Department of Animal Sciences

Graduate Student Handbook

TABLE OF CONTENTS

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, registration 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; however, departments may have higher (but not lower) requirements than the Graduate School.

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,
Zoltan Machaty, Ph.D.
Department of Animal Sciences
Graduate Programs Committee,
Chair

Email: zmachaty@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.

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 Iowa, 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 Program Assistant
The Graduate Program Assistant works with the Graduate Programs Committee, serves as a liaison for the students, and is a resource for questions/problems. This person is located in CRTN 1058. 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 Office of the Vice Provost for Graduate Students and Postdoctoral Scholars and the Office of the Registrar. 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 program assistant to document this meeting**. This form is available from the graduate program assistant in CRTN 1058. Upon completion, this report is 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 Student Services Suite in Creighton Hall, room 1058, to inform the graduate program assistant that you are on campus and for your **desk assignment**. The Building Deputy will assist you in securing **access/keys** necessary for access to the building, office, lab, etc. For more details see Department Facilities, Supplies, and Services section of this handbook.

Mailbox Location

Graduate student mailboxes are in Creighton Hall, room 1014. Due to space limitations, mailboxes are shared. **You are responsible for collecting your mail on a daily basis.**

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 Creighton Hall, room 1014E, if you have questions. Complete the "Hire Wizard" email from AgEmployment to begin your monthly stipend. Verification of employment eligibility is required at this time after making an appointment with AgEmployment.

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.

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**, access the following URL and follow the directions to activate our account: https://www.purdue.edu/apps/account/cas/login?service=https%3A%2F%2Fwww.purdue.edu%2Fapps%2Faccount%2FAccount.

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 frequently.**

Purdue Student ID Cards

Purdue University has moved to a digital ID system called Purdue Mobile ID. However, graduate students may continue to use a physical ID card. **Purdue Student ID cards are issued in the Card Services Office, located in Stewart, telephone # 496-0444, or email, PurdueIDCardOffice@purdue.edu .**

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 lead to 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 Notice

Students failing to maintain a cumulative GPA of 3.00 will be placed on "academic notice" for the next semester (excluding the summer semester) by the Department of Animal Sciences. Once a student has been placed on academic notice, the student will have at most 2 semesters (not including the summer semester) to bring their cumulative GPA to 3.0 or greater. Failure to do so will result in termination from the graduate program, 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 within 7 days of grades being posted. Although desirable, students are not required to attain a 3.00 semester index each semester as long as their cumulative 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 program assistant following this meeting. Further explanation of this report can be found below. **The *Advisory Committee Report Form* may be picked up at the graduate program assistant'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 <u>annually</u> 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.

<u>Master of Science Student Standards and Progress</u>

The Master of Science degree will not be granted in the case of failure to achieve a cumulative GPA (graduation index) of 3.0 or better. 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. Master of Science students are expected to complete their programs within approximately two years after first registration.

<u>Doctor of Philosophy (Ph.D.) Student Standards and Progress</u>

Similar to the standards described for the Master of Science degree, the Ph.D. degree will not be granted in the case of failure to achieve a cumulative GPA (graduation index) of 3.0 or better. Major advisors 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 the recommendation of the examining committee and with the special approval of the Dean of the Graduate School.

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

<u>Graduation Index</u>

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.

Graduate course credits earned while an undergraduate at Purdue or other accredited institutions of higher learning *may* be applied toward an advanced degree, as long as they were not used toward the undergraduate degree (See Policies and Procedures for Administering Graduate Student Programs, Section VII.B for more details).

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. Graduate School will allow 12 credits to be shared between 2 Purdue University master's degrees.
- *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 credit 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
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. M.S. students are required to present once during their two year graduate program option. This one credit of ANSC 68100 can count toward the minimum of 24 credits of graded coursework required on the plan of study.

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). The minimum expectations for satisfactory completion of ANSC 69800 are as follows: Students enrolled in ANSC 69800 are expected to be actively engaged in the research under their major advisor's supervision during this academic semester. This generally includes being present Monday-Friday and informing their major advisor of absences in a timely manner. Students are expected to inform their major advisor of changes in this schedule. Students are expected to document all of their research work (e.g., direct communication with the major advisor, use of one's laboratory notebook). Students are expected to make copies and appropriate back-ups of all data collected. Students will treat all data as confidential. Data may not be shared over social media platforms; data may not be removed from campus unless the student has prior permission. Students are expected to contribute to the overall research productivity in their major advisor's program and to create a mutually respectful and inclusive work environment. Additional expectations for satisfactory completion of research credits will be determined on an individual basis between the student and their major advisor.

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.

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 credit 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.

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 credit 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). The minimum expectations for satisfactory completion of ANSC 69900 are as follows: Students enrolled in ANSC 69900 are expected to be actively engaged in the research under their major advisor's supervision during this academic semester. This generally includes being present Monday-Friday and informing their major advisor of absences in a timely manner. Students are expected to inform their major advisor of changes in this schedule. Students are expected to document all of their research work (e.g., direct communication with the major advisor, use of one's laboratory notebook). Students are expected to make copies and appropriate back-ups of all data collected. Students will treat all data as confidential. Data may not be shared over social media platforms; data may not be removed from campus unless the student has prior permission. Students are expected to contribute to the overall research productivity in their major advisor's program and to create a mutually respectful and inclusive work environment. Additional expectations for satisfactory completion of research credits will be determined on an individual basis between the student and their major advisor.

JOB RESPONSIBILITIES

Graduate Appointments

Students holding graduate appointments are employees of the department and Purdue University. They are expected to be familiar with and adhere to Purdue 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, please see the below instructions and consult with your major advisor. All graduate students will use the PIN code #999999 when you register online. Students 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 *my*Purdue

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 Brightspace courses.

Registration

The Registration tab provides students with access to registration. Choose the student scheduling assistant resources in order to enroll in courses.

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

Nineteen (19) 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 <u>minimum</u> 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 eight 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 final semester you will register for CAND 99100 to indicate 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 three credit hours of research during the previous semester.
- You <u>did not</u> 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 <u>have not</u> deposited your thesis.

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

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

Each of these registrations are at a reduced fee and allow <u>eight weeks</u> (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, <u>with the consent of their major advisor</u>, 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 for Research in Absentia 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) and (ANSC 68100A)

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. bypass, thrice) is included on the plan of study.
- ANSC 68100 is not intended to replace journal clubs.
- ANSC 68100A is for students that are NOT presenting a seminar. This course is taken as Pass/No-Pass.

Grading Policy:
- A letter grade is given in the semester the student presents a seminar.
- 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.

LANGUAGE 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 80 (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:

AREA OF SPECIALIZATION	MINOR CODE
Master of Science Program	
Animal Behavior & Well-Being	ANBM
Cellular & Molecular Biology	CEMB
Genetics	GNTC
Ingestive Behavior	INGB
Management	MGMT
Meat Science & Food Safety	MSFS
Neuroscience	NEUR
Nutrition	NUTR
Physiology	PHYL
Doctor of Philosophy Program	
Animal Behavior & Well-Being	ANBM
Cellular & Molecular Biology	CEMB
Genetics	GNTC
Ingestive Behavior	INGB
Interdisciplinary Genetics	IGNT
Management	MGMT
Meat Science & Food Safety	MSFS
Neuroscience	NEUR
Nutrition	NUTR
Physiology	PHYL
Interdepartmental Genetics (PGP)*	IGNT
Interdepartmental Neuroscience (PUN)*	INPL
Interdepartmental Nutrition (INP)*	INNP

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, 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. 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 a 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
Ph.D. students who matriculated in Fall 2015 and beyond must indicate their method of fulfilling the requirement on the plan on 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, 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.

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 M.S. and Ph.D. students
4. M.S. non-thesis students

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

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. Please see the Schedule Deputy on the 3rd floor for assistance.

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 ByPass.

Stipends

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

Payday

Payday is every other Wednesday, paid on a bi-weekly basis of 26 paydays per year.

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.

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 employed on a Fiscal Year basis, 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 SuccessFactors** 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 in SuccessFactors** 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 in SuccessFactors.

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: 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 (eight or more hours in the fall and spring; six 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.

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 program assistant 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 ByPass

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 graduate student will request an online form through myPurdue. 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 bypass 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.

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 Dean of the Graduate School.

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 program assistant 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 there are four examining committee members).

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.

<u>Defense Seminar Preparation</u>
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 Graduate Program Assistant 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 program assistant will prepare a flyer for distribution throughout the department announcing the defense seminar.

THESIS PROCEDURE

<u>Graduate School Thesis Assistance</u>

Graduate School Thesis/Dissertation Office

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

Manager
Office of the Vice Provost for
Graduate Students
Ernest C. Young Hall 170
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 prerequisites 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 online 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
www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html .

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 170.

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.

We recommend you *do not* print any other copies of your dissertation until *after you successfully deposit* since you will be need 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.

We recommend you *do not* print any other copies of your dissertation until *after you successfully deposit* since you will need 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 online. 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 deposited into Hammer Research Depository. 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.

YOUR FINAL SEMESTER

GRADUATION DEADLINES

Prior to the beginning of each semester, the graduate program assistant distributes to all students and faculty a copy of the graduation deadlines set by the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars 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 program assistant. 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. Graduate students are also eligible to use the **Center for Career Opportunities** in Young Hall.

EXIT INTERVIEW AND CHECK-OUT FORM

All students are **required** to schedule an exit interview with the **Chairperson of the Graduate Programs Committee** and Career Services, Barry Delks. Students must complete the *Graduate Departure Form* (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 Program Assistant 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, via a third-party vendor, sends diplomas for participants (except for May) and non-participants by parcel delivery. To ensure 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 <u>not</u> 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 Programs Committee and the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars 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 program assistant. All building keys must be returned before leaving. Students who need to withdraw from all current term classes may begin the process by logging into myPurdue, and completing the following steps: 1) Select the Registration Tab, 2) Select "Withdrawal from Current Academic Term", and 3) Complete and submit the form.

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's ***Office of Graduate Assistance. (purdue.edu/gradschool/student/oga/index.html)***

*For Purdue University's Anti-harassment policy refer to Executive Memorandum III.C.1 (http://www.purdue.edu/policies/ethics/iiic1.html).

GRADUATE STUDENT CHECKLISTS

	ANSC GRADUATE STUDENT CHECKLIST
✓	**ANSC GRADUATE STUDENT CHECKLIST** **Master of Science Degree**

	Each semester (fall, spring, summer) register for classes via myPurdue

	Semester 1		Semester 2		Summer 1
	Semester 3		Semester 4		Summer 2

	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 at least 80 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 <u>graduate students whose native language is NOT English</u> 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.
	Attend a Thesis/Dissertation Formatting Workshop.
	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 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.
	Please see Final Dissertation Deposit Checklist for complete deposit appointment instructions.
	Deliver final copies of the thesis to your major advisor.
	Complete ANSC Graduate Departure Form.
	Graduation!!

ANSC GRADUATE STUDENT CHECKLIST
Doctor of Philosophy Degree

Each semester (fall, spring, summer) register for classes via myPurdue.

	Semester 1		Semester 2		Summer 1
	Semester 3		Semester 4		Summer 2
	Semester 5		Semester 6		Summer 3
	Semester 7		Semester 8		Summer 4
	Semester 9		Semester 10		Summer 5

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 at least 80 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 <u>graduate students whose native language is NOT English</u> 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:

	Year 1		Year 2
	Year 3		Year 4

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.
	Attend a Thesis/Dissertation Formatting Workshop.
	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 11 (Report of Ph.D.'s Examining Committee) **immediately following the 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 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.
	Complete ANSC Graduate Departure Form. **IMPORTANT**-all students are required to schedule an exit interview with the Grad Committee Chair and Career Services before leaving campus. **NOTE:** Submission of this form is required prior to graduation.
	Graduation!!

	ANSC GRADUATE STUDENT CHECKLIST
✔	Non-Thesis Master of Sciences Degree

REGISTRATION:
Each semester (fall, spring, summer) register for classes via myPurdue.

	Semester 1		Semester 2		Summer 1
	Semester 3		Semester 4		Summer 2

	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 80 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 <u>graduate students whose native language is NOT English</u> 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:

	Year 1		Year 2

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 Departure Form.
	Graduation!!

	CHECKLIST FOR YOUR FINAL DISSERTATION DEPOSIT APPOINTMENT
✔	

1. Schedule your appointment. Go to www.purdue.edu/gradschool/research/thesis/appointment-booking/index.html

2. Complete Electronic Thesis Acceptance form. Using your Plan of Study link in myPurdue, you can initiate the Form 9 (Thesis/Dissertation Acceptance Form).

3. Submit Electronic Thesis Acceptance form (ETAF). Once your ETAF has been approved through the Thesis Form Head a link will appear in your Plan of Study portal with the link to upload your thesis to ProQuest ETD. Once you get to the ProQuest ETD page 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.

4. Check your email.

5. 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.

http://www.purdue.edu/gradschool/documents/thesis/x-deposit-checklist.pdf

ANIMAL SCIENCES FORMS AND INFORMATION

_____

Advisory Committee Meeting

Rating of Student Performance

Please rate the student in each of the eight 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 the Animal Sciences Graduate Program to identify areas where are students display the greatest shortcomings and will be important in devising changes in instruction and program policies that will enhance our students' scientific development and progress towards graduation.

Student: Date:

Learning Outcome	Outstanding	Very Good	Satisfactory	Improvement Needed	Not Applicable
Overall depth and breadth of knowledge					
Research progress					
Contribution to experimental design and project development					
Critical thinking and interpretation of data					
Oral communication skills					
Written communication skills					
Professional development					
Scholarship (e.g., publications)					

	Satisfactory	Unsatisfactory
Review of student progress		

Comments:

Major Professor: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Student: _____

Reconvene in _____ months.

_____

GRADUATE DEPARTURE FORM

Graduate Student Name:

Major Advisor:

Thesis Title:

Degree granted: Masters ☐   or   PhD ☐   Date:

Provided Thesis Abstract to Graduate Administrative Assistant: Yes ☐   or   No ☐

My immediate plans are (please complete where applicable):

      PhD studies at:

      Post-Doc work at:

      Employment at:

          Position:

      Other:

Forwarding Address:

Residence	**Office (employer or school)**
Street:	Street:
City, State, Zip:	City, State, Zip:
Telephone:	Telephone:
Email:	Email:

Exit interview with Dr. Zoltan Machaty (please have initialed) Date _____   Initials _____

Exit interview with Mr. Barry Delks, Career Services   Date _____   Initials _____

Graduate desk inspected, card access revoked, keys & Purdue ID returned to Building Deputy

                                            Date _____   Initials _____

Credit cards issued in your name returned to Fawne Richert   Date_____   Initials_____

Department issued computer returned to Fawne Richert or IT Date_____   Initials_____

Please return this completed form to the Graduate Administrative Assistant, CRTN 1058

ANIMAL SCIENCE – GRADUATE FACULTY

Name	Designator #
Adeola, Layi	C3808
Ajuwon, Kolapo	C7309
Allrich, Rodney	C2420
Boerman, Jacquelyn	C10240
Brito, Luiz	C10570
Cabot, Ryan	C6274
Casey, Theresa	C9146
Cheng, Heng-Wei	C5253
Croney, Candace	C8442
Ebner, Paul	C7110
Erasmus, Marisa	C9676
Forsyth, Dale	C0207
Fraley, Gregory	C11122
Johnson Timothy	C10253
Ju, Tingting	C12734
Karcher, Darrin	C10009
Karcher, Elizabeth	C10086
Kim, Yuan (Brad)	C9060
Kuang, Shihuan	C7290
Lemenager, Ron	C0660
Machaty, Zoltan	C5948
Markworth, James	C11770
Neave, Heather	C12718
Pasternak, Jonathan Alex	C11121
Pempek, Jessica	C12875
Richert, Brian	C4531
Rojas de Oliveira, Hinayah	C12679
Schinckel, Allan	C2501

Name	Designator #
Schoonmaker, Jon	C7634
Stewart, Kara	C8914
Zuelly, Stacy	C9677

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 change 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 _____   _____   **Graduate School Dean**

Head of the Graduate Program   Date

Submit original to the Graduate School at least one month before the beginning of the session in which absentia registration is desired.

PURDUE UNIVERSITY
GRADUATE SCHOOL

Ph.D. Degree Candidate
Research in Absentia Registration Procedures

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

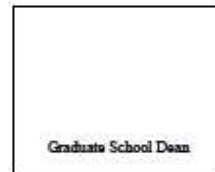APPROVED   APPROVED WITH CONDITIONS (specify below)

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:

_____

_____

_____   Graduate School Dean

_____

(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/documents/thesis/Student-Instructions-Thesis-Acceptance-Form.pdf)

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, Hovde Hall. Those having questions should call (765) 494-6165. **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 grade 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 session 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 session to raise a grade unless the original grade assigned was an "E."* (See item 4.)

2. COMPLETION/FAILURE TO COMPLETE (I, PI, 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+ through F must be recorded; if the original grade was PI, then a "completion" grade of P or N must be recorded. If the original grade was SI, then a "completion" grade of S or U 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 PI, 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 excluded.
   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 (50000-60000), if the student was a junior or senior when taken, and a grade of B- or better was earned. Credit earned as 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.

APPENDICES

Grievances by Postdoctoral Researchers, Graduate Student Personnel, Clinical Residents and Clinical Interns (VI.D.2)
(http://www.purdue.edu/policies/human-resources/vid2.html)
April 1, 2013

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.

Graduate Student Staff Benefits
(https://www.purdue.edu/policies/human-resources/s3.html#statement)
January 1, 2018

Anti-Harassment Policy
(https://www.purdue.edu/policies/ethics/iiic1.html)
August 1, 2017

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.