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 Graduate School 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 Graduate School. 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 Graduate School. The existence of your ability has been demonstrated by your meeting the requirement for enrolling in Graduate School. 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 Graduate Dean 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 Graduate Dean, 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 8090 research. Other requirements are being reviewed by the Graduate Committee. Ask Director of Graduate Studies for more information.

Ph.D. Degree

For the Ph.D. degree, examination requirements are those of the Graduate School. The graduate student’s advisory committee determines the nature of the 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 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 Graduate School, 210 Jesse Hall. Each form is then reviewed by the Graduate School, receives the dean’s signature if approved. All forms are kept electronically by the Graduate School. 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. See appendix 3 for all samples of forms

**M1 Program of Study for Master’s Degree**
- Required by all Master’s degree students
- This form is to plan the program of study, courses the student will follow, including recommended hours of transfer credit.
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted to the Graduate School by Cinda.
- **Due by the end of your 2nd semester**

**M2 Committee Request**
- Required by thesis only Master’s students
- Committee consists of your chair, member and an outside member (outside the Animal Science Division) You may have additional members.
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted to the Graduate School by Cinda.
- **Due by the end of your 2nd semester**

**M3 Master’s Examining Committee**
- Required by all Master’s students
- After your successful defense the members of your committee will approve and sign.
- Form needs to be signed by Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted to the Graduate School by Cinda.
- See appendix 3 for deadlines for graduation

**Form Requirements for Ph.D. Degree Program.** See appendix 4 for all samples of forms

**D-1 Form: Qualifying Examination Results and Doctoral Committee Approval Form.**

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.

- Committee consists of your chair, 3 members and an outside member (outside the Animal Science Division) You may have additional members.
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted to the Graduate School by Cinda.
- **Due by the end of your 2nd semester**

**D-2 Form: Plan of Study for the Doctoral Degree Form.**

- List of classes – expected to take for your Doctoral, usually Committee meets to discuss the classes. – There is a template on graduate school website.
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in 159 ASRC
- All forms are then electronically submitted to the Graduate School by Cinda.
- **Due by the end of your 2nd semester**
D3 Comprehensive Examination

It is usually in two parts, a written exam consisting of questions submitted by each committee members, 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 Graduate School. With the usual committee of five, there can be one “fail” or abstaining vote allowable for a final “Pass”.

- After your comprehensive examination your committee will sign this form.
- Comprehensive examination must be taken and passed at least 7 months prior to the defense.
- Director of Graduate Studies needs to sign the form. Then form will be electronically submitted to the Graduate School by Cinda.
- A failure of either the written or oral section of the exam constitutes failure of the comprehensive exam. If a failure is reported, the committee also must include in the report an outline of the general weaknesses or deficiencies of the student's work. The student and the committee members are encouraged to work together to identify steps the student might take to become fully prepared for the next examination.

Request for clarification
If at any time the student believes that the advice given by the committee is inadequate, the student may send a written request for clarification to the committee. A copy of this request should be sent to the Graduate School as well. The committee must respond to this request in writing within two weeks and a copy must be filed with the Graduate School.

Retaking the exam
A student who fails may not take a second comprehensive examination for at least 12 weeks. Failure to pass two comprehensive examinations automatically prevents candidacy.

D4 Report of 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.

- After your successful defense the members of your committee will approve your D4.
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted to the Graduate school by Cinda
- See appendix 3 for Graduation deadlines

MISC. FORMS

Plan of Study Course Substitution Form
- If you change courses, this needs to be completed
- You may add or drop courses using this form.
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted by Cinda

Change of Committee
- If you need to change a committee member this form will be used.
- Add or drop members
- Form needs to be signed by your advisor and Director of Graduate Studies, after signatures bring to Cinda in S102 ASRC
- All forms are then electronically submitted by Cinda
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 or graduate secretary a 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 prorated 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 Graduate School 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 Graduate School’s Graduate Assistant Teaching Orientation.

To fulfill the requirement for teaching, all MS students are required to assist with teaching for two semesters. Likewise, all PhD students are required to assist with teaching for two semesters. Students are encouraged to volunteer to assist with additional courses. Students who volunteer to teach in “service courses” (such as introductory courses or production courses) beyond their one required course will be provided a stipend supplement reallocated from departmental funds (given that sufficient funds are available).

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 Graduate School by submitting a request to the adviser who, in turn, submits a written recommendation to the Graduate School 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 Graduate School. 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 to scheduling 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-authorized 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 Graduate School 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 Graduate School 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**


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 A.S.G.S.A. sponsored Graduate Research Forum, the Graduate School 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 secretaries. These secretaries can be of assistance in a great number of ways and under many circumstances. Each one is considered a partner within the division. The rule within the division is that before the secretary does work for the students, your advisor, who has checked the workload with his secretary and knows that she can do the work in reasonable time, should approve the request.

**ACCIDENT & 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. You may be eligible to have your insurance premium subsidized if you hold a graduate assistantship. You can contact the Graduate School by email at gruenk@missouri.edu by telephone at (573) 884-2326 or toll-free at (800) 877-6312 regarding the amount that will be contributed towards your premium payment.

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 and confirm that your subsidy has been applied.

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.

**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.
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 drivers 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

Required by Graduate School and Division of Animal Science

Due October 1 every year!

The Graduate Student Progress System is designed to facilitate the collection of information necessary to properly assess the progress of graduate students. The system can also initiate a feedback loop between student and adviser, allow academic programs to generate aggregate reports on their student's achievements, and create a curriculum vita for a student.

Login: https://gsps.missouri.edu/

The first time you log in to the Graduate Student Progress System you'll need to enter some basic information before you can get started. Click the "Basic Information" button to display the forms you'll need to fill out. After you have entered your degree program(s), academic information and committee members (contact information is not required), click the "Basic Information" button again to activate the other menus.

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 graduate school. 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,
Herdman, 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.
### APPENDIX 3

**Important Graduation Deadlines**

<table>
<thead>
<tr>
<th></th>
<th>Fall 2014</th>
<th>Spring 2015</th>
<th>Summer 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for Graduation – Email will be sent out from Graduate School</td>
<td>July 21&lt;sup&gt;st&lt;/sup&gt; to September 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>December 1&lt;sup&gt;st&lt;/sup&gt; to January 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 27&lt;sup&gt;th&lt;/sup&gt; to June 12&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>M3/D4 Due</td>
<td>December 5</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>July 24&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Thesis/Dissertation Due</td>
<td>December 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>May 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>July 24&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 20&lt;sup&gt;th&lt;/sup&gt; at 3:30 p.m.</td>
<td>TBA</td>
<td>No ceremony</td>
</tr>
</tbody>
</table>

- If you must defend when school is not in session, you must have the Dean of the Graduate School (Dean Rubin) approval before defense date is set.

- Thesis/Dissertation fliers must be emailed and displayed **at least 5 days** before the defense.

### APPENDIX 4

**ALL Masters Forms**