



Colorado State University
DEPARTMENT OF ANIMAL SCIENCES

Graduate Student Handbook

2016-2017

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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. Graduate School policies will take precedence in any situations where a conflict between departmental policies contained herein and the Graduate School may exist as they relate to requirements to graduate.

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/Admissions website
<http://graduateschool.colostate.edu/for-prospective-students/apply-now/>

To be considered for acceptance graduate 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 or 3.0 during their most recent graduate coursework.
- 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 297 or higher.
- Other considerations may include personal interviews and letters of recommendation.
- International students must show evidence of competence in the written and spoken English language; Colorado State University requires that proficiency in English language be demonstrated either by the TOEFL or IELTS tests prior to admissions. The minimum TOEFL score for admission without condition is 550 (paper -based), or 80 (internet-based).
- **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 accepted into the graduate program unless a faculty member in the Department of Animal Sciences has agreed to serve as the applicant's graduate advisor. Once the graduate candidate has been identified by the graduate advisor, the application will be submitted to the Department Graduate Committee for consideration. The faculty member must receive permission from the Department Head to accept a graduate student prior to making an offer. The official offer letter will come directly from the Department Head and must be signed by the graduate student before beginning graduate school. This letter is in addition to executing the acceptance procedures within CSU's Graduate Admissions website. It is the responsibility of the faculty member to ensure that the graduate student is fully aware of all funding responsibilities prior to the student being accepted into the program.

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 or funding of any kind. 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 ½ time graduate research or teaching assistantship while enrolled as a full time student) will be allowed 2 years of financial assistance to complete a Master's degree or 3 years financial assistance to complete a Ph.D. degree. For students obtaining MS and Ph.D. degrees in succession, financial assistance is allowed for a period of 5 years. Special circumstances can exist where it may take the student longer to complete their degree. In these situations funding is dependent on availability as well as the student making reasonable progress toward completion of their degree. These situations require that the student and advisor develop a plan for completion of the degree. In general, these same time limitations apply to occupancy of office space in the Department of Animal Sciences. Exceptions are handled on a case by case basis and final decisions will be made by the Department Head.

A student who has been awarded a GRA or GTA on a ½-time basis is expected to devote, on average, 20 hours per week to research duties (separate from their thesis or dissertation research duties) to be assigned by the student's advisor. A student holding a GRA or GTA will be funded as stated in their letter of offer, unless grades or performance require an alteration. Also, a student holding a GRA or GTA is not allowed any other stipend (excluding fellowships, scholarships or other awards) from the University. Any outside employment requires approval from Department Head and primary advisor of graduate student and may result in termination of the assistantship, tuition support, and/or graduate degree program 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 at least 9 credits (coursework and/or research) per semester. It is recommended that students holding ¾-time assistantships limit their credit load to 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. Regardless of your assistantship classification your credit load should be approved by your advisor.

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 until Colorado residency is established.

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

Quick tips:

- Visit Student Financial Services website at sfs.colostate.edu/residency for full information
- Plan to attend a **Residency Orientation** online (for those who qualify) OR in the first week you arrive
- Attend the Department of Animal Sciences Graduate Student Orientation Program prior to starting your first semester.
- Obtain a Colorado state driver's license, 3030 S. College Ave. Suite 100, Fort Collins, CO 80525 (Department of Revenue), Phone 970-494-9806
- If applicable, register vehicle, 200 W. Oak St. (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 3rd 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 submit paperwork 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 & PARENTAL LEAVE POLICY FOR GRADUATE STUDENTS

Graduate Student Mandatory Health Insurance Policy <http://graduateschool.colostate.edu/policies-and-procedures/health-insurance/>

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. CSU does not provide insurance coverage to spouses, domestic partners and dependents of graduate students. 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.

Parental leave policy for Graduate Students, effective August 16, 2016

<http://policylibrary.colostate.edu/policy.aspx?id=743>

Health Insurance Questions

If you have questions regarding the CSU health insurance, please visit the [Student Health Insurance](http://health.colostate.edu/student-health-insurance/) page <http://health.colostate.edu/student-health-insurance/> on the [CSU Health Network](#) website.

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

For students with assistantships, visit the [Assistantship Health Contribution](http://graduateschool.colostate.edu/financial/assistantships/assistantship-health-contribution/) page <http://graduateschool.colostate.edu/financial/assistantships/assistantship-health-contribution/>

GRADUATE COMMITTEE

See <http://graduateschool.colostate.edu/current-students/student-resources/committee.aspx> for additional information.

Overview:

The advisor and student shall select a graduate committee consisting of at least 3 members for a MS degree program and 4 members for a Ph.D. degree program. One member of the committee must be from an **outside department**. The member requirements are as follows:

- 1) **the advisor** who serves as chairperson of the committee must hold a tenured/tenure track academic faculty rank as a professor, associate professor or assistant professor in the department. A non-tenure track faculty member can serve as a co-advisor as long as the other co-advisor is a tenured or tenure-track faculty member. ***
- 2) **one or more additional members** from the department with a ranking of professor, associate professor or assistant professor.
- 3) **any non-departmental faculty member** who may be appropriate and maintains an academic faculty rank as a professor, associate professor, assistant professor, or affiliate/adjunct faculty. Individuals who have special expertise may serve on committees in addition to the prescribed members. These members must be approved by the department head prior to serving on the graduate committee.
- 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 faculty rank as a professor, associate professor, or assistant professor.

***Note – it is strongly recommended that if a tenure track assistant professor wishes to serve as the advisor that a tenured professor or associate professor serve as a co-advisor until the assistant professor achieves tenure.

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 under “forms”.

REQUIREMENTS FOR MS DEGREE (PLAN A)

CSU Minimum Requirements	MS Degree in Animal Sciences - 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 15 of these credits must be in regular, lecture courses
Departmental Additional Requirements	Lecture courses (graded)	25*	*at least 15 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 must give ONE departmental seminar during their MS program. The student must register for ANEQ792A for the semester in which they present and receive a passing grade.	
	Department discipline specific seminar (ANEQ 792 B-F)	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 a discipline specific seminar (ANEQ792B-F). Regardless of enrollment, all MS students must present at least once during their program in ANEQ 792A.	

MS FINAL EXAMINATION (PLAN A)

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. Thesis 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 will 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.

MS PUBLICATION REQUIREMENTS- PLAN A

- A thesis is required.
- One article prepared for publication in a refereed scientific journal with the degree candidate as senior author. An on-campus graduate committee consisting of two tenured or tenure track faculty members not serving on the student's graduate committee must approve the article before the degree will be awarded. This requirement is waived if the manuscript(s)/article(s) have been submitted for publication in a peer reviewed journal.
- **Two printed copies of thesis must be provided to the department before "Departmental Requirements" will be met (see section on "Thesis and Dissertation Copies").** The department will pay for the costs of binding of thesis copies for the department if the department does the binding (see department administrative assistant for details).
- The graduate committee chair and at least one committee member must approve the scientific merit of the thesis and publication and ensure that the student has met all of the degree requirements prior to the degree being granted.
- In cases of extenuating circumstance and upon approval of the faculty serving as the Department's Graduate committee, the M.S. plan can be changed from a Plan A to a B via a GS7 form. The intent of Plan B in the Department of Animal Sciences is to assist a student complete their M.S. as a terminal degree. The Department will not accept application of students for Plan B program.

REQUIREMENTS FOR PH.D. DEGREE

CSU Graduate School Minimum Requirements	PhD Degree in Animal Sciences Coursework Requirements	Credits required
	Beyond baccalaureate	72
	For students submitting a Master's degree in partial fulfillment of these requirements** (<i>all others see notes below table</i>):	
	Master's degree from an accredited college or university may be accepted	30
	Credits beyond the Master's degree in courses numbered 500 or above	21
	Credits taken at CSU after admission to the PhD program	32
	Courses below 300 level do NOT fulfill credit requirements for PhD degree	0
Departmental Additional Requirements	Lecture courses (graded)	20 (18 of these must be 500 level or above)
	Department general seminar (ANEQ792A)	All Ph.D. students must give ONE departmental seminar during their Ph.D. program. The student must register for ANEQ792A for the semester in which they present and receive a passing grade.
	Department discipline specific seminar (ANEQ 792 B-F); Department general seminar (ANEQ792A)	All Ph.D. students enrolled for any credits (other than continuous registration) at CSU must also in the same semester enroll and receive a passing grade in a discipline specific seminar (ANEQ792B-F). Regardless of enrollment, all Ph.D. students must present at least once during their program in ANEQ 792A.

****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:** 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 CSU after admission to a doctoral program. At least 37 credits beyond the bachelor's degree must be earned in courses numbered 500 or above.

Exceptions for graduate students enrolling with higher level faculty new hires (transferring graduate programs with their faculty advisor from another institution) do exist.

PHD PUBLICATION REQUIREMENT

- A dissertation thesis is required
- Two articles prepared in a form that is adequate for submission to a refereed scientific publication with the degree candidate as the senior author. An on-campus graduate committee consisting of two tenured or tenure track faculty members not serving on the student's graduate committee must approve the articles before the degree will be awarded. This requirement is waived if the manuscripts/articles have been submitted for publication in a peer reviewed journal.
- **Two printed copies of thesis must be provided to the department before "Departmental Requirements" will be met (see section on "Thesis and Dissertation Copies").** The department will pay for the costs of binding of thesis copies for the department if the department does the binding (see department administrative assistant for details).
- The graduate committee chair and at least one committee member must approve the scientific merit of the thesis and publication and ensure that the student has met all of the degree requirements prior to the degree being granted.

PHD PRELIMINARY EXAM

A preliminary examination shall be administered at least two semesters before the final examination to determine whether the student is qualified to continue toward the doctorate. The 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 oral exam should be publicized by the advisor through university electronic systems two weeks in advance of the exam. It is the decision of the committee to decide if the entire exam or a component of the exam will be open to the university community and (or) the general public. 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 agreed 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 one semester of 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.

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, 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 (dissertation defense). The preliminary written examination 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 the preliminary oral examination with all committee members present (in person, by telephone, or by proxy - with prior permission).

The GS Form 25 (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 a seminar in ANEQ792A 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
3. Publication(s) requirement met according to respective degree program (as outlined in Requirements for MS degree or Requirements for Ph.D. degree sections)

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 once 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 in which they are enrolled. 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 (see department administrative assistant for details).

FACULTY OVERSIGHT COMMITTEE FOR THE GRADUATE PROGRAM

Each discipline section (n = 5) in the Department of Animal Sciences will elect a tenure-track faculty member to serve on this committee. The terms are 2 years. The chair of the committee is appointed by the Department Head and the terms are staggered for continuity and training of the next year's committee chair. This is a departmental service committee that conducts transparent business and works to:

- Maintain integrity and fairness in the graduate student program and its students.
- Help maintain definitions of graduate degrees.
- Assist with selection of students and is attentive to department activities that influence the graduate program as to maintain program quality.
- Help maintain and update "Graduate Student Handbook".

NOTE: It is the responsibility of the individual graduate student to ensure that all requirements and paperwork associated with their degree program are completed and due dates are met. Failure to comply may cause a delay in graduating.

Information concerning graduate programs of study in the Department of Animal Sciences may be obtained on-line at www.agsci.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: Melissa.Harmon@colostate.edu

Once a graduate student is accepted into the Department of Animal Sciences, all email communication will occur with CSU email addresses.