



**Colorado State University**

COLLEGE OF AGRICULTURAL SCIENCES

*Department of Animal Sciences*

# Graduate Student Handbook

2012-2013

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**Please note: These policies are provided as a departmental supplement to the Graduate School policies outlined in the Colorado State University *Graduate and Professional Bulletin*, which may be viewed on-line at [www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu). Graduate school policies will take precedence in any situations where a conflict between departmental policies contained herein and the Graduate School may exist.**

***PLEASE familiarize yourself with the Graduate and Professional Bulletin available at the Graduate School website.***

## ADMISSION REQUIREMENTS

Applications are completed online through the Graduate School website  
<http://graduateschool.colostate.edu/prospective-students/apply>.

*To be considered for acceptance* for M.S. or Ph.D. program of study:

- Students must have attained a **grade point average (GPA) of 3.0 or higher** (A = 4.0) in appropriate course work at approved undergraduate institutions.
- All applicants must take the Graduate Record Examination (GRE) Aptitude Test. As a general rule, **scores on the verbal and quantitative sections of the GRE should total: 1,000 or higher** (tests taken prior to August 1, 2011) or **297 or higher** tests taken after August 1, 2011)
- Other considerations may include personal interviews and letters of recommendation.
- International students must show evidence of competence in the written and spoken English language (**a TOEFL score of 550 or higher**).
- **Acceptance is dependent on the above mentioned criteria as well as availability of faculty members that can mentor and fund the student (assistantship and research project funds)**

No applicant will be acceptance into the graduate program unless a faculty member in the Department of Animal Sciences has agreed to serve as the applicant's graduate advisor **and** has funding available for a graduate assistantship (*see Graduate Assistantships*) and research projects for the duration of the degree.

## GRADUATE ASSISTANTSHIPS

Graduate Research Assistantships (GRA) and Graduate Teaching Assistantships (GTA) are awarded on a competitive basis. Admission to the graduate program does not ensure receipt of a graduate assistantship. Students who enter the graduate program on probationary status are ineligible for graduate assistantships. Moreover, any student holding a GRA or GTA and failing to maintain a cumulative GPA of 3.0 will lose such support immediately and may request reinstatement of his/her assistantship only after attaining a cumulative GPA of 3.0 or higher.

Full-time graduate students (on a half time graduate research or teaching assistantship while enrolled as a full time student) will be allowed a maximum of 2 years financial assistance to complete a Master's degree or a maximum of 3 years financial assistance to complete a Ph.D. degree. For students obtaining M.S. and Ph.D. degrees in succession, financial assistance is allowed for a period of 5 years. These same time limitations apply to occupancy of office space in the Department of Animal Sciences.

A student who has been awarded GRA or GTA on a ½-time basis is expected to devote, on average, 20 hours per week to research duties to be assigned by the student's advisor. A student holding a GRA or GTA is not allowed any other stipend from the University. Any outside employment needs approval from Department Head and primary advisor of graduate student and may result in termination of the assistantship and tuition support and/or graduate degree if not approved by both advisor and Department Head.

The general departmental leave policy is two days per month for all graduate assistants. Students must obtain the approval of their advisor before taking leave.

Students holding ½-time assistantships should register for 15 course credits (coursework and/or research) per semester. Students holding ¾-time assistantships are restricted to a maximum of 10 credits per semester. Students holding assistantships funded by the department should not register for summer courses, unless other sources of funding are available to cover tuition costs.

### RESIDENCY

Graduate students are not exempt from tuition. Therefore, it is essential that graduate students establish Colorado residency **immediately** after arriving in the state (all US citizens who are not Colorado residents). Students who fail to meet residency requirements at the end of their first year of graduate studies will be responsible for the difference between resident and non-resident tuition costs for the third semester forward.

For domestic (US citizen) students, it is essential that Colorado residency be established to ensure that student only be charged in-state tuition after the first year.

Quick tips:

- Visit Student Financial Services website at [sfs.colostate.edu/residency](http://sfs.colostate.edu/residency) for full information
- Plan to attend a **Residency Orientation** in the first week you arrive
- Obtain a Colorado state drivers license, 1121 W. Prospect (Department of Revenue), Phone 970-494-9804
- If applicable, register vehicle, 200 W. Oak (Larimer County Court House), Phone 970-498-7878
- Register to vote in Colorado (at either of the above locations)
- Change your permanent address to Colorado with the University on RAMweb, click on “Address View/Update” under “Records” section.

*Residency requirements **MUST BE COMPLETED** A FULL YEAR IN ADVANCE of the beginning of a student’s 3<sup>rd</sup> semester, as such, please complete all requirements by mid-August (for students entering during fall semester) or early January (for students entering during spring semester).*

In addition, you should do the following during your first year:

- Keep a copy of your signed housing documents (lease, rental agreement, etc...) in a safe place.
- Keep your pay stubs for proof of Colorado employment.
- File Colorado state income taxes by April 15, and locate copies of your previous state tax forms for the previous year.
- By mid-June (entering Fall) or early Nov. (entering Spring), visit the Tuition Classification Office, 103 Administration Annex, to turn in papers and reclassify your residency.

**STUDENTS WILL BE RESPONSIBLE FOR OUT-OF-STATE TUITION IF RESIDENCY IS NOT ESTABLISHED BY THE THIRD SEMESTER OF ENROLLMENT!**

## INSURANCE, HEALTH

### Graduate Student Mandatory Health Insurance Policy (from Graduate School website)

Colorado State University has a strong commitment toward graduate student growth and the development of individual responsibility. To further this goal, the University embraces the rationale that catastrophic financial risks while attending the University should be minimized, risks that may impact a student's ability to complete his or her graduate studies. To this end, the University embraces a policy of mandatory demonstrated health insurance, requiring that all full-fee paying, resident instruction graduate students be covered by a comprehensive health insurance plan. Graduate students will be enrolled in the University's health program, which will provide an insurance plan designed to meet most graduate students' needs, or they may elect coverage under their own insurance or through another employer.

The University student health insurance program seeks to:

- minimize, as much as possible, the financial risk of health care to students
- maximize the pool of insured students to create a more affordable health insurance plan
- facilitate the development of individual responsibility by requiring students to take positive action in order to waive the insurance coverage
- ensure that all students, regardless of financial background, have equal access to health care

### Policy

It is the policy of Colorado State University that all full-fee paying resident-instruction graduate students enrolled in 6 credits or more are required to enroll in the CSU student health insurance plan or to receive a waiver by demonstrating comparable health insurance. This policy does not impact the current policy of the University that requires all international students, regardless of enrollment status, to demonstrate comprehensive health insurance coverage through either the University health insurance plan or a comparable plan.

### Health Insurance Questions

If you have questions regarding the CSU health insurance, you may visit Frequently Asked Questions page of the CSU Health Network website.

For further information, contact CSU Health Network Insurance or call 970-491-5118.

If you have an assistantship, visit the Assistantship Health Contribution page *See Assistantship Health Contribution*.

## ASSISTANTSHIP HEALTH CONTRIBUTION

A health contribution is available to those graduate assistants in the fall and spring who meet these criteria each semester:

- appointed to a 25% (10 hours per week) or more assistantship (GTA, GRA, GSA or Graduate Veterinary Resident) by the end of the regular add/drop period and
- hold CSU health insurance and
- are full-fee paying resident-instruction graduate students enrolled in 6 credits or more

The student does not need to apply for this benefit. A report will identify all qualifying students. A \$650 contribution will be applied to the student's account and taxed through payroll approximately one week after the end of the regular add/drop period.

For additional information regarding the health insurance policy and the health contribution, please visit the Frequently Asked Questions section of the CSU Health Network website. Questions regarding the health insurance policy should be directed to the CSU Health Network at 970-491-5118. Questions regarding the health insurance contribution should be directed to the Graduate School at 970-491-6817.

### GRADUATE COMMITTEE

See “Graduate Study” under *Graduate and Professional Bulletin* for more information.

#### Overview:

The advisor and student shall select a graduate committee consisting of at least 3 members for M.S. degree programs and 4 members for Ph.D. degree programs. The members are as follows:

- 1) **The advisor** who serves as chairperson of the committee and who must hold academic faculty rank as a professor, associate professor or assistant professor of any appointment type within the department or program granting the degree
- 2) **One or more additional members** from the department
- 3) **Any nondepartmental faculty member** who may be appropriate
- 4) **One member from an outside department** who, appointed by the Vice Provost for Graduate Affairs, represents the Graduate School. The outside committee member appointed by the Vice Provost for Graduate Affairs must hold a regular, special, transitional, joint or emeritus/emeriti faculty appointment at Colorado State University. Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members, but may not vote regarding examination results.

Members of the graduate committee assist the graduate student with planning their formal program of study by providing recommendations for coursework and assisting with the selection of an appropriate research topic. The student should establish a graduate committee, plan a formal program of study (outlined on GS Form 6), and submit the completed and approved GS Form 6 to the Graduate School Office by the end of the second semester of study. Forms are located on the Graduate School website at [www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu) under “forms”.

**REQUIREMENTS FOR M.S. DEGREE**

CSU Minimum Requirements	MS Degree in Animal Sciences - Plan A Coursework Requirements		Credits required	
	Beyond baccalaureate		30	
	Credits must be earned at CSU		24	
	Credits taken at CSU after admission to MS program		21	
	500 level or higher		16*	*at least 12 of these credits must be in regular, lecture courses
Departmental Additional Requirements	Lecture courses (graded)		25*	*at least 12 of these credits must be 500 level or above
	Courses below 300 level do NOT fulfill credit requirements for MS degree		0	
	Department general seminar (ANEQ792A)	All MS students enrolled for any credits (other than continuous registration) at CSU must also in the same semester enroll and receive a passing grade in the Department seminar (ANEQ792A). Regardless of enrollment, all MS students must present at least <b>once</b> in the ANEQ792A seminar <b>during their 2 year program</b> (this includes annual JBS seminar).		

**MS FINAL EXAMINATION**

At the discretion of the graduate committee, the final examination may be oral, written or both. At least one week before the final examination, the advisor must inform the student and the committee members of the nature and scope of the examination.

**MS PUBLICATION REQUIREMENTS- PLAN A OR B**

- A thesis is required (Plan A only).
- One article prepared for publication in a refereed scientific journal with the degree candidate as senior author. An on-campus graduate committee consisting of three faculty members must approve the article before the degree will be awarded (Plan A only)
- **Two printed copies of thesis must be provided to the department before “Departmental Requirements” will be met (see section on “Thesis and Dissertation Copies”).** Department will pay for costs of binding of thesis copies for the department IF department does the binding (see department administrative assistant for details).

**REQUIREMENTS FOR PH.D. DEGREE**

PhD Degree in Animal Sciences Coursework Requirements			Credits required
CSU Minimum Requirements	Beyond baccalaureate		72
	For students submitting a master's degree in partial fulfillment of these requirements** ( <i>all others see notes below table</i> ):		
	Masters degree from an accredited college or university may be accepted		30
	Credits taken after master's degree may be accepted in transfer		10
	Credits beyond the masters degree in courses numbered 500 or above		21
	Credits taken at CSU after admission to PhD program		32
	Courses below 300 level do NOT fulfill credit requirements for PhD degree		0
	Departmental Additional Requirements	Lecture courses (graded)	
Department general seminar (ANEQ792A)		All PhD students enrolled for any credits (other than continuous registration) at CSU must also in the same semester enroll and receive a passing grade in the Department seminar (ANEQ792A). Regardless of enrollment, all PhD students must present at least one ANEQ792A seminar <b>per year</b> (this includes annual JBS seminar).	

**\*\*For students enrolled in a continuous master's/Ph.D. program at Colorado State University**, all courses taken during the master's program may be applied to the doctoral degree, even if the total master's degree credits exceed 30. These courses must be specified on the Ph.D. program of study and approved by the student's advisory committee, the doctoral department, and the Graduate School. Continuous programs are those in which the student is admitted to the Ph.D. program and formally registers the Fall or Spring semester immediately following receipt of the master's degree. All other prescribed credit requirements of the master's and Ph.D. degrees remain in effect in such cases.

**\*\*For students who do not submit a master's degree in partial fulfillment of these requirements:** Up to ten credits earned at an accredited college or university may be accepted for transfer if approved by the student's advisory committee, the department, and the Graduate School. A minimum of 62 credits must be earned at Colorado State University after admission to a doctoral program. At least 37 credits beyond the bachelor's degree must be earned in courses numbered 500 or above.

### PHD PUBLICATION REQUIREMENT:

- A dissertation is required
- Two articles prepared for publication in a refereed scientific publication with the degree candidate as the senior author. An on-campus graduate committee consisting of three faculty members must approve the articles before the degree will be awarded.
- **Two printed copies of dissertation must be provided to department before “Departmental Requirements” will be met (see section on “Thesis and Dissertation Copies”).** Department will pay for costs of binding of dissertation copies for the department IF department does the binding (see department administrative assistant for details).

### PHD PRELIMINARY EXAM

A preliminary examination shall be administered at least two terms before the final examination to determine whether the student is qualified to continue toward the doctorate. The usual procedure is to have written examinations in the field of specialization and supporting areas followed by an oral examination. In order to assure full information to all concerned (student, major professor, all committee members, department head, Graduate School), the intention to hold a Ph.D. Preliminary Examination is to be publicized two weeks in advance by the advisor. The student is responsible for obtaining Report of Preliminary Examination (GS Form 16) from the Graduate School website and returning it, appropriately completed, after the conclusion of the examination.

Providing the committee approves, a candidate who fails the preliminary examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held not later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period. Failure to pass the second exam results in dismissal from the Graduate School.

Participation in oral examinations by the student and/or one or more members of the examining committee may be via electronic link so long as all are participating simultaneously and all committee members and the student have agree to this in advance.

### PHD FINAL EXAMINATION

At least one month before the final examination, the advisor will inform the student and the committee members of the nature and scope of the examination. Normally, the final exam will cover primarily the dissertation, but additional subject matter, specified by the committee at the time of the preliminary examination, may also be covered. Dissertation defenses are open to all members of the University community and the public at large. In order to assure timely notification across the entire campus, advisers should announce this information to the University community and the public at large at least two weeks in advance. Advisers may publicize the defense through the University’s electronic announcement and message delivery system. The chairperson of the committee shall have the prerogative to decide whether those in attendance (outside of the committee) should be allowed to ask questions of the candidate during an oral examination.

## TEACHING INVOLVEMENT

All graduate students in the Department of Animal Sciences must be involved in the teaching program in each semester of their program of study, except for the last semester of a student's graduate program.

It is recommended that at least one semester of teaching be in an area other than the student's major field of study. Graduate students should enroll in ANEQ784 if credit is warranted. The faculty member in charge of the course will determine the appropriate number of credits of ANEQ784 the student is to receive for his/her teaching involvement.

The Resident Instruction (RI) Coordinator will obtain requests for graduate student involvement in specific courses from all faculty members and graduate students. In addition, graduate students will submit their semester class schedule to the RI Coordinator during pre-registration each semester. The RI Coordinator will make all teaching assignments.

## STANDARDS OF ACADEMIC PERFORMANCE

All students must maintain a cumulative GPA of 3.0 in all regular coursework taken during his/her graduate program at Colorado State University. Regular coursework is defined as courses other than independent or group studies, research courses, open seminars, thesis/dissertation credits, study abroad, U.S. travel, supervised college teaching, student teaching, practicum, internship, field placement, unique title courses offered through Continuing Education, and any courses graded pass/fail. Overall 3.00 grade average must be maintained in regular and non-regular courses graded traditionally (A through F). The grade point average in required courses included in the approved program of study (GS Form 6) must also equal at least 3.00. In addition, good academic standing requires *satisfactory* progress in the overall graduate program. Students' individual graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing. Failure to maintain good academic standing results in being placed on *academic probation*. (New regularly admitted students will not be placed on probation until they have completed 12 regular credits or two semesters of graduate work, whichever comes first). For full details, please see "Scholastic Standards" under the "Graduate Study" portion of the [\*Graduate and Professional Bulletin\*](#).

## GRADUATE STUDENT EXAMINATIONS & GRADUATION: GS25 & GS25B FORMS

It is the responsibility of the graduate student to apply for graduation (GS Form 25) and schedule a time and place for oral examinations. The Department Head and his/her administrative assistant, committee members and departmental faculty are to be notified 2 weeks in advance of an oral examination.

All committee members should be provided with a record of completed coursework, along with grades received in these courses, at least 3 days prior to the exam. The graduate student is responsible for obtaining copies of all required forms from the Graduate School Office and for returning the completed and signed forms within 2 working days after the oral examination.

Preliminary written examinations for Ph.D. candidates must be completed at least 2 semesters before the final exam. This exam must be completed within a 4-week period, at least 2 weeks, and no more than 6 weeks, prior to the preliminary oral exam. The major advisor will conduct oral examinations with all committee members present (in person or by telephone).

The GS Form 25 form (application for graduation) can be found at the Graduate School website. The Program Code is ANMG-MS or ANMG-PHD, whichever is applicable. Under Section 4, Departmental Requirements include:

1. Presenting at ANEQ792A or JBS seminar as indicated under “Requirements for MS or PhD” sections in this manual. Additionally, a GS Form 25b will also need to be completed and submitted by the deadline required by Graduate School.
2. Providing two printed copies of thesis or dissertation to the department

### CONTINUOUS ENROLLMENT REGISTRATION

Graduate students admitted to a graduate degree program are required to be continuously enrolled in their degree programs in the fall and spring semesters. This policy applies from the time of first enrollment through the graduation term. Students should contact their advisor if they do not plan to register for at least one credit of course work or research. Students graduating in the summer term are required to be registered for at least one credit or Continuous Registration (CR). Students registering for CR will be assessed a fee for each semester of CR registration. Students enrolled for CR in any term may not be considered enrolled full time for the purpose of, for example, financial aid, student loans, visas, or employment. Moreover, to receive full privileges for the summer term, students must be enrolled either in the summer or for the following fall term. Students who fail to be continuously enrolled must apply for readmission to Graduate School at least two (2) months prior to the beginning of the semester.

### DESKS/OFFICE SPACE

When available, desks will be assigned by the Department Head. First priority will be given to students holding assistantships. Because desks for graduate students are limited in number, students are required to vacate desks immediately when the degree program has been completed. Students must return all university keys at the end of their residency in the department.

### OFFICE SUPPLIES AND EQUIPMENT

Advisors must approve and supervise graduate student use of office equipment, copy machines, department office supplies, long distance telephone service, fax machines and other special equipment. Graduate students are personally responsible for providing supplies required for use in classes. Advisors are expected to provide materials and supplies required for graduate research projects.

### THESIS AND DISSERTATION COPIES

Students are responsible for costs of typing and reproduction of theses or dissertations. The department will cover binding costs for a maximum of two (2) copies of theses and dissertations IF copies are bound by the department. Graduate School requires electronic submission of thesis and

dissertation; however, two paper copies need to be printed for department. Additional copies may be printed and cost of binding will be student's responsibility (department administrative assistant can mail will arrange for binding and can advise student of costs for personal copies).

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Information concerning graduate programs of study in the Department of Animal Sciences may be obtained on-line at [www.ansci.colostate.edu](http://www.ansci.colostate.edu). To request application materials, please contact:

Department of Animal Sciences  
Colorado State University  
1171 Campus Delivery  
Fort Collins, CO 80523-1171  
Phone: (970) 491-1442  
E-mail: [m.weiss@colostate.edu](mailto:m.weiss@colostate.edu)