

Animal, Dairy and Veterinary Sciences

Student/Advisor Memorandum of Understanding

This document should be reviewed and discussed by both the entering graduate Student and his/her designated Advisor within a month of the start of a graduate degree program in ADVS and periodically thereafter as needed.

B.S. to M.S. (plan A) in ADVS

GPA requirements

- The Student is expected to maintain a 3.0 GPA; two consecutive semesters with a GPA below 3.0 may result in termination of his/her graduate program.
- A GPA below 3.0 for one semester will result in the loss of a departmental assistantship (DA) in the next semester, as required by the USU Graduate School. Should the Student's GPA return above 3.0, the DA will be restored in the following semester.

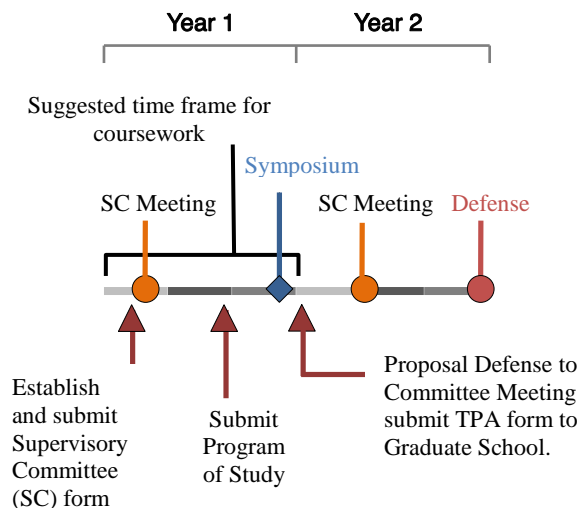
Program timeline

- The Student is expected to complete his/her degree within a recommended two-year time frame (30 credit hours, at least 24 must be from USU). The degree must be completed within six years, as courses expire six years after completion according to USU policy.
- In consultation with his/her Advisor, the Student shall establish a **Supervisory Committee** consisting of his/her major Advisor and two other faculty representatives by the end of the first semester of enrollment (excluding the summer term).
- The Student shall complete the documentation for the **Program of Study** (POS) by the end of the second semester. At this point, the Student and Advisor should identify the area of research and specify a title for the thesis project in the documentation to be submitted to the Graduate School. The student is recommended to prepare a written proposal and seminar describing his/her planned research to the Supervisory Committee as part of the preparation for the Program of Study.
- A student that does not submit a POS within the specified time will not receive a tuition award the following semester. Only courses listed in the POS will be considered for a tuition award, and the award will not be retroactive if the submission date has exceeded the required time.
- The Student shall have annual progress meetings with their Supervisory Committee, wherein he/she presents a progress report in the form of a 20-30 minute seminar. Failure to meet with the Supervisory Committee may result in the loss of a DA.
- The Student shall schedule a proposal defense committee meeting for approval. The (TPA) Thesis Proposal Approval form should then be submitted to the Graduate School.
- The Student is expected to participate in the annual ADVS Graduate Research Symposium, held during August of each year, by providing either an oral or poster presentation.
- The Student is recommended to complete his/her coursework during the first year of the graduate program.
- In the semester prior to graduation, the Student should register for thesis credit (ADVS 6970).
- The Student shall complete the Appointment for Examination documentation at least two weeks prior to the scheduled thesis defense. Also at this time, the Student's advisor is required to make a department-wide announcement of the dissertation presentation, which is open to the public.

Other

- The Advisor shall ensure that the Student has received appropriate safety and compliance training in the use of animal or human subjects, laboratory safety and the use of radioactive, biohazardous or recombinant materials and the appropriate USU Responsible Conduct of Researching training course. The Advisor shall also ensure that his/her laboratory has a currently approved Chemical Hygiene Plan on file with the Environmental Health & Safety Office.
- The nonresident portion of tuition will be waived for any graduate student who is in a PhD program or an MS Plan A program, and who is supported by an 0.5 FTE assistantship. This waiver is for one year at which time the student is expected to gain residency. Student will be responsible for out of state tuition portion is residency is not obtained. International students cannot gain residency will receive the tuition waiver each semester they meet eligibility.
- Students who receive a 0.5 FTE assistantship are advised not to pursue additional employment without written permission of the Major Professor and the Department Head.
- Students who are given a teaching assistant position are required to complete the appropriate training needed to perform this responsibility. This includes the FERPA training which describes the federally mandated student privacy policies required by law.

Example Two-year BS to MS Degree Program



By providing your signature below, you acknowledge that you have been informed of these standard practices for the graduate program in ADVS. Please consult with Dr. Dirk Vanderwall, the ADVS Department Chair, if you have any questions regarding the policies and recommendations outlined above.

Student signature

Date

Advisor signature

Date

Date student entered ADVS graduate program

Date received by ADVS

Full Notice of Non-discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

Executive Director of the Office of Equity

Alison Adams-Perlac

alison.adams-perlac@usu.edu

Old Main Rm. 161

435-797-1266

Title IX Coordinator

Hilary Renshaw

hilary.renshaw@usu.edu

Old Main Rm. 161

435-797-1266

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact:

U.S. Department of Education
Office of Assistant Secretary for Civil Rights
800-421-3481
OCR@ed.gov

U.S. Department of Education
Denver Regional Office
303-844-5695
OCR.Denver@ed.gov