Graduate Student Handbook

2014-2015
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**Please note:** These policies are provided as a departmental supplement to the Graduate School policies outlined in the Colorado State University *Graduate and Professional Bulletin*, which may be viewed on-line at [www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu). Graduate school policies will take precedence in any situations where a conflict between departmental policies contained herein and the Graduate School may exist as they relate to requirements to graduate.

**PLEASE familiarize yourself with the Graduate and Professional Bulletin available at the Graduate School website.**
ADMISSION REQUIREMENTS

Applications are completed online through the Graduate School website http://graduateschool.colostate.edu/prospective-students/apply.

To be considered for acceptance graduate study:

- Students must have attained a grade point average (GPA) of 3.0 or higher (A = 4.0) in appropriate course work at approved undergraduate institutions, or 3.0 or higher during their most recent graduate coursework.
- All applicants must take the Graduate Record Examination (GRE) Aptitude Test. As a general rule, scores on the verbal and quantitative sections of the GRE should total:
  - 1,000 or higher (tests taken prior to August 1, 2011) or
  - 297 or higher (tests taken after August 1, 2011)
- Other considerations may include personal interviews and letters of recommendation.
- International students must show evidence of competence in the written and spoken English language (a TOEFL score of 550 or higher).
- Acceptance is dependent on the above mentioned criteria as well as availability of faculty members that can mentor and fund the student (assistantship and research project funds).

No applicant will be accepted into the graduate program unless a faculty member in the Department of Animal Sciences has agreed to serve as the applicant’s graduate advisor. Once the graduate candidate has been identified by the graduate advisor, the application will be submitted to the Department Graduate Committee for consideration. The faculty member must receive permission from the Department Head to accept a graduate student prior to making an offer. The official offer letter will come directly from the Department Head and must be signed by the graduate student before beginning graduate school. It is the responsibility of the faculty member to ensure that the graduate student is fully aware of all funding responsibilities prior to the student being accepted into the program.

GRADUATE ASSISTANTSHIPS

Graduate Research Assistantships (GRA) and Graduate Teaching Assistantships (GTA) are awarded on a competitive basis. Admission to the graduate program does not ensure receipt of a graduate assistantship or funding of any kind. Students who enter the graduate program on probationary status are ineligible for graduate assistantships. Moreover, any student holding a GRA or GTA and failing to maintain a cumulative GPA of 3.0 will lose such support immediately and may request reinstatement of his/her assistantship only after attaining a cumulative GPA of 3.0 or higher.

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

A student who has been awarded GRA or GTA on a ½-time basis is expected to devote, on average, 20 hours per week to research duties (separate from their thesis or dissertation research duties) to be assigned by the student’s advisor. A student holding a GRA or GTA is not allowed any other stipend (excluding fellowships, scholarships or other awards) from the University. Any outside employment requires approval from Department Head and primary advisor of graduate student and may result in termination of the assistantship and tuition support and/or graduate degree if not approved by both advisor and Department Head.

The general departmental leave policy is two days per month for all graduate assistants. Students must obtain the approval of their advisor before taking leave.

Students holding ½-time assistantships should register for at least 9 credits (coursework and/or research) per semester. Students holding ¾-time assistantships are restricted to a maximum of 10 credits per semester. Students holding assistantships funded by the department should not register for summer courses, unless other sources of funding are available to cover tuition costs.

GRADUATE RESEARCH ASSISTANTSHIP (GRA) TUITION PREMIUM PROGRAM

IMPLEMENTED FALL 2014: Graduate Research Assistantship Tuition Premium Program. Graduate Research Assistants paid from restricted funds (53, 64) or state-appropriated funds (13, 14, 15, 16, 17, 19) may be eligible for the benefits of the GRA Tuition Premium Program Policy.

To be eligible for the GRA Tuition Premium Program, domestic and international nonresident students must be enrolled in a minimum of 6 resident instruction credits and must meet all assistantship requirements as noted in the Graduate & Professional Bulletin, Graduate Assistantship – Terms & Conditions of Appointment.

• For students employed as .5FTE GRA (20 hours/week), the Graduate School will pay the tuition premium, difference between resident and nonresident tuition. For students employed in capacities less than .5FTE, the Graduate School will pay a prorated amount. For example, for students employed as .25FTE (10 hours/week), CSU will pay half of the tuition premium.
  o The Tuition Premium Program covers resident instruction tuition only; it does not cover any fees.
  o All GRAs must be enrolled in at least 1 resident instruction credit to hold a position; however, students enrolled in less than 6 credits will not be eligible for the GRA Tuition Premium Program.

• Restrictions specific to Domestic Nonresident Students
  o CSU will provide the Tuition Premium for domestic nonresident students during their first fall and spring semesters; hiring department funding sources will be expected to pay stipends and the resident portion of tuition.
  o Such students will be expected to establish residency during their first year at CSU.
  o If students do NOT establish residency, hiring department funding sources or the students will be required to pay the difference between nonresident and resident tuition during the second year and
thereafter or until the student establishes state residency. (The Tuition Premium Program will not be available after year one to domestic nonresident students.) The hiring departmental sources will be expected to continue to pay the stipend and the resident tuition portion.

- Restrictions specific to International Nonresident Students
- CSU will extend the Tuition Premium Program to international students for the length of their tenure in their graduate degree program as long as they are enrolled in a minimum of 6 credits resident instruction credits fall and spring semesters.

Please check Graduate School website for most current policy, policies on Graduate School Website and in Graduate and Professional Bulletin supercede any policies contained in this handbook.

RESIDENCY

Graduate students are not exempt from tuition. Therefore, it is essential that graduate students establish Colorado residency immediately after arriving in the state (all US citizens who are not Colorado residents). Students who fail to meet residency requirements at the end of their first year of graduate studies will be responsible for the difference between resident and non-resident tuition costs for the third semester forward until Colorado residency is established. Funding for out of state tuition for students that cannot (for some reason) establish residency should be handled on a case-by-case basis.

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

Quick tips:

- Visit Student Financial Services website at sfs.colostate.edu/residency for full information
- Plan to attend a Residency Orientation in the first week you arrive
- Obtain a Colorado state driver’s license, 3030 S. College Ave. Suite 100, Fort Collins, CO 80525 (Department of Revenue), Phone 970-494-9806
- If applicable, register vehicle, 200 W. Oak (Larimer County Court House), Phone 970-498-7878
- Register to vote in Colorado (at either of the above locations)
- Change your permanent address to Colorado with the University on RAMweb, click on “Address View/Update” under “Records” section.

Residency requirements MUST BE COMPLETED A FULL YEAR IN ADVANCE of the beginning of a student’s 3rd semester, as such, please complete all requirements by mid-August (for students entering during fall semester) or early January (for students entering during spring semester).

In addition, you should do the following during your first year:

- Keep a copy of your signed housing documents (lease, rental agreement, etc...) in a safe place.
- Keep your pay stubs for proof of Colorado employment.
- File Colorado state income taxes by April 15, and locate copies of your previous state tax forms for the previous year.
- By mid-June (entering fall) or early Nov. (entering spring), visit the Tuition Classification Office, 103 Administration Annex, to submit paperwork and reclassify your residency.
STUDENTS WILL BE RESPONSIBLE FOR OUT-OF-STATE TUITION IF RESIDENCY IS NOT ESTABLISHED BY THE THIRD SEMESTER OF ENROLLMENT!

**INSURANCE, HEALTH**

Graduate Student Mandatory Health Insurance Policy (from Graduate School website)
Colorado State University has a strong commitment toward graduate student growth and the development of individual responsibility. To further this goal, the University embraces the rationale that catastrophic financial risks that may impact a student's ability to complete his or her graduate studies while attending the University should be minimized. To this end, the University embraces a policy of mandatory demonstrated health insurance, requiring that all full-fee paying, resident instruction graduate students be covered by a comprehensive health insurance plan. Graduate students will be enrolled in the University's health program, which will provide an insurance plan designed to meet most graduate students' needs, or they may elect coverage under their own insurance or through another employer.

The University student health insurance program seeks to:

- minimize, as much as possible, the financial risk of health care to students
- maximize the pool of insured students to create a more affordable health insurance plan
- facilitate the development of individual responsibility by requiring students to take positive action in order to waive the insurance coverage
- ensure that all students, regardless of financial background, have equal access to health care

**Policy**

It is the policy of Colorado State University that all full-fee paying resident-instruction graduate students enrolled in 6 credits or more are required to enroll in the CSU student health insurance plan or to receive a waiver by demonstrating comparable health insurance. This policy does not impact the current policy of the University that requires all international students, regardless of enrollment status, to demonstrate comprehensive health insurance coverage through either the University health insurance plan or a comparable plan.

**Health Insurance Questions**

For questions regarding the CSU health insurance, visit the Frequently Asked Questions page of the CSU Health Network website.
For further information, contact CSU Health Network Insurance or call 970-491-5118.
For students with assistantships, visit the Assistantship Health Contribution page See Assistantship Health Contribution.

**ASSISTANTSHIP HEALTH CONTRIBUTION**

A health contribution is available to those graduate assistants in the fall and spring who meet these criteria each semester:

- appointed to a 25% (10 hours per week) or more assistantship (GTA, GRA, GSA or Graduate Veterinary Resident) by the end of the regular add/drop period and
- hold CSU health insurance and
- are full-fee paying resident-instruction graduate students enrolled in 6 credits or more
The student does not need to apply for this benefit. A report will identify all qualifying students. A $650 contribution will be applied to the student’s account and taxed through payroll approximately one week after the end of the regular add/drop period. For additional information regarding the health insurance policy and the health contribution, please visit the Frequently Asked Questions section of the CSU Health Network website. Questions regarding the health insurance policy should be directed to the CSU Health Network at 970-491-5118. Questions regarding the health insurance contribution should be directed to the Graduate School at 970-491-6817.

**GRADUATE COMMITTEE**

See “Graduate Study” under [Graduate and Professional Bulletin](#) for more information.

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

1) **Advisor** who serves as chairperson of the committee must hold an academic faculty rank as a professor, associate professor or assistant professor in the department. ***
2) **One or more additional members** from the department with an academic faculty rank as a professor, associate professor or assistant professor.
3) **Any non-departmental faculty member** who may be appropriate and maintains an academic faculty rank as a professor, associate professor, assistant professor, or affiliate faculty. Individuals who have special expertise may serve on committees in addition to the prescribed members, but may not vote regarding examination results. These members must be approved by the department head prior to serving on the graduate committee.
4) **One member from an outside department** who, appointed by the Vice Provost for Graduate Affairs, represents the Graduate School. The outside committee member appointed by the Vice Provost for Graduate Affairs must hold an academic faculty rank as a professor, associate professor, or assistant professor.

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

Members of the graduate committee assist the graduate student with planning their formal program of study by providing recommendations for coursework and assisting with the selection of an appropriate research topic. The student should establish a graduate committee, plan a formal program of study (outlined on GS Form 6), and submit the completed and approved GS Form 6 to the Graduate School Office by the end of the second semester of study. Forms are located on the Graduate School website at [www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu) under “forms”.

**REQUIREMENTS FOR M.S. DEGREE (PLAN A AND B)**
<table>
<thead>
<tr>
<th>Coursework Requirements</th>
<th>Credits required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beyond baccalaureate</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Credits must be earned at CSU</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Credits taken at CSU after admission to MS program</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>500 level or higher</td>
<td>16*</td>
<td>*at least 12 of these credits must be in regular, lecture courses</td>
</tr>
<tr>
<td>Lecture courses (graded)</td>
<td>25*</td>
<td>*at least 12 of these credits must be 500 level or above</td>
</tr>
<tr>
<td>Courses below 300 level do NOT fulfill credit requirements for MS degree</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Department general seminar (ANEQ792A)</td>
<td></td>
<td>All MS students must give ONE departmental seminar during their MS program. The student must register for ANEQ792A for the semester in which they present and receive passing grade.</td>
</tr>
<tr>
<td>Department discipline specific seminar (ANEQ 792 B-F)</td>
<td></td>
<td>All MS students enrolled for any credits (other than continuous registration) at CSU must also in the same semester enroll and receive a passing grade in a discipline specific seminar (ANEQ792B-F). Regardless of enrollment, all MS students must present at least once during their program at the JBS seminar.</td>
</tr>
</tbody>
</table>

**MS FINAL EXAMINATION (PLAN A AND B)**

At the discretion of the graduate committee, the final examination may be oral, written or both. At least one week before the final examination, the advisor must inform the student and the committee members of the nature and scope of the examination. Thesis defenses are open to all members of the University community and the public at large. In order to assure timely notification across the entire campus, advisers should announce this information to the University community and the public at large at least two weeks in advance. Advisers may publicize the defense through the University’s electronic announcement and message delivery system. The chairperson of the committee shall have the prerogative to decide whether those in attendance (outside of the committee) should be allowed to ask questions of the candidate during an oral examination.

**MS PUBLICATION REQUIREMENTS - PLAN A AND B**

Plan A
• A thesis is required.
• One article prepared for publication in a refereed scientific journal with the degree candidate as senior author. An on-campus graduate committee consisting of three faculty members must approve the article before the degree will be awarded (Plan A only).
• **Two printed copies of thesis must be provided to the department before “Departmental Requirements” will be met (see section on “Thesis and Dissertation Copies”).** The department will pay for the costs of binding of thesis copies for the department if the department does the binding (see department administrative assistant for details).
• The department head or designee must approve the scientific merit of the thesis and publication and ensure that the student has met all of the degree requirements prior to the degree being granted.

**Plan B**

• A thesis is not required. Instead a scholarly paper is required.
• The scholarly paper is prepared for publication in an appropriate venue for the program of study (i.e. refereed scientific journal; extension publication, white paper, etc.) with the degree candidate as senior author. An on-campus graduate committee consisting of three faculty members with academic faculty rank as tenured professors/associate professors, tenure-track assistant professors, or adjunct/affiliate faculty (with one member being from an outside department; see graduate committee section of this document for more details) must approve the article before the degree will be awarded.
• **An electronic copy of the article must be provided to the department before “Departmental Requirements” will be met.** The Department will archive the scholarly papers.
• ***Note: Plan B students should register for research credits or independent study credits instead of thesis credits since a thesis is not required. All other course/credits requirements are identical to those described above.***
• The department head or designee must approve the scientific merit of the scholarly paper and ensure that the student has met all of the degree requirements prior to the degree being granted.
## Requirements for Ph.D. Degree

<table>
<thead>
<tr>
<th>CSU Minimum Requirements</th>
<th>PhD Degree in Animal Sciences Coursework Requirements</th>
<th>Credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beyond baccalaureate</strong></td>
<td><strong>For students submitting a Master’s degree in partial fulfillment of these requirements</strong> (all others see notes below table):</td>
<td><strong>72</strong></td>
</tr>
<tr>
<td>Master’s degree from an accredited college or university may be accepted</td>
<td></td>
<td><strong>30</strong></td>
</tr>
<tr>
<td>Credits taken after Master’s degree may be accepted in transfer</td>
<td></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td>Credits beyond the Master’s degree in courses numbered 500 or above</td>
<td></td>
<td><strong>21</strong></td>
</tr>
<tr>
<td>Credits taken at CSU after admission to PhD program</td>
<td></td>
<td><strong>32</strong></td>
</tr>
<tr>
<td>Courses below 300 level do NOT fulfill credit requirements for PhD degree</td>
<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**Lecture courses (graded)** | **20**

**Departmental Additional Requirements**

- **Department general seminar (ANEQ792A)**: All Ph.D. students must give ONE departmental seminar during their Ph.D. program. The student must register for ANEQ792A for the semester in which they present and receive passing grade.

- **Department discipline specific seminar (ANEQ 792 B-F)**: All Ph.D. students enrolled for any credits (other than continuous registration) at CSU must also in the same semester enroll and receive a passing grade in a discipline specific seminar (ANEQ792B-F). Regardless of enrollment, all Ph.D. students must present at least once during their program at the JBS seminar.

**For students enrolled in a continuous Master’s/Ph.D. program at Colorado State University**, all courses taken during the Master’s program may be applied to the doctoral degree, even if the total Master’s degree credits exceed 30. These courses must be specified on the Ph.D. program of study and approved by the student’s advisory committee, the doctoral department, and the Graduate School. Continuous programs are those in which the student is admitted to the Ph.D. program and formally registers the fall or spring semester immediately following receipt of the Master’s degree. All other prescribed credit requirements of the Master’s and Ph.D. degrees remain in effect in such cases.
**For students who do not submit a Master's degree in partial fulfillment of these requirements:** Up to ten credits earned at an accredited college or university may be accepted for transfer if approved by the student’s advisory committee, the department, and the Graduate School. A minimum of 62 credits must be earned at Colorado State University after admission to a doctoral program. At least 37 credits beyond the bachelor's degree must be earned in courses numbered 500 or above.

**PHD PUBLICATION REQUIREMENT:**

- A dissertation thesis is required
- Two articles prepared in a form that is adequate for submission to a refereed scientific publication with the degree candidate as the senior author. An on-campus graduate committee consisting of three faculty members must approve the articles before the degree will be awarded.
- **Two printed copies of thesis must be provided to the department before “Departmental Requirements” will be met (see section on “Thesis and Dissertation Copies”).** The department will pay for the costs of binding of thesis copies for the department if the department does the binding (see department administrative assistant for details).
- The department head or designee must approve the scientific merit of the thesis and publication and ensure that the student has met all of the degree requirements prior to the degree being granted.

**PHD PRELIMINARY EXAM**

A preliminary examination shall be administered at least two semesters before the final examination to determine whether the student is qualified to continue toward the doctorate. The procedure is to have written examinations in the field of specialization and supporting areas followed by an oral examination. In order to assure full information to all concerned (student, major professor, all committee members, department head, Graduate School); the intention to hold a Ph.D. Preliminary Examination is to be publicized two weeks in advance by the advisor. The student is responsible for obtaining Report of Preliminary Examination (GS Form 16) from the Graduate School website and returning it, appropriately completed, after the conclusion of the examination.

Providing the committee approves, a candidate who fails the preliminary examination may be reexamined once and, for the reexamination, may be required to complete further work. The reexamination must be held not later than 12 months after the first examination. The examination must not be held earlier than two months after the first examination unless the student agrees to a shorter time period. Failure to pass the second exam results in dismissal from the Graduate School.

Participation in oral examinations by the student and/or one or more members of the examining committee may be via electronic link so long as all are participating simultaneously and all committee members and the student have agreed to this in advance.

**PHD FINAL EXAMINATION**

Updated: November 17, 2014
At least one month before the final examination, the advisor will inform the student and the committee members of the nature and scope of the examination. Normally, the final exam will cover primarily the dissertation, but additional subject matter, specified by the committee at the time of the preliminary examination, may also be covered. Dissertation defenses are open to all members of the University community and the public at large. In order to assure timely notification across the entire campus, advisers should announce this information to the University community and the public at large at least two weeks in advance. Advisers may publicize the defense through the University's electronic announcement and message delivery system. The chairperson of the committee shall have the prerogative to decide whether those in attendance (outside of the committee) should be allowed to ask questions of the candidate during an oral examination.

TEACHING INVOLVEMENT

All graduate students in the Department of Animal Sciences must be involved in the teaching program in each semester of their program of study, except for one semester of a student’s graduate program.

It is recommended that at least one semester of teaching be in an area other than the student’s major field of study. Graduate students should enroll in ANEQ784 if credit is warranted. The faculty member in charge of the course will determine the appropriate number of credits of ANEQ784 the student is to receive for his/her teaching involvement.

The Resident Instruction (RI) Coordinator will obtain requests for graduate student involvement in specific courses from all faculty members and graduate students. In addition, graduate students will submit their semester class schedule to the RI Coordinator during pre-registration each semester. The RI Coordinator will make all teaching assignments.

STANDARDS OF ACADEMIC PERFORMANCE

All students must maintain a cumulative GPA of 3.0 in all regular coursework taken during his/her graduate program at Colorado State University. Regular coursework is defined as courses other than independent or group studies, research courses, open seminars, thesis/dissertation credits, study abroad, U.S. travel, supervised college teaching, student teaching, practicum, internship, field placement, unique title courses offered through Continuing Education, and any courses graded pass/fail. Overall 3.00 grade average must be maintained in regular and non-regular courses graded traditionally (A through F). The grade point average in required courses included in the approved program of study (GS Form 6) must also equal at least 3.00. In addition, good academic standing requires satisfactory progress in the overall graduate program. Students’ individual graduate advisory committees may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing. Failure to maintain good academic standing results in being placed on academic probation. (New regularly admitted students will not be placed on probation until they have completed 12 regular credits or two semesters of graduate work, whichever comes first). For full details, please see “Scholastic Standards” under the “Graduate Study” portion of the Graduate and Professional Bulletin.
GRADUATE STUDENT EXAMINATIONS & GRADUATION: GS25 & GS25B FORMS

It is the responsibility of the graduate student to apply for graduation (GS Form 25) and schedule a time and place for oral examinations. The Department Head and his/her administrative assistant, committee members and departmental faculty are to be notified 2 weeks in advance of an oral examination.

All committee members should be provided with a record of completed coursework, along with grades received in these courses, prior to the exam. The graduate student is responsible for obtaining copies of all required forms from the Graduate School Office and for returning the completed and signed forms within 2 working days after the oral examination.

Preliminary written examinations for Ph.D. candidates must be completed at least 2 semesters before the final exam (dissertation defense). The preliminary written examination must be completed within a 4-week period, at least 2 weeks, and no more than 6 weeks, prior to the preliminary oral exam. The major advisor will conduct the preliminary oral examination with all committee members present (in person, by telephone, or by proxy - with prior permission).

The GS Form 25 form (application for graduation) can be found at the Graduate School website. The Program Code is ANMG-MS or ANMG-PHD, whichever is applicable. Under Section 4, Departmental Requirements include:

1. Presenting at ANEQ792A and JBS seminar as indicated under “Requirements for MS or PhD” sections in this manual. Additionally, a GS Form 25b will also need to be completed and submitted by the deadline required by Graduate School.

2. Providing two printed copies of thesis or dissertation to the department

CONTINUOUS ENROLLMENT REGISTRATION

Graduate students admitted to a graduate degree program are required to be continuously enrolled in their degree programs in the fall and spring semesters. This policy applies from the time of first enrollment through the graduation term. Students should contact their advisor if they do not plan to register for at least one credit of course work or research. Students graduating in the summer term are required to be registered for at least one credit or Continuous Registration (CR). Students registering for CR will be assessed a fee for each semester of CR registration. Students enrolled for CR in any term may not be considered enrolled full time for the purpose of, for example, financial aid, student loans, visas, or employment. Moreover, to receive full privileges for the summer term, students must be enrolled either in the summer or for the following fall term. Students who fail to be continuously enrolled must apply for readmission to Graduate School at least two (2) months prior to the beginning of the semester.

DESKS/OFFICE SPACE

When available, desks will be assigned by the Department Head. First priority will be given to students holding assistantships. Because desks for graduate students are limited in number, students are required to vacate desks immediately once the degree program has been completed. Students must return all university keys at the end of their residency in the department.
OFFICE SUPPLIES AND EQUIPMENT

Advisors must approve and supervise graduate student use of office equipment, copy machines, department office supplies, long distance telephone service, fax machines and other special equipment. Graduate students are personally responsible for providing supplies required for use in classes in which they are enrolled. Advisors are expected to provide materials and supplies required for graduate research projects.

THESIS AND DISSERTATION COPIES

Students are responsible for costs of typing and reproduction of theses or dissertations. The department will cover binding costs for a maximum of two (2) copies of theses and dissertations if copies are bound by the department. Graduate School requires electronic submission of thesis and dissertation; however, two paper copies need to be printed for department. Additional copies may be printed and cost of binding will be student’s responsibility (department administrative assistant can mail will arrange for binding and can advise student of costs for personal copies).

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

Information concerning graduate programs of study in the Department of Animal Sciences may be obtained on-line at www.anisci.colostate.edu. To request application materials, please contact:

Department of Animal Sciences
Colorado State University
1171 Campus Delivery
Fort Collins, CO 80523-1171
Phone: (970) 491-1442
E-mail: m.weiss@colostate.edu