

Animal Sciences and Rangeland Ecology and Management Graduate Student Handbook



Department of Animal and Rangeland Sciences
Oregon State University
2024-2025

Vision and Mission

Our **vision** is ecologically, socially, and economically resilient communities and healthy landscapes in synergy with humans, animals, and rangelands for current and future generations.

Our **mission** is to serve current and future communities through education, research, and outreach by providing science-based animal and rangeland information.

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1.General Contact Information

a. Program-Specific Contacts:

- i. The academic point person for the program, such as graduate program director Gerd Bobe (e-mail: gerd.bobe@oregonstate.edu; 541-737-1898)
- ii. The administrative point person for the program, such as graduate program coordinator Caroline Charlton (e-mail: caroline.charlton@oregonstate.edu; 541-737-4606)
- iii. The point person for GRA assignments Sean Bodo (e-mail: sean.bodo@oregonstate.edu; 541-737-1619)
- iv. The point person for reimbursement (travel and other expenses) Sean Bodo (e-mail: sean.bodo@oregonstate.edu; 541-737-1619)
- v. The point person for course overrides Janell Johnson (e-mail: janell.johnson@oregonstate.edu; 541-737-1870)
- vi. The point person for employment questions Sean Bodo (e-mail: sean.bodo@oregonstate.edu; 541-737-1619)
- vii. The point person for changing degrees Gerd Bobe (e-mail: gerd.bobe@oregonstate.edu; 541-737-1898)

Main Office 541-737-3431

Department Fax 541-737-4174

Department Head

Carol Lorenzen Snell 306 7-1891 carol.lorenzen@oregonstate.edu

Departmental Graduate Committee Chair

Gerd Bobe Linus Pauling 7-1898 gerd.bobe@oregonstate.edu
Science Center 479

Graduate Program Coordinator

Caroline Charlton Snell 314 7-4606 caroline.charlton@oregonstate.edu

Administrative Manager

Sean Bodo Snell 308 7-1619 Sean.bodo@oregonstate.edu

b. Program website address: www.anrs.oregonstate.edu

c. Graduate School

What is the [Graduate School](#)?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.
- The Graduate School, and its campus partners, offer an array of [professional development opportunities](#) specific to the success of graduate students. Topics include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills,

grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

d. University Emergency Contacts

- OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

2. Important Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services](#) for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

[Campus Safety](#) – Emergency phone numbers, university alerts

[Career Development Center](#) – Resume/CV, networking, job search strategies

[Childcare and Family Resources](#) – University child care centers, child care assistance

[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling

[Cultural Resource Centers](#) – Cultural based community centers, social support

[Disability Access Services \(DAS\)](#) – Academic accommodations

[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response

[Financing your education](#) – Funding options and information, graduate awards

[Graduate Student Commons](#) – Lounge, study space, reservable meeting rooms

[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching

[Health Insurance](#) – Plans for graduate students and graduate employees

[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance

[Institutional Review Board \(IRB\)](#) – Review for human subjects research

[Office of International Services \(OIS\)](#) – Visa and immigration advising

[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising

[Recreational Sports](#) – Dixon Recreation Center, intramural sports

[Statistics Consulting Service](#) – Graduate student research statistical advising

[Student Health Services \(SHS\)](#) – Clinic and pharmacy

[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans

[Transportation Services](#) – Parking permits, bike, bus, SafeRide

[Valley Library](#) – Reference and research assistance, study spaces, research tools

3. Program Information and Policies

Introduction

Welcome to the Department of Animal and Rangeland Sciences (AnRS) at Oregon State University. We are pleased to have you involved with our departmental graduate studies. Graduate education is a major part of our departmental responsibilities. The Department of Animal and Rangeland Sciences contributes to the statewide mission of Oregon State University through innovative research and education of master's and Ph.D. students. Through research, education, and outreach, the department strives to discover and share new knowledge concerning animal agriculture and natural resources conservation.

This Graduate Handbook is intended to outline the requirements specific to the Master of Science (M.S.) degree in the Department of Animal and Rangeland Sciences. Some of the information in this document may be found on the department website (<https://anrs.oregonstate.edu/>). Further information that is applicable to all graduate programs may be found only in the online course catalog (<https://catalog.oregonstate.edu/college-departments/graduate-school/>) and is not repeated here. The online New Graduate Student Guide (https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/new_graduate_student_guide_v5-5.pdf) is a resource from the Graduate School to aid students in complying with university requirements and deadlines.

3a. Overview/Background of Program

Earn an advanced degree and take your career to the next level. Our modern laboratories and world-class faculty provide cutting-edge training to help you become an expert in your field. Explore our Master of Science (MS) and Doctor of Philosophy (PhD) degrees below to give your career an edge above the rest.

Master of Science & Ph.D. in Animal Sciences

Graduate students in the animal sciences program work on advancing scientific knowledge and fundamental understanding of areas such as reproductive biology and nutritional metabolism. Students develop new processes and technologies for profitable and environmentally-friendly animal production and management.

Master of Science and Ph.D. in Rangeland Ecology & Management

The program integrates plant, soil, and animal sciences to prepare degree candidates for leadership in this professional field. Under the guidance of the rangeland faculty, graduate students study rangeland ecology, physiology of rangeland plants, rangeland nutrition, rangeland improvements, watershed management, restoration ecology, agroforestry, water quality, and riparian zone management.

3b. Graduate Student Learning Outcomes

The learning outcomes for all graduate students in both Animal Sciences and Rangeland Ecology and Management are as follows:

1. Situation/Problem: Communicates current situation/problem (including how it is currently addressed) and how own research will address the situation/problem
2. Approach: States clearly the objective, hypothesis, and methodology
3. Outcomes: Analyze, organize, interpret, and summarize data and peer-reviewed literature, compare and contrast own and peer-reviewed results, and integrate own data into peer-reviewed literature
4. Communicates novelty, creativity, and potential impact of own research within area of study

3c. Degree Options Offered

Graduate students can pursue two degree types: a Master of Science (M.S.) or a Doctor of Philosophy (Ph.D.). The graduate degree will either be in Animal Sciences or in Rangeland Ecology and Management.

3d. Degree Concentrations

Masters of Science & Ph.D. in Animal Sciences

Areas of concentration:

- Animal Behavior
- Animal Nutrition
- Dairy Production
- Embryo Physiology
- Endocrinology
- Growth & Development
- Livestock Management
- Nutritional Biochemistry
- Reproductive Physiology

Masters of Science & Ph.D. in Rangeland Ecology and Management

Areas of concentration:

- Agroforestry
- Ecology of Rangelands
- Physiology of Range Plants
- Range Improvement
- Range Nutrition
- Restoration Ecology
- Riparian Zone Management
- Watershed Management

3e. Admission Requirements

The admission requirements for all graduate students (M.S. and Ph.D.) in both Animal Sciences and Rangeland Ecology and Management are as follows:

- You can be admitted any term
- There are no required tests including GRE
- English language requirements for international applicants to this program are the same as the standard [Graduate School requirements](#).

Applicants must be accepted by a [faculty mentor](#) before submitting a graduate application. Please review the [application requirements on our departmental website](#).

Please review the graduate school [application process and Apply Online](#).

The primary administrative contact person for the program is the graduate program coordinator Caroline Charlton (e-mail: caroline.charlton@oregonstate.edu; 541-737-4606)

All [policies and regulations of the Graduate School](#) govern acceptance or rejection of graduate applicants.

Step 1: Begin by researching faculty members who do research in areas of interest to you. [This](#) is where you can view all faculty profiles. Reach out to these faculty members with whom you would be interested in studying. **In order to be accepted into our graduate program, you must have a faculty member who agrees to serve as your major professor and provide funding if applicable. You cannot be accepted without finding a major professor in advance!** In addition, you must have funding lined up. You must either receive funding from your major professor in the form of a graduate assistantship or already have an outside funding source, such as from your home country, fellowship from an independent entity, etc.

Timeline: Varies; depends upon your proactivity and timely responses from faculty members

Step 2: [Submit your application](#) to the Graduate School. A complete application packet includes:

- Statement of purpose
- 4-year baccalaureate degree or equivalent with GPA of 3.0 or higher on last 90 quarter credit or 60 semester credit hours
- 3 letters of recommendation
- TOEFL or IELTS scores for international applicants (review requirements [here](#))
- Financial documentation for international applicants

Timeline: Varies; allow your references about 1 month to submit their letters of reference

Step 3: If a faculty member has agreed to serve as your major professor, then your application will be sent to the Graduate Program Committee for final approval.

Timeline: 2 weeks

Step 4: The Graduate Program Coordinator will submit the final application decision to the OSU Graduate School. Students will hear from the OSU Graduate School (not directly from the Department of Animal and Rangeland Sciences) whether they have been accepted to study in the Department of Animal and Rangeland Sciences.

Timeline: 2 weeks

REMINDER: In order to be accepted into our graduate program, you must have a faculty member who agrees to serve as your major professor and provide funding if applicable. If no faculty member is willing to serve as your major professor, then your application will be rejected. You cannot be accepted without finding a major professor **in advance!**

For more information about our holistic admission plan, please visit

[ANRS Holistic Admissions Plan May 2024.pdf](#)

3f. Requirements for the Final Defense

Student's Graduate Program Committee and Program of Study

All graduate students are required to file a program of study with the Graduate School. The program of study comprises a list of courses which the student proposes to take in the major area of study and constitutes the course work basis for the advanced degree. The program of study is formulated by the student, the major professor, and the student's Graduate Program Committee. Forms are available at the Graduate School's web site.

The Graduate Program Committee for M.S. students is made up as follows:

Total committee of four (minimum):

Major Professor

Second member from Department of Animal and Rangeland Sciences

One member from minor field if a minor is included (if not completing a minor, this committee member should be from a department other than AnRS)

Graduate Council Representative

Members of a student's Graduate Program Committee are selected by the student and their major professor, subject to review and approval by the Graduate School. Individuals outside of OSU can be appointed as courtesy faculty within AnRS, qualifying them to serve as a student's major professor.

In addition to guiding the student in formulation of the most appropriate program of study, the Graduate Program Committee serves as the examining committee for preliminary and final exams, guides and assists the student as necessary in planning, conducting, and interpreting thesis research, and must approve the thesis for granting of a graduate degree. Students should carefully choose their committee members with these roles in mind.

The Graduate Program Committee must be assembled and the program of study prepared for filing with the Graduate School by the second term of enrollment.

The program of study must be approved and signed by all the Graduate Program Committee members and the Department Head before filing with the Graduate School. Changes in the program may be made by submitting a petition for change form to the Graduate School.

M.S. candidates are strongly encouraged to conduct committee meetings to formulate their program of study, review their thesis proposal, and track research progress. However, they are not required to meet with their committee prior to their final oral examination.

The Graduate Program Committee for Ph.D. students is made up as follows:

Total committee of five (minimum): Major

Professor

Second member from Department of Animal and Rangeland Sciences

Two additional members: one member from each declared minor (up to two minors may be selected); if not completing any minors, these two committee members should be from a department other than AnRS Graduate Council Representative

Members of a student's Graduate Program Committee are selected by the student and their major professor, subject to review and approval by the Graduate School. Individuals outside of OSU can be appointed as courtesy faculty within AnRS, qualifying them to serve as a student's major professor.

In addition to guiding the student in formulation of the most appropriate program of study, the Graduate Program Committee serves as the examining committee for preliminary and final exams, guides and assists the student as necessary in planning, conducting, and interpreting thesis research, and must approve the thesis for granting of a graduate degree. Students should carefully choose their committee members with these roles in mind.

The Graduate Program Committee must be assembled and the program of study prepared for filing with the Graduate School by the fifth term of enrollment.

The program of study must be approved and signed by all the Graduate Program Committee members and the Department Head before filing with the Graduate School. Changes in the program may be made by submitting a petition for change form to the Graduate School.

Ph.D. candidates are required to conduct a program of study meeting with their committee and are encouraged to

conduct additional committee meetings to review their thesis proposal and track research progress before the preliminary oral examination.

Degree Requirements

Minimum Credit Requirement

All graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50% graduate stand-alone courses. No more than 50% of the credits on a program of study are allowed to be slash courses (the 5XX component of a 4XX/5XX course). M.S. students are required to complete 45 credit hours including thesis credits. Ph.D. students do not have an established policy on credit requirements, but a program must include at least 108 hours to be recognized by the Graduate School. A minor must consist of at least 18 credit hours (15 credit hours for an integrated minor).

Course Load

The maximum credit load for a full-time graduate student is 16 hours; Graduate Assistants with FTEs of 0.20 to 0.49, because of their other duties, are limited to 12 hours per term. The minimum load for full-time student status is 9 hours for all graduate students; however, the minimum load requirement for students on assistantship is 12 credit hours. During summer term, graduate students must be registered for 3 credits.

Continuous Enrollment Policy

Unless on approved Leave of Absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree or certificate is granted or until their status as a credential-seeking graduate student is terminated. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g. facilities, equipment, computing, and library services, or faculty or staff time) during any given term, regardless of the student's location. If degree requirements are completed between terms, the student must have been registered during the preceding term.

Blanket-Numbered Courses

Blanket-numbered courses have a zero middle digit. The 50X is for M.S. students, the 60X is for Ph.D. students. Those that carry graduate credit may be repeated up to the maximum totals indicated below.

- **Research** (501/601) is for research that is not part of the thesis. Data obtained from such research should not be incorporated into the thesis.
- **Thesis** (503/603) covers the thesis research and writing. A student may register for thesis credit each term.
- **Reading and Conference** (505/605) and **Projects** (506/606) are used for special work not given under a formal course number.
- **Seminar** (507/607) is used both for departmental seminars and for special group work not given in a formal course.
- **Workshop** (508/608) is usually a special, short-term course covering a variety of topics.
- **Practicum** (509/609) is used for courses whose emphasis is the application of academic theory to the work environment.

No more than 9 credits of blanket-numbered courses, other than thesis (503), may be applied toward the minimum 45-credit master's degree. While internship credit (510) is not considered a blanket-numbered course, no more than 6 credits of internship may be applied toward a 45-credit master's degree. The internship credit

limit is in addition to the 9-credit blanket-hour limit. The M.S. program of study must include 6 to 12 credits of thesis (503). Blanket-numbered transfer courses will count toward the maximum totals specified above. No more than 15 credits of blanket-numbered courses, other than thesis (603), may be applied toward the minimum 108-credit doctoral program. The Ph.D. program of study must include at least 36 credits of thesis (603). Blanket-numbered transfer courses will count toward the maximum totals specified above.

Graduate Student Seminar, Research Review, Workshop, and Special Topics

ANS/RNG 507/607 Seminar (offered each winter term). This is a mandatory course that covers seminar presentation techniques and gives students an opportunity to give a seminar. M.S. students are required to take a seminar course twice. The first time taking this course, the student must register for ANS/RNG 507. The second time taking this course, the student may register for a seminar course in another department if desired and in agreement with their major professor. This seminar course will be taught by different professors in the department on a rotating basis.

Teaching Assignments

The nature of employment opportunities available to many graduates makes some teaching experience highly desirable, if not necessary. Students in the master's program are not required to earn teaching credits, but their participation in classroom teaching is encouraged. The major professor may require greater teaching involvement; hence, the student may be required to register for additional teaching credits. M.S. students are also encouraged to enroll in ANS 509. Graduate students in the Ph.D. program are required to enroll for at least one teaching credit (ANS 609 Teaching Practicum, 1 credit; letter grade) during their program. Students may assist in a class of their choice, in agreement with their advisor and the teacher of that course, subject to approval of the Department Head.

Training in Research Ethics

Your plan must include training in the conduct of scholarly or professional activities in an ethical manner. This could be a course offered by your degree program, GRAD 520, Responsible Conduct of Research training modules (CITI), training in research groups, etc.

Research Proposal

All M.S. and Ph.D. thesis research is to be preceded by formulation of a written research proposal. This should be developed with the supervision of the student's major professor and in consultation with the Graduate Program Committee. It is to the student's advantage to prepare a Research Proposal early in their residence, at the latest by the end of the third term.

As stated earlier, degree candidates and their advisors are strongly encouraged to arrange for meetings of their committees to review the research proposal and research progress. At best, it is disheartening to arrive at the final examination and discover that, in the committee's opinion, the research is insufficient, improperly conducted, or improperly analyzed and is therefore unacceptable.

Preliminary Ph.D. Examinations

The purpose of the preliminary Ph.D. examinations is to determine whether the student has acquired adequate background training to conduct his or her chosen area of research.

All students are required to perform adequately on both written and oral preliminary exams for the Ph.D. degree.

Written Preliminary Examination:

1. Written preliminary examinations must be successfully completed before the student is eligible to schedule

oral preliminary examination. The preliminary oral exam is taken near the completion of all course work on the Program of Study. Preliminary examinations should be scheduled well in advance of the final examination (thesis defense). The minimum is one term between the time of the preliminary and the final examination; the Graduate Program Committee may require additional courses if they determine that the student is weak in certain areas.

2. Preparation, conduct and evaluation of written examinations will be the responsibility of the student's Major Professor according to one of the following options:
 - a. The student will complete a separate written examination for each graduate committee member. Each committee member will evaluate their own portion of the examination.
 - b. Each committee member will submit questions, and the major professor will then assemble an examination from the available questions. Evaluation may be joint or delegated to individual committee members.
3. The type of questions and the number of questions of the written examination will be determined by the student's Major Professor. The written examination may be open book, closed book, or a combination of the two. This is determined by each individual committee member.
4. A time limit for the written examinations will be set by the Major Professor or individual committee members as appropriate. This will vary considerably, depending on the examiners.
5. Student performance is assessed by each committee member who will make a decision as to whether the student has passed or failed that committee member's portion of the written examination. One negative vote is permitted in deciding whether the student has passed the written examination. If the student fails (> 1 negative vote), the student may only retake the exam one more time. The Graduate Program Committee will decide what portions of the exam need to be retaken - this may constitute the whole exam, or only those portions that the student failed the first time. The time interval between retaking those questions will be determined by the student's Graduate Program Committee. In any case, the student is encouraged to visit with each committee member to discuss their performance in that member's question(s) to determine areas in which further study is needed prior to the Oral Preliminary Examination.

Oral Preliminary Examination:

The oral preliminary examination should be scheduled a minimum of two weeks after the student has demonstrated satisfactory performance on their written preliminary exam. An Event Scheduling Form must be filed with the Graduate School at least one week before the oral prelim exam. The oral examination is given by the Graduate Program Committee and normally takes 2-3 hours. Students will be examined over all relevant areas of knowledge, particularly any in which they showed weakness on their written preliminary examination. The major professor shall regulate the time utilized by members of the Graduate Program Committee, and the Graduate Council Representative shall conduct the committee's evaluation of the candidate's performance. Pass or failure on the oral preliminary examination is usually by committee consensus. If there is not a general consensus, a pass on the oral examination shall consist of no more than one negative vote from the Graduate Program Committee.

Final Examination

All graduate students in the Department of Animal and Rangeland Sciences must undergo a final examination by their Graduate Program Committee prior to receiving their degree. This is synonymous with the thesis defense and usually consists of (but is not limited to) a presentation by the student of their thesis research project followed by an in-depth oral examination and discussion of the work by the Graduate Program Committee.

Before the thesis defense can be scheduled, graduate students must have at least one manuscript submitted to a journal.

Once a date for the final examination is established, the student and major professor are responsible for publicizing the oral presentation, which is open to all students and faculty who wish to attend. Please see the

Graduate Program Coordinator for a sample of the required announcement format.

The candidate shall establish the examination date with the Graduate Program Committee a few months prior to the scheduled date. Scheduling the date, time, and location of the examination is the responsibility of the candidate.

1. At least two weeks prior to the final examination, formally submit the examination date to the Graduate School using the online Event Scheduling Form: http://oregonstate.edu/dept/grad_school/phpforms/event.php. Students are also required to submit the pretext pages of the thesis to the Graduate School at least two weeks prior to the final oral examination. Pretext pages include a flyleaf (a blank page), the abstract, copyright (optional, but recommended), title page, approval page, acknowledgement page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional). See <https://gradschool.oregonstate.edu/progress/thesis-guide> for the pretext templates.
2. A draft of the thesis must be given to the Graduate Program Committee at least two weeks prior to the final oral examination.
3. The candidate will be asked to present his or her thesis in not more than 30 to 40 minutes. This should be carefully organized to give priority to interpretation of research results. Discussion by the candidate of literature review and experimental methodology should be minimized (both of which are described in the thesis). Graduate students and faculty are invited to attend this portion of the final examination.
4. The remaining time shall be used by the Graduate Program Committee to question the candidate on the accuracy of the work, its significance, and the candidate's scientific knowledge.
5. The major professor shall regulate the time utilized by members of the Graduate Program Committee, and the Graduate Council Representative shall conduct the committee's evaluation of the candidate's performance.
6. If more than one negative vote is recorded by the Graduate Program Committee, the candidate will have failed the examination. No more than one re-examination is permitted.

Remote Participation Policy for Required Graduate Student Meetings and Examinations

All members should be physically present at all required Graduate Program Committee meetings (i.e., program meetings, preliminary examinations, and final examinations). However, it is permissible for the student and/or committee members to participate from a remote location provided the conditions listed below are met:

- Advance agreement of the student and all committee members has been obtained
- All participants join in with two-way audio and video connections; audio-only connections must be approved by the major professor if the video connection is not possible. When the student is the remote participant, his or her connection must be an audio and video connection
- Any visual aids or other materials should be distributed in advance to the remote participants
- The committee members participate in the complete meeting, discussion, presentation, and evaluation
- The student is responsible for making arrangements

Research Protocols

OSU's Animal Care and Use Program comprises all activities conducted by and at the university that have a direct impact on the wellbeing of animals. The program scope includes animal and veterinary care, policies and guidelines, animal facility design and management, oversight of participants and their related occupational health and safety, and Institutional Animal Care and Use Committee (IACUC) functions. For more information on IACUC requirements and training modules, please visit

https://research.oregonstate.edu/sites/research.oregonstate.edu/files/iacuc/files/participant_requirements_iacuc_guide.pdf.

The Animal Exposure Occupational Health and Safety Program is a part of Oregon State's animal handling program. The program is based on risk assessment and mitigation and includes risk monitoring as outlined in the OSU Animal Exposure Procedure. Participation in this program is mandatory for all individuals involved in animal research, teaching, testing, care and handling as defined by this policy and accompanying procedure. Supervisors are responsible for implementing this policy with individuals under their supervision and ensuring these individuals receive animal exposure training and education. For more information, please visit

<https://occupationalhealth.oregonstate.edu/animal-exposure>.

University Property

Students doing research sponsored by grants, assistantships and departmental projects should understand that the data they collect are the property of the Department of Animal and Rangeland Sciences. Data collected separately or jointly by graduate students and faculty should be filed as records of the supporting grant. Data collected without financial support of the university are shared property of the student and major professor.

Use of equipment or supplies must be approved by the faculty member responsible for such items. Graduate students must assume the appropriate responsibility for the use of university equipment and property, and for the care and return of borrowed books or articles and other materials. Equipment and rooms are for student and departmental research and are not to be shared with other students, spouses, or anyone not specifically authorized to use them.

Thesis Format

Consult the OSU Graduate School Thesis Guide for assistance in writing and formatting your thesis. The Thesis Guide can be found at: <https://gradschool.oregonstate.edu/progress/thesis-guide>.

Research Publications

The purpose of the following guideline on publication is to protect the interests of both the student and major professor. Research must be shared with colleagues if it is to be useful. Consequently, all research conducted for graduate degree programs is expected to be published in appropriate journals and other outlets. The major professor will work with each student to determine suitability for publication and authorship. When a student completes a degree, it is the student's responsibility to complete manuscripts for submission to journals. Students

will be allowed six months following completion of the program to demonstrate intent to prepare appropriate manuscripts. The first draft must be completed within one year of degree completion. If these deadlines are not met, the major professor will assume responsibility for completing the publication process.

Important Forms from the Graduate School

OSU Graduate School Program of Study Information: <https://gradschool.oregonstate.edu/progress/program-study>

OSU Graduate School Master's Program of Study Form:
https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/general_masters_06.20.20171.pdf

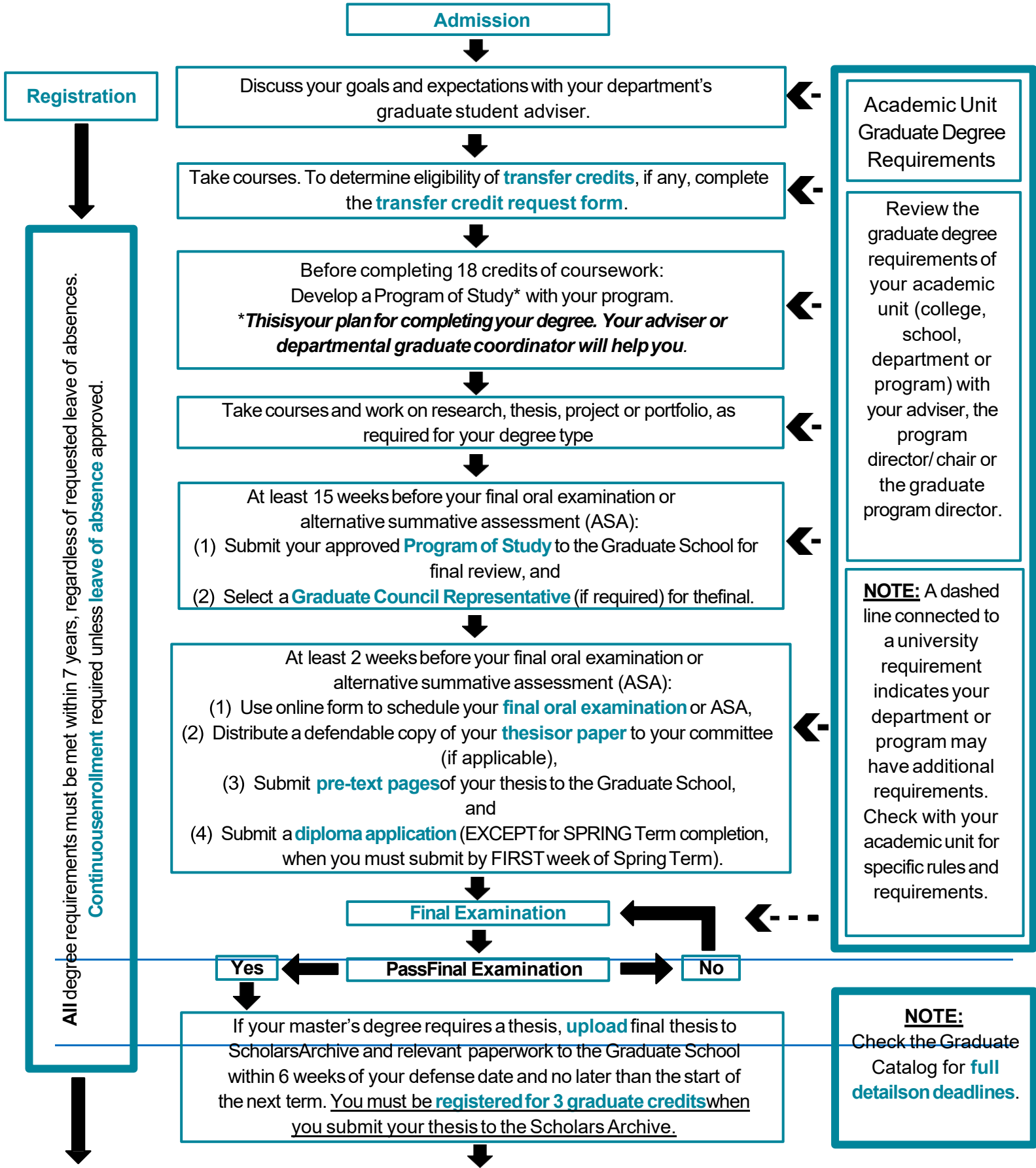
OSU Graduate School Doctoral Program of Study Form:
https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/sfm_doctoral_6.20.2017.pdf

Academic Deadlines: <https://gradschool.oregonstate.edu/progress/deadlines>

3g. Proposed Timeline to Degree Completion

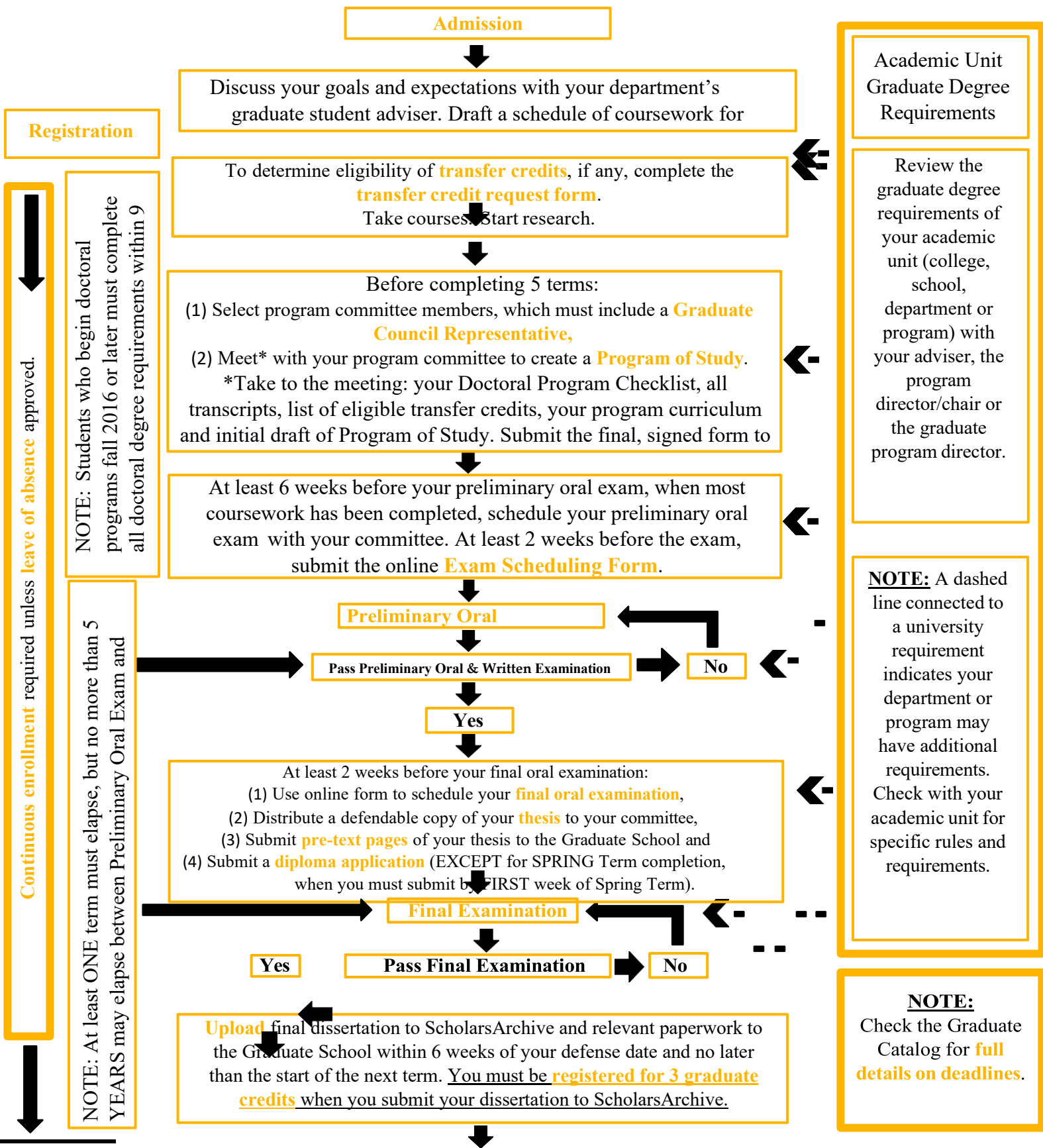
The proposed timeline for M.S. students is 2 to 3 years and for Ph.D. students 3 to 5 years.

Flow Chart For Master's Degree Completion



Flow Chart For Ph.D. Completion

Flow Chart For Ph.D. Completion



3h. Committee Membership

i. Graduate Council Representative

A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Select your GCR using the [online GCR list generation tool](#) and be sure to allow ample time for this selection process. A common outreach method is to email all possible GCRs at once using the bcc email option. This will allow you to efficiently reach out to those listed on the GCR generated list. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

ii. Policy on non-OSU committee membership

Your [graduate committee](#) guides your course work and research and serves as your preliminary and final examining committee. It is generally expected that all committee members or approved substitutes must be present for all formal meetings with the student (e.g. final oral exams). If you have a situation in which a committee member needs to participate remotely, you and your committee must assure that all the conditions for remote participation are met.

If a graduate committee member is not approved for the role proposed, your major department/program director will need to nominate the proposed member to act in the specific role using the [Nomination to Graduate Faculty form](#). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

3i. Department Specific Funding Opportunities: Graduate Assistantships

A limited number of state-supported Graduate Assistantships (GAs) are available to qualified candidates. Qualifications are based upon academic proficiency, appropriateness of background training, and interest for research in specific areas of department involvement. The stipend varies with the Full Time Equivalent (FTE) (0.30 to 0.49) assigned to GAs. Graduate Assistantships are exempt from tuition charges (students receive a tuition fee remission to their student account for the amount of the tuition charged), but students are still required to pay the mandatory university fees for each term.

GAs are responsible for 12 to 19.5 hours of work per week (for the Department of Animal and Rangeland Sciences) under the direction of their major professor, dependent upon the FTE of their assistantship. All state-funded GAs in our department have a 0.30 FTE (12 hours per week) service component in their position description. Students receiving a 0.49 FTE stipend from a GA, scholarship, or combination of the two are expected to be working full time toward their degree (classes, research, or both). Therefore, such students are prohibited from having any other employment during the calendar year, including summers. Failure to adhere to this policy may be grounds for termination of the stipend. Although the FTE and the number of hours you are

expected to work may fluctuate slightly, you cannot work more than 255 hours per term in all jobs within the Oregon University System when appointed as a graduate student. The HRIS system tracks the number of hours for which a particular student receives pay each month; for 0.49 FTE the total must be limited to less than 84.93 hours per month. Some faculty expect their students to take classes or to be engaged in research full time while others expect their students to be engaged full time in classes and research simultaneously. Students receiving less than a 0.49 FTE stipend should consult with their advisors before seeking outside employment. Although exceptions can be made, the department's policy limits assistantship support to two years for M.S. students. In order for a GA to be extended beyond two years for the M.S., regardless of funding source, the graduate student must have at least one manuscript submitted to a journal.

3j. Required Program/Degree Milestones and Consequences for not Meeting the Milestones

Policies Governing Master's Degree Programs

General Requirements

All master's degree programs require a minimum of 45 graduate credits including thesis (6 to 12 credits), research-in-lieu-of-thesis (3 to 6 credits), or an integrative capstone experience (3 to 6 credits). Exceptions to this capstone requirement are specified under the degree descriptions that follow these universal master's degree requirements. All graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50 percent graduate stand-alone courses. The remaining credits may be the 500 component of 400/500 slash courses. General regulations for all master's programs are cited here, with certain exceptions provided for master's degrees in the professional areas listed on the following pages.

Graduate Learning Outcomes

All university and program specific graduate learning outcomes are assessed each year. The university graduate learning outcomes for all master's students are:

1. Conduct research, produce some other form of creative work, or participate in an integrative capstone experience; and
2. Demonstrate mastery of subject material; and
3. Be able to conduct scholarly or professional activities in an ethical manner

Additional program specific learning outcomes are developed by each graduate program. Graduate learning outcomes are consistent across all locations and modalities of program delivery. Specific program learning outcomes are listed on each program's catalog page.

While every effort has been made to ensure the accuracy of the program learning outcomes in the Catalog, for the most up-to-date information, contact the academic unit administering the program.

Residence Requirements

Beginning in fall 2020, the academic residence requirement for the master's degree is 23 graduate Oregon State University credits after admission as a degree-seeking graduate student. A minimum of 23 resident credits are required on a master's program. Thus, up to 22 credits taken at Oregon State University or elsewhere prior to acceptance into a 45-credit master's program, may transfer into the master's program. (Transfer credit includes graduate credits taken as an undergraduate, post-baccalaureate, graduate certificate or graduate nondegree seeking student.)

Graduate Program of Study

A regular master's degree student should complete a program of study in consultation with an advisor/advisory committee before completing 18 graduate credits. This includes credits earned as a post-baccalaureate, graduate nondegree-seeking student, or graduate student that are transferred to the graduate degree. Students who wish to transfer credit to OSU must submit a [Transfer Credit Request form](#) before they submit their program of study.

The final program of study must be submitted to the Graduate School at least 15 weeks prior to the date of the student's final examination.

All graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50 percent graduate stand-alone courses. The remaining credits may be the 500 component of 400/500 slash courses.

If a minor is declared, approximately two-thirds of the work (30 graduate credits) should be listed in the major field and one-third (a minimum of 15 graduate credits) in the minor field. In such cases, the student's advisory committee must include a member from the minor department.

The program is developed under the guidance of the major professor, and minor professor when a minor is included. Each candidate's program should include substantial work with at least three faculty members offering graduate instruction. Thesis-based master's degrees plus all MAIS degrees include a fourth faculty member, a Graduate Council Representative. Non-thesis master's degrees with an alternative summative assessment may include fewer than three faculty members. The program is signed by all committee members and the chair of the academic unit before filing in the Graduate School. Changes in the program may be made by submitting a [Petition for Change in Program form](#).

Time Limit

All work toward a master's degree, including transferred credits, coursework, thesis (if required), and all examinations, must be completed within seven years. Time in which the student is on a leave of absence is included in the seven-year limit with the exception of approved Family Medical leaves.

Thesis

When scheduling their final oral examinations, thesis option master's students are required to submit the pretext pages of their thesis to the Graduate School at least two weeks prior to the final oral examination. Pretext pages include the abstract, copyright, title page, approval page, acknowledgment page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and preface (optional). It is expected that students will distribute examination copies to all their committee members, including the Graduate Council representative, sufficiently early to permit thorough review of the thesis prior to the student's final oral examination.

Within six weeks after the final oral examination or before the first day of the following term, whichever comes first, students must upload one PDF copy of the thesis, without signatures, to ScholarsArchive and submit the completed ETD submission approval form to the Graduate School.

- If final submission requirements are completed between the terms, the degree will be awarded the following term.
- If final submission requirements are not completed after the initial six-week period or by the start of the next term, whichever comes first, the student may be subject to re-examination and will be required to register for a minimum of 3 graduate credits during the subsequent term.

Please refer to the Graduate School's [thesis guide](#) for complete details and style. The thesis will not be accepted for graduate requirements until it has received approval by the graduate dean, which the degree completion specialist will obtain.

For master's thesis and doctoral dissertations that use human subjects, Institutional Review Board (IRB) approval is required. For more information, please send an email to irb@oregonstate.edu or visit the [IRB website](#).

The credit allowed for the thesis, including research and preparation of the manuscript, varies from 6 to 12 credits. In certain departments and programs, the M.S. or M.A. thesis is optional, to be determined in each case by the department/school/program and the major professor. See departmental descriptions.

Final Examination

Successful completion of a final oral examination is required for all master's degrees with the exception of the following graduate programs:

Policies Governing Doctoral Degree Programs

General Requirements

The Doctor of Philosophy degree is granted primarily for creative attainments. There is no rigid credit requirement; however, the equivalent of at least three years of full-time graduate work beyond the bachelor's degree (at least 108 graduate credits) is required. Effective fall 2005, all graduate student programs of study submitted to the Graduate School must consist of, at a minimum, 50 percent graduate stand-alone courses. The remaining credits may be the 500 component of 400/500 slash courses.

After admission into the doctoral program, a minimum of one full-time academic year (at least 36 graduate credits) should be devoted to the preparation of the thesis. A minimum of 27 regular non-blanket credits must be included on a doctoral program.

Graduate Learning Outcomes

All university and program specific graduate learning outcomes are assessed each year.

The university graduate learning outcomes for all PhD students are:

1. Produce and defend an original significant contribution to knowledge;
2. Demonstrate mastery of subject material; and
3. Be able to conduct scholarly activities in an ethical manner.

Additional program specific learning outcomes are developed by each program. Learning outcomes are consistent across all locations and modalities of program delivery. Graduate program learning outcomes are listed on each program's catalog page.

While every effort has been made to ensure the accuracy of the program learning outcomes in the Catalog, for the most up-to-date information, contact the academic unit administering the program.

Graduate Program of Study

The student's doctoral program of study is formulated and approved subject to departmental policies at a formal meeting of their doctoral committee. The committee is comprised of a minimum of five members of the graduate faculty, including two from the major department and a representative of the Graduate Council. If a minor is declared, it must consist of at least 18 credits (15 credits for an integrated minor) and the committee must include a member from the minor department. All committee members must be on the graduate faculty with appropriate authorization to serve on the student's committee.

Doctoral students must complete the program of study in consultation with their advisory committee. This signed plan must be submitted to the Graduate School by the end of the fifth term of study.

The student must be registered for a minimum of 3 credits for the term in which the program meeting is held.

When the program is approved by the doctoral committee, the departmental chair, and the dean of the Graduate School, it becomes the obligation of the student to complete the requirements as formulated.

Changes in the program may be made by submitting a [Petition for Change of Program form](#) available in the Graduate School.

Selected 700-level courses that the Graduate Council deemed equivalent to graduate-level learning may be used on doctoral programs of study upon approval of the student's graduate committee.

No more than 15 credits of blanket-numbered courses, other than thesis, may be included in the minimum 108-credit program.

Students who wish to transfer credit must submit a [Transfer Credit Request form](#) before submitting their program of study to the Graduate School.

Time Limit

Effective beginning with students matriculating fall term 2016, all work toward a doctoral degree, including coursework, thesis (if required), and all examinations, must be completed within nine years of the indicated start term on the Departmental Action Form. Extensions of this time limit may be requested by submitting a petition to the Graduate School.

Residence

For the doctoral degree, the residence requirement consists of two parts:

1. A minimum of 36 graduate Oregon State University credits must be completed; and
2. Any degree-specific requirements must be fulfilled as described in the degree program's student handbook that may relate to enrollment requirements, residency requirements, or other non-curricular requirements.

Language Requirements

The foreign language requirement is determined by the student's doctoral committee, subject to the same approval required for the graduate study program, and is so designated in the official doctoral program. Foreign language requirements must be completed before the oral preliminary examination.

Preliminary Examinations

Students must enroll for a minimum of 3 credits during terms in which they undertake departmental written and oral preliminary examinations.

Written Comprehensive Examination

Most programs require a written comprehensive examination to be taken before the oral preliminary examination. If a written examination is required, it must be completed prior to the oral preliminary examination. The content, length, timing, passing standard, and repeatability of this examination are at the discretion of the major department. The general rules and structure of this examination, however, must be provided in writing to all candidates for this examination and a current copy of these guidelines must be on file with the Graduate School. Copies of the written examination (questions and student's answers) must be available to all members of the student's doctoral committee at least one week prior to the oral preliminary examination.

Oral Preliminary Examination

The oral preliminary examination is taken near the completion of the student's coursework. The oral examination is conducted by the student's doctoral committee and should cover the student's knowledge in their major and minor subjects. The exam may cover the student's proposed research topic, although no more than one-half the time should be devoted to specific aspects of the proposal. The examination should be scheduled for at least two hours, and the exam date must be scheduled in the Graduate School at least two weeks in advance. If more than one negative vote is recorded by the examining committee, the candidate will have failed the oral examination. No more than two re-examinations are permitted by the Graduate School, although academic units may allow fewer re-examinations.

At least one complete academic term must elapse between the time of the preliminary oral examination and the final oral examination. If more than five years elapse between these two examinations, the candidate will be required to take another preliminary oral examination.

Thesis

Each candidate for the doctoral degree must submit a thesis embodying the results of research and giving evidence of originality and ability in independent investigation. The thesis must highlight the contribution to knowledge based on the candidate's own investigation. It must show a mastery of the literature of the subject and be written in creditable literary form. The preparation of an acceptable thesis typically requires at least one full-time academic year. The [Thesis Guide](#) provides formatting rules and pretext pages.

A formal thesis proposal meeting is recommended but not required by the Graduate School. It is required for some majors. This meeting should be held with the student's doctoral committee prior to the start of any substantial doctoral thesis research.

For master's thesis and doctoral dissertations that use human subjects, Institutional Review Board (IRB) approval is required. For more information, please send an email to irb@oregonstate.edu or visit the [IRB website](#).

When scheduling their final oral examinations, doctoral students are required to submit the pretext pages of their dissertations to the Graduate School at least two weeks prior to the final oral examination. Pretext pages include the abstract, copyright (optional), title page, approval page, acknowledgment page, contribution of authors, table of contents, list of figures, tables, appendices, dedication (optional), and

preface (optional). It is expected that students will distribute examination copies of their thesis to all committee members, including the Graduate Council representative, sufficiently early to permit thorough review of the thesis prior to the student's final oral examination.

Within six weeks after the final oral examination or before the first day of the following term, whichever comes first, students must upload one PDF copy of the thesis, without signatures, to ScholarsArchive and submit the completed ETD submission approval form to the Graduate School.

- If final submission requirements are completed between the terms, the degree will be awarded the following term.
- If final submission requirements are not completed after the initial six-week period or by the start of the next term, whichever comes first, the student may be subject to re-examination and will be required to register for a minimum of 3 graduate credits during the subsequent term.

Please refer to the Graduate School's [thesis guide](#) for complete details and style. The thesis will not be accepted for graduate requirements until it has received approval by the graduate dean, which the degree completion specialist will obtain.

Final Examination

After completion of or while concurrently registered for all work required by the program, the student must pass a final doctoral examination that may include a written component but must include an oral examination.

The final oral examination must be scheduled in the Graduate School office at least two weeks prior to the date of the examination. All incomplete coursework appearing on the program of study must be completed prior to scheduling the final oral examination.

The final oral examination consists of a public thesis defense followed by a closed session of the examining committee with the candidate. Under normal circumstances, the final oral examination should be scheduled for two hours.

All members of the student's graduate committee must approve the scheduling of the final examination.

It is expected that the thesis defense portion of the final oral exam be open to all interested persons and should be limited to one hour. After the open portion of the exam, the examining committee should exclude all other persons and continue with the examination of the candidate's knowledge of their field and the evaluation of the candidate's performance.

If the department favors a more elaborate presentation, it should be scheduled as a separate seminar apart from the final oral examination. The time involved for the open presentation may not impinge upon time required for the examining committee to conduct appropriate, iterative oral inquiry with the candidate, to evaluate the candidate's performance, and to deliberate fully within the time constraints of the scheduled oral examination.

The examining committee consists of the student's doctoral committee and any additional members, including professors from other institutions, whom the major department may recommend. In the oral examination, the candidate is expected to defend the thesis and show a satisfactory knowledge of their field. If more than one negative vote is recorded by the examining committee, the candidate will have failed the examination. No more than two re-examinations are permitted by the Graduate School, although academic units may permit fewer re-examinations.

The final oral examination must be taken within five years after the oral preliminary examination. If more than five years elapse, the candidate will be required to take another oral preliminary examination.

Dismissal from Graduate School

Advanced-degree students and graduate certificate (regularly, conditionally, and provisionally admitted) are expected to make satisfactory progress toward a specific academic degree or certificate. This includes maintaining a GPA of 3.00 or better for all courses taken as a graduate student and for courses included in the graduate program, meeting departmental or program requirements, and participating in a creative activity such as a thesis.

If a student is failing to make satisfactory progress, as determined by the major department/program or the Graduate School, the student may be dismissed from the Graduate School.

Any doctoral student who fails the preliminary oral examination, with a committee recommendation that the student's work toward this degree be terminated, may be dismissed from the Graduate School.

Any student who fails a final oral examination may be dismissed from the Graduate School.

Academic dishonesty and other violations of the [Student Conduct Code](#) may serve as grounds for dismissal from the Graduate School.

Student Conduct Regulations

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The regulations have been formulated by the Student Conduct Committee, the Student Activities Committee, the university administration, and the Higher Education Coordinating Commission. Violations of the regulations subject a student to appropriate disciplinary or judicial action. The regulations and the procedures for disciplinary action and appeal are available via the [Office of Student Conduct and Community Standards website](#).

Grievance Procedure

All students desiring to appeal matters relating to their graduate education should request a copy of [Grievance Procedures for Graduate Students at Oregon State University](#) from the Graduate School. Graduate assistants whose terms and conditions of employment are prescribed by the collective bargaining agreement between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document.

3k. Role of the Major Professor

Duties of your Major Professor

Your major professor is the committee member from your major field who serves as your primary academic advisor, your principal thesis advisor, and the general mentor for your academic program of study and your research.

Some common duties of a major professor include:

- Help students define their interests and choose appropriate course work.
- Help the student select and set up their graduate committee.
- Work with the student and graduate committee to see that all requirements are met.
- Provide specific suggestions on designing and carrying out thesis research.
- Provide or help students find funding for graduate studies. In addition, promptly advise students of duration and conditions related to employment or other support offered (e.g., how long it is likely to last, what level of performance is required for continued support). If available funds are insufficient to support the student through completion of the degree, provide counsel about alternative funding sources.
- Alert students to job opportunities after graduation, and help them make the necessary professional acquaintances to enhance their chances of success.
- When appropriate, guide and mentor students regarding additional resources and career and personal decisions affecting their professional development.

3l. Process for Changing Major Professor

There are times when students are making satisfactory academic progress but are unable to complete graduate studies with their initial major professor. There are a multitude of reasons that this situation may arise including, for example, the move of a faculty member to another university, death of a faculty member, irreconcilable differences between a student and advisor, or failure of a faculty member to achieve

tenure.

Oregon State University has an ethical responsibility to provide students with the opportunity to continue to progress toward completion of a degree if they are in good academic standing and have been making timely and satisfactory progress toward the degree. OSU does not accept responsibility for and this policy does NOT cover students who are not in good academic standing (defined below). Further, this policy does not cover the provision of graduate assistantship (either research or teaching) funding, which is never guaranteed beyond the time limits of an annual contract for any student.

For every graduate student who must have a major advisor and full committee constituted of the membership described in the Graduate Catalog, in nearly all cases, students secure their own advisors and committees or they are assigned by the program. For students who are in good academic standing, and making timely and satisfactory progress and who, despite their best efforts, are unable to secure or maintain an advisor or constitute a full committee on their own, the following actions will be taken. These actions should be initiated by the student who must contact their graduate degree program's leader (a.k.a. graduate program Head, Director, or Coordinator and defined as the academic faculty member with authority to direct or coordinate the unit's graduate program) to inform them of the inability to form or maintain a full graduate committee with a major advisor. This process can also be initiated by the graduate program when a student is discovered as being without a major advisor.

A graduate student has a responsibility to find a major advisor and committee members. Before initiating the process below, the student's graduate degree program leader (defined above) will meet with the student and provide a written list of steps that the student will complete to attempt to find an advisor or committee members within the program. Failure to complete the steps within four weeks may result in the student's loss of good academic standing and dismissal from the program. Only after the student documents that they have completed the recommended steps to finding an advisor and have been unable to do so will the following steps be taken. The graduate degree program leader will initiate the process according to the steps below, and maintain contact with the student informing them of the decision reached at each step in a timely manner. The time period from initial contact by the graduate student until resolution through step 4 (if necessary) should not be more than twelve weeks, excepting summer term.

- 1) If, having followed the steps recommended by the graduate program, the student remains unable to secure a major advisor or constitute a full graduate committee, then the student's graduate degree program leader (defined above) and the Unit (e.g. department, school) Head/Chair/Administrator (which may include multiple units in the case of interdisciplinary programs) with supervisory authority over faculty will, in consultation with the student and potential advisors/committee members, assign an advisor and/or committee member(s).
- 2) Should the graduate student's degree program be unable or unwilling within four weeks to assign an advisor or committee member to allow the student the opportunity to succeed, or should the student not agree to the degree program's assignment of advisor or committee member(s), then the student's college-level Associate Dean for graduate programs or other Dean-level college representative should, in consultation with the program leader, make a similar attempt.
- 3) If both the student's degree program and college are unsuccessful within another four weeks of time, then appropriate action will be determined within four weeks by a panel convened by the Dean of the Graduate School (or designee) and consisting of:
 - The student's graduate program Lead or the unit head such as Department Chair, Department Head or Director of School,
 - The Dean of the College that houses the student's program or designee such as an Associate Dean for Graduate studies,
 - The Dean of the Graduate School or designee,
 - A representative from OSU Faculty Senate Graduate Council from a college other than the affected

student's graduate program home, and

- Optionally at the student's request, a graduate student representative from ASOSU enrolled in a college (or colleges in the case of interdisciplinary programs) other than the affected student's graduate program home².

Appropriate actions determined by this panel should make every effort to consider the best interests of the student. However, OSU cannot guarantee that there is sufficient expertise among the faculty to provide adequate advising at the graduate level on every potential field of study or specific area of scholarly inquiry that may be desired by an enrolled student. Programs make every effort to ensure at admission that adequate advising is available for a student's scholarly interest at the time. Circumstances, including but not limited to death, dismissal, or move of faculty with specialized expertise, limited capacity for accepting new advisees, or changes in student interest in a particular scholarly specialty, may impede the ability of OSU to find an adequate academic advisor or constitute a full committee. If the panel in step 3 above establishes that sufficient expertise or capacity is not available among the faculty at the university to support advising for the student's desired area of study, then the panel may recommend dismissal from the university.

However, this should be the path of last resort, particularly in cases where the loss of a major advisor occurs through no fault of the student such as death or movement of faculty to another university.

- 4) If the graduate student does not agree with the outcome designed by the panel through step 3, they are free to attempt, once again, to find their own advisor or committee members and will have four additional weeks to do so before losing good academic standing and being dismissed from the program.

Students who believe that their academic rights have been denied in connection with their Degree Program's assignment of an advisor or Graduate Committee may file a grievance pursuant to the Grievance Procedures for Graduate Students at OSU. Students who believe that they have been discriminated against in this process may contact the Office of Equal Opportunity and Access at OSU.

3m. Process for Filing Program-Specific Grievances and Petitions

Introduction

Policy

An important goal of Oregon State University is to maintain harmonious relations among students, faculty, and staff. To this end, candid and informal discussions between graduate students and others in the University are encouraged as a means of achieving harmony and of arriving at mutually satisfactory solutions to graduate student problems. Graduate education is based upon a mutuality of interests and respect among faculty and students. It is important that this mutual concern for the quality of education and the persons involved be fostered and preserved.

If the informal discussions of a grievance between a graduate student and his or her supervisor break down, the use of or participation in a grievance procedure shall not subject the graduate student, any witness, or any graduate student's representative to reprisal in any way by the supervisor, the department, the major professor, the student's graduate committee, or the University. Nor shall participation in the grievance procedure be reflected in any way in efficiency ratings, grades, evaluations, promotion opportunities, or graduate student employment relations.

Scope

This statement of policy encompasses all facets of graduate education and employment of graduate students at Oregon State University except for those that are explicitly noted in this statement.

Decisions in Writing

A reasonable effort should be made to resolve any grievance at the lowest level possible. Any decision rendered at or above the level of the departmental administrator shall be in writing.

Academic Grievance Procedures

Scope

Issues that may involve complaints on academic matters fall into four general categories: (1) those items that derive from University-wide regulations and which are not unique to graduate students. Examples are grades, attendance, and academic dishonesty. (2) those items that derive from rules and regulations of the Graduate School and which apply specifically to graduate students (3) those items that derive from rules or regulations of a department or comparable administrative unit. (4) other grievances related to a graduate student's academic work and progress toward degree.

Grievance Procedures Related to University-Wide Academic Regulations

Grievances related to academic regulations for all students as adopted by the Faculty Senate (see the [Introduction to the Academic Regulations](#)) have the same channel of appeal for the graduate students as for undergraduates, except for the addition of the graduate dean.

The order of appeal will be (1) instructor, (2) administrator of department or comparable administrative unit, (3) academic dean, (4) graduate dean, (5) provost. The appeal procedures are in [576-022-0010](#).

Grievance Procedures Related to Graduate School Policies and Regulations

Graduate School policies and regulations may be found in the Graduate Bulletin, which is published annually. Appeals relative to the application or execution of these policies and regulations will have the following route: (1) major professor, (2) administrator of major department or comparable administrative unit, (3) graduate dean, (4) provost.

The graduate dean may refer a case to the Graduate Council or a committee of the Council prior to rendering a decision. If the graduate student is not satisfied with the decision of the graduate dean, and if the graduate dean has not referred the case to the Graduate Council or a committee of the Council, the student may ask that the case be referred to the Graduate Council or a committee of the Council prior to the appeal to the Provost and Executive Vice President.

Grievance Procedures Involving Departmental Policies, Procedures, and Regulations

All OSU students holding a baccalaureate degree and not enrolled as postbaccalaureate or professional degree students are enrolled in the Graduate School. This is in contrast to undergraduate students who are enrolled in an academic school or college. Graduate students typically work for advanced degrees, which are administered through academic departments or comparable administrative units. The graduate faculty members have appointments in these academic units and these units have a direct influence on the quality of graduate education at OSU.

When grievances arise relative to the application of the rules, procedures or policies of a department or

comparable academic unit, the order of appeal will be: (1) major professor, (2) administrator of department or comparable academic unit, (3) graduate dean, (4) provost.

Grievance Procedures Related to Academic Work and Progress Toward Degree

When other grievances arise related to a graduate student's academic work and progress toward degree, the order of appeal will be: (1) major professor, (2) administrator of department or comparable academic unit, (3) graduate dean, (4) provost.

Grievance Procedures for Non-degree Graduate Students

Non-degree graduate students holding a baccalaureate degree will have the following order of appeal: (1) instructor, (2) graduate dean, (3) provost.

Use of Designee

At any step of review beyond the instructor, the appropriate administrator may appoint a designee to act on his or her behalf in considering the grievance.

Time Limits

A grievance shall first be presented orally within 60 calendar days from the time the graduate student knew or should have known of the facts giving rise to the alleged grievance. At the level of departmental administrator, or above, the grievance or appeal must be submitted in writing. The responsible administrator at each step below the graduate dean is required to respond in writing to the grievant within 15 calendar days from the time the grievance was received. The graduate dean shall respond within 30 calendar days, including review and reporting by a Graduate Council committee. Any appeal on the part of the grievant to the next step in the grievance procedure must be made within 15 calendar days from the time the grievant was informed of the action at the prior step.

If at any step of the grievance procedure the University fails to issue a response within the times specified, the grievance shall be considered denied. The grievant may file the grievance at the next step. If the grievant fails to file the grievance at the subsequent step within the time specified, the grievance will be considered withdrawn and cannot be resubmitted.

The indicated time limits are provided to assure speedy response to a grievance. However, the time period may be waived by mutual consent of the graduate student and the administrator.

Appeal to Graduate Dean

For any grievance submitted to the dean of the Graduate School, the dean may, at their discretion, refer the grievance to a special advisory committee of three persons comprising two members of the Graduate Council and a graduate student majoring in a department other than the one with which the student has a grievance. The dean of the Graduate School will render a decision in writing based on the facts of the case and the advice of the special committee if one is established.

Grievance Procedures Related to Employment of Graduate Students

Grievance procedures concerning employment can be found on the Office of Human Resources, Administrative Services, [Coalition of Graduate Employees \(CGE\) Contract Resources](#) page.

3n. Deadlines related to Program of Study, Exam Paperwork

Please read the [minimum deadlines](#) as defined by the Graduate School. Programs can require a more rigorous set of deadlines. Students are expected to check with their program and the Graduate School regarding specific deadlines unique to the term and academic year they plan to complete their degree requirements.

3o. Annual Academic Progress Assessment

The purpose of this assessment report is to allow the graduate student, the major professor, the student's Graduate Program Committee, and the Department Head to review the progress each student has made during the past year. These documents will provide the basic information to allow the Department Head to follow the program development of individual students. Such information will be critical for the department in making decisions on continuation of financial support.

The minimum criteria for satisfactory progress as codified by Graduate Council is:

Advanced-degree students (regularly, conditionally, and provisionally admitted) are expected to make satisfactory progress toward a specific academic degree. This includes maintaining a GPA of 3.00 or better for all courses taken as a graduate student and for courses included in the graduate program, meeting departmental or program requirements, and participating in a creative activity such as a thesis.

AnRS requirements for documenting satisfactory progress are:

- An annual written assessment showing adequate progress in coursework, development of thesis or writing project as evaluated by major professor and the rest of the student's Graduate Program Committee
- Maintaining a GPA of 3.00 or better for all courses taken as a graduate student
- Successfully passing relevant exams outlined by the Graduate School
- Timely compliance with all Graduate School and Departmental requirements for committee formation, committee meetings, project proposal, submission of forms and information, participation in seminars and other activities expected of a student, scholar and citizen

Early in their program (e.g., during their first term of enrollment) students should collaborate with their major professor and Graduate Program Committee to establish standards and expectations of satisfactory progress for their program.

The plan for the annual academic progress assessment is as follows:

1. The student will write a self-assessment narrative that summarizes activities undertaken by the student since the last review and should address: (1) Coursework taken and grades received, (2) Field work, data collection/analysis, (3) Progress on writing thesis, (4) Participation in professional development opportunities, (5) Service to the department and the university and (6) Any other relevant information, including any impediments to progress. The student may want to discuss their advisor's expectations for various categories of progress prior to writing the self-assessment.
2. The student will then schedule a meeting with the major professor to review the student's self-assessment, progress, and accomplishments over the past year. Participation from other Graduate

Program Committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input, the student should obtain their signature on the Assessment of Graduate Student Progress form.

3. The major professor reviews the student's materials and then fills out and signs the Assessment of Graduate Student Academic Progress form. The major professor (or any committee member) may document their assessment of the student's progress in writing for inclusion in the assessment, but this is optional. These written comments may be helpful to document expectations for the coming year. The student signs the form and is responsible for submitting both the narrative and the signed and completed Assessment of Graduate Student Academic Progress form to the department office for inclusion in the student's permanent record by January 31st each year.

Assessment of Graduate Student Academic Progress

Student Name _____ Date of Assessment: _____

This completed form must be attached to the self-assessment narrative and submitted to the AnRS Department Office before January 31 each year.

1. Completion of Milestones:

Student: Please enter the term of completion (e.g. Winter, 2023) next to milestones achieved for your current degree.

Committee formed (enter names at right): _____	Major Professor Name(s): _____	Dept: _____
Conducted program of study meeting: _____	_____	_____
Submitted program of study to AnRS Office: _____	_____	_____
Submitted program of study to Grad School: _____	Committee Member Names: _____	Dept: _____
Prelims scheduled for (Ph.D.): _____	_____	_____
Prelims passed on (Ph.D.): _____	_____	_____
Final exam scheduled for: _____	_____	_____
_____	_____	_____
_____	_____	_____

2. Major Professor Assessment of Progress:

Major Professor(s): Please discuss your responses with your student.

YES	NO	QUESTION
		Student is making satisfactory progress in completing his/her course work.
		Student is making satisfactory progress in fieldwork, data collection analysis
		Student is making satisfactory progress in completing his/her thesis.
		Student has participated in professional development opportunities.
		Student has provided service to the department or college. Service is not required, but may contribute to professional development.

3. Signatures:

I have reviewed my student's milestones (above) and self-assessment narrative, have completed the 'Major Professor Assessment of Progress' (left), and confirmed my student understands my responses.

_____	_____
Major Professor Signature(s)	Date
_____	_____
_____	_____
_____	_____
_____	_____
Committee Member Signature(s) (optional)	Date
<i>I understand my major professor(s)' assessment of my progress (left), and am now submitting this fully completed form to the AnRS Office with my self-assessment narrative attached.</i>	
_____	_____
Student Signature	Date

Graduate Education Performance Plan

This form is intended to monitor a student's performance towards degree completion resulting from an unsatisfactory review at an annual assessment. This form should outline mutually agreed-upon (between student and major professor) benchmarks of performance.

Student _____

Major Professor _____

Plan (Identify deficiencies and outline plan to remedy them):

Benchmarks (Criteria used to evaluate progress):

Signatures

Student _____ *Date* _____

Major Professor _____ *Date* _____

Department Head/Program Director _____ *Date* _____

After the Annual Assessment

Satisfactory Progress: In most cases, students have made satisfactory progress, and any issues that surfaced in the review are adequately addressed. After review by the Department Head, all paperwork will be placed in the student's file until graduation.

Unsatisfactory Performance Evaluation: The annual assessment may result in an unsatisfactory performance evaluation of the student. In cases of unsatisfactory performance the major professor will work with the student to develop the written Graduate Student Performance Plan for improving the student's performance. The plan will become part of the student's file and will contain tangible mileposts or benchmarks for improvement. The Department Head will review and monitor progress of this plan on a quarterly basis. In cases where the Department Head is the student's major professor, this review will be conducted by the chair of the Departmental Graduate Program Committee. Two unsatisfactory performance reports may result in terminating the student's graduate program.

Dissolution of the Major Professor-Student Relationship: The Major Professor-Student Relationship is the most basic component of the Department of Animal and Rangeland Sciences graduate program. Acceptance of a student into the program is initiated by a major professor willing to act as the student's mentor. However, both the Graduate School and the Department of Animal and Rangeland Sciences are responsible for providing a reasonable opportunity to complete degree requirements for students that are accepted into the program. In cases where the Major Professor-Student Relationship dissolves, the Department and Graduate School still have a responsibility to that student. Either the student or the faculty member may terminate the Major Professor-Student Relationship. A student may terminate the Major Professor-Student Relationship in writing by resigning. Resigning from a Graduate Assistantship will immediately terminate the student's employment by the Department resulting in the loss of the Graduate Assistantship. A faculty member may terminate the Major Professor-Student Relationship in a letter to the student and Department Head. Mutually acceptable arrangements shall be negotiated by the major professor, graduate student and the Department Head. Students may request the Graduate School to appoint an advocate to assist them in negotiating a satisfactory settlement. In cases where the faculty member dissolves the Major Professor-Student Relationship, the student's Graduate Assistantship will continue through the end of his/her appointment (usually through the academic year). The Department is responsible for providing a reasonable opportunity for students to complete degree requirements for students whose Major Professor-Student Relationship has dissolved but who are otherwise still in good standing in the program. In such situations, the Department Head will collaborate in assigning a Major Professor to the student.

Grievances: If all other efforts to resolve problems fail, students who believe that they have been unfairly treated during their graduate program may file a grievance with the OSU Graduate School. Contact the Graduate School for grievance guidelines.

3p. Registration

The [OSU Schedule of Classes](#) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

3q. Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a “full-time” graduate student if you are registered for 9–16 credits in a given academic term. You are considered a “part-time” graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of the final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran’s)

3r. Continuous Graduate Enrollment

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student’s location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

If extraordinary circumstances arise, students may appeal the provisions of the continuous graduate enrollment policy by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that may exceed those specified by the continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student’s responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or

compliance as outlined by specific agency regulations under which they are governed.

NOTE: Students who are pursuing a certificate only are not subject to the continuous enrollment policy.

3s. Leave of Absence

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu. **NOTE:** Students who are pursuing a certificate only are not subject to the Leave of Absence Policy.

3t. Unauthorized Break in Registration

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

3u. Grievance Procedures

All students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <https://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources

3v. Grade Requirements and Program of Study

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced

graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

3w. Incomplete Grades

An “I” (incomplete) grade is granted only at the discretion of the instructor. The [incomplete](#) that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar’s Office. It is the student’s responsibility to see that “I” grades are removed within the allotted time.

3x. Student Conduct and Community Standards

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior which is outlined in the [Student Conduct Code](#). The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

3y. Academic Dishonesty

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student’s own efforts or the efforts of another. It includes:

- CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- TAMPERING — altering or interfering with evaluation instruments or documents

- **PLAGIARISM** — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

3z. Office of Equal Opportunity and Access

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment of education –related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

**Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

3aa. Student Records

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

OSU Policies and Procedures

Academic Misconduct

Academic misconduct is prohibited and considered a violation of the Student Code of Conduct. Academic misconduct is defined as any action that misrepresents a student or group's work, knowledge, or achievement, provides a potential or actual inequitable advantage, or compromises the integrity of the educational process. Prohibited behaviors include, but are not limited to the following actions: cheating, plagiarism, falsification, assisting in academic misconduct, tampering, multiple submissions of work, and unauthorized recording and use.

Registration

Consult the current Schedule of Classes for information and detailed instructions on registration procedures: <https://catalog.oregonstate.edu/>

Student Identification Card

To obtain a student ID card, you must show proper identification (driver's license, passport, military ID, etc.) to the ID Center (Memorial Union 103; M-F from 8:30am to 4:30pm). Graduate students may obtain their ID card from one week before and throughout their first term of registration. For fall term, incoming graduate students may obtain their ID card anytime throughout the summer as well.

An OSU ID Card provides access to the following services. Different fees may apply based on student, employee, or other card status:

Athletic Events	Student Involvement (class notes)
Dixon Recreation Center	Campus Convenience Stores
Valley Library	Craft Center (supplies, fees) Campus Dining
and Coffee Shops	Corvallis Public Transit (ride free)

Tuition and Fees

Graduate Assistant tuition waivers are for tuition plus a percentage of fees only. Students are still responsible for the payment of other charges. Because of the approval and routing process, it may take a few weeks before students see their tuition remissions reflected on their student accounts. Students who receive a billing statement that includes tuition should be sure to pay their balance excluding the tuition charges in order to avoid interest charges. Students whose tuition remissions post after interest charges are assessed will have any interest charges resulting from the unpaid tuition reversed. Students must have a minimum of 12 graded credit hours to receive a tuition remission for the term.

Payroll

If appointed to a Graduate Assistantship, see the Administrative Manager in the Department of Animal and Rangeland Sciences for completing hiring paperwork. You will need a Social Security card with a valid number and photo ID when you meet with the Administrative Manager.

You will be asked to fill out forms regarding withholding a portion of your salary for tax purposes. Seek advice on taxes from fellow students, payroll personnel, tax booklets (available at library) and <http://www.irs.gov/>.

Insurance

Graduate Assistants are required to have health insurance. The Office of Human Resources administers the Graduate Employee Health Plan offered through PacificSource. If you have your own private insurance plan and the coverage is considered equal or superior to the PacificSource plan offered by OSU, then you may qualify for an approved waiver. More information about the Graduate Employee Health Plan can be found at <https://hr.oregonstate.edu/graduate-student-insurance-plans/graduate-assistant-insurance-plan>.

ONID Accounts

Sign up for ONID (OSU Network Identification).

ONID accounts provide:

- Email addresses – your official OSU email address
- File storage (2G per user)
- Personal web pages
- UNIX shell access
- Access to other services – Wi-Fi, Canvas, computer labs, interlibrary loans

ONID emails are more secure than personal email addresses. To activate your ONID account, access <http://onid.oregonstate.edu/> from any computer.

Opportunities for Leadership and Co-Curricular Activities

Please visit the following websites to find out about student activities at OSU:

<https://sli.oregonstate.edu/sli>

<http://asosu.oregonstate.edu>

Departmental Policies and Procedures

Keys

You will need keys to enter the building and the office or lab where you work. Please contact the Graduate Program Coordinator to request the keys you need. The Graduate Program Coordinator will submit the key request online and you will receive an email from the Key Shop when your keys are ready to be picked up. When picking up keys, photo ID must be presented.

Keys are the responsibility of the individual. Lost keys must be reported promptly to the Key Shop.

Duplication of keys that have been issued is strictly forbidden. Anyone found to have an unauthorized key may be subject to loss of privileges for after-hours use of the building and may forfeit all keys that have been issued to them.

Upon leaving the institution, all university keys must be returned to the Key Shop.

Mail

Department mailboxes are located in Snell 304. You should check your mailbox on a regular basis. University business, department announcements, and any other messages related to you are usually put in your box. All campus offices and personnel can be reached through campus mail (which is free for any OSU student, staff, or faculty member to use).

Copy Machine Use

The copy machine in Snell 304 is for academic use only. You are welcome to use it, but please be cognizant of proper usage.

Purchases

Before purchasing any items, get purchase approval and an index/activity code from your major professor. See the Office Specialist for assistance with ordering with the departmental credit card.

Laboratory Safety

OSU's Environmental Health & Safety (EH&S) team is responsible for monitoring compliance and assisting employees in understanding safety regulations. Laboratory safety training is required for all lab employees and must be completed every three years. For more information, please visit <https://ehs.oregonstate.edu/laboratory-research-safety>.

Use common sense while working in the lab or barns. If in doubt, do not be afraid to ask someone else. If you have questions about farm safety, please contact Seth Spencer or the appropriate unit manager. There are certain items (biohazards, radiation, carcinogens) that require a higher level of training. Contact EH&S for radiation safety and biohazard training.

In Case of Fire

1. Activate the building fire alarm by pulling the nearest fire alarm on the wall to alert occupants. The alarm does not always call firefighters to the scene, but most alarms are connected to the OSU Public Safety system.
2. Call the Corvallis Fire Department (911), and give the exact location of the fire.
3. Evacuate occupants from the building. Follow building evacuation procedures. Send someone outside the building to direct firefighters to the scene.

4. For small fires, use the closest appropriate fire extinguisher. Do not use water on electrical fires. Make sure while you are working in a lab that nothing is blocking the fire extinguisher.

Building Evacuation

When the alarm sounds, walk to the nearest usable exit. Use the stairways and NEVER use the elevator because it can quickly become filled with smoke and be a firetrap when electrical power is lost. Be aware of alternate exits from the building.

Before leaving the workstation, take personal valuables and lock up any valuable materials or documents. Do not, however, endanger life through delay. Assist non-ambulatory people with leaving the building.

Use fire escape ladders only when the stairways are closed by fire. Before opening a door during a fire, feel each door with the back of your hands before opening it. If it feels hot, use an alternate exit. If caught in smoke, keep low where the air is better. Take short breaths through the nose.

When outside the building, do not block doorways or driveways. Stay a minimum of 100 feet from the building. Do not return to the building until advised to do so by personnel in charge.

Personal Protective Equipment

Each lab will be responsible for issuing its own personnel protective equipment. It is impossible for the department to keep track of each procedure a lab performs and its associated safety equipment. If you are performing a new procedure or one you haven't done in a long time it's your responsibility to go over it with your professor.

Emergency Treatment

Determine the extent of a person's injury by checking for breathing, pulse, bleeding, possible fracture, and pain. Administer first aid appropriate for the injuries if you are properly trained. If the injured person is:

- **Not conscious or ambulatory**, dial 9-911 on any campus phone for the Corvallis Fire Department ambulance. The ambulance crew will determine whether injured students should be transported to the Student Health Center or to the hospital.
- **Conscious and ambulatory STAFF**, arrange for transportation by car or ambulance to the hospital or doctor's office as desired by injured person. If a supervisor or fellow employee is not available to provide transportation, contact Public Safety at 7-7000 because they are responsible for ensuring that appropriate transportation is obtained.
- **Conscious and ambulatory STUDENT**, arrange transportation to the Student Health Center

Accident Reporting

On the job injuries must be reported within 24 hour:

File an **Incident Report** at: https://oregonstate2-gme-advocate.symplcity.com/public_report/index.php/pid035010?

To learn more about the process of filing a claim and what to expect throughout the process visit: <https://risk.oregonstate.edu/workerscomp/how-to-file-a-claim>

If you do not have internet access to complete this process it is your responsibility to call someone to assist in completing and submitting the Incident Report.

If the employee's incident resulted in the need for medical treatment, the employee must complete the worker section of the **SAIF 801 Form**, then complete the employer section of the form. Fax the

completed 801 to Insurance and Risk Management Services at 541-737-4855 within 24 hours of the incident. If the employee is not available to complete the worker section of the 801, complete the employer section, along with as much information as is known in the worker section and fax the form to Insurance and Risk Management Services within 24 hours of the incident.

The attached **Accident Reporting Process Flowchart** is a quick resource to help you visualize the initial process for reporting Workers' Compensation claims.

Fume Hood Safety

If a fire starts inside the fume hood should you:

Leave it in the safety hood, close the sash, activate the building fire alarm, call 911, and evacuate the building. All fume hoods in Wiegand Hall can withstand a fire burning inside for a minimum of fifteen minutes. Most hoods in this building will last even longer. This gives you a little bit of time to catch your breath and think about what steps you need to take next to protect yourself, lab mates, and the building.

MSDS

It is your right to know of any dangers you may be exposed to during your laboratory work. To check the MSDS (Material Safety Data Sheet) of chemicals you are concerned about please go to <https://ehs.oregonstate.edu/msds-interpretation> Or-OSHA Hazard Communication Standard (HCS, Right-to-Know Act) specifies that both employees and employers know the identity and safety/health hazards of substances used in the work place, in order to reduce occupational illnesses due to harmful chemical exposures.

The PI you work for is required to log/register chemicals used in your lab at the Environmental Health and Safety Chemical Inventory website <https://ehs.oregonstate.edu/ehs-assistant>. New chemicals coming into your lab should be registered – check with your PI.

Saferide

Due to OSU guidance in following the CDC guidelines of social distancing, we are unable to provide service and assure the health and safety of our staff and riders. Therefore, while the OSU Corvallis campus is in remote operating mode, with social distancing recommendations enacted, ASOSU SafeRide will be closed. We appreciate and understand this may cause inconveniences, and we urge students to utilize the [Corvallis Transit System](#) and it's ADA Paratransit provider [Dial-A-Bus](#) during this time.

Contact us: During this time we can be contacted by emailing saferride@oregonstate.edu.

Purchasing Lab Supplies

Orders are placed through Sean Bodo in the ANRS Office Snell 308. Sean Bodo (e-mail: sean.bodo@oregonstate.edu; 541-737-1619)

OSU has accounts established with numerous online vendors that provide discounts, free and/or next day shipping and invoicing options. Animal and Rangeland Sciences has a departmental procurement card that can also be used for online purchasing. Check with Sean before placing any orders on your own.

Online Purchasing

Orders to be purchased online can be submitted to Sean though email. Orders submitted should include the vendor, the item number of the product(s), a brief description of the product(s), size, quantity, price and index to be charged. For orders being submitted for purchase from a website a link to product(s) on the website is also acceptable.

Benny Buy

Benny Buy is a University purchasing system that can also be used for placing orders. Please see Christina if you are interested in learning more about Benny Buy and how it is used in the Food Science department.

Purchasing Locally

The department has accounts set up with different vendors around Corvallis that allow for purchases to be charged. Please check with Christina before making a purchase locally and find out if they are a vendor and what is needed to make a purchase.

Personal Reimbursements

Personal reimbursements should be kept to a minimum and are only allowed for purchases that cannot be placed through Christina or locally with an invoicing vendor.

Appendix

[EST Forms](#) (Check-Off Forms, Course Waiver Form, Override Request Form, Path to Completion Chart, Exam Forms)

[Graduate School Forms](#). (Program of Study, Exam Scheduling Form, GCR List, Diploma App)

Travel Guidelines

TRAVEL GUIDE FOR STUDENTS

When preparing to travel, please **PLAN AHEAD**. If you are unsure of the pre-approval and/or reimbursement request process, please contact travel@oregonstate.edu

All reimbursable travel must be approved by your major professor before you leave. What you will be reimbursed for and the reimbursement limits must be negotiated with your major professor before travel begins. You may be limited to mileage only or for certain meals only.

Conference Registration Options

You may pay in advance for any approved meetings or workshops and submit your receipt along with your travel reimbursement. Alternatively, you can contact the department to have your registration paid using the department's credit card. Please have the index/activity code available and preapproved with your major professor before contacting the department. This will avoid an out-of-pocket expense for you.

Lodging Options

The university allows a per diem amount depending on location. Check the lodging per diem allowed for your area of travel before making your reservations.

- Hotel per diem rates do not include lodging tax
- You will be reimbursed for single occupancy rate only
- Tips to waiters, bell persons, maids, taxi drivers, etc. are included in the daily per diem allowed. Please do not include them on your reimbursement request.

Exception – Conference Site Lodging: You can be reimbursed for actual lodging costs (with a receipt) if staying at a conference site hotel. Documentation of lodging facility's designation as a conference site hotel is required. Submit a copy of the conference brochure or registration form stating name of event, date(s), and location.

Sharing Lodging: If you share lodging with another employee or OSU graduate student, you can be reimbursed for half of the cost (within the allowable rate limits), or you can be reimbursed for both yourself and the employee. You must include their name and a statement that they will not be claiming lodging.

If the lodging is shared with a non-employee or non-OSU graduate student, such as a spouse, you can be reimbursed for the single-person rate shown on the receipt (if not shown, verify the single rate before leaving the hotel so that phone calls to verify the amount need not be made later). You will be reimbursed for the full amount of taxes shown on the hotel bill.

Meal Reimbursements

Receipts for meals are not required. OSU allows a per diem amount for meals depending on location. Things to keep in mind:

- The per diem allowance includes gratuities
- Paying for a meal for OSU employees/students only is NOT considered a hosting situation, therefore is NOT reimbursable
- Individuals should pay and submit reimbursement requests only for their own meals

Use of Motor Pool Vehicles

1. Graduate students on assistantship are university employees, giving them the right to drive state-owned vehicles. You must fill out a Motor Pool Driver Authorization Form (<https://transportation.oregonstate.edu/motorpool/driver-qualifications/driver-authorization-form>) before you will be allowed to drive state-owned vehicles. This includes trucks at the animal facilities and cars to attend meetings.
2. Vehicles operated by the Motor Pool may not be used for any personal business. They must be driven only by personnel in the employ of Oregon State University.
3. Non-employees cannot be carried as passengers unless their travel involves or relates to official business of Oregon State University. Picking up hitchhikers is not permitted. Spouses are permitted as passengers only on long trips or late at night (to help keep the driver awake) and then only with prior permission of the Major Professor. No pets are allowed in vehicles.
4. Cars must be operated at all times so as not to violate basic rules for careful driving. State cars are checked regularly by the Oregon State Police and the insurance company, and reports of operation relayed back to the responsible supervisor.
5. Drivers must have valid driver's licenses, which do not need to be from Oregon.
6. Drivers shall be personally responsible for costs resulting from the following:
 - a. Fines resulting from violations of law.
 - b. Damage to vehicles caused by transportation of pets or other personal belongings, or resulting from unnecessary abuse or neglect of the vehicles.
 - c. Damage to vehicles while engaged in unauthorized or illegal use.
 - d. Restoration of vehicles to original condition when necessitated by installation or removal of personally owned accessories or equipment.
 - e. Damage to vehicles caused by gross negligence of drivers.
7. Any accident involving Motor Pool vehicles must be reported to the Motor Pool, 541-737-4141, as soon possible. After hours, call 866-253-5671.
8. State-owned vehicles shall not be driven in excess of authorized and posted speeds and shall at all times be driven in a manner conducive to safety, economy, and good public relations.

Rental Cars and Ground Transportation

You can make rental car reservations directly through the OSU contracted car rental company:

Enterprise Rent-A-Car: 541-758-0000 or 855-266-9565

Ground Transportation: 1) All ground transportation expenses such as taxis, shuttles, buses, etc. should be itemized on the reimbursement request; 2) Tips for taxi/shuttle drivers are included in the daily per diem meal/incidental expense allowance. Please do not include them on your reimbursement request.

Submitting Your Reimbursement

Travel reimbursements are submitted through Concur:
<https://softwarelist.oregonstate.edu/software/concur>

Please contact the Administrative Manager for assistance.

Graduate Faculty

<i>Name</i>	<i>Degree</i>	<i>Institution</i>	<i>Year</i>
ATES, Serkan	Ph.D.	Lincoln University (New Zealand)	2010
	M.S.	Suleyman Demirel University (Turkey)	2002
	B.S.	Selcuk University (Turkey)	1998
Development of environmentally and economically sustainable ruminant grazing systems including tactical grazing and feeding techniques for grazing animals. Investigating pasture species, mixtures and combinations in maximizing the pasture productivity, animal production and product quality. Grazing management of dual purpose (grain and animal feeding) of cereal crops.			
BIONAZ, Massimo	Ph.D.	Università Cattolica del Sacro Cuore	2004
	B.S./M.S.	Università Cattolica del Sacro Cuore	2000
The connection between nutrition, gene expression, and metabolism in farm animals, especially in dairy cows; with a particular attention in physiopathology.			
BISHOP, Cecily	Ph.D.	Oregon State University	2006
	B.S.	Washington State University	2001
Factors regulating reproductive physiology of domestic ruminant species (ewes and cows), and nonhuman primate models of female infertility. Interaction between nutrition/metabolism and reproduction; in vitro cellular and molecular studies, as well as in vivo reproductive physiology, including minimally-invasive imaging techniques to analyze vascular flow and permeability of the primate reproductive tract in situ.			
BOBE, Gerd	M.P.H.	Johns Hopkins School of Public Health	2006
	Ph.D.	Iowa State University	2002
	M.S.	Iowa State University	1997
	M.S.	Rheinische Friedrich-Wilhelms Univ.	1992
	B.S.	Rheinische Friedrich-Wilhelms Univ.	1991
	A.A.	Agriculture Vocational School Lemgo	1989
Dietary prevention of periparturient diseases and reproductive problems in dairy cows; Improving the nutritional value of dairy products for human consumption by nutrition and breeding; Molecular targets and response/risk biomarkers for dietary cancer prevention; Nutritional genomics and proteomics.			
BOHNERT, David W.	Ph.D.	University of Kentucky	1998
	M.S.	Angelo State University	1994
	B.S.	Angelo State University	1990
Protein supplementation of ruminant livestock, development of techniques to improve our understanding of forage and supplement intake, maximizing productivity from a forage base, including investigation of alternative grazing management strategies.			

DINKINS, Jonathan	Ph.D.	Utah State University	2013
	M.F.A.	Montana State University	2005
	B.S.	University of Puget Sound	2001
	B.A.	University of Puget Sound	2001

Animal behavior, habitat-based demography, human-wildlife interactions, population dynamics, predator-prey interactions, and wildlife habitat use.

ENDRESS, Bryan	Ph.D.	Miami University	2002
	M.S.	University of Illinois – Urbana-Champaign	1997
	B.S.	Luther College	1995

My research seeks to identify and understand factors influencing vegetation structure, composition and dynamics and how this information can inform natural resource management. Currently, my research focuses on a range of issues including invasive plant science and management, ecological restoration, vegetation responses to management actions and alterations in disturbance regimes, and plant-animal interactions.

KENNEDY, Matthew	M.S.	Oregon State University	2005
	B.S.	Oregon State University	2003
	A.S.	Casper College	2001

Applied nutrition and alternative feedstuffs used in livestock production, beef and swine management/production methods.

KUTZLER, Michelle	Ph.D.	Cornell University	2002
	DVM	Washington State University	1993
	B.S.	Washington State University	1990

Field of companion (large and small) animal reproduction. Application of GnRH (gonadotropin release hormone) vaccines in a wide variety of companion animals and uses (e.g., immunocontraception, treatment of urinary incontinence). A new area of investigation is to identify the mechanisms regulating the migration and differentiation of trophoblasts (placental cells) within the endometrium of pregnant dogs.

MATA-GONZALEZ, Ricardo	Ph.D.	Texas Tech University	1999
	M.S.	New Mexico State University	1995
	B.S.	Universidad Autonoma Chapingo	1989

Groundwater and vegetation relationships in arid environments; ecology and eco-physiology of invasive plant species in rangelands; biomass productivity of arid land vegetation; ecology of disturbance and ecosystem restoration.

OCHOA, Carlos	Ph.D.	New Mexico State University	2011
	M.S.	New Mexico State University	2002
	B.S.	Universidad Autonoma de Chihuahua	1993

Topics of rangeland hydrology, surface water and groundwater interactions, vadose zone hydrology, landscape hydrologic connectivity, and watershed and riparian systems management.

SHERWOOD, Dawn M.	Ph.D.	University of Nebraska, Lincoln	2007
	M.S.	Texas Tech University	1997
	B.S.	Texas Tech University	1994

Complete equine nutrition regarding young growing horses and high intensity performance horses. Composting manure and the environmental impact by equine facilities.

UDELL, Monique	Ph.D.	University of Florida	2011
	M.S.	University of Florida	2008
	B.S. (Biology)	Stetson University	2005
	B.S. (Psychology)	Stetson University	2005

Research focuses on animal behavior and social cognition, including lifetime factors that facilitate social bonds between humans and other species. Although Dr. Udell has worked with many species including wild cats, ferrets, horses, megachiropteran bats, coyotes, foxes, mice, birds, and non-human primates, for the last several years her work has primarily focused on the social development and cognition of domestic dogs and captive wolves.