member’s full-time equivalency.

**Graduate Student Staff**

Graduate students who are employed by the University, incidental to their graduate studies, to provide services that further the missions of the University while providing the students with valuable professional experience and financial remuneration. Refer to the policy on Terms and Conditions of Employment of Graduate Student Staff for further definition of the position classifications.
Immediate Family
The Graduate Student Staff member’s spouse, Domestic Partner, parents, children, grandparents, grandchildren, sisters, brothers, corresponding in-laws and step-relatives, and other family members who reside in the Graduate Student Staff member’s home.

RELATED DOCUMENTS, FORMS AND TOOLS
This standard is issued in support of the policy on Terms and Conditions of Employment of Graduate Student Staff (VI.F.11), as amended or superseded.

Graduate Staff Employment Manual (PDF)
Policies:

- Employment Period for Academic-Year Staff (Executive Memorandum C-26)
- Family and Medical Leave Act (VI.E.1)
- Leave of Absence Policies for Faculty, Continuing Lecturers, and Administrative, Professional, Clerical, and Service Staff (VI.E.2)
- Paid Parental Leave Policy (VI.E.3)
- Terms and Conditions of Employment of Graduate Student Staff (VI.F.11)

HISTORY AND UPDATES
January 1, 2016: This standard supersedes the Vacation Policy for Graduate Student Employees (Executive Memorandum C-31) and versions of the Graduate Staff Employment Manual dated prior to November 2015. It establishes a comprehensive benefits standard for Graduate Student Staff.

APPENDIX
There are no appendices to this standard.
### Equal Opportunity, Equal Access and Affirmative Action

*([http://www.purdue.edu/policies/ethics/iiic2.html](http://www.purdue.edu/policies/ethics/iiic2.html))*

**July 1, 2016**

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<td>Policy Clarification</td>
<td>Vice President for Ethics and Compliance</td>
<td>765-494-5830</td>
<td><a href="mailto:vpec@purdue.edu">vpec@purdue.edu</a> <a href="http://www.purdue.edu/ethics">www.purdue.edu/ethics</a></td>
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<tr>
<td>Discrimination Complaints and Requests to Inspect Written Affirmative Action Programs</td>
<td><strong>West Lafayette: Office of Institutional Equity</strong></td>
<td>765-494-7255</td>
<td><a href="mailto:equity@purdue.edu">equity@purdue.edu</a> <a href="http://www.purdue.edu/oie">www.purdue.edu/oie</a></td>
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<td></td>
<td>Director of Compliance</td>
<td>765-496-7722</td>
<td><a href="mailto:ethics@purdue.edu">ethics@purdue.edu</a></td>
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<td>Reasonable Accommodations</td>
<td><strong>West Lafayette: Human Resources</strong></td>
<td>765-494-1679</td>
<td><a href="http://www.purdue.edu/hr">www.purdue.edu/hr</a></td>
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<td>Academic Adjustments and Auxiliary Aids and Services</td>
<td><strong>West Lafayette: Disability Resource Center</strong></td>
<td>765-494-1247</td>
<td><a href="mailto:drc@purdue.edu">drc@purdue.edu</a> <a href="http://www.purdue.edu/odos/drc">www.purdue.edu/odos/drc</a></td>
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<td></td>
<td>Office of the Dean of Students</td>
<td>765-494-1747</td>
<td><a href="http://www.purdue.edu/odos">www.purdue.edu/odos</a></td>
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<tr>
<td>ADA Coordinators</td>
<td><strong>West Lafayette: Director of the Office of Institutional Equity</strong></td>
<td>765-494-7255</td>
<td><a href="mailto:equity@purdue.edu">equity@purdue.edu</a> <a href="http://www.purdue.edu/oie">www.purdue.edu/oie</a></td>
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STATEMENT OF POLICY
Purdue University is committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, Purdue University seeks to develop and nurture its diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas and enriches campus life.

Purdue University views, evaluates and treats all persons in any university-related activity or circumstance in which they may be involved solely as individuals on the basis of their own personal abilities, qualifications and other relevant characteristics.

Purdue University does not condone and will not tolerate Discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression. Purdue University promulgates policies and programs to ensure that all persons have equal access to its employment opportunities and educational programs, services and activities. The principal objective of this policy is to provide fair and consistent treatment for all students and employees of the University. Purdue is committed to increasing the recruitment, selection and promotion of faculty and staff at the University who are racial or ethnic minorities, women, persons with disabilities and veterans. The University also is committed to policies and programs that increase the diversity of the student body.

Application of this Policy to Employment and Education
All aspects of the employment relationship, including recruitment, selection, hiring, training, professional development, tenure, promotion, compensation and separations, are administered in accordance with this policy. Notwithstanding the prohibition against Discrimination, the University may, without violating this prohibition, provide different benefit packages to employees who have a spouse, same-sex domestic partner and/or dependent children than are provided to other employees.

Purdue University provides Reasonable Accommodations to qualified employees with disabilities. It also promotes the full realization of equal employment opportunity through a comprehensive affirmative action program applying to all units.

All policies and procedures applicable to students are administered in accordance with this policy. Purdue University provides Academic Adjustments and Auxiliary Aids and Services to qualified students with disabilities in accordance with federal law.

Reporting and Addressing Discrimination
This policy seeks to encourage faculty, staff and students to report and address incidents of Discrimination. Discrimination complaints will be addressed promptly and consistently, using procedures that are fair and effective from the point of view of the person and the University, and be resolved at the lowest organizational level possible. The Procedures for Resolving Complaints of Discrimination and Harassment, as issued and updated from time to time by the Vice President for Ethics and Compliance, describe the necessary steps for filing complaints of Discrimination. Retaliation against faculty members, staff members or students for reporting or complaining of Discrimination, for participating or assisting in the investigation of a complaint of Discrimination or for enforcing this policy is strictly prohibited. It inhibits the ability of the University to address complaints and contributes to distrust of complaint procedures.

Affirmative Action Programs
As a federal contractor, each campus within the Purdue University system is required to develop and maintain a written affirmative action program, which is a set of specific results-oriented actions and procedures to which the University commits itself. These programs must be updated annually and be made available for inspection.
Violations of this Policy
Any individual or group of individuals found to have violated this policy will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the University. Faculty and staff who are determined to have violated this policy also may be held personally liable for any damages, settlement costs or expenses, including attorney fees incurred by the University.

No Waiver
Nothing contained in this policy should be interpreted as a waiver by Purdue University of its sovereign immunity, immunity pursuant to the 11th Amendment of the U. S. Constitution or any other immunity or defense available under state or federal laws.

REASON FOR THIS POLICY
As a land-grant university, Purdue University is committed to the principles of affirmative action and equal opportunity in education and employment. We take seriously our responsibility to provide leadership in ensuring that equal employment opportunity is the norm rather than an aspiration.

This policy helps to further the resolution of the Board of Trustees and to ensure the University’s compliance with state and federal laws and regulations, including but not limited to:

- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990, as amended
- Executive Order 11246, as amended
- Equal Pay Act of 1963
- Genetic Information Nondiscrimination Act of 2008
- Immigration Reform and Control Act of 1986
- Indiana Civil Rights Act of 1971
- Pregnancy Discrimination Act
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act of 1964, as amended
- Title VII of the Civil Rights Act of 1964, as amended
- Title IX of the Education Amendments of 1972
- Uniformed Services Employment and Reemployment Rights Act of 1994
- VEVRAA, Section 4212

INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY
All Purdue University community members.

EXCLUSIONS
There are no exclusions to this policy.

RESPONSIBILITIES
President of Purdue University

- Overall responsibility for the successful implementation of Purdue University's equal opportunity, equal access and affirmative action policies.

Chancellor

- Establish goals and action-oriented programs that integrate equal opportunity, equal access and affirmative action principles and objectives into all decisions concerning employees and students on his or her campus.
• Appoint an EO/AA Officer and an ADA Coordinator for his or her campus.

**Vice President for Ethics and Compliance**

• Serve as Purdue University's equal opportunity officer.

• Develop system-wide policies pertaining to equal opportunity, equal access and affirmative action in cooperation with other university officers.

• Issue and update Procedures for Resolving Complaints of Discrimination and Harassment.

• Coordinate the resolution of all Discrimination complaints filed with external agencies and oversee and coordinate internal Discrimination grievance procedures in consultation with university officers, chancellors and legal counsel.

• Serve as Title IX Coordinator for the Purdue University system.

**Vice President for Human Resources**

• Ensure equal employment opportunity, equal access and affirmative action concepts are included in University personnel policies and procedures and that recruitment and hiring practices and training programs follow those same concepts where applicable.

• Provide guidance and support to University offices or departments in the exercise of their equal employment opportunity, equal access and affirmative action responsibilities.

**Vice Provost and Vice Chancellors for Student Life/Affairs**

• Ensure equal opportunity and equal access concepts are included in the policies, procedures, programs, services and activities of the University concerning students.

**Vice Presidents, Vice Chancellors, Vice Provosts and Deans**

• Establish goals and action-oriented programs within their units that integrate equal opportunity, equal access and affirmative action principles and objectives into all decisions within their areas of responsibility.

• Review recommendations for hiring, compensation, promotion, transfer, reassignment and termination for compliance with the University's affirmative action program in both procedure and outcome, and review the qualifications of applicants and reasons for selection to ensure that minorities, women, persons with disabilities and veterans are given full opportunities for hire and promotion (or designate responsibility for such).

**Director of Compliance**

• Develop and disseminate affirmative action data.

• Provide technical assistance to Regional Campus EO/AA Officers.

• Serve as a resource to and coordinator of system-wide affirmative action activities and programs.

• At the West Lafayette campus, develop programs related to affirmative action in coordination with other university offices; assist individual units with the development, implementation and oversight of their affirmative action programs for academic and nonacademic employees; develop internal monitoring and reporting systems; and perform required analyses of affirmative action data.
Director of the Office of Institutional Equity

- Provide technical assistance to Regional Campus EO/AA Officers.
- Serve as a resource to and coordinator of system-wide equal employment opportunity and equal access activities and programs.
- Serve as the campus liaison with federal and state enforcement agencies and community action groups and as the ADA Coordinator for the West Lafayette campus.
- Serve as the Title IX Coordinator for the West Lafayette campus.
- At the West Lafayette campus, develop policies, procedures and programs related to equal employment opportunity and equal access in coordination with other university offices; assist individual units with the development, implementation and oversight of their equal employment opportunity and equal access programs; and develop internal monitoring and reporting systems.

EO/AA Officers at the Calumet, Fort Wayne and North Central Campuses

- Develop, implement and monitor their campus’s equal employment opportunity, equal access and affirmative action programs and coordinate these efforts with the Executive Director of the Office of Institutional Equity and/or the Director of Compliance as necessary.
- Serve as the Title IX Coordinator for their respective campuses.

Department Heads, Directors and Supervisors

- Promote equal employment opportunity and make good faith efforts to achieve affirmative action goals.

All Units

- Include equal employment opportunity, equal access and affirmative action efforts and results in evaluations of administrators and supervisors.

Mandatory Reporters

- Report all incidents of Discrimination, harassment or retaliation directly to the campus Title IX Coordinator or EO/AA Officer.

Individuals Who Believe They Have Experienced or Witnessed Discrimination

- Report the incident as described in the Procedures for Resolving Complaints of Discrimination and Harassment.

DEFINITIONS

All defined terms are capitalized throughout the document. Additional defined terms may be found in the central Policy Glossary.

Academic Adjustments

An academic modification or adjustment that minimizes or eliminates the impact of a disability, allowing the individual to gain equal access and have an equal opportunity to participate in the University's courses, programs, services, activities and facilities.

ADA Coordinator

The Americans with Disabilities Act Coordinator.
**Auxiliary Aids and Services**  
A wide range of services and devices that enable persons with disabilities to have an equal opportunity to participate in, and enjoy the benefits of, Purdue University’s programs and activities.

**Discrimination**  
The process of illegally differentiating between people on the basis of group membership rather than individual merit. *Systemic discrimination* may occur when unequal treatment results from neutral institutional practices that continue the effect of past discrimination. *Individual discrimination* may result when a person is subjected to unequal treatment on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression.

**EO/AA Officer**  
Equal Opportunity/Affirmative Action Officer.

**Mandatory Reporter**  
Individuals employed by the University who hold a title of or equivalent to President, Chancellor, vice president, vice chancellor, vice provost, dean, department head and director, as well as all faculty members, coaches, employees in supervisory or management roles, student affairs professionals, academic advisors and residential life staff. Also included are individuals who have authority and responsibility to remedy Harassment, or those whom a student would reasonably believe has such authority (e.g., Student Organization Advisors, including fraternities and sororities).

**Reasonable Accommodations**  
A wide range of modifications that allow otherwise qualified applicants or employees with disabilities to perform the essential functions of a position. Such modifications may be deemed reasonable if they do not result in an undue burden on Purdue University or its operations.

**Retaliation**  
Any overt or covert act of reprisal, interference, restraint, penalty, Discrimination, intimidation, or harassment against any person or group for reporting or complaining of Discrimination and/or harassment, assisting or participating in the investigation of a complaint of Discrimination and/or harassment, or enforcing University policies with respect to Discrimination and/or harassment.

**RELATED DOCUMENTS, FORMS AND TOOLS**  
Board of Trustees resolution dated December 18, 2010

Policies:

- [Anti-Harassment (III.C.1)](www.purdue.edu/policies/ethics/iiic1.html)
- [Nondiscrimination Policy Statement](www.purdue.edu/purdue/ea_eou_statement.html)
- [Procedures for Resolving Complaints of Discrimination and Harassment](www.purdue.edu/ethics/resources/resolving-complaints.html)
- [University Title IX website](www.purdue.edu/titleix/)
- Websites for governing bodies with oversight for applicable laws and regulations:

  - [Indiana Civil Rights Commission](www.in.gov/icrc)
  - [U.S. Department of Education Office for Civil Rights](www.ed.gov/ocr)
  - [U.S. Department of Justice, Americans with Disabilities Act](www.ada.gov/)
  - [U.S. Department of Labor Office of Federal Contractor Compliance Programs](www.dol.gov/ofccp)
  - [U.S. Equal Employment Opportunity Commission](www.eeoc.gov)
WEBSITE ADDRESS FOR THIS POLICY
www.purdue.edu/policies/ethics/iiic2.html

HISTORY AND UPDATES
July 1, 2016: Minor updates to policy, mainly to Contacts section.

June 1 2015: Policy formatted into new template. Responsibilities added for Director of Compliance, Mandatory Reporters and individuals who believe they have experienced or witnessed discrimination. Executive Director of the Office of Institutional Equity named as West Lafayette Title IX Coordinator and VPEC named as system Title IX Coordinator. Definition of Retaliation updated. Contacts and hyperlinks updated.

April 27, 2012: Contacts section updated.

November 18, 2011: Policy number changed to III.C.2 (formerly X.2.2) and website address updated.

May 27, 2011: Contacts section updated.


December 22, 2010: This policy supersedes the Reaffirmation of University Policy on Equal Employment Opportunity and Affirmative Action (Executive Memorandum No. D-1) dated January 8, 2001, and December 31, 2002. It has been formatted in the current policy template and updated to comply with the Board of Trustees’ resolution dated December 18, 2010, which expands the University’s nondiscrimination commitment to include the bases of genetic information, gender identity and gender expression.

APPENDIX
There are no appendices to this policy.
ANTI-HARASSMENT POLICY

July 1, 2016

CONTENTS

I. CONTACTS

II. STATEMENT OF POLICY

APPENDIX D

Anti-Harassment Policy (http://www.purdue.edu/policies/ethics/iiic1.html)

July 1, 2016

CONTACTS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>E-mail/Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Clarification</td>
<td>Vice President for Ethics and Compliance (System-wide Title IX Coordinator)</td>
<td>765-494-5830</td>
<td><a href="mailto:vpec@purdue.edu">vpec@purdue.edu</a>&lt;br&gt;www.purdue.edu/ethics&lt;br&gt;Office address: Ernest C. Young Hall, 10th floor 155 S. Grant St. West Lafayette, IN 47907</td>
</tr>
<tr>
<td>Harassment Complaints</td>
<td>West Lafayette: Office of Institutional Equity</td>
<td>765-494-7255</td>
<td><a href="mailto:equity@purdue.edu">equity@purdue.edu</a>&lt;br&gt;www.purdue.edu/oie</td>
</tr>
<tr>
<td>For all emergencies, dial 911. Non-emergency reports may be made using the contacts below.</td>
<td>West Lafayette: Title IX Coordinator – Erin Oliver</td>
<td>765-494-7255</td>
<td>Ernest C. Young Hall, 10th floor 155 S. Grant St. West Lafayette, IN 47907 <a href="mailto:titleix@purdue.edu">titleix@purdue.edu</a></td>
</tr>
<tr>
<td>Reports of Sexual Violence</td>
<td>West Lafayette: • Police Department • Office of the Dean of Students • University Residences • Student Health Center (PUSH)</td>
<td>765-494-8221, 494-1747, 494-1000, 494-1700</td>
<td><a href="http://www.purdue.edu/police/">www.purdue.edu/police/</a>&lt;br&gt;www.purdue.edu/odos/&lt;br&gt;www.housing.purdue.edu/&lt;br&gt;www.purdue.edu/push/</td>
</tr>
</tbody>
</table>

STATEMENT OF POLICY

Purdue University is committed to maintaining an environment that recognizes the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding and mutual respect; and encourages its members to strive to reach their potential. The most effective way to work toward preventing Harassment is through education that emphasizes respect for every individual.

It is essential that Purdue University demonstrate its intellectual and ethical leadership by reaffirming its strong position against Harassment in all forms. All members of the University community must be able to pursue their goals, educational needs and working lives without intimidation or injury generated by intolerance and Harassment.

Harassment in the workplace or the educational environment is unacceptable conduct and will not be tolerated. Purdue University is committed to maintaining an educational and work climate for faculty, staff and students that is positive and free from all forms of Harassment. This policy addresses Harassment in all forms, including
Harassment toward individuals for reasons of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, parental status, sexual orientation, gender identity or gender expression. The University will not tolerate Harassment of its faculty, staff or students by persons conducting business with or visiting the University, even though such persons are not directly affiliated with the University.

**Reporting and Addressing Harassment**

This policy seeks to encourage faculty, staff and students to report and address incidents of Harassment. The Procedures for Resolving Complaints of Discrimination and Harassment, as issued and updated from time to time by the Vice President for Ethics and Compliance, describe the necessary steps for filing complaints of Harassment.

Retaliation against faculty members, staff members or students for reporting or complaining of Harassment, for assisting or participating in the investigation of a complaint of Harassment, or for enforcing this policy is strictly prohibited.

The University reserves the right to investigate circumstances that may involve Harassment in situations where no complaint, formal or informal, has been filed. In appropriate circumstances, sanctions in accordance with this policy will be implemented.

To determine whether a particular act or course of conduct constitutes Harassment under this policy, the alleged behavior will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of Harassment, a serious incident, even if isolated, can be sufficient.

**Academic Freedom and Freedom of Speech**

Freedom of thought and expression are the lifeblood of our academic community and require an atmosphere of mutual respect among diverse persons, groups and ideas. The maintenance of mutually respectful behavior is a precondition for the vigorous exchange of ideas, and it is the policy of the University to promote such behavior in all forms of expression and conduct. The University reaffirms its commitment to freedom of speech as guaranteed by the First Amendment to the United States Constitution. Accordingly, any form of speech or conduct that is protected by the First Amendment is not subject to this policy. The University reaffirms its commitment to academic freedom, which is essential to its educational mission and is critical to diversity and intellectual life.

**Violations of Policy and Sanctions**

Any individual or group of individuals found to have violated this policy will be subject to disciplinary and/or remedial action, up to and including termination of employment or expulsion from the University. Faculty and staff who are determined to have violated this policy also may be held personally liable for any damages, settlement costs or expenses, including attorney fees incurred by the University.

The University strongly encourages students to report instances of Sexual Violence or Sexual Exploitation. Therefore, students who provide information regarding Sexual Violence or Sexual Exploitation will not be disciplined by the University for any violation of the Regulations Governing Student Conduct relating to drug or alcohol possession or consumption in which they might have engaged in connection with the reported incident of possible Sexual Violence or Sexual Exploitation.

This policy may not be used to bring knowingly false or malicious charges against any faculty, staff, students or recognized student organizations, including fraternities, sororities and/or cooperatives. Disciplinary action will be taken against any person or group found to have brought a charge of Harassment in bad faith or any person who, in bad faith, is found to have encouraged another person or group to bring such a charge.
**Education and Prevention**
The University offers education and primary prevention, risk reduction and awareness programs for students, faculty and staff concerning Sexual Harassment, Sexual Violence, Sexual Exploitation, Relationship Violence and Stalking.

**Coordination with Other University Policies**
This policy augments, but does not supersede, other University policies covering discrimination. Although Harassment as described and prohibited by this policy includes a wide range of behavior, it does not include certain discriminatory conduct, even though that conduct may be otherwise unlawful, offensive or prohibited by other University policies.

**REASON FOR THIS POLICY**
This policy is designed to prevent and sanction incidents of Harassment within the Purdue University community. The University believes that Harassment, which is a form of discrimination, is repugnant and inimical to our most basic values.

As a land-grant university, Purdue University is committed to the principles of equal opportunity in education and employment. We take seriously our responsibility to provide leadership in ensuring that equal opportunity is the norm rather than an aspiration.

This policy helps to promote this commitment through compliance with both state and federal laws and regulations, including but not limited to:
- Age Discrimination in Employment Act of 1967
- Americans with Disabilities Act of 1990, as amended
- Executive Order 11246, as amended
- Equal Pay Act of 1963
- Genetic Information Nondiscrimination Act of 2008
- Immigration Reform and Control Act of 1986
- Indiana Civil Rights Act of 1971
- Pregnancy Discrimination Act
- Sections 503 and 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act of 1964, as amended
- Title VII of the Civil Rights Act of 1964, as amended
- Title IX of the Education Amendments of 1972
- Uniformed Services Employment and Reemployment Rights Act of 1994
- VEVRAA, Section 4212
- Violence Against Women Reauthorization Act of 2013

**INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**
All Purdue University community members.

**EXCLUSIONS**
There are no exclusions to this policy.

**RESPONSIBILITIES**
**Vice President for Ethics and Compliance**
- In consultation with University officers, Chancellors and legal counsel, oversee and coordinate enforcement of policies and procedures dealing with Harassment for all campuses and operations within the Purdue University system.
- In consultation with University officers, Chancellors and legal counsel, oversee and coordinate the provision of education and primary prevention, risk reduction and awareness programs for students, faculty and staff concerning Sexual Harassment, Sexual Violence, Sexual Exploitation, Relationship Violence and Stalking within the University system.
Chancellors
- Maintain an educational and employment environment free from Harassment.

Vice Presidents, Vice Chancellors, Vice Provosts and Deans
- Maintain an educational and employment environment free from Harassment.
- Communicate to all members of their unit those individuals and offices designated as a resource for people seeking assistance with Harassment.

Title IX Coordinators
- Oversee the investigation and resolution of all reports of Sexual Harassment, Sexual Violence, Sexual Exploitation, Stalking and Relationship Violence on their respective campuses involving students, staff and faculty.
- Be knowledgeable and trained in University policies and procedures and relevant state and federal laws.
- Be available to advise any individual, including a Complainant, a Respondent or a third party, about the courses of action available at the University, both informally and formally, and in the community.
- Be available to provide assistance to any University employee regarding how to respond appropriately to a report of Sexual Harassment, Sexual Violence, Sexual Exploitation, Stalking or Relationship Violence.
- Monitor full compliance with all applicable procedural requirements, record keeping and timeframes.
- Oversee training, prevention and education efforts and periodic reviews of climate and culture for their respective campuses.

Mandatory Reporters
- Report all incidents of discrimination, Harassment or retaliation directly to the campus Title IX Coordinator or Equal Opportunity Officer.

Administrators, Supervisors, and Individuals and Offices Designated as a Resource for Assistance with Harassment
- Take immediate steps in accordance with University policy and procedure to deal with any conduct involving Harassment or complaints of Harassment brought to their attention that involve University faculty, staff or students under their administrative jurisdiction.

Individuals Who Believe They Have Experienced or Witnessed Harassment
- Report the incident as described in the Procedures for Resolving Complaints of Discrimination and Harassment.

DEFINITIONS
All defined terms are capitalized throughout the document. Additional defined terms may be found in the central Policy Glossary.

Consent/Consensual
Affirmative, clear communication given by words or actions that shows an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is given freely and voluntarily. Consent may not be inferred from silence, passivity or when an individual is Incapacitated or otherwise prevented from giving Consent as a result of impairment due to a mental or physical condition or age. No Consent exists when there is a threat of force or physical or psychological violence.

Although Consent may be given initially, it may be withdrawn at any point without regard to activity preceding the withdrawal of Consent.

The voluntary nature of Consent will be subject to heightened scrutiny in circumstances in which a person engages in a sexual relationship with a person over whom he or she has any power or authority within the University.
Harassment
Conduct towards another person or identifiable group of persons that has the purpose or effect of:
1. Creating an intimidating or hostile educational environment, work environment or environment for participation in a University activity;
2. Unreasonably interfering with a person's educational environment, work environment or environment for participation in a University activity; or
3. Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

Use of the term Harassment includes all forms of harassment, including Stalking, Racial Harassment and Sexual Harassment.

Incapacitated/Incapacitation
A mental state in which an individual cannot make rational decisions because they lack the capacity to give knowing Consent (e.g., to understand the who, what, where, why and how of their sexual interaction). Such Incapacitation may be caused by alcohol or other drug use, sleep or unconsciousness. Intoxication is not equivalent to Incapacitation.

Mandatory Reporters
Individuals employed by the University who hold a title of or equivalent to President, Chancellor, vice president, vice chancellor, vice provost, dean, department head and director, as well as all faculty members, coaches, employees in supervisory or management roles, student affairs professionals, academic advisors and residential life staff. Also included are individuals who have authority and responsibility to remedy Harassment, or those whom a student would reasonably believe has such authority (e.g., Student Organization Advisors, including fraternities and sororities).

Racial Harassment
Conduct that demonstrates hostility towards another person (or identifiable group of persons) on the basis of race, color, national origin or ancestry and that has the purpose or effect of:
1. Creating an intimidating or hostile educational environment, work environment or environment for participation in a University activity;
2. Unreasonably interfering with a person's educational environment, work environment or environment for participation in a University activity; or
3. Unreasonably affecting a person's educational or work opportunities or participation in a University activity.

The University is strongly committed to providing a safe and Harassment-free environment for members of those groups that have historically been, and are still likely to be, at greatest risk of Harassment for reasons of prejudice.

Relationship Violence
Any physical, sexual and/or psychological harm against an individual by a current or former intimate or romantic partner. Intimate or romantic partners may be dating, cohabitating, married, separated or divorced, and may be of the same or opposite sex.

Retaliation
Any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation or Harassment against any person or group for reporting or complaining of discrimination and/or Harassment, assisting or participating in the investigation of a complaint of discrimination and/or Harassment, or enforcing University policies with respect to discrimination and/or Harassment.

Sexual Exploitation
An act that exploits someone sexually. Examples of Sexual Exploitation include, but are not limited to:
- Exposing one’s own or another person’s intimate parts without Consent.
• Recording video or audio, photographing, or transmitting intimate or sexual utterances, sounds or images without Consent of all parties involved.
• Allowing others to view sexual acts (whether in person or via a video camera or other recording device) without the Consent of all parties involved.
• Engaging in any form of voyeurism.

Sexual Harassment
A. Any act of Sexual Violence.
B. Any act of Sexual Exploitation.
C. Any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University activity;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University activity.

Sexual Violence
Any non-Consensual sexual act, including but not limited to rape, sexual assault, sexual battery and sexual coercion. Sexual Violence also includes Relationship Violence. Examples of Sexual Violence include, but are not limited to:
• Non-Consensual sexual contact: touching, with any body part or object, another person’s intimate parts (e.g., genitalia, groin, breast, buttocks), whether clothed or unclothed.
• Non-Consensual sexual intercourse: oral, anal and/or vaginal penetration, to any degree and with any body part or object.
• Compelling a person to touch his or her own or another person’s intimate parts without Consent.

Stalking
Any knowing or intentional course of conduct involving repeated or continued following, threatening or intimidating another by telephone, mail, electronic communication, social media, in person or any other action, device or method that 1) would cause a reasonable person to suffer substantial emotional distress or fear of bodily injury or death and 2) actually causes such person substantial emotional distress or fear of bodily injury or death.

RELATED DOCUMENTS, FORMS AND TOOLS
Board of Trustees resolution dated December 18, 2010
Policies
• Amorous Relationships (III.A.1): www.purdue.edu/policies/ethics/iiia1.html
• University Nondiscrimination Policy Statement: www.purdue.edu/purdue/ea_eou_statement.html

Procedures for Resolving Complaints of Discrimination and Harassment: www.purdue.edu/ethics/resources/resolving-complaints.html

Sexual Violence Awareness website: www.purdue.edu/sexual_assault/

Regulations Governing Student Conduct:
• Fort Wayne: http://bulletin.ipfw.edu/content.php?catoid=19&navoid=487#Code
• Northwest: www.pnw.edu/dean-of-students/student-code-of-conduct/
• West Lafayette: www.purdue.edu/studentregulations/student_conduct/index.html

Websites for governing bodies with oversight for applicable laws and regulations:
• Indiana Civil Rights Commission: www.in.gov/icrc
• **U.S. Department of Education Office for Civil Rights**: [www.ed.gov/ocr](http://www.ed.gov/ocr)
• **U.S. Department of Justice, Americans with Disabilities Act**: [www.ada.gov/](http://www.ada.gov/)
• **U.S. Department of Labor Office of Federal Contractor Compliance Programs**: [www.dol.gov/ofccp](http://www.dol.gov/ofccp)
• **U.S. Equal Employment Opportunity Commission**: [www.eeoc.gov](http://www.eeoc.gov)

**WEBSITE ADDRESS FOR THIS POLICY**
[www.purdue.edu/policies/ethics/iiic1.html](http://www.purdue.edu/policies/ethics/iiic1.html)

**HISTORY AND UPDATES**

July 1, 2016: Minor updates throughout policy. Clarified the language regarding sanctions. Several updates to Contacts section.


May 6, 2014: Contacts section updated.

March 1, 2014: The following additions were made: 1) education, prevention, risk reduction and awareness program language, 2) a definition of stalking and 3) a modification of certain disciplinary actions for students. Several website URLs were updated throughout.

April 1, 2012: Language pertaining to Sexual Violence added in the Statement of Policy and Definitions. Procedures updated to refer all complaints under this policy to the Procedures for Resolving Complaints of Discrimination and Harassment.

November 18, 2011: Policy number changed to III.C.1 (formerly X.2.1) and website address updated. Links to other policies updated as well.

July 1, 2011: Definition of Sexual Harassment amended.

May 1, 2011: A definition for Regulations Governing Student Conduct was added. This policy supersedes Anti-Harassment, Interim (X.2.1) dated December 22, 2010.

December 22, 2010: This policy supersedes the Antiharassment Policy (Executive Memorandum No. C-33) dated September 16, 1994. It has been formatted in the current policy template and updated to comply with the Board of Trustees’ resolution dated December 18, 2010, which expands the University’s nondiscrimination commitment to include the bases of genetic information, gender identity and gender expression.

**APPENDIX**

There are no appendices to this policy.