

# 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.

### M.S. to Ph.D. 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

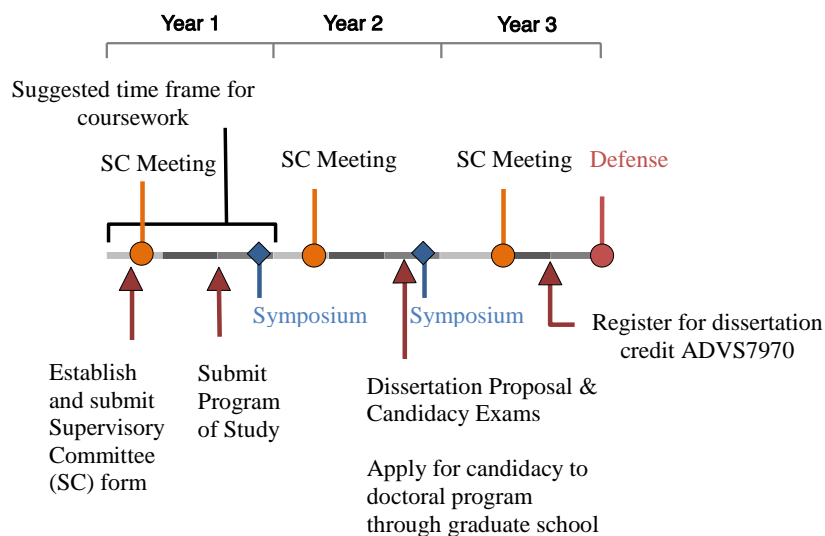
- The Student is expected to complete his/her degree within a recommended three-year time frame (42 credit hours). The degree must be completed within eight years, as courses expire eight years after completion according to USU policy.
- In consultation with his/her Advisor, the Student shall establish a **Supervisory Committee** consisting of his/her major Advisor, three other faculty from the ADVS department and one external representative 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 dissertation project in the documentation to be submitted to the Graduate School.
- 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 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.
- All coursework required by the Supervisory Committee should be completed by the second year.
- The Student should complete written and oral candidacy exams by the end of the second year. The purpose of these exams is to gauge the specific knowledge of the candidate in areas relevant to his/her chosen area of expertise as well as general knowledge in the broader field of the degree. After successfully passing candidacy exams, the Student shall apply for candidacy to the doctoral program through the Graduate School.
- The Student shall complete a written proposal for dissertation research and present this proposal to the Supervisory Committee no later than year two of the program. The Student and Advisor are *strongly encouraged* to submit this proposal (after Committee review) to an external funding agency (e.g., USDA, NIH, EPA, NSF) that offers competitive graduate research fellowships.
- In the semester prior to graduation, the Student must register for dissertation credit (ADVS 7970).
- The Student shall complete the Appointment for Examination documentation at least two weeks prior to the scheduled dissertation 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.

- The Student is allowed one grace semester following successful defense of his/her dissertation to complete program requirements (*e.g.*, complete requested revisions to dissertation).

## 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 if 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 Three-year MS to PhD 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](mailto:alison.adams-perlac@usu.edu)  
Old Main Rm. 161  
435-797-1266

#### **Title IX Coordinator**

Hilary Renshaw  
[hilary.renshaw@usu.edu](mailto: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](mailto:OCR@ed.gov)

U.S. Department of Education  
Denver Regional Office  
303-844-5695  
[OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)