



# Graduate Student Manual

## Division of Animal Sciences

August 20, 2015

# Philosophy of Graduate Education

Michael F. Smith

Train yourself to be a scientist and not strictly a technician (emphasize concepts over techniques).

Strive for balance in your professional and personal life. Establish a sustainable pace for your career.

Be unwavering in your pursuit of excellence.

Find the appropriate balance in your training between breadth and depth.

Don't lose sight of the big picture – know how your research relates to real world problems.

Pay attention to detail!

Choose your mentors carefully and set high standards for yourself as a mentor.

Establish clear objectives for your graduate training and eventual career. Take ownership of your graduate program and career.

Commit yourself to the highest standards of scientific and professional conduct. In science, your reputation means everything. (Don't publish data that you don't believe!)

Don't fall into the trap of comparing yourself to others. Be content with striving to reach your potential and not other peoples expectations.

Read a lot, participate in journal clubs and seminars, and attend scientific meetings.

Resist the temptation to become consumed by meaningless busy work that limits your impact. Learn to say no!

Don't become so attached to a particular hypothesis that you lose your objectivity. Remember to critically analyze your results.

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## **GENERAL**

You have been accepted by the Office of Graduate Studies and the Division of Animal Sciences and expect to earn either the Master of Science or the Doctor of Philosophy degree. The competition has continued to become greater each year for admittance to Office of Graduate Studies. Thus, you can take pride in having been chosen. The Animal Sciences faculty recognizes you as an independent motivated individual who will achieve the goal of becoming a professional scientist with your interest focused on domestic animals. While enrolled here and subsequently, you are a representative of the University of Missouri. The image you project among your colleagues and acquaintances forms the image for the Division and MU.

Certain attributes are crucial to the performance of quality work in Office of Graduate Studies. The existence of your ability has been demonstrated by your meeting the requirement for enrolling in Office of Graduate Studies. You must be able to exercise diligence and self-discipline over the good mind you possess.

Obtaining an advanced degree involves a large financial investment by you and by the University of Missouri. Research requires substantial funding and the majority of this funding is provided by taxpayers from state and federal sources.

## **THE MAJOR ADVISOR**

For the greatest success you must work in an area that is of interest to you and with an advisor who is compatible and capable in that area. Your major advisor is the key person in your graduate program. Many have sought entrance to MU so that work could be done under the supervision of a certain faculty member. This is highly complimentary to the faculty member, who regards it as such. In many cases, the research that you do will be related to an on-going research project. Should you

discover another area of research preferable to your initial choice it may be possible to arrange a transfer early in the graduate training program.

The major advisor has an obligation to help you attain your highest intellectual level. Through years of productive work and experience, your advisor has earned the privilege of guiding graduate students. This individual has gained perspective and breadth of knowledge, which is available to you.

Communication between you and your major advisor is critically important. It is your obligation to inform him/her of professional deadlines, interactions that you may have with other faculty members, or questions you may have regarding the University administration. An example may help: Suppose that the student wishes to make a special request of another faculty member. That's fine, but the major advisor should be made aware in advance of the request. In many instances, the professor can smooth the way for the student through a preliminary contact.

## **PROGRAM OF STUDY AND RESEARCH**

### **GENERAL**

Most graduate students will engage in research and teaching during their course of study. Each of these two categories has a number of subdivisions to consider. An advisor in a discipline such as nutrition, reproductive physiology, molecular biology, genetics or production and management has accepted you. In many cases, you will focus your attention on a particular species. Then, with the aid of your advisor, you will choose a specific area of interest, for example: energy metabolism, embryonic development, neuro-endocrinology or feedlot management. Your actual research project will be on a specific aspect in your area of interest. Whenever possible, each student is given an opportunity to engage in undergraduate teaching. There are also times when graduate students will

participate in extension activities such as Livestock Days or other service-oriented divisional events. Most students have found that training in these areas has been of great value in a subsequent job.

## **DEGREE COMMITTEE**

The Division of Animal Sciences and the Vice Provost for Graduate Studies encourage the formation of an advisory committee at a date early in the graduate program. There are deadlines by which course programs must be submitted. Three faculty members are required for the Master of Science degree committee. Four members are required and five recommended for the Doctor of Philosophy degree committee. In each case, one of the committee members must be from another department within the University, and two of the members from the Division of Animal Sciences. For Ph.D. committees, the Department recommends that one member be from off-campus, perhaps an eminent scientist from industry or another university.

The function of the committee is as follows:

- ◆ To guide you in developing a pertinent, challenging program.
- ◆ To provide counsel when problems arise in your work.
- ◆ To ensure that you have reached a satisfactory level of academic achievement prior to conferring your degree.

The student is encouraged to make full use of this committee and may at any time, after consulting with the major advisor, request a meeting with the committee to have the committee's judgment expressed on certain questions that arise.

The major advisor plays a key role in the composition of the committee. Together with your advisor you will identify a research problem, subject matter to study, and a

tentative list of committee members. It is your obligation to contact each committee member to see if he/she will serve. It is best to obtain a written approval. After the approvals are received, the Vice Provost for Graduate Studies, through the divisional Director of Graduate Studies, is notified of the committee members.

## **DEGREE REQUIREMENTS**

General requirements for a graduate degree are outlined in the University of Missouri-Columbia Graduate website:  
<http://gradschool.missouri.edu/academics/graduation-requirements/index.php>

Graduate students taking 7000 level courses should expect course requirements beyond those of undergraduate students in order to warrant receiving graduate credit for those courses. The Division of Animal Sciences allows no more than two 7000 level Animal Science courses in a graduate program. Specific requirements for students working toward a graduate degree in the Division of Animal Sciences are as follows:

### **M.S. Degree**

#### Thesis Option Requirements

30 hours of graduate credit with minimum of 24 hours course work, a minimum of 6 hours of 8090 research, and 2 hours of seminars. A minimum of 15 hours must be 8000 level.

Approved Thesis

#### Non-Thesis Option Requirements

36 hours of graduate credit and must include at least 3 hours of 8450 research.

Non-Thesis M.S. program does not serve in preparing a student for candidacy for a Ph.D. program.

## **Ph.D. Degree**

For the Ph.D. degree, comprehensive examination requirements are those of the Office of Graduate Studies. The graduate student's advisory committee determines the nature of the comprehensive examination.

The number of credit hours in formal course work and in research varies with the student's background, training, interests, and the nature of the research. At least 4 hours of seminar beyond the B.S. and a responsible conduct of research course are required.

A dissertation is required.

### **DEADLINES**

All original documents are maintained in the official student files. Each form is completed at the divisional level, routed for required signatures, and forwarded to the Office of Graduate Studies, 210 Jesse Hall. Each form is then reviewed by the Office of Graduate Studies, receives the dean's signature if approved. All forms are kept electronically by the Office of Graduate Studies. If changes need to be made or if signatures are missing, corrective measures will be requested of the division. If any faculty signatures are illegible, print the correct spelling of the signature.

### **Form Requirements for Master's Degree Program**

M-1 Form: Program of Study for the Master's Degree. This form is required of all master's degree students. The purpose of this form is to plan the program of study, courses the student will follow, including recommended hours of transfer credit. This form should be submitted to the Office of Graduate Studies by the end of the second semester in order to facilitate the certification of degree completion later.

M-2 Form: Request for Thesis Committee. This form is required only for students who

will write a thesis. The purpose of this form is to have an official record of the student's master's committee and to insure that the configuration of the committee meets stated requirements. Submit this form to the Office of Graduate Studies by the end of the second semester.

M-3 Form: Report of the Master's Examining Committee. This form is required of all master's degree students. The purpose of this form is to have an official record of the final examining process.

### **Form Requirements for Ph.D. Degree Program**

D-1 Form: Qualifying Examination Results and Doctoral Committee Approval Form. This form provides the Office of Graduate Studies with a record of the student's proposed doctoral committee and a record of the results of the qualifying process. The qualifying process is determined by the doctoral committee. The committee may accept successful completion of a master's degree, may require an exam, or may require presentation of a dissertation proposal as evidence of the student being qualified to continue to pursue the Ph.D. This form should be submitted to the Office of Graduate Studies by the end of the student's second semester of enrollment.

D-2 Form: Plan of Study for the Doctoral Degree Form. This form is used to provide the student, the division, and the Office of Graduate Studies with a plan for the course work, transfer credit, and research hours that will comprise a student's program of study. Committee signatures are required; therefore, the D-1 form must be approved before a D-2 form can be approved. The D-2 (plan of study) form should be submitted to the Office of Graduate Studies no later than the end of the student's third term of enrollment. Changes to a student's program can be made by submitting a Course Substitution Form. These are available from divisional contact staff and the Office of Graduate Studies.

D-3 Form: Doctoral Comprehensive Examination Results Form. The format of the comprehensive exam is determined by the doctoral committee. It is usually in two parts, a written exam consisting of questions submitted by each committee member, followed by an oral examination by the doctoral committee. Within one month of completing the doctoral comprehensive examination, the D-3 must be completed and filed with the Office of Graduate Studies. With the usual committee of five, there can be one "Fail" or abstaining vote allowable for a final "Pass".

**The Comprehensive exam must be completed at least seven months before the dissertation defense.**

D-4 Form: Report of the Dissertation Defense Form. This form records the official results of the dissertation defense. There can be one "Fail" or abstaining vote allowable for a final "Pass." It is recommended that this form be taken to the dissertation defense, along with the dissertation approval page (printed on the required cotton bond paper) so that committee members can sign both forms for students who successfully defend their dissertation.

## **COURSE REQUIREMENTS**

You and your committee develop a program of study cooperatively. An official form or letter must accompany any change in a program. A satisfactory scholastic standard must be maintained. All courses taken for graduate credit must have a cumulative average of 3.0 or higher. If the GPA falls below 3.0 cumulative, you will be placed on academic probation. There will be no waiver of fees during this probationary period. You must regain a 3.0 level at the end of the following semester or become subject to dismissal. This GPA must be maintained exclusive of problems, research and departmental seminars.

## **RCR COURSES**

Ph.D. students are required and M.S. students are encouraged to take a course in "Responsible Conduct of Research". This requirement can be met by taking either Biochem/Biological Sciences 8060, Ethical Conduct of Research or Vet Path 8641, Introduction to Research Ethics or another RCR course approved by the Director of Graduate Studies.

## **SEMINARS**

Two credit hours in seminar are required for the Master of Science degree and two additional hours of seminar for the Ph.D. degree. To meet the seminar requirement courses must require presentations of technical information. Seminars provide an opportunity to develop skills in presenting technical information to a group of peers and permit you to become acquainted with specialists in the area of animal and biological sciences.

## **DEFENSE OF THESIS OR DISSERTATION**

The defense seminar is an opportunity for the student to inform members of the Division and public of the work completed during the degree program. It also provides the masters or doctoral committee members an opportunity to evaluate the work completed by the student. The defense seminar must be presented while classes are in session. It should be announced by placing fliers prominently in the ASRC at least one week before the defense date and by providing the scheduling information to the Division graduate contact one week ahead of the presentation date so that an announcement can be made by email to all members of the Division.

## GRADUATE RESEARCH ASSISTANTS

Many graduate students in the Division of Animal Sciences are provided stipends through the Division. Stipends may originate from grants, endowments, or the Experiment Station. Students receiving these stipends are titled graduate research assistants. Students holding this title must be enrolled full time. Registering for nine hours in the fall and spring, and four hours in the summer is considered full-time enrollment for graduate students.

Exception: Ph.D. students following the comprehensive exam may be enrolled for 9090 Research for two semester hours each fall and spring semester, and for one semester hour each summer session up to and including the term in which the dissertation is defended.

The Graduate Research Assistant title carries an expectation of service to the Division, usually through conducting or assisting with research in your advisor's research program. Length of support varies depending on the source of funds, but as a general rule, support will not extend beyond three years for an M.S., four years for a Ph.D. or six years for a combination of the two degrees. Failure to maintain satisfactory scholastic standing (3.0 cumulative GPA) may result in the stipend being revoked.

If you terminate your assistantship or fellowship at any point during the semester, you will also lose a portion of your fee waiver and health insurance subsidy. The fee waiver will be pro-rated based on the number of days in the semester that you had your assistantship/fellowship, and you will be responsible for the balance of your fees that are not covered by the pro-rated fee waiver. This will also occur if you withdraw from the university during the semester. If you are considering terminating your assistantship/fellowship or withdrawing from the university, please check with the Office of Graduate Studies as to what your pro-rated fee waiver would be and what portion of your fees you would have to pay.

## TEACHING EXPECTATIONS AND CONDUCT

Training in teaching is an integral part of the graduate program in the Animal Sciences. All students are required to participate in the teaching program in the Division.

International students must comply with University requirements of being in residence for one semester before assisting with classes. International students are required to attend the Orientation for New International Teaching Assistants, and complete the SPEAK evaluation. We recommend that all new graduate students attend the Office of Graduate Studies' Graduate Assistant Teaching Orientation.

To fulfill the requirement for teaching, all MS students are required to assist with teaching for two semesters. Likewise, all Ph.D. students are required to assist with teaching for two semesters. Students are encouraged to volunteer to assist with additional courses.

Students will be assigned to courses by the Director of Graduate Studies. When assigning students to courses, first priority for assistance goes to classes in which students will lead labs or recitations, second priority to writing intensive classes, and third priority to classes in which teaching assistants do not have direct interaction with students in a teaching role.

Graduate student teaching assistants are expected to work with undergraduates in a professional manner to maintain confidentiality in the course and adhere to the code of ethics for faculty as stated in the bylaws within the MU Faculty Handbook.

**The teaching assistant** should encourage the free pursuit of learning in his/her students, hold before the students the best scholarly standards of the discipline, demonstrate respect for the student as an individual, and adhere to his/her proper role as intellectual guide and counselor. The teaching assistant should make every reasonable effort to foster honest academic conduct and to assure that his/her

evaluation of students reflects their true merit. He/she must respect the confidential nature of the relationship between teaching assistant and student, avoid any exploitation of students for his/her private advantage, acknowledge significant assistance from them, and protect their academic freedom.

### **REASONABLE RATE OF PROGRESS**

“A reasonable rate of progress toward the degree is required. Effective Fall Semester 2000 a Ph.D. student must successfully complete the comprehensive exam within a period of five years beginning with the first semester of enrollment as a Ph.D. student. For an extension of this time limit, the student must petition the Office of Graduate Studies by submitting a request to the adviser who, in turn, submits a written recommendation to the Office of Graduate Studies which has been endorsed by the department or area program Director of Graduate Studies. In addition, the program for the doctoral degree must be completed within five years of passing the comprehensive examination. Before the expiration of the applicable period, any candidate requiring additional time must submit a request for an extension. On petition of the candidate and the candidate’s department, an extension of time may be granted by the Office of Graduate Studies. Departments specifically reserve the right to recertify currency in the discipline. All requests for extension should be endorsed by the departmental Director of Graduate Studies and accompanied by a description of the process whereby currency in the discipline is certified, if required by the department”.

### **Academic Honesty**

Academic honesty is essential to the intellectual life of the University. Students who use, or attempt to use as their own, the answers, words, ideas or research findings of another person are guilty of academic dishonesty. In addition to such acts of cheating or plagiarism, any unauthorized

possession of examinations, hiding of source material, or tampering with grade records are acts of academic dishonesty forbidden by University rules.

### **RESEARCH**

An important part of your program will consist of credit earned from research. In conducting research, you have both an opportunity and a responsibility to utilize your abilities in planning, conducting, summarizing and publishing your results. Competence as a scientist will be judged on originality and scientific quality of your research including the way in which it is presented in written and verbal form. Before undertaking any research, you should:

- ◆ Review all literature pertinent to the research you will undertake and;
- ◆ Submit a written proposal to your committee. This proposal will consist of:
  - ◆ Literature review
  - ◆ Objectives
  - ◆ Importance of the problem
  - ◆ Methods to be employed
  - ◆ Some specific observations on experiments that will be performed.
  - ◆ The means by which the data will be analyzed.
  - ◆ An estimated budget for the initial work planned

Research is funded from four primary sources -- departmental funds which come from both federal and state sources, training grants and/or fellowships, contracts, and research gifts and/or grants. Training grants specify an amount of money for supplies and equipment. Fellowships usually allot a sum for research. Research grants are used to support graduate student research and sometimes to purchase equipment. Equipment and facilities are on hand to support research approved at the departmental, divisional and federal level. Departmental computer facilities are

available to each graduate student with the advisor's approval.

All original records made in conducting your research are the property of the Division of Animal Sciences of the Agricultural Experiment Station; therefore, personal record copies must be duplicated.

Microscopic slides, computer data files, photographs, photographic slides, museum specimens, and computer programs also remain the property of the University.

Your purpose is to provide new information. Your experiments should be designed to test basic hypotheses, provide new methods or new systems of management. Ask yourself, "What will I know when the project is finished that I do not know now?" Remember that much good research today invokes a team approach. Learn to cooperate with your fellow graduate students and to help with the general operation of your research unit. Before working in other areas, clear the proposal with your advisor.

### **INTELLECTUAL PROPERTY**

Students and graduate assistants with or without monetary compensation working on any project under the direction and control of the University shall be subject to the patent and copyright regulations to the same extent as an employee. Bound laboratory notebooks and raw data are to be kept in the manner prescribed by the student's research advisor in a way that also protects the intellectual property of the University. Generally, only copies (not originals) of notebooks or data may be removed from the laboratory for computations, analysis, or report preparation. It is expected that research advisors will give students credit for their authorship contribution to published work. Students should not submit publications or grant applications resulting from research conducted in a research advisor's laboratory without the approval of the research advisor.

### **PUBLICATIONS**

As a part of the requirement to obtain a graduate degree in the Division of Animal Sciences, each candidate must submit a minimum of one manuscript prepared in a specific refereed journal article style, to the Director of Graduate Studies for his review prior approval at the result of the final examination on the thesis research. However, the candidate's advisor and complete committee may recommend publication in a non-refereed scientific media, such as a Missouri Agricultural Experiment Station Research Bulletin. This recommendation must be reviewed by the Director of Graduate Studies prior to the preparation of the manuscript(s) in this form.

All papers published by a graduate student resulting from his/her graduate research must either be co-authored by a faculty member or have the written approval of a faculty member prior to its submission to a journal for editorial review.

It is anticipated that the candidate's journal article(s) will be incorporated into a complete thesis, which will meet the requirements of the committee, the Division of Animal Sciences (Director of Graduate Studies) and the Office of Graduate Studies of the University of Missouri. Graduate students, except in special cases, are required to write a thesis. The thesis should carry the words, "a thesis submitted in partial fulfillment of the requirements for a degree of Doctor of Philosophy (or) Master of Science in Animal Sciences in the Office of Graduate Studies of the University of Missouri, Columbia."

All thesis/dissertations are reviewed for format by a staff member in the division. This review should be done prior to defense of the thesis/dissertation. The Director of Graduate Studies can direct you to the appropriate staff person.

The student will provide the department with a top quality, hardbound copy of his or her thesis. Examples of the binding can be obtained by consulting with the Graduate

secretary. The writer usually extends the courtesy to acknowledge the assistance of each person who provided substantial assistance in the accomplishment of the work. If your research was supported by a research grant or a fellowship, such support should be stated as a footnote. Complete guidelines for the thesis are attached. (Appendix 2)

## **COPYRIGHTING YOUR THESIS OR DISSERTATION**

Upon completion of your thesis or dissertation you will be required to complete a form found at:

[http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/umi\\_agreement\\_papersub\\_2011.pdf](http://gradschool.missouri.edu/policies/thesis-dissertation/guidelines/umi_agreement_papersub_2011.pdf) establishing an agreement with ProQuest LLC, through its UMI®

Dissertation Publishing business establishing the distribution of your thesis or dissertation. If you are planning to publish papers from your thesis or dissertation in a traditional journal, we recommend that you do not authorize ProQuest LLC to copyright your work. Although the agreement with ProQuest LLC gives you the right to assign the copyright to a journal and ProQuest LLC has nonexclusive rights to your work, some journals will not publish work that has been previously copyrighted and distributed.

Therefore we recommend that you do not copyright the thesis or dissertation and that you embargo distribution of the full text for two years in order for the traditional publication process to be completed prior to your work's release by ProQuest LLC.

## **TRAVEL**

### **Graduate Student Travel Awards**

Graduate students in the Division of Animal Sciences are encouraged to travel to regional, national and international scientific meetings to present their research results. To facilitate that objective the Division makes available travel awards from endowment and Research Incentive Funds. For students to be eligible for these funds

they must present a paper or poster in the ASGSA sponsored Graduate Research Forum, the Office of Graduate Studies sponsored Research and Creative Activities Forum, or the Life Sciences Week Poster Sessions. A maximum of \$500 is available to assist each student to attend meetings. The funds must be used within 12-months after presenting at the one of the events mentioned above. The funding can be split between meetings with funding not to exceed \$250 for attendance at the Midwest Section ASAS/ADSA meetings. Students are expected to make the mandatory on-campus research activity **BEFORE** they are eligible for the travel award, but exceptions may be granted at the discretion of the Division Director. Students that fail to fulfill this requirement could jeopardize their reimbursement for travel expenses or eligibility for future travel awards.

## **TRAVEL POLICY**

### **BPM-501 Authorization of Travel**

Revised July 1, 2011

#### **DOMESTIC AND FOREIGN TRAVEL**

Travel must be authorized by an administrative superior or other designated official for University employees or others who are traveling to conduct University business.

When funding for travel is not under the authority of the administrative superior or other designated official, an official authorized to make expenditures from the departmental funds or funding source from which the travel is to be paid must authorize the travel. Verbal authorization to travel by the administrative superior or other designated official is sufficient. Travel and the related expenditures should be monitored by the administrative superior on a regular basis for all departmental units.

#### **POLICY ADHERENCE**

All divisions or departments must adhere to the travel reimbursement policies contained herein and in other sections of the UM Business Policy Manual and may not establish lower limits, additional requirements or more restrictive

policies unless required by an outside entity or third party.

Information regarding University of Missouri travel policies may be obtained at: <http://www.umsystem.edu/ums/rules/bpm/bpm500>.

### **DESK AND LABORATORY SPACE**

It is the intent of the Division of Animal Sciences to provide desk space for each student. Space for research assistants will be allocated on a priority basis with postdoctoral or Ph.D. students holding assistantships or fellowships receiving first consideration.

### **RELATIONSHIP BETWEEN GRADUATE STUDENTS AND NON-ACADEMIC EMPLOYEES**

You should get acquainted with all persons within the division. This practice is especially helpful in the case of office assistants. These individuals can be of assistance in a great number of ways and under many circumstances. Each one is considered a partner within the division. The practice within the division is for you to check with your advisor before asking for assistance before the assistant does work for the students.

### **ACCIDENT AND SICKNESS INSURANCE**

Student health insurance is available to all graduate students. Students must be physically and actively attending classes on campus to enroll in this plan.

Please note the enrollment in the Student Accident and Sickness Insurance Plan is not automatic. You will need to enroll in the plan each semester or year.

### **MISSOURI RESIDENCY STATUS**

For a student to establish residency for fee purposes, the following criteria must be met in the 12 months prior to the academic term for which they are requesting residency:

- ◆ Cannot be claimed as a dependent in another state. Provide a copy of parent's Federal income tax return.
- ◆ Resident of Missouri continuously for the 12 months prior to the academic term for which residency is being requested. Provide copy of lease or contract for proof of rent and dated paycheck stubs indicating employment. Provide paycheck stubs to cover time periods when not in class attendance.
- ◆ Have significant taxable earned income in Missouri during the 12 months prior to the academic term for which residency is requested. Provide a copy of dated paycheck stubs and/or W-2. If you have filed a Missouri tax return within the past 12 months, submit a copy.
- ◆ Have a valid Missouri driver license, a Missouri voter's ID card, and if a car is registered in the students name it will need to be registered in Missouri.
- ◆ If you have a permanent resident alien card, provide a copy (front and back) of the permanent resident card in lieu of the voter's ID card.
- ◆ Complete a Petition for Residency Status (available from the Residency office) and submit with photocopies of the necessary documentation upon completion of the 12-month period.
- ◆ A student may apply for a current semester but once a semester has ended the petitioning period has expired. Each petition is reviewed

on an individual basis and it is the student's responsibility to provide copies of all requested information. For additional information go to 230 Jesse Hall.

## LEAVE

Graduate assistants are considered a part of the academic staff. As such, each earns 22 working days leave, which may be taken during the 12-month appointment with approval of the advisor. School breaks (Christmas, Thanksgiving, Spring Break) are work periods, except for periods declared as holidays by the Chancellor. There is no reimbursement of accumulated leave time.

## KEYS

You may obtain a key for access to areas approved by your advisor. Keys must be obtained from Room 169 Animal Sciences Center. Your possession of any keys that were not obtained from an approved University source puts you in jeopardy with campus security. Keys are to be returned prior to leaving employment. Campus security has the right to know that persons in buildings after closing hours are there with the approval of people in responsible positions.

## PARKING

Parking is available in AV6 and AV14 at Trowbridge Livestock Center, depending on available parking spaces. For more information regarding Parking and important deadlines:

<http://parking.missouri.edu/html/stu.cfm>

## GRADUATE STUDENT PROGRESS SYSTEM

The Graduate Student Progress System is built around progress and teaching reports. Progress and teaching reports are written

self-assessments completed by students and submitted to advisors and directors of graduate study through the system. Advisers and directors of graduate study then respond to the student's self-assessment through the system. Students can log into the system from the top level of the system (located at: <https://gsps.missouri.edu/index.php>)

Using your pawprint and password, you will then be directed to the student homepage. The student homepage features a list of all the available achievement items, and the last time they were updated. This gives you a quick look at what may need to be updated in the system. **Progress updates are due by June 1 each year.**

## REASSIGNMENT/DISMISSAL OF GRADUATE STUDENTS

At any time for the master's student and at any time before a doctoral student passes the comprehensive examination an advisor may, with just cause, choose to terminate an association with a student. The advisor would place the student on at least a 30-day probation with notification to the student, Director of Graduate Studies, Division Director and Office of Graduate Studies. The notification should identify specific problems resulting in dismissal proceedings and steps for resolution of the conflicts. During the probationary period the student could: 1) seek to correct problems with the current advisor; or 2) seek to develop an association with a new advisor. If satisfactory resolution has not been made within the 30-day period, termination would occur. The termination would be subject to appeal by the graduate student to the Graduate Student Grievance Committee.

If an advisor chooses to terminate association with a doctoral student who has passed the comprehensive examination, the Director of Graduate Studies, in consultation with the Division Director, should make every effort to place the student with another advisor within the department, but such placement is not guaranteed.

If an advisor resigns from the University and a graduate student (M.S. or Ph.D.) does not wish to move with the advisor, the Director of Graduate Studies and the Director shall try to place the student with another advisor within the department. If another advisor cannot be identified, the student cannot continue in the departmental graduate program.

Procedure for changing an advisor: If a graduate student wishes to discontinue an association with an advisor, it is the student's responsibility, in consultation with the Director of Graduate Studies and the Division Director, to secure a commitment from another faculty member to become the advisor. If another advisor cannot be identified, the student cannot continue in the departmental graduate program.

Length of program of study: A graduate student's association with the Division will be terminated if the requirements for an M.S. are not completed within four years and for a Ph.D. within five years (from completion of M.S.) or within seven years from entry into the program if an intermediary M.S. is not taken.

## **GRADUATE STUDENT GRIEVANCE COMMITTEE**

The Graduate Student Grievance Committee will handle complaints and grievances made by graduate students. This committee consists of the Director of Graduate Studies and two faculty members and one senior graduate student, all elected by the graduate students of the Division of Animal Sciences, and is chaired by the Director of Graduate Studies. The Committee will consider grievances filed in writing with the Director of Graduate Studies and within 14 days make a recommendation made to the Division Director.

## **APPENDIX 1 A ROLE OF FULL-TIME NON-ACADEMIC EMPLOYEES**

Specially trained employees designated by appropriate titles of Research Associate, Herdsman, or Technician supervise most major research units, e.g. farms, laboratories or metabolic units. These persons are responsible for the efficient operation of their units. They have, with the help of the project directors and Division Director, developed operating procedures, which must be followed. Check with them and become familiar with their procedures before starting any work in their area.

## **APPENDIX 2 THESIS AND DISSERTATION GUIDELINES**

Information on preparation of thesis and dissertations may be found at: <http://gradschool.missouri.edu/forms-downloads/thesis-dissertations.php>  
A staff member is available in the Division of Animal Sciences to review your thesis/dissertation prior to submission.