

**GRADUATE STUDENT POLICY
DEPARTMENT OF CLINICAL SCIENCES
MASTER OF SCIENCE (MS)**

I. DESCRIPTION OF PROGRAM

The department of Clinical Sciences offers separate Master of Science programs in Cardiology, Epidemiology, Equine Medicine, Equine Orthopaedics, Food Animal Medicine, Neurology, Oncology, Ophthalmology, Small Animal Medicine, Small Animal Surgery, and Theriogenology.

II. ELIGIBILITY

Candidates must meet qualifications to be admitted to the Graduate School at Colorado State University. <http://graduateschool.colostate.edu>. The majority of the MS programs in the Department of Clinical Sciences require a Doctor of Veterinary Medicine degree or equivalent. A limited number of programs are potentially available for qualified non-veterinarians.

III. APPLICATION PROCEDURES

1. Interested applicants should write for appropriate application information from both the Graduate School, Colorado State University, Fort Collins, Colorado 80523-1005, and the Department Head, Department of Clinical Sciences, College of Veterinary Medicine and Biomedical Sciences, Colorado State University, Fort Collins, Colorado 80523-1678. Or, consult the following internet address for electronic application at <http://graduateschool.colostate.edu/>.
2. In addition to the completed online CSU application (to be completed on the following link: <http://graduateschool.colostate.edu/>) and application fee, which is to be sent to the Graduate School, the candidate's application to the Department of Clinical Sciences must include:
 - a. Two official transcripts of all credits earned previously
 - b. A biographical statement including interests and goals
 - c. At least three letters of recommendation

All graduate programs of the Department of Clinical Sciences must meet the minimum requirements of the Colorado State University Graduate School.

3. The entire application should be sent to the Department Head, Department of Clinical Sciences, College of Veterinary Medicine and Biomedical Sciences, College of Veterinary Medicine and Biomedical Sciences, Colorado State University, Fort Collins, Colorado 80523-1678. It should be received no later than six months before registration for the term in which studies are to begin.
4. International students must apply directly to the Graduate School, Colorado State University, Fort Collins, Colorado 80523-1005 USA. The application must include:
 - a. A completed GS Form F-1
 - b. Application fee

- c. An official transcript of all collegiate work completed along with a certified English translation
- d. Certified proof of financial support
- e. Scores on the Test of English as a Foreign Language (TOEFL). The TOEFL score must be 550 or above.
- f. A biographical statement including interests and goals
- g. At least three letters of recommendation

IV. SELECTION OF GRADUATE (MS) STUDENTS

Faculty from the appropriate sections review the applications and make their recommendations to the Department Head. Prior to final acceptance of the student:

- 1. A faculty member must agree to serve as a temporary advisor. A letter including the advisor's acceptance of the student must be received by the Department Head prior to final acceptance of the student.
- 2. The application in its final form must be reviewed and supported by the Department Head.

V. ADVISOR AND GRADUATE COMMITTEE

ADVISOR

- 1. The advisor must counsel and advise the student on a regular basis throughout the course of the graduate student's program.
- 2. The advisor must ensure that faculty involved in supporting or doing major advising of the student's research project are included on the student's committee and publications where appropriate (see Department guidelines for authorship).
- 3. The advisor must ensure the student fulfills all graduate school and departmental requirements by the deadline dates and that evidence of this is submitted to the Department Head prior to approval for graduation.
- 4. The advisor must ensure that all examination dates are announced and all department faculty and the Dean are notified by memo at least one week prior to the examination.
- 5. The advisor must ensure the Department head and/or a departmental representative is present at the student's final examination.
- 6. The advisor must assist in fulfilling the roles and responsibilities of the student's committee as stated below.
- 7. The student's advisor is responsible for the yearly evaluation of the student during all years of the program, and must submit this evaluation in writing to the assistant department head with copies to the student and the resident/graduate student coordinator in the departmental office.

GRADUATE COMMITTEE

A graduate committee must be selected by the student and advisor by the end of the second semester of study or prior to the completion of 12 credit hours of graduate work. The committee must consist of 3 or more members, one of whom is the advisor. It is recommended, although not required that one member be from another department at Colorado State University. Faculty involved in supporting or doing major advising of a

student on a research project, paper or report should be included on the committee. Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members but may not vote at the final examination.

Duties of the Graduate Committee

1. The Graduate Committee must devote time to counseling/advising the student throughout the course of the program. While the graduate student's advisor is directly responsible for the student and his/her work, committee members are expected to have an active interest in the student's progress and contribute to the successful completion of the program. Individuals unwilling to fulfill these responsibilities should not accept or retain committee membership.
2. Assist in the selection of academic courses to fulfill graduate school requirements and to best train the student.
3. Provide guidance relative to the selection of an appropriate research project including project design and execution.
4. Help administer and evaluate the final examination required by the Graduate School and the Clinical Sciences department.
5. Ensure that the quality of the graduate program is maintained.
6. Ensure that the graduate student understands academic rules regarding ownership of data and authorship of publications.
7. Meet with the student at least once per year, and preferably once per semester.
8. Minutes of each committee meeting should be written by the graduate student, reviewed and signed by the graduate advisor, and a copy submitted to the student coordinator in the department office.
9. The graduate committee is not responsible for reminding students of published deadlines nor for monitoring procedural details. Such matters should be managed independently by the student.

VI. MASTER OF SCIENCE DEGREE

A. General Requirements

MS students will be required to participate in course work which is applicable to their area of study. Involvement in a research project is mandatory. Clinical training will primarily be limited to development in those areas directly related to the student's research.

1. Individuals not enrolled in residency training programs in the Department of Clinical Sciences will be required to register for a Plan A (thesis) MS degree. The Plan A program requires the completion of a minimum of 30 hours of graduate course work, the completion of a research project in an area of the student's interest and the preparation of a written thesis. Publication resulting from work in the thesis is strongly encouraged. Under special circumstances and with the approval of the Department Head, a Plan B (non-thesis) degree may be approved with the same total credits that has been completed for a Plan A MS.

2. The student will be required to annually update a checklist of departmental program requirements. Each requirement on the checklist must be signed by the student's advisor upon completion (Appendix 1).

B. Credit requirements in the Department of Clinical Sciences

It is the responsibility of the student to see that all of the following requirements are met on time. If they are not, approval for graduation will not be granted. The requirements outlined below apply.

1. Each student must prepare a program of study (GS Form 6), a document which lists all courses which will be taken in pursuit of the degree. The advisor and the committee should be closely involved in the development of the program of study, and they must indicate approval by signature. The GS Form 6 is due in the Graduate School office before the end of the second semester of study or prior to the completion of 12 credit hours of graduate work. However, the student is encouraged to have the form completed as soon as is feasible.
2. Credit hours required. The minimum number of credit hours required for completion of the **Plan A (thesis) program is 30**. A minimum of 24 credit hours must be earned at CSU, 21 of which must be earned after admission to the Graduate School. At least 24 credits hours must be in regular, didactic, graded course work of which 12 must be in 500 or higher level. Regular course work is defined as courses other than independent or group studies, research courses, open seminars, thesis/dissertation credits, supervised college teaching, unique title courses offered through the Division of Continuing Education and any courses graded pass/fail.

A limited number of credit hours (as outlined above) may be transferred from another university to the graduate program at CSU with the approval of the advisor, committee, Department Head, and Graduate School. Each case is assessed individually and accepted or rejected on its own merits. Requests to transfer graduate credit must be at the equivalent of the 500 level or above. Arrangements for transfer of credit are made when the GS Form 6 is submitted. Credits earned at institutions not accredited by one of the major regional accrediting agencies or at foreign universities are not acceptable for transfer. Courses to be applied toward fulfilling the requirements for a Master's degree must have been registered for and completed within the ten years immediately preceding the date of completion of the requirements for the Master's degree. Credits used for one Master's degree may not be used for a second Master's degree unless approved by the Resident/Graduate Committee for the Department of Clinical Sciences and the Department Head.

3. The graduate studies programs need to ensure adequate and appropriate training in statistical methods and in research study design. The incoming students have varying degrees of prior exposure to these areas of study, and so it is imperative that the student's advisor play an active role in determining that adequate training is achieved. Several advanced courses in statistics and experimental design are offered through the Department of

Clinical Sciences, and these are highly recommended for departmental graduate students.

4. It is strongly advised that all Plan A MS graduate student attend weekly graduate seminars. It is required that all Plan A MS graduate students present at least 1 seminar prior to completion of their program. Registration for VS792 is required for the semester during which the Plan A MS graduate student is presenting a seminar. Otherwise registration for VS792 is not a requirement unless the student wishes to receive credit for the course. In order to receive credit the student must not only register for the course but must also meet the specific course requirements (i.e. grade based on attendance). It is the responsibility of the Plan A MS student to schedule their seminar presentation with the Course Coordinator well in advance of the semester during which they wish to present.
5. A minimum cumulative grade point average of "B" must be maintained in all course work exclusive of grades earned in research, special studies and seminar courses. No credit will be given in courses in which a "C" is received. Any course in which a "D", "F", or "U" is received, must be repeated.

C. Time Limit

The plan A MS degree program is designed to be completed within two years. At the discretion of the student's advisor and graduate committee, the time to completion of the program may be extended but only to a maximum of six years from the beginning of the program.

D. Research Requirements

The Plan A graduate student is expected to participate in a research project. Research projects must be reviewed by the resident's advisor and graduate committee. Application for any research money must be made to the appropriate funding agency through a faculty member who assumes responsibility for performance of the work.

E. Thesis Requirements for Plan A Students

The thesis is a written formal document which addresses, in an original fashion, some important concerns of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. A properly prepared manuscript must be submitted to the student's advisor and committee at least two weeks before the final examination. The candidate must submit to the graduate school, two unbound copies of the manuscript no later than the end of the 11th week of the graduation term for fall or spring semester, or by the end of the 5th week of the 8 week summer term. Guidance for preparation of the manuscript can be found in the "Thesis Manual" (available at the CSU book store) and in the references listed therein.

F. Final Examination

The final examination must be held prior to the end of the 11th week of the graduation term for fall or spring semester or by the end of the 5th week of the 8 week summer term. At the discretion of the committee, the final examination may be oral or 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. The advisor is responsible for ensuring that the oral examination date is announced and that all departmental faculty and the Dean are invited by memo at least one week prior to the examination.

The examining committee will consist of the student's advisor, and all members of the student's graduate committee. A departmental representative appointed by the Department Head must also be in attendance at the examination.

The advisor will generally serve as the chairperson. The chairperson will begin by outlining the format of the examination to the audience. Guidelines as to when those in attendance (committee versus audience) will be allowed to ask questions will be provided by the chairperson. Audience questions are usually encouraged immediately following the presentation. It is suggested that a maximum of one hour be allowed for a presentation of the student's research. This may consist of a review of the results of several projects where applicable or more in-depth coverage of a single area of investigation. The presentation is primarily intended to acquaint the committee with the student's general knowledge of this and related subject material and the student's understanding of experimental design and data assessment. A question period by the examination committee, suggested to last a minimum of one hour will follow the presentation. Questions will generally be related to the student's research and course work.

Voting at all final oral examinations shall be limited to the members of the student's committee. A majority vote by the committee is required for the student to pass the examination. A tie vote is interpreted as failure to pass the examination. Committee members who are not academic faculty do not have a vote on the final examination.

Providing the committee approves, the candidate who fails the final examination may be reexamined once and may be required to complete further work. Reexamination must be held not earlier than two months nor later than 12 months after the first examination. The retake examination should be attended by one of the College of Veterinary Medicine and Biomedical Sciences Associate Deans or their representative involved with College Graduate Programs or research to ensure that fair and due process is followed.

The student is responsible for taking the Report of Final Examination (GS Form 24) to the examination and returning it, completed and signed, to the Graduate School Office within two working days after results are known.

G. Publication of Graduate Research

It is strongly recommended that the graduate student and the student's advisor disseminate significant research results through publication. Guidelines regarding publication authorship may be obtained from the departmental office.

H. Program Completion

A copy of the thesis must also be presented to the Department Head for filing in the Department office. GS Form 25 and 25A, which is the application for graduation and the diploma name form are due in the Graduate School office no later than the end of the second week of the academic term: by the end of the first week of the eight week summer term.

I. Tuition and Fees

Tuition and fees are to be paid by the student or by funds available from the student's advisor. The graduate should initiate the process of establishing state residency immediately after arrival in the program. International students who will not be able to establish Colorado residency will therefore be responsible for out-of-state tuition costs.

J. Stipend

No stipend is paid to the student unless an advisor has funds available to do so. If a stipend is paid, its duration and its withdrawal is up to the advisor. Stipends must be at least equal to the current graduate school minimum recommendation.

K. Research

If the students graduate program includes a research project, the advisor must indicate in his letter of acceptance of the student to the Department Head that the advisor has support of the project. Application for all research support must be made through the student's advisor or with his/her knowledge and approval. All data and products of the research conducted by a student during the course of their graduate program is the property of Colorado State University.

Colorado State University does not discriminate on the basis of race, color, religion, national origin or sex. The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, and all Civil Rights Laws of the State of Colorado. Accordingly, equal opportunity for employment admission shall be extended to all persons and the University shall promote equal opportunity and treatment through a positive and continuing affirmative action program.

APPENDIX 2
Graduate Requirements for the Department of Clinical Sciences
College of Veterinary Medicine and Biomedical Sciences
Colorado State University

CHECKLIST FOR GRADUATE STUDENTS AND RESIDENTS

Name: _____

Degree: MS PhD

Residency: Yes No

If yes, residency in: _____

Starting date of program: _____

Advisor: _____

Co-advisor (if applicable): _____

Committee members: _____

Note: Additional information on requirements is available in the Handbook on Graduate Study

First Year Requirements		
<i>Requirement</i>	<i>Date due</i>	Completed (Advisor or assistant Dept Head initials)
1. Appointment of permanent advisor Letter from permanent advisor accepting student must be sent to and accepted by the Department Head	By the end of the first semester	
2. Selection of graduate committee. Three or more members.	By the end of the second semester or before 12 credits of graduate work have been completed. Use GS Form 6.	
3. Program of study GS Form 6	By the end of the second semester or before 12 credits of graduate work have been completed	
4. Resident/graduate committee meeting. Minutes should be reviewed by your advisor and submitted to Administrative Assistant.	Before the end of the first year	
5. Completion of at least 10 credit hours (minimum 5/semester) of graduate work*	Before the end of the first year	
6. Two evaluations of student completed by advisor with input from committee	After 6 months and at end of 1 st year	

***Continuous Registration (CR) – If you do not register for classes during any semester of your program, you must sign up for CR to maintain your status as a graduate student.**

Second Year Requirements		
Requirement	Date due	Completed (Initialed by advisor or assistant Dept Head)
1. Changes in graduate committee use GS Form 9A	At time change is made. No later than week 1 of graduation semester	
2. Resident/graduate committee meeting #2. Minutes should be reviewed by advisor and submitted to Administrative Assistant.	Before end of the second year	
3. Completion of additional 10 credit hours of course work (20 hrs total)	Before the end of the second year.	
4. Residents only: Submission to and approval by the student's graduate committee of either: i) a first-author paper suitable for publication in a refereed journal, or ii) a written report indicating satisfactory progress in the student's research	Before the end of the second year.	
5. Evaluation of student completed by advisor with input from committee and other clinic personnel.	At the end of the second year.	

Third/Final year requirements		
Requirement	Date due	Completed (Initialed by advisor or assistant Dept Head)
1. Changes in graduate committee use GS Form 9A	At time change is made. No later than week 1 of graduation semester.	
2. Resident/Graduate committee meeting #3. Minutes should be reviewed by advisor and submitted to Administrative Assistant	Before the end of the third year	
3. Completion of all remaining hours of graduate work MS – 30 credits minimum; PhD – 72 credits	Before the end of the third year	
4. GPA 3.0 or greater. All D, F, or U grades made up	Before week 2 of graduation semester	
5. Residents Only: Submission to and approval by graduate committee of either: i) a second, first-author paper suitable for publication, or ii) a written report indicating satisfactory completion of the student's research	Before the end of the third year	
6. Application for graduation GS Form 25/25A You must either be enrolled in classes or signed up for CR during the semester you wish to graduate	After completion of all of the above. By the end of week 2 of the graduation semester (spring or fall) or before end of week 1 (Summer)	
7. MS Plan A and PhD Candidates Only: Submit thesis/dissertation to Graduate Committee	Two weeks before final exam	
8. Advisor notifies candidate and committee of scope and nature of final oral exam.	MS: 1 week before exam PhD: 1 month before exam	
9. Final Examination and report GS Form 24 to Graduate School GS Form 26 by Dept. Head Representative	MS Candidates: before end of week 11 of graduation semester (spring or fall) or before end of week of 8 (summer)	
10. MS Plan A and PhD Only: Give copies of thesis/dissertation to Graduate School and Dept. Head.	Before week 12 of graduation semester	
11. Program completion GS Form 25/25A to Graduate School	By the end of week 2 of the graduation semester (spring or fall) or before end of week 1 (Summer)	

