

GRADUATE PROCEDURES HANDBOOK

DEPARTMENT OF SOIL & CROP SCIENCES COLORADO STATE UNIVERSITY

This manual contains essential information about the Department of Soil and Crop Sciences. It was designed to provide information about policies and procedures used in the Department and supplements information found in the current versions of the *Handbook on Graduate Study*, *Graduate and Professional Bulletin*, and *General Catalog*. Copies of the *Handbook on Graduate Study* and *Graduate and Professional Bulletin* are available on the Graduate School web site (<http://graduateschool.colostate.edu/> click on Publications), and the *General Catalog* can be purchased at the Colorado State University Bookstore in the Lory Student Center or found on line at <http://www.catalog.colostate.edu/>.

We extend a special welcome to all new graduate students in the Department. We hope that this handbook helps you to become acquainted with Departmental and University policies and operating procedures and allows you to pursue your studies with a minimum amount of frustration.

Department of Soil and Crop Sciences Graduate Studies Panel
May 2009

Important Offices:

Department of Soil and Crop Sciences, C127 Plant Science Building, 491-6517
Resident Instruction Secretary, Karen Allison, C127 Plant Science Building, 491-6295
Graduate School, 204 Student Services, 491-6817
University Libraries, Morgan Library Loan Desk, 491-1842
Financial Aid Office, 108 Student Services, 491-6321
Office of International Programs, Laurel Hall, 491-5917
Office of Sponsored Programs, 211 University Services, 491-6355

***** NOTE TO STUDENTS AND FACULTY *****

Certain GS forms are to be returned to the RI Secretary for processing.

Therefore, check with the RI Secretary *before acquiring signatures* so as to confirm compliance with departmental processing requirements. ALL GS Forms requiring the Department Head's signature **MUST** (mandatory) be initialed by the Departmental Graduate Coordinator and/or RI Secretary **BEFORE** Department Head signs. This is a departmental "checks & balances" procedure.

TABLE OF CONTENTS

I.	Regulations and Procedures for the Graduate Program	3
A.	Registration	3
B.	Credit Requirements	4
C.	Program of Study (GS Form 6)	4
D.	Student's Graduate Committee	5
E.	Seminar Requirements	6
F.	Other Departmental Requirements	6
G.	Waiver of Department Academic Requirements	7
H.	Thesis/Dissertation Requirements	7
I.	Examinations	7
J.	Grades	8
K.	Graduation	9
L.	Change to a PhD program from an MS program	9
M.	Graduate Assistantships	9
N.	Residency	10
O.	General Departmental Policy	10
P.	Summary of Procedures for the MS and PhD Degrees	11
II.	Facilities, Services, and Miscellaneous Procedures	12
A.	Office Space Assignments	12
B.	Greenhouse Procedures	12
C.	Purchasing Information	12
D.	In Case of Injury	12
E.	Computer Services Available for Graduate Students	12
F.	Statistical Services	14
G.	Transportation Services	14
H.	Library Services	14
I.	Photographic and Scanning Services	15
J.	Clerical Services	15
K.	Key Policy	15
L.	Lunch Room	15
M.	Shared Molecular Genetics Laboratories	16
N.	Laboratory Safety Precautions	16
III.	List of All Graduate School Forms and Procedures	17
IV.	GS25 Committee Member Signature Approval Form	19
V.	Graduate Student Exit Evaluation Sample Copy	20

I. Regulations and Procedures for the Graduate Program

A. Registration

1. Colorado State University prefers that all graduate students be continuously enrolled in their degree programs. This policy applies from the time of first enrollment through the graduation term. Registration should occur in the fall and spring semesters of each academic year but not the summer sessions, unless the student plans to officially graduate during the summer. Students who pursue their degree without interruption maintain their registration status by registering for any graduate credit-bearing course. As an alternative, students who temporarily suspend their studies may pursue Continuous Registration (CR) status for which a Continuous Registration Fee (CRF) is assessed rather than the regular tuition charge. The CRF is \$150 per semester for all students (both on and off campus). The section ID number for continuous registration is given in the class schedule under the CR prefix. Students who fail to maintain CR status will be assessed a readmission fee of \$150. A student registered for CR is not eligible for financial aid and also is not eligible for a student loan deferment.

CR status assures that students remain in contact with the University and informed about their graduate programs. Students registered for CR also have access to the library, computer labs, research laboratories, and other University facilities and services. (The specific facilities and services to which CR students have access are subject to interpretation by the units involved. For example, CR students may not be able to use the Interlibrary Loan service at the library.) Subject to the established 10-year time limit for earning of graduate degrees, students who maintain CR need not apply for readmission if they wish to take additional credit-bearing courses. Students with CR status are assured a place in their graduate programs as long as their academic performance is satisfactory and they have not exceeded the 10-year limit for completing degree requirements.

CR status shall not replace any other registration requirements imposed by either the Department or the student's graduate committee. For example, the graduate committee may require additional course work beyond that indicated on the GS Form 6. Also, the one-credit registration requirement for students appointed to graduate assistantships still applies.

2. The maximum credit load for graduate students is 15 credit hours per semester or summer session regardless of the course level or basis of admission. Credit overload approval can be requested from the Graduate School with department head or adviser approval.
3. Students supported by a research or teaching assistantship must register for a minimum of 1 semester hour of credit during the fall and spring terms. The Department does not require students on graduate assistantships to register during the summer. If project funds are available for an assistantship stipend and tuition support during the summer, students should register for one of the summer sessions (the 12-week session is preferred).
4. Students supported by forms of financial assistance other than graduate assistantships should register for the number of credits required by the sponsor.
5. For thesis, dissertation, research, and independent study graduate courses, the number of credits for which the student registers should be determined using a base rate of 48 hours of student effort per credit hour. The faculty adviser, or other department official, will estimate the total number of hours of student effort required over the length of the semester. This effort should include consultation with the adviser, as well as library, laboratory, and field work. The total number of hours is divided by 48 and the resultant quotient (rounded to a whole number) will determine the number of credits.

B. Credit Requirements

1. Course credit requirements for degree candidates are:

	MS Plan A (thesis)	MS Plan B (non-thesis)	BS to PhD	MS to PhD
Minimum credits for degree	30	32	72	72 ⁺
Research credits toward minimum degree requirements not to exceed	9	--	--	--
Minimum course credits at 500 or above	16*	16*	37	21
Minimum credits earned at CSU	24	24	62	32

⁺Total credits earned beyond BS. MS degrees from other accredited universities may be accepted for 30 credits, pending approval by the Graduate School.

*12 of these 16 credits must be in regular courses, which are defined as those other than independent study and group study, 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 the division of Continuing Education, and any courses graded pass-fail. SOCR 675 credits do not count toward meeting this requirement.

2. To complete the MS Plan B, students must write a comprehensive technical report and take an oral examination that may include questions regarding the technical report and course work.
3. No graduate credit shall be given toward the minimum requirements for 100 or 200 level courses, STAT 301, CS 150, CS 403, or for prerequisite courses expected of entering graduate students.
4. The maximum credit hours allowed toward an MS or PhD program before formal admission is 12. Maximum credit hours allowed in the graduate program prior to completing the TOEFL or English requirement is 9.

C. Program of Study (GS Form 6)

This GS form is to be returned to the RI Secretary for processing after the student, advisor/co-advisor, and committee member’s signatures have been obtained by the student. The RI Secretary will obtain the Departmental Graduate Coordinator’s initials and Department Head’s signature before submitting it to the Graduate School in a timely manner.

1. Specific courses and research credits required for the MS or PhD will be decided jointly by the student and his/her committee.
2. The GS Form 6 must be submitted before the end of the second semester of the program or after 12 semester credits have been completed, whichever is first, **or** the first week of the second semester if graduating in two semesters. (Summer session is considered a semester).
3. The GS Form 6 must be signed by **all** committee members.
4. Any **changes** to courses listed on GS Form 6 are processed using GS Form 25, Application for Graduation, and changes must be approved by **all** committee members (department supplemental form required).

D. Student's Graduate Committee

1. An MS candidate must have at least three members on the graduate committee: the student's advisor, one other member from Soil & Crop Sciences, and a member from outside the department. The chairperson of the committee is the student's advisor. This committee must be approved by the Department Head and Graduate School.
2. A PhD candidate must have at least four members on the committee: the student's advisor, one other member from Soil & Crop Sciences, a member from outside the department, and one additional member that can be either inside or outside the student's department. The chairperson of the committee is the student's advisor. This committee must be approved by the Department Head and the Graduate School.
3. Graduate committee members should be selected as soon as possible after a student is admitted to the program.
4. Provision is made for temporary replacement of members of graduate student committees. Whenever a member will be absent for an important function of the committee, or when a member will be absent for a semester or more, a replacement will be designated by the department head based on input from the student and adviser and with concurrence of the faculty member being replaced. The department head shall designate any eligible replacement by letter to the Graduate School indicating the time period during which the replacement shall serve. At the expiration of the designated time period, the original member shall resume membership.
5. If a permanent replacement of a member of the graduate student committee is necessary, a GS Form 9A should be submitted.
6. Student Responsibilities
 - a. Select committee members in consultation with the adviser.
 - b. Call meetings of committee and reserve a room. Sufficient notice (at least one week) of time, location, and purpose should be given to the committee.
 - c. Provide committee members with materials to review one week prior to the meeting.
 - d. Inform committee of status of program research and progress in course work at regular intervals.
 - e. Complete all forms needed by Graduate School (Consult with Resident Instruction Secretary, Room C127, prior to submitting forms).
 - f. File copies of completed thesis or dissertation with the Graduate School **and** Department.
7. Committee Responsibilities
 - a. Guide student in development of program of study. Provide approval of acceptable program and changes made in it.
 - b. Review and approve acceptable thesis proposal.
 - c. Provide guidance in development and implementation of thesis project.
 - d. Meet with student to handle matters related to graduate program and thesis project. Be prepared prior to the meeting.

E. Seminar Requirements

1. Students pursuing their first graduate degree in Soil and Crop Sciences at CSU, whether MS or PhD, are required to register for SOCR 675, Presentations for Scientific Audiences. Requirements for this course include attending a series of lectures on preparing and delivering technical presentations and presenting a seminar on a topic other than their own thesis research. The topic must be approved by the seminar coordinator and should be of current interest to a broad audience of graduate students in agriculture. A letter grade will be assigned by the instructor based on the quality of the seminar presentation and participation in the course.

For each graduate degree in Soil and Crop Sciences at CSU, students should register for SOCR 792 and present the results of their thesis or dissertation research, or a technical report in the case of a Plan B, in an announced seminar session scheduled to occur immediately prior to the defense. Students who are candidates for their second graduate degree in the Department should register for SOCR 792 two different times during the second degree program and present two seminars on their dissertation research. One presentation should be given as an announced seminar prior to the defense (as previously described). The second seminar may be given as a presentation at a professional meeting, a scheduled extension or outreach function, or a seminar sponsored by another department or agency. Alternatively, the student may present a second departmental seminar. The presentation forum for seminars given outside the Department should be approved by the Department seminar coordinator prior to the presentation. A letter grade will be assigned for departmental seminars by the Department seminar coordinator on the basis of the quality of the seminar presentation. A grade of pass/fail, assigned by the student's advisor, will be given for presentations outside the Department.

2. Requests for a grade of incomplete for SOCR 792 must be submitted in writing by the student's adviser to the Department seminar coordinator prior to the end of the semester of registration. The request should include specific reasons for delaying completion of seminar requirements.
3. Whether they are registered for the course or not, ALL graduate students are expected to attend the weekly departmental seminar unless excused because of a class conflict.

F. Other Departmental Requirements

1. The following applies to students admitted Fall 2007 and later:

Nearly all PhD graduates of our department will be involved in some form of teaching in their careers, whether classroom teaching, training programs, or public outreach presentations. All will benefit from the experience of conceptualizing, preparing, and delivering a body of information to a group of learners, especially when their performance is evaluated by an experienced teacher. Therefore, PhD candidates must obtain teaching experience by fulfilling the following requirements:

- a. Complete a formal course in teaching methodology (e.g., AGRI 546, EDAE 520, EDUC 628, or GRAD 792), or have completed such a course previously.

AND

- b. Complete a minimum of one credit of Supervised College Teaching (SOCR 784). The supervised college teaching experience must include one or more of the following teaching activities, with the major advisor and/or the course instructor serving as a teaching mentor to evaluate and help improve the candidate's teaching skills:
 - Serve as a Teaching Assistant in a Soil and Crop Sciences course or a suitable substitute.
 - Teach a minimum equivalent of four 50-minute lecture or lab periods in a Soil and Crop Sciences course(s) or suitable substitute(s).

- Participate in an alternative teaching experience that will require an effort equivalent to the aforementioned classroom teaching. These activities might include development of Internet teaching modules, delivery of extension programming (such as through workshops, field days, web pages, fact sheets, or bulletins), curriculum development, or another equivalent teaching experience approved by the department's Graduate Studies Panel.

2. The following applies to students admitted prior to Fall 2007:

Ph.D. candidates must satisfy one of the following requirements in addition to the 72 semester credits of course work required by the University.

- a. The candidate shall become proficient in one foreign language. Proficient refers to reading proficiency unless some other specific proficiency requirement is determined by the candidate's graduate committee. The Department of Foreign Languages and Literatures should be consulted as an examiner for degree requirements. An international student whose native language is other than English meets this requirement.

OR

- b. The candidate shall gain experience in teaching one semester in Soil and Crop Sciences or suitable substitute and take a formal course in teaching methodology (e.g., GRAD 792 or EDUC 628) as well as attending a teaching seminar series for one semester.

OR

- c. The candidate shall take two courses beyond the introductory level in a field of study outside of the biological or physical sciences. Courses not fulfilling this requirement are 100- and 200- level courses, survey courses, courses that are normally part of the undergraduate program in Soil and Crop Sciences, or courses in mathematics or computer science.

G. Waiver of Department Academic Requirements

Requests for waiver of Department academic requirements should be submitted in writing by the student's adviser to the Department Graduate Panel. The waiver is granted upon approval by 3 of the 4 members of the Department Graduate Panel and the Department Head.

H. Thesis/Dissertation Requirements

1. Students enrolled in a program requiring a thesis or dissertation should submit a preliminary copy to their committee members two weeks before the final examination. The committee may require that changes be made before approving the final copy. Format guidelines can be found at the Graduate School website at <http://graduateschool.colostate.edu> and click on *Enrolled Students* on the menu bar.
2. Two unbound, signed copies of the thesis/dissertation are to be submitted to the Graduate School Office by the end of the 11th week of the semester the student plans to graduate (spring and fall) or by the 5th week of the eight-week summer term.
3. One unbound copy of the final thesis/dissertation should be submitted to the Department of Soil and Crop Sciences (2 copies if there is a co-advisor). The department will pay for binding one copy for the major adviser or two copies if a student has two major advisers. These should be submitted to the RI secretary.

I. Examinations

1. The scheduling of all MS and PhD examinations is done with consent of the graduate committee and through the Resident Instruction secretary.

2. The examination for the Master's Degree is to be an oral examination. At least one week before the exam, the adviser must inform the student, committee members, Department Head, and RI secretary of the time and place of the exam.
3. PhD candidates are required to complete a preliminary written and oral examination at least two semesters before the completion of the program [to insure that the candidate is qualified to pursue the PhD program]. The written exam must be completed within a period of two weeks. At least six weeks prior to the anticipated time of the written exam, the candidate's graduate committee will decide the subject-matter content for written questions. Members of the graduate committee will compose questions for the candidate in those subject-matter areas in which expertise is available on the committee. The committee shall solicit additional questions from faculty and academic staff outside the committee to examine the candidate in subject-matter areas outside the committee's expertise. Grading is by pass/fail. After grading, the questions are returned to the major professor and kept in the possession of the major professor or returned to the student.
4. To inform all concerned (student, all committee members, department head, Graduate School), the intention to hold a PhD preliminary examination is to be formally announced in advance. A target date that is the date of the oral exam must be set at least two weeks in advance; the examination must be held within a period of six days before the target date to six days after the target date. The student's adviser is responsible for informing the Resident Instruction secretary of the target date for the exam; all other involved parties are to be kept fully advised of the details of scheduling.
5. The GS Form 16 (Report of Preliminary Exam) must be completed and submitted to the Graduate School within **two working days** after the oral examination. The student is responsible for obtaining a copy of GS Form 16 from the RI secretary and returning it to same as soon as the exam is completed.
6. For a PhD final exam, the adviser must inform the student, committee members and Department Head of the nature of the examination at least two weeks before the examination is to be given. Dissertation defenses are open to all members of the University community and public at large. To assure timely notification across the entire campus, the student's adviser is responsible for announcing the time and place of dissertation defenses to the University community and public at large via the Department RI Secretary at least two weeks in advance of the date.
7. The examining committee is the student's graduate committee.
8. Only committee members are allowed to question a graduate degree candidate unless others are authorized to do so by the adviser.
9. The Report of the Final Examination (GS Form 24) for MS and PhD candidates **must be completed and submitted to the Graduate School within two working days after the exam.** To graduate in a given semester, the student must complete the requirements by the deadlines determined by the Graduate School. These deadlines are published on the Graduate School's web site.
10. Signatures of all committee members are required on GS Form 24.

J. Grades

1. Graduate students must maintain at least a 3.0 grade point average in all formal course work. Two semesters below this average constitutes a reason for dismissal.
2. Special studies, seminars, and research credits are not considered formal course work in calculating grade point averages. However, a passing grade must be maintained in these course areas.

K. Graduation

1. Submit GS Form 25 (Application for Graduation) by the deadline established by the Graduate School (published on the Graduate School web site). **If changes in required course work are indicated on GS Form 25, all committee members must approve the changes by signing a departmental addendum to GS Form 25.** The addendum is retained by the Department and kept in the student's file. **Obtain this addendum form from the RI Secretary and return it along with the GS25 after the student, advisor/co-advisor, and committee member's signatures have been obtained to the RI secretary for remaining signature acquisition and timely submittal to the Graduate School.**
2. Graduation may be delayed if the student has not fulfilled departmental requirements (i.e., turn in keys, submit departmental thesis copies, submit Graduate Student Exit Evaluation, etc.).
3. Upon completion of the graduate program, graduate students are asked to leave a forwarding address and career plans (if known) with the RI secretary. This is necessary to keep alumni files up-to-date.
4. Before leaving campus, all CSU keys must be returned to the Department Head secretary. Office and any assigned laboratory space must be cleaned, and borrowed equipment should be returned in proper working condition.
5. Foreign students should report to the Office of International Programs before leaving the campus.

L. Change to a PhD program from an MS program

To proceed from an MS program to a PhD program, a graduate student must submit a completed GS Form 7, a letter of intent, and letters from the student's current MS adviser and the prospective PhD adviser (if different from the MS adviser) to the Department Graduate Coordinator. The letter from the student's MS adviser should summarize the MS advisory committee's recommendation concerning entrance into a PhD program. The letter from the prospective PhD adviser should include a commitment to serve as adviser, the terms of the commitment, and any conditions for admission. For international students, a financial statement supporting their application for change of program to a PhD also is needed. This documentation along with the student's active graduate file will be reviewed by the Graduate Committee, which will forward a recommendation to the Department Head. Department approval for a change of program is granted by the Department Head. Upon Department approval, the GS Form 7 is submitted to the Graduate School for final approval.

M. Graduate Assistantships

1. **Graduate student funding and time limits.** Support for graduate research assistants is obtained through the Department or from non-University sources such as outside grants and contracts. Faculty graduate advisors are not obligated to provide financial support to students, nor does the department guarantee financial support for the duration of a student's graduate program. Graduate students are reviewed each year by their major advisor(s) for academic standing and progress toward the degree, and continued funding is based on a satisfactory review.

The expected time for completion of a degree while receiving a standard one-half time assistantship from non-University sources is as follows:

MS degree only	2-2½ years
PhD degree (with prior MS degree)	3-3½ years
PhD degree (with no prior MS degree)	5 years

2. **Graduate students funded by Departmental sources.** Graduate student financial support for teaching and research assistants that is derived from Departmental sources will fluctuate according to student enrollments and/or available funds. Financial aid from Departmental sources is awarded on the basis of merit within the defined programs of study by the Department Head, in consultation with the department Graduate Studies Panel. Support is awarded on a yearly basis for the completion of one degree only (MS or PhD). Graduate students under Departmental contract are reviewed each year for academic standing and progress toward the degree. Ordinarily, graduate research assistants progressing satisfactorily are funded for two (2) fiscal or academic years (whichever applies) for the MS degree and three (3) fiscal or academic years for the PhD degree. Graduate teaching assistants are ordinarily funded for three (3) fiscal or academic years for the MS degree and four (4) fiscal or academic years for the PhD degree. Except for valid extenuating circumstances, financial support will not continue beyond this period.

The Department of Soil and Crop Sciences is financially responsible for the tuition payment for each graduate student on GRA or GTA appointment for the first year (out-of-state or in-state). In subsequent years the Department will be responsible for in-state tuition only. If an out-of-state student elects not to establish in-state residency within the first year, the tuition difference between an in-state and out-of-state resident will be paid by the student. Exceptions to these policies must be approved by the Department Head. Please contact our accounting administrative assistant for information on stipends, taxation of tuition and income tax withholding.

N. Residency

To obtain Colorado residency one must prove intent to reside by 1) taking actions to establish a physical presence and ties with the state and 2) petitioning for in-state tuition classification. Specific actions required to prove intent to reside include, but may not be limited to, those listed under items 1 through 5 below. Actions described in items 1 through 4 must be taken at least one year before petitioning for in-state tuition classification. The "Petition for In-State Tuition Classification" (available at Student Financial Services) and all supporting documentation must be received by Student Financial Services by the published deadline date specified for the semester for which a change is being requested. The burden of proof rests upon the petitioner (i.e. the student) who has the responsibility to submit a timely petition along with the required documentation by the published deadline date. A change in tuition classification will be made when the Tuition Classification Office is convinced that physical presence and ties with the state have occurred at least 12 months prior to the first day of classes for which the applicant is petitioning. (See RI Secretary or visit the web site <http://sfs.colostate.edu/I23000.cfm> for further information.)

- 1) Register to vote
- 2) Obtain Colorado driver's license
- 3) Register vehicle in Colorado (if applicable)
- 4) Rent or own property in Colorado
- 5) File Colorado state income tax return

O. General Departmental Policy

1. Upon arrival, the student should leave an address and local phone number with the RI secretary (C107).
2. Graduate student mailboxes are located in Room C124, Plant Sciences Building. The mailbox is assigned by the RI secretary.
3. Graduate school forms can be obtained from the RI secretary. She will assist in filling out and typing these forms.

4. Keys may be ordered from the Department Head secretary (Room C127) provided you have written permission from your adviser or from the appropriate faculty member in charge of the area.
5. Changes made during the graduate student's program (graduation date, classes or committee personnel) should be cleared with the adviser and reported to the RI secretary so that the proper forms can be submitted to the Graduate School.
6. When leaving the Fort Collins area for an extended period or when leaving campus, please inform the RI Secretary and notify your adviser.

P. Summary of Procedures for the MS and PhD Degrees

Reminder, certain GS forms should be obtained from and returned to the RI secretary for processing!

1. Application for admission (GS Form 1).
2. Appointment of adviser. Due before first registration.
3. Selection of graduate committee. Due before the end of the second semester.
4. Submission of a Program of Study (GS Form 6). Due before the end of the second semester or after 12 semester credits have been completed, whichever is first; or the first week of the second semester if graduating in two semesters.
5. Preliminary examination (PhD only). Due at least two terms prior to final examination. Notify RI Secretary of the date of Preliminary examination at least two weeks in advance.
- f. Report of preliminary examination (GS Form 16) for PhD only. Due within two working days after preliminary examination.
6. Changes in committee (GS Form 9A). Due when change is made.
7. Application for Graduation (GS Form 25). Due fifth week of graduation semester for fall and spring semesters, second week of the eight-week summer semester. All committee members must approve changes in required course work.
8. Thesis is due to committee **two weeks** prior to examination.
9. **Final examination.** Must be held prior to the end of the eleventh week of graduation semester for fall and spring semesters; prior to the end of the fifth week of the eight-week summer semester. Contact RI Secretary of date of final examination at least two weeks in advance.
10. Report of final examination (GS Form 24). Due within two working days after oral examination; for written examination by the end of the eleventh week of graduation semester for fall and spring semesters, and by the end of the fifth week of the eight-week summer term.
11. Graduate Student Exit Evaluations are to be completed at the time of Final Exam. Students' evaluations are to be turned in to the RI Secretary at the end of the Final Exam. Committee members' evaluations are to be collected by students' advisors and turn in to the RI Secretary by the end of the Final Exam.
12. Deposit two signed unbound thesis copies ready for binding with the Graduate School. Also submit

one unbound copy (or two if there is a co-adviser) to the Department RI Secretary. The Department copy(ies) is (are) bound at Department expense and distributed to the adviser (and co-adviser if applicable). Graduate School and Department copies are due by the end of the eleventh week of the graduation semester for fall and spring semesters, or by the end of the fifth week of the eight-week summer session.

13. Return all keys requested through the Department to the Department Head secretary (C127).

14. Graduation.

II. Facilities, Services, and Miscellaneous Procedures

A. Office Space Assignments

Graduate students may obtain office space assignments and furniture in the Department of Soil and Crop Sciences areas by contacting the RI Secretary. Repairs needed for office furniture should also be reported to the RI Secretary.

B. Greenhouse Procedures

1. Space is allocated in the greenhouses by having the adviser submit requests to the manager of University Greenhouses. Requests for greenhouse space should be submitted to your adviser.
2. Assigned greenhouse space should be managed according to guidelines agreed to by the project leader (usually the adviser) and the manager of University Greenhouses.
3. For use of the plant and soil grinding rooms in the University Greenhouse, contact Dr. Neil Hansen.

C. Purchasing Information

Check with your adviser for information on purchasing procedures and travel authorization and reimbursement. If specific questions arise, check with the Ag Business Center (ABC) in 124 Shepardson Building.

D. In Case of Injury

Whenever a personal injury accident occurs while you are performing work related to your assigned responsibilities (whether on-campus, at ARDEC, or on the road), an accident report form must be completed. This form and any further information may be obtained from the Department Head Secretary.

E. Computer Services Available for Graduate Students

1. Resources in the department
 - a. Each student begins their “eLife” on campus by obtaining an EID. To obtain one, go to “<http://eid.colostate.edu>”, type your PID and PAC and follow the instructions. Your EID also provides you a computer account for email and posting web pages.
 - b. The Departments of Soil and Crop Sciences (SCS) and BioAgricultural Sciences and Pest Management (BSPM) share a combined graduate computer lab in room C023 which supports the needs of graduate students in the Plant Sciences Building. The graduate Charges for Technology (CFT) directly fund the lab. The funding pays for hardware, software and support as approved by the CFT committee. The CFT manual is posted on the web. Each major has one representative. The college IT Director works directly with the representatives to support the lab. Students in each department discuss their needs

with their representative who, in turn, brings the request to the CFT committee meeting. Keys for the lab can be obtained from the department office.

- c. The computer lab is restricted to registered graduate students, so each student is required to have an account to login to the computers. The account provides 500 megabytes disk storage that roams from computer to computer on a server.
- d. Any problems in the lab should be emailed to “aghelp@agsci.colostate.edu” or called in to the tech room (1-2444 “1-aggi”).
- e. The lab should remain locked at all times. If you are the last person to leave, make sure the door is locked.
- f. The computers automatically shut down every morning at 2AM. If you happen to be in the lab working at this time, please let them shut down since this is a part of the daily maintenance cycle. You can turn your computer right back on.

2. College of Agricultural Sciences Resources

- a. The college has laptops, projectors, and a variety of other resources available for check out by students on a first come first served basis. For more information, go to the college Center for Information Technology (CIT) web page “<http://www.agsci.colostate.edu/college/cit/>”. You can check availability on the media calendar which is also linked through the college web page.
- b. Wireless connectivity (802.1g in Plant and Animal Sciences buildings and 802.11b in the others) is available throughout the college using the university VPN client. Wireless is also available on campus in the library, student center and many other locations around campus. For maps, more information about the wireless network and to obtain the VPN client, go to <http://www.colostate.edu/acns/wireless/>.
- c. If you are going to buy a computer, a laptop makes the most sense in our environment. The college participates in a panel that makes software and hardware recommendations twice a year. The recommendations are posted on a web page maintained by ACNS and can be found from a link through the College CIT page. Students, staff and faculty ARE eligible to purchase computers off the state contract. Look for the Purchasing link.
- d. The college has a license for anti-virus software that can be distributed to all faculty, staff and students in the college. If you intend to attach your own computer to our network, make sure the OS is updated, has antivirus software and all accounts on your machine have a password. If not, your computer WILL become infected in seconds. Our technical staff will be happy to advise you if you have a question.
- e. The college has a 40 seat computer teaching lab in Shepardson Room 222 which is available on a first come, first serve basis. Graduate students teaching classes may schedule it.
- f. A 320 - Computer Applications in Agriculture includes five three week one credit courses that that are useful in agriculture. Each course is taught independently. The course provides instruction in Access, Excel, and Dreamweaver web page design as well other topics. Consult the catalogue for more information. The prerequisite for AGRI 320 is AGRI 140, CS 110 or CIS 150.

3. University Computing

- a. Academic Computing and Networking Services (ACNS) provides general computer services to the entire CSU community that augments local computing resources found in individual departments and colleges. General information about ACNS can be obtained by calling 1-5133/34 or obtaining a copy of VECTOR, the bimonthly newsletter published by ACNS available on the web.
- b. The Computer Training and Support Services (CTSS) computer lab located in 221 Weber Building is equipped with PC/Windows and computers, laser printers, and scanners and maintains documentation, reference manuals, and help sheets for the available hardware and software. CTSS also offers seminars and classes on a wide variety of computer applications. Check their website for more information at <http://www.acns.colostate.edu/>.
- c. The Software Cellar, located in the Lory Student Center and online at <http://softcell.colostate.edu/>, provides software sales at deeply discounted educational prices. They also sell, install and repair hardware. Make this your first stop before buying.

F. Statistical Services

1. The statistical services laboratory is located in room 200 on the second floor in the Statistics Building.
2. Personnel are available for consultation on the design, analysis, or interpretation of an experiment or survey (personnel in the laboratory strongly suggest that an appointment be made during the planning stage of a research project).
3. Services of the Statistical Lab include data analysis, statistical consulting and statistical program consulting (SAS, SPSS, MINITAB, BMDP). To schedule appointments for data analysis (hourly fee) or for statistical consulting (no fee) call 491-5268. To receive statistical program consulting (no fee) call 491-6568.
4. The Laboratory maintains a computer library of statistical programs and a consultant on these programs is available Monday through Friday, hours as posted.

G. Transportation Services

1. Vehicles required for temporary use are available from CSU Transportation Services (Phone: 1-0016). An IMO number is required for reserving one of these vehicles. An IMO number is obtained by first getting a valid project number from your adviser or an appropriate project leader and then submitting a request for the IMO number from the Ag Business Center, 124 Shepardson Building.
2. State and federal vehicles may be parked in zoned areas, but they must comply with time zone requirements, meter payments, handicap stall restrictions, and other parking regulations. To avoid problems, it is best to park government vehicles in "A" zones. Drivers of government vehicles -- not projects or project leaders -- are responsible for payment of citations issued as a result of violations of parking regulations.

H. Library Services

Each Graduate Research Assistant and Graduate Teaching Assistant is entitled to faculty check-out privileges at the University Library. These privileges consist of semester checkout for books and periodicals over five years old and no fines for overdue books. Graduate Students that are not a GRA or GTA also have similar privileges with the exception of length of checkout time. Check the University Library website at <http://lib.colostate.edu/> for the most recent information on checkout privileges available to Graduate Students. Your University-issued identification card serves as your official library card.

I. Photographic and Scanning Services

Digital image, graphics, and text processing services are available from the Office of Communications and Creative Services, Photography and Digital Imaging (A70 Clark Building, "A" wing basement of the Clark Building; 491-5471). These services are fee based so they require an approved project number. The Department maintains a scanner, plotter, and various printers for individual use, either in the main office or in room C209 Plant Sciences. Use of these facilities can be arranged through the main office (C127).

J. Clerical Services

1. The departmental secretaries may type materials submitted by the adviser in connection with the students' appointment, such as the preparation of papers for publication, correspondence, etc.
2. All materials requested for typing must be submitted to the department secretaries through the adviser.
3. Departmental secretaries are not allowed to type personal letters, class assignments, or a rough or finished draft of a thesis/dissertation for graduate students.
4. Office supplies are not available to graduate students, except for graduate students involved with teaching activities.
5. The copy and FAX machines are not available for personal use. Graduate students with permission from the adviser may utilize these machines for research, teaching, or extension purposes. Appropriate authorization numbers (available from the adviser) are required for use of the photocopier and for long-distance FAX services. Use of the copy and FAX machines by students is restricted to regular office hours. Photocopying FAX services are also available in the library and in the Lory Student Center.

K. Key Policy

1. Graduate students are issued keys to the Plant Science building, student's office, and necessary greenhouse and laboratory areas. A written request for keys is approved by the adviser and then submitted to the Department Head Secretary. Keys may be picked up at Facilities Services.
2. If a graduate student desires access to a research laboratory other than the one to which he/she is specifically assigned, the student must obtain written approval for a key to that area from the staff member responsible for that room.
3. University and Department policy state that keys **will not** be duplicated except by Facilities Services personnel.
4. All keys must be returned upon leaving the University.

L. Lunch Room

Graduate students are welcome to use the lunch/break room (C25 Plant Science), which is shared with the Department of Bioagricultural Sciences and Pest Management. Coffee is provided gratis. The room is locked at 5 p.m. weekdays and all day on weekends.

M. Shared Molecular Genetics Laboratories

Shared facilities for molecular genetic research are located in W206 and W209 Plant Science. Contact Dr. Mary Stromberger concerning use of the autoclave and Drs. Nora Lapitan, Sarah Ward, or Pat Byrne for use of the other facilities and equipment.

N. Laboratory Safety Precautions

1. All students using chemicals are required to complete training on University procedures for safe handling and disposing of wastes. Students must register for Hazardous Waste Training at the Environmental Health Services website at <http://www.ehs.colostate.edu/>.
2. Sturdy, closed-toed shoes, preferably leather, with non-slip soles, should be worn in all laboratories.
3. Mouth pipetting can be hazardous and unhealthy. Use pipetting bulbs and other devices.
4. Clear safety goggles should be used at all times when working with strong acids, strong bases, explosive chemicals, or where some doubt exists as to the nature of the solvent or chemical (eye protection is also required when using the vacuum pump filtration system).
5. All users of radioisotopes or sealed radiation sources must complete the appropriate training. Contact Dr. Neil Hansen about required training for sealed sources.
6. All hazardous work with chemicals should be performed in a well ventilated hood.
7. Hazardous chemicals are not to be put into the sewer system or into trash containers. They must be disposed of through the Environmental Health Services Office (491-6745). Request for Disposal forms are available in the Soil and Crop Sciences Main Office.
8. Eating and drinking in a laboratory is unsafe; so is the storage of foods and beverages in a laboratory refrigerator.
9. It is unwise to work alone in any laboratory.
10. **Smoking is prohibited in the Plant Science Building.**
11. Know the location of the nearest fire alarm and fire extinguisher to your work area. Please note the type of extinguisher.

Type A is for wood and paper fires

Type B is for flammable liquid fires

Type C is for electrical fires

A.B.C. is all purpose and is the most commonly placed

Please familiarize yourself with the operation of these fire extinguishers. It will be to your advantage should an emergency arise.

DIAL 911 FROM CAMPUS PHONES TO REPORT ANY EMERGENCIES TO POLICE

III. List of All Graduate School Forms and Procedures

Note: Each semester the Graduate School publishes a schedule of deadlines. Students should consult this schedule whenever they approach important steps in their careers.

Process	Form #	Form Title	Prepared By	Submitted To	Function
Applying to Graduate School	*1	Application for Admission	Applicant	Admissions and Department	Apply to Graduate School
	*F1	Application for Admission (International)	Applicant	Admissions	Apply to Graduate School
Readmission	*1B	Application for Readmission, Change Application Entry, Application Update	Applicant or Student	Admissions	Request readmission, change entry date, or update application
Admission and Denial Notices	*2A	Notice of Graduate Admission	Department	Admissions	Notify Admissions Office and Graduate School or recommendation to admit a student
	*2D	Notice of Application Denial	Department	Admissions	Notify Admissions, Graduate School, and student denial of admission
Financial Support	*3F	Certificate of Financial Support	International Applicant	Admissions	Supply information for visa issuance
	**4B	Application for Fellowships, Traineeships, Research or Teaching Assistantships	Applicant of Student	Department	Provide information of interest and qualifications for fellowships and assistantships
Programs of Study *Complete by the end of the second semester	*6	Program of Study	Student and Committee	*Submit to RI Secretary for acquisition of Dept Head's signature & timely submittal to Graduate School	Identify course work, research, transfer credits, and graduate committee members
	**6A	Status of Program of Study	Graduate School	Student and Department	Notify student and department of any deficiencies on GS Form 6
Change Major *Subject to Departmental Requirements- See Handbook	*7	Request for Change of Department and/or Degree Program	Student and Department	Graduate School	Request change of degree or program

Change Committee	*9A	Petition for Change in Committee	Student and Department	Graduate School	Request change in committee members
Department Exams	*14	Report of Departmental Internal Examination	Department	Graduate School	File results of departmental internal examinations
Preliminary and Final Exams	*16	Report of Preliminary Examination	Student and Committee	Graduate School	Report results of preliminary exam (PhD students only)
	*24	Report of Final Examination Results	Student and Committee	Graduate School	Report results of final exam
Graduation *Subject to Departmental Requirements-Committee Approval Form Required-See Form attached	*25	Application for Graduation *"Dept Requirements" box must be checked pending return of Exit Questionnaire	Student and Committee	*Submit to RI Secretary for acquisition of Dept Head's signature & timely submission to Graduate School	Apply to graduate and request changes to program of study (GS Form 6)
*Subject to return of a Departmental Exit Questionnaire after Final Defense-Sample Copy of Exit Questionnaire attached	*25B	Departmental Requirements	Department Head *RI Secretary must Initial form prior to Dept Head's signature	Graduate School	Report completion of departmental requirements recorded on FS Form 25
	*26	Request for Certificate of Completion	Student	Graduate School	Request a certificate that degree requirements are complete
	**EX102	Request to Take a Course Under the Exchange Agreement (Obtain form from Registrar's Office)	Student	Registrar's Office once approved by the Graduate School	Request permission to take courses at Colorado School of Mines, University of Colorado, or the University of Northern Colorado under the cooperative exchange agreement

*These forms **can** be found on our website: <http://graduateschool.colostate.edu/>.

These forms **cannot be found on our website.

IV. GS25 Committee Member Signature Approval Form

This attachment is required by the Department of Soil and Crop Sciences. The signatures of each committee member must be obtained to complete your FORM GS25. Return this page along with your GS25 Application for Graduation to the Department of Soil and Crop Sciences. Thank you.

Committee Member Approval

Advisor

Co-Advisor

Committee Member

Committee Member

Committee Member

Committee Member (outside)

V. Graduate Student Exit Evaluation Sample Copy

Name: _____ Date: _____

Degree: MS <input type="checkbox"/> PhD <input type="checkbox"/>	Please comment or list requested information
1. How long did it take to complete your degree?	_____ years
2. Did you apply for any grants? Yes <input type="checkbox"/> No <input type="checkbox"/>	Number applied for _____ Number received _____ Amount received \$ _____
3. Did you give an oral or poster presentation at a national or regional meeting? Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of oral presentations _____ Number of poster presentations _____
4. Did you give an oral or poster presentation at a state or local meeting, including a departmental seminar? Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of oral presentations _____ Number of poster presentations _____
5. Did you obtain teaching experience (in resident courses, extension programs, distance ed, or other) during your graduate program? Yes <input type="checkbox"/> No <input type="checkbox"/>	If so, please describe your experience.
6. Did you submit a manuscript for a journal article, book chapter, or other professional outlet? Yes <input type="checkbox"/> No <input type="checkbox"/>	Number submitted _____

SAMPLE

SAMPLE

7. What are your plans after completing your degree?																																																														
8. Please provide your future contact information so we can send you a follow-up survey.																																																														
<p>9. Please rate these aspects of your graduate education in the Department of Soil & Crop Sciences, using the following scale: 5 = Strongly agree, 4 = Agree, 3 = Neutral, 2 = Disagree, 1 = Strongly disagree, NA = Not applicable.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: center; width: 5%;">5</th> <th style="text-align: center; width: 5%;">4</th> <th style="text-align: center; width: 5%;">3</th> <th style="text-align: center; width: 5%;">2</th> <th style="text-align: center; width: 5%;">1</th> <th style="text-align: center; width: 5%;">NA</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">My education prepared me well for my intended career.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">The number and content of courses were sufficient for the degree I received.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Facilities (office space, computers, research equipment, field sites) were adequate.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">My research project contributed significantly to my understanding of the discipline.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">The advising I received was appropriate and beneficial.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">There were good opportunities for interaction with faculty and students.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I would recommend a student interested in the same subject matter to attend grad school in our department.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>								5	4	3	2	1	NA	My education prepared me well for my intended career.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The number and content of courses were sufficient for the degree I received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities (office space, computers, research equipment, field sites) were adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My research project contributed significantly to my understanding of the discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The advising I received was appropriate and beneficial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There were good opportunities for interaction with faculty and students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I would recommend a student interested in the same subject matter to attend grad school in our department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	4	3	2	1	NA																																																								
My education prepared me well for my intended career.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
The number and content of courses were sufficient for the degree I received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
Facilities (office space, computers, research equipment, field sites) were adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
My research project contributed significantly to my understanding of the discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
The advising I received was appropriate and beneficial.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
There were good opportunities for interaction with faculty and students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
I would recommend a student interested in the same subject matter to attend grad school in our department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																								
<p>10. How can we improve graduate education in our department? Please continue on the back of this sheet or on additional sheets, if necessary.</p>																																																														