

GRADUATE PROGRAM IN ANIMAL SCIENCES

THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

College of Agricultural, Consumer and Environmental Sciences

HANDBOOK

POLICIES AND PROCEDURES

FOR THE

GRADUATE PROGRAM

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Table of Contents

	Page
1. Introduction	4
2. Policies Applying to All Graduate Students	4
3. Areas of Study	7
4. Degree Programs.....	7
5. Requirements and Procedures for M.S. Students.....	7
6. Requirements and Procedures for M.S. Students in Bioinformatics	10
7. Requirements and Procedures for Ph.D. Students.....	13
8. Admissions, Enrollment, Grading, Transfer of Credit and Course Loads	21
9. Solving Problems	24
10. Assistantships and Other Financial Support	26
11. Offices, Equipment and Secretarial Services.....	27
12. Publication of Student Research	28
13. Academic Integrity	28
14. The Discipline System	29

Appendices

A1.	Minimum Requirements for the M.S. Degree.....	30
B1.	Degree Requirement Worksheet for the M.S. Degree	31
A2.	Minimum Requirements for the M.S. Degree in Bioinformatics	32
B2.	Degree Requirement Worksheet for the M.S. Degree in Bioinformatics	33
C1.	Minimum Requirements for the M.S. to Ph.D. Degree Track	34
D1.	Degree Requirement Worksheet for the M.S. to Ph.D. Degree Track	35
C2.	Minimum Requirements for the B.S. to Ph.D. Degree Track.....	36
D2.	Degree Requirement Worksheet for the B.S. to Ph.D. Degree Track	37
E.	Graduate College Format Approval of Theses.....	38
F.	Usual and Maximum Credit Loads for Graduate Students.....	39
G.	Tips for Graduate Students from the Graduate College	40
H.	Contact Information	41

1. Introduction

The Department of Animal Sciences faculty are highly distinguished, measured by productivity in peer-reviewed publications, national and international awards, faculty-generated grants and contracts, and by their creative and global impact of their teaching, research, and extension programs. Each year, faculty publish over 275 peer-reviewed journal articles, book chapters, books, and invited papers, and receive millions in research grants from government, federal and state agencies, and industry.

Animal Sciences faculty have been elected to the National Academy of Sciences and named University Scholars. Faculty in our department are in constant demand for speaking, consulting, editorships, editorial-board memberships, offices in professional organizations, and membership on national review panels and committees of the National Research Council of the National Academy of Sciences.

The Department of Animal Sciences is an integral component of the University of Illinois at Urbana-Champaign and a leader within the College of Agricultural, Consumer and Environmental Sciences. Departmental faculty interact widely with researchers, instructors, extension agents, and decision makers involved in Science, Technology, Engineering, Mathematics, Humanities, and other areas within campus, across institutions of higher education, industry, federal agencies and government.

The policies and procedures described herein pertain to all students entering the Animal Sciences Graduate Program. Students already enrolled at that time may follow the requirements in this publication or those in effect when they entered the Graduate Program.

The handbook of policies and procedures for the graduate program for the Department of Animal Sciences is available on the departmental website (<http://ansci.illinois.edu/grads/policies-procedures>), and copies can be requested from the Department of Animal Sciences Graduate Program (E-mail: ansci-gradprog@illinois.edu; address: 110 Animal Sciences Laboratory, 1207 W. Gregory Dr., Urbana, IL 61801).

2. Policies Applying to All Graduate Students

Graduate College and University Policies

This publication identifies the academic policies and procedures for graduate students in the Department of Animal Sciences. These policies and procedures are based on rules of the Graduate College of the University of Illinois at Urbana-Champaign presented in the following publications and associated websites:

- A Handbook for Graduate Students and Advisers (<http://www.grad.illinois.edu/handbooks-policies>)
- Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students Student Code (<http://admin.illinois.edu/policy/code/>)
- Instructions for Preparation of Theses (<http://www.grad.illinois.edu/thesis-dissertation>)

Questions about the contents of this publication should be directed to the Graduate Coordinator and Graduate Contact (E-mail: ansci-gradprog@illinois.edu).

Professional Responsibilities and Opportunities of Graduate Students

Graduate students are encouraged to participate in the scientific and professional activities of the Animal Sciences graduate program and of the other programs at the University of Illinois at Urbana-Champaign. The departmental programs in genetics, genomics and bioinformatics, nutrition, reproductive biology, meat science and muscle biology, microbiology, production and environment management and immunophysiology, and behavior offer disciplinary seminars during the Fall and Spring semesters. The Animal Sciences program provides seminars presented by leading researchers from other institutions as well as its own faculty and graduate students. Participation in these and other scientific events enables graduate students to develop the broad perspective in animal sciences that is expected of all students. In addition, students are encouraged to grow in their chosen areas of study through more in-depth involvements in foundational and applied coursework, thesis research, library research, field training, participation in professional meetings and publication of research.

The faculty welcomes student ideas and encourages both informal and formal intellectual exchanges. Graduate education is a combination of course work, research, and learning experiences outside the classroom. Information on these opportunities are often communicated through the departmental email list and posted on bulletin boards.

Designating an Academic Advisor

The Academic Thesis Advisor will help you select courses, develop a research project, and understand Department and University requirements. During the application process, applicants are encouraged to contact faculty and identify an Academic Thesis advisor that will admit them to the lab and guide the thesis research project. Faculty who agree to advise an applicant should communicate their decision to the departmental Graduate Program Office (Graduate Contact or Graduate Coordinator). Every admitted graduate student must have an Academic Thesis advisor. Graduate students must also identify a second faculty member (Research

Advisor) that will, together with the Thesis Advisor, complete the student's Annual Review of Graduate Students.

Students may change advisors during the course of their academic program. To have the change officially recognized, the new advisor selection must be communicated to the Graduate Program Office (Graduate Contact or Graduate Coordinator).

In addition to the Academic Thesis Advisor, students may consult with and seek advice from other members of the faculty. Students often consult with several faculty members, especially the members of committees selected by the student and the Academic Thesis Advisor to oversee thesis or dissertation projects. These committees are described in the sections on degree requirements.

Annual Review of Graduate Students

The Graduate Student Annual Academic Progress Review is a mandatory Graduate College policy. Graduate students must complete at least one review per year. Students that defend their thesis within one year of the prior review are exempt for the final review. The annual review includes: a) a student self-report and assessment of academic progress; b) a review of the self-report by both the Thesis advisor and Research advisor; and c) an opportunity for the student and faculty to meet and discuss the review. All three components must be completed by May 15 of each year. Information on the steps required to complete the annual review are available in the departmental website (<http://ansci.illinois.edu/grads/policies-procedures>).

Graduate Program Office and Graduate Student Organization

Students are encouraged to direct questions and comments about their academic program to the Graduate Program Office (Graduate Contact or Graduate Coordinator). Complementing this role, a committee of graduate students has been formed to facilitate the transition and integration of new students and to be a resource for all graduate students in the Department of Animal Sciences. Committee members are elected each year.

3. Areas of Study

The Department of Animal Sciences includes the following areas of study and programs:

- **Genetics, Genomics and Bioinformatics**
- **Immuno-physiology and Behavior**
- **Meat Science and Muscle Biology**
- **Microbiology**
- **Nutrition**
- **Production and Environment Management**
- **Reproductive Biology**

Beef and dairy cattle, poultry, sheep, swine, horses, and a variety of companion and biomedical animals are available for study. A description of the programs and faculty associated to each program can be found in the departmental websites (<http://ansci.illinois.edu/directory/faculty> and <http://ansci.illinois.edu/research/programs>).

4. Degree Programs

The Department offers the Master of Science (M.S.) in Animal Sciences, the Master of Science (M.S.) in Bioinformatics, Animal Sciences concentration, and the Doctor of Philosophy (Ph.D.) in Animal Sciences. Graduate students are admitted into one of these programs.

The Graduate Program is designed to provide fundamental training in basic and applied Animal Sciences. Students are guided by their Academic Thesis Advisor in designing a program of study that will help to develop the knowledge and skills appropriate to the student's career and professional objectives. Students usually prepare for careers in basic or applied animal sciences in universities, government agencies, private industry, college or high school teaching, community outreach, and public engagement.

5. Requirements and Procedures for M.S.in Animal Sciences Students

Minimum requirements for the M.S. degree in Animal Sciences are listed in Appendix A.1. and B.1.

Each student will be required to complete a minimum of 32 hours of graduate credit, including the following: at least 22 hours of 400 or 500-level lecture and laboratory classes, 2 hours of ANSC 590 seminar and 8 hours of ANSC 599 thesis research. Among the 22 hours of classes, a minimum of 2 hours must be in 500-level courses. A maximum of 4 hours of ANSC 593 Independent Study can count towards the

required 22 hours of classes; however, these hours cannot count towards the 2 hours of 500-level courses. Graduate seminar ([ANSC 590](#)) enrollment is required Fall and Spring semesters (2 hours are required for the degree), until the thesis is successfully defended. For flexibility, beyond the 2 hour ANSC 590 requirement, registration for seminar other than ANSC 590 requires advisor approval and departmental notification at the time of registration. The M.S. courses present concepts and analytical techniques used by animal scientists in industry, government and other organizations. The courses present material at a more advanced level than most baccalaureate courses. The M.S. courses also assist students to prepare for doctoral study in Animal Sciences.

Students complete most of the courses during the first two or three semesters, leaving the subsequent semesters for thesis research and writing.

Thesis and Final Examination

Each candidate for the Master's degree writes a thesis reporting original research supervised by their Academic Thesis Advisor. The candidate defends the thesis in a final oral examination administered by the thesis advisory committee. This is a comprehensive oral examination concerning the thesis and other areas of animal agriculture. The thesis advisory committee is composed of at least three members of the University of Illinois at Urbana Champaign (UIUC) Graduate Faculty, one of whom serves as chairperson. At least 1 committee member must be a faculty with a full time appointment in the Department of Animal Sciences. The composition of the thesis advisory committee is decided by the student candidate in consultation the Academic Thesis Advisor. The student must request examination approval at least three weeks prior to the scheduled thesis examination via a website request form (<https://illinois.edu/fb/sec/7598908>) or via an email (gradprog@illinois.edu) to the Graduate Program Office. The request must include the exam date and the names of the thesis advisory committee members. The thesis committee chair will be notified when the Exam Result form is available. The committee members must receive the thesis at least one week before the examination.

The student is required to give a seminar that covers the thesis research. This seminar is customarily given during the first hour of the scheduled thesis defense and is open to the public. The student must contact the support staff working with the Graduate Advisor to communicate the seminar event via email that reaches all departmental faculty and graduate students, including the thesis abstract.

Information regarding thesis format and deposit deadlines is listed in the Graduate College website (<http://www.grad.illinois.edu/thesis-dissertation>). Typically the thesis will include a summary or abstract, an introduction to the problem investigated, review of literature on previous work related to the thesis topic, clearly defined objectives, materials and methodology, results, discussion, and conclusions. The thesis may be in the form of individual manuscripts preceded by chapters including

a general introduction and literature review and all chapters must follow the same format. The student, in consultation with the Thesis Advisor, is responsible for the thesis, including format, spelling, grammar, scientific terminology, organization, stylistic consistency, sequence of pages, agreement between table of contents and the text, and the accuracy of the thesis contents. The monetary cost of thesis preparation, including typing and/or word processing, copying, and binding, are to be incurred by the student. Secretarial assistance, office supplies, copy machines and computers used by secretaries are not available to graduate students for this purpose. Department guidelines for thesis preparation, format and departmental format approval of thesis are given in Appendix E.

The committee must reach a unanimous decision about the performance on the final examination. Its decision of "pass," "decision deferred", or "fail" is communicated via the Exam Result form that must be signed by all committee members. The committee Chair will turn in the Exam Result form to the Graduate Program Office as soon as possible after the examination has concluded. In addition, all committee members must sign the Thesis Deposit Approval (TDA) indicating if the thesis has been found to be satisfactory. The report also includes a recommendation about the student's potential for Ph.D. study as well as an evaluation of your overall academic capabilities. The policies of the Graduate College are followed if a student fails the examination. A failure will result in evaluation of the student's standing by the Graduate Coordinator and Head of Department with possible dismissal from the program.

After passing the final examination and prior to depositing the thesis with the Graduate College, the student must have the thesis reviewed by the departmental thesis reviewer and obtain all signatures required in the Thesis Deposit Approval (TDA) form. The student is responsible for preparing the final copy in accordance with the Graduate College requirements.

Appendix B of this Handbook contains a worksheet to keep track of progress toward degree requirements.

Exceptions

In exceptional circumstances, specific degree requirements may be waived or altered. The candidate may request an exception by submitting a petition via <https://gradportal.grad.illinois.edu/petitions/Pages/Dashboard.aspx> to the Graduate Program Office for the consideration of the Graduate Coordinator and Head of Department. The petition must state: 1) the exception that is desired; 2) reasons for the exception; and 3) your advisor's recommendation.

Continuing for the Ph.D. Degree

Continuing for the Ph.D. depends on successfully completing the M.S. Degree in Animal Sciences or in Bioinformatics and receiving a favorable recommendation from the thesis committee. To continue for the Ph.D. degree, the student files with the Graduate Program Office a petition for program transfer.

6. Requirements and Procedures for M.S.in Bioinformatics, Animal Sciences Concentration Students

Minimum requirements for the M.S. degree in Bioinformatics, Animal Sciences are listed in Appendix A.2. and B.2.

The requirements for the M.S. degree in Bioinformatics, Animal Sciences concentration include all the requirements for a M.S. Degree in Animal Sciences plus an additional 4 hours of course work. Thus, each student will be required to complete a minimum of 36 hours of graduate credit including the following: at least 26 hours of 400- or 500-level lecture and laboratory classes, 2 hours of ANSC 590 seminar and 8 hours of ANSC 599 thesis research. Among the 26 hours of classes, a) a minimum of 2 hours must be in 500-level courses; b) a minimum of 4 hours must be in a Bioinformatics Core Course; c) a minimum of 4 hours must be in a Biology Core Course; d) a minimum of 4 hours must be in a Computer Science Core Course; and e) a minimum of 7 hours on Computational, Quantitative and Statistical Biology courses excluding courses used for the Core requirements. A list of accepted Bioinformatics, Biology and Computer Sciences Core Courses can be found at:

www.informatics.illinois.edu/academics/bioinformatics-ms/. A maximum of 2 hours of ANSC 593 Independent Study can count towards the required 26 hours of classes; however, these hours cannot count towards the 2 hours of 500-level courses. Graduate seminar ([ANSC 590](#)) enrollment is required Fall and Spring semesters (2 hours are required for the degree), until the thesis is successfully defended. For flexibility, beyond the 2 hour ANSC 590 requirement, registration for seminar other than ANSC 590 requires advisor approval and departmental notification at the time of registration. The M.S. courses present concepts and analytical techniques used by animal scientists in industry, government and other organizations. The courses present material at a more advanced level than most baccalaureate courses. The M.S. courses also help students prepare for doctoral study in Animal Sciences.

Students complete most of the courses during the first two or three semesters, leaving the subsequent semesters for thesis research and writing.

Thesis and Final Examination

Each candidate for the Master's degree writes a thesis reporting original research supervised by their Academic Thesis Advisor. The candidate defends the thesis in a final oral examination administered by the thesis advisory committee. This is a

comprehensive oral examination concerning the thesis and other areas of animal agriculture. The thesis advisory committee is composed of at least three members of the UIUC Graduate Faculty, one of whom serves as chairperson. At least 1 committee member must be a faculty with a full time appointment in the Department of Animal Sciences. The composition of the thesis advisory committee is decided by the student candidate in consultation the Academic Thesis Advisor. The student must request examination approval at least three weeks prior to the scheduled thesis examination via a website request form (<https://illinois.edu/fb/sec/7598908>) or via an email (gradprog@illinois.edu) to the Graduate Program Office. The request must include the exam date and the names of the thesis advisory committee members. The thesis committee chair will be notified when the Exam Result form is available. The committee members must receive the thesis at least one week before the examination.

The student is required to give a seminar that covers the thesis research. This seminar is customarily given during the first hour of the scheduled thesis defense and is open to the public. The student must contact the support staff working with the Graduate Advisor to communicate the seminar event via email that reaches all departmental faculty and graduate students, including the thesis abstract.

Information about thesis format and deposit deadlines is listed in the Graduate College website (<http://www.grad.illinois.edu/thesis-dissertation>). Typically thesis will include a summary or abstract, an introduction to the problem investigated, review of literature on previous work related to the thesis topic, clearly defined objectives, materials and methodology, results, discussion, and conclusions. The thesis may be in the form of individual manuscripts preceded by chapters including a general introduction and literature review and all chapters must follow the same format. The student, in consultation with the Thesis Advisor, is responsible for the thesis, including format, spelling, grammar, scientific terminology, organization, stylistic consistency, sequence of pages, agreement between table of contents and the text, and the accuracy of the thesis contents. The monetary cost of thesis preparation, including typing and/or word processing, copying, and binding, are to be incurred by the student. Secretarial assistance, office supplies, copy machines and computers used by secretaries are not available to graduate students for this purpose. Department guidelines for thesis preparation, format and departmental format approval of thesis are given in Appendix E.

The committee must reach a unanimous decision about the performance on the final examination. The decision of "pass," "decision deferred" or "fail" is communicated via the Exam Result form that must be signed by all committee members. The committee Chair will turn in the Exam Result form to the Graduate Program Office as soon as possible after the examination has concluded. In addition, all committee members must sign the Thesis Deposit Approval (TDA) indicating if the thesis has been found to be satisfactory. The report also includes a recommendation about the

student's potential for Ph.D. study as well as an evaluation of your overall academic capabilities. The policies of the Graduate College are followed if a student fails the examination. A failure will result in evaluation of the student's standing by the Graduate Coordinator and Head of Department with possible dismissal from the program.

After passing the final examination, and prior to depositing the thesis with the Graduate College, the student must have the thesis reviewed by the departmental thesis reviewer and obtain all signatures required in the Thesis Deposit Approval (TDA) form. The student is responsible for preparing the final copy in accordance with the Graduate College requirements.

Appendix B of this Handbook contains a worksheet to keep track of progress toward degree requirements.

Exceptions

In exceptional circumstances, specific degree requirements may be waived or altered. The candidate may request an exception by submitting a petition to the Graduate Program Office for the consideration of the Graduate Coordinator and Head of Department. The petition must state: 1) the exception that is desired; 2) reasons for the exception; and 3) your advisor's recommendation.

Continuing for the Ph.D. Degree

Continuing for the Ph.D. depends on successfully completing the M.S. degree in Animal Sciences or in Bioinformatics and receiving a favorable recommendation from the thesis committee. To continue for the Ph.D. degree, the student files with the Graduate Program Office a petition for program transfer.

7. Requirements and Procedures for Ph.D. Students

Minimum requirements for the Ph.D. degree in Animal Sciences are listed Appendices C.1, C.2, D.1, and D.2. Two Ph.D. paths are available for students pursuing a Ph.D. degree in Animal Sciences: a) M.S. to Ph.D. or b) Baccalaureate to Ph.D.

a) M.S. to Ph.D. track

Each student will be required to complete a minimum of 64 hours of graduate credit beyond the credits required for the M.S. degree including the following: a minimum of 20 hours and a maximum of 28 hours of lecture and laboratory classes, at least 4 hours of ANSC seminar, and 32 hours of ANSC 599 thesis research. A maximum of 4 hours of ANSC 593 Independent Study can count towards the hours of classes required. Graduate seminar ([ANSC 590](#)) enrollment is required Fall and Spring

semesters (2 hours are required for the degree), until the thesis is successfully defended. For flexibility, beyond the 4 hour ANSC 590 requirement, registration for seminar other than ANSC 590 requires advisor approval and departmental notification at the time of registration.

The Ph.D. courses cover the theory and quantitative methods upon which advanced research and teaching in Animal Sciences is based. Many specialty area courses presume the knowledge gained in courses taken previously. Most students complete the course requirements during the first two years, leaving the subsequent years for dissertation research and writing.

Each Ph.D. student, in collaboration with the academic Thesis Advisor will select an Advisory Committee. The Advisory Committee may serve as the basis for the required Preliminary Examination Committee and a Final Thesis Defense Examination Committee. Members of each committee may, but need not, be members of both of these committees.

The student must request Preliminary or Final Thesis Examination approval at least three weeks prior to the scheduled Preliminary or Final thesis examination via a website Examination Request form (<https://illinois.edu/fb/sec/7598908>) or via an email (gradprog@illinois.edu to the Graduate Program Office. The request must include the exam date and the names of the Advisory Committee members. The Advisory Committee chair will be notified when the Exam Result form is available. The committee members must receive the thesis at least one week before the examination.

The Preliminary Examination Committee and Final Dissertation Examination Committee shall consist of at least four members. The committee chair or one of the committee co-chairs must hold a non-zero appointment in the Department of Animal Sciences. Following Graduate College policies, at least three members must be members of the Graduate Faculty, and at least two members must be tenured Faculty. Advisory Committee members who are not in the Graduate College faculty, according to the Graduate College, may serve on any of the committees providing the composition of each committee fulfills the minimum requirements of the Graduate College. Likewise, the Advisory Committee can include faculty from another university, or a member from government or industry with expertise in the area of research. The outside participants must be nominated together with the rest of the committee members via the Examination Request form or via email to the Graduate Program Office. This nomination must be accompanied by a letter written by the committee Chair that justifies the involvement and the curriculum vitae of the outside participant.

The Advisory Committee is intended to provide advice to the student and student's advisor concerning course selection, progress of the student, research, and

thesis preparation when appropriate. As such, the student is encouraged to meet with the Advisory Committee members during the program of study and in advance of any examination.

Oral Preliminary Examination

The oral preliminary examination is an examination of the student's preparation and plans for independent research. The examination includes, but is not limited to, your formal proposal for dissertation research. Normally, during the second or third year of post-M.S. degree study, the student, with the approval of the student's Thesis Advisor, will take the preliminary exam. The Preliminary Examination Committee will evaluate the student's 1) general knowledge of science and animal agriculture, 2) competence in the field of study, 3) potential for conducting creative and innovative research, and 4) research proposal. The research proposal can include an introduction, pertinent literature review, hypothesis and objectives, experimental design, and procedures that are to be used. Any preliminary data that may have been collected should be presented. The student must submit the proposal to the Advisory Committee members at least one week before the examination.

The oral preliminary examination can be open to any member of the faculty; however, the deliberations and decision of the committee are held in an executive close-door session.

The committee must reach a unanimous decision about the performance on the preliminary examination. The decision of "pass," "decision deferred" or "fail" is communicated via the Exam Result form that must be signed by all committee members. The committee Chair will turn in the Exam Result form to the Graduate Program Office as soon as possible after the examination has concluded. The decision of whether the student shall advance to candidacy for the Ph.D. degree is based on command of the subject matter and ability to conduct independent research. On this question, the committee's decision must be unanimous and is reported as "pass", "decision deferred," or "fail". If the committee cannot reach agreement, the chairperson must consult with the Graduate Coordinator about alternatives. In case of a deferred decision, the student must take the examination a second time within 180 days of the initial examination. The policies of the Graduate College are followed if the student fails the examination. A failure will result in evaluation of the student's standing by the Graduate Coordinator and Head of Department with possible dismissal from the program.

Dissertation and Final Ph.D. Examination

After successfully completing the oral preliminary examination, the student must register each regular academic term until all requirements are completed, including the

semester of the thesis defense. Thereafter, candidates who are away from campus need not register each semester, but if they choose may register *in absentia*. If the student has not been continuously registered, he/she must petition for readmission and register for the term of the final dissertation examination.

The Ph.D. candidate will prepare a thesis in accordance with the formatting requirements of the Graduate College and the policies of the Department. The student is required to give a seminar that covers the thesis research. This seminar is customarily given during the first hour of the scheduled thesis defense and is open to the public. The student must contact the support staff working with the Thesis advisor to communicate the seminar event via email that reaches all departmental faculty and graduate students. The thesis will be reviewed and approved by the student's Thesis Advisor before the final examination. The Final Examination Committee must receive the thesis at least 1 week before the final examination. The Committee will evaluate the dissertation and the student's knowledge of the thesis topic at a final examination.

The final Ph.D. examination may be public and is usually conducted after the required public candidate's thesis seminar. The membership requirements for the oral preliminary examination committee apply also to the final examination committee.

Committee members must reach a decision about the performance on the final examination. The decision is communicated via the Exam Result form that must be signed by all committee members. The committee Chair will turn in the Exam Result form to the Graduate Program Office as soon as possible after the examination has concluded. In addition, all committee members must sign the Thesis Deposit Approval (TDA) indicating if the thesis has been found to be satisfactory. The policies of the Graduate College are followed if the student fails the examination. A failure will result in evaluation of the student's standing by the Graduate Coordinator and Head of Department with possible dismissal from the program.

Information about thesis format and deposit deadlines are listed in the Graduate College website (<http://www.grad.illinois.edu/thesis-dissertation>). Typically theses will include a summary or abstract, an introduction to the problem investigated, a review of literature on previous work related to the thesis topic, clearly defined objectives, materials and methodology, results, discussion, and conclusions. The thesis may be in the form of individual manuscripts preceded by chapters including a general introduction and literature review and all chapters must follow the same format. The student, in consultation with the Thesis Advisor, is responsible for the thesis, including format, spelling, grammar, scientific terminology, organization, stylistic consistency, sequence of pages, agreement between table of contents and the text, and the accuracy of the thesis contents. The monetary cost of thesis preparation, including typing and/or word processing, copying, and binding, are to be incurred by the student. Secretarial assistance, office supplies, copy machines and computers used by secretaries are not

available to graduate students for this purpose. Department guidelines for thesis preparation, format and departmental format approval of thesis are given in Appendix E.

After passing the final examination, and prior to depositing the thesis with the Graduate College, the student must have the thesis reviewed by the departmental thesis reviewer and obtain all signatures required in the Thesis Deposit Approval (TDA) form. The student is responsible for preparing the final thesis copy in accordance with the Graduate College requirements.

Depending on the time elapsed between the final Ph.D. examination and deposit of dissertation with the Graduate College, additional forms and petitions may need to be filed with the Graduate College. Likewise, depending on the time elapsed between the oral Preliminary and Final Ph.D. thesis examinations, additional petitions and requirements may need to be fulfilled.

Appendix D.1. of this handbook contains a worksheet to keep track of progress towards degree requirements.

b) Baccalaureate to Ph.D. track

Prior to start the program, students must have received a bachelor's degree. Each student will be required to complete a minimum of 96 hours of graduate credit, including the following: a minimum of 42 hours and a maximum of 50 hours of lecture and laboratory classes, at least 6 hours of letter-graded ANSC 590 seminar, and at least 40 hours of ANSC 599 thesis research. Among the hours of lecture and laboratory classes, a minimum of 2 hours must be in 500-level courses. A maximum of 6 hours of ANSC 593 Independent Study can count towards the minimum required 42 hours of classes; however, these ANSC 593 hours cannot count towards the required 2 hours of 500-level courses. Students are required to register for graduate seminar ANSC 590 (0 to 2 hours of credit) during each semester of study, until the dissertation is successfully defended. For flexibility, beyond the 6 hour ANSC 590 requirement, registration for seminar other than ANSC 590 requires advisor approval and departmental notification at the time of registration.

The Ph.D. courses cover the theory and quantitative methods upon which advanced research and teaching in Animal Sciences is based. Many specialty area courses presume the knowledge gained in courses taken previously. Most students complete the course requirements during the first two years, leaving the subsequent years for dissertation research and writing.

Each Ph.D. student, in collaboration with the academic Graduate Advisor will select an Advisory Committee. The Advisory Committee may serve as the basis for the required Qualifying, Preliminary Examination, and Final Dissertation Defense

Examination Committee. Members of each committee may, but need not, be members of all of these committees.

The student must request Qualifying, Preliminary and Final Dissertation Examination approval at least three weeks prior to the scheduled Preliminary or Final dissertation examination via a website Examination Request form (<https://illinois.edu/fb/sec/7598908>) or via an email (gradprog@illinois.edu) to the Graduate Program Office. The request must include the exam date and the names of the Advisory Committee members. The Advisory Committee chair will be notified when the Exam Result form is available. The committee members must receive the dissertation at least one week before the examination.

The Qualifying Examination Committee, Preliminary Examination Committee and Final Dissertation Examination Committee shall consist of at least four members. The committee chair or one of the committee co-chairs must hold a non-zero appointment in the Department of Animal Sciences. Following Graduate College policies, at least three members must be members of the Graduate Faculty, and at least two members must be tenured Faculty. Advisory Committee members who are not in the Graduate College faculty, according to the Graduate College, may serve on any of the committees providing the composition of each committee fulfills the minimum requirements of the Graduate College. Likewise, the Advisory Committee can include faculty from another university, or a member from government or industry with expertise in the area of research. Non-Graduate College faculty participants must be nominated together with the rest of the committee members via the Examination Request form. This nomination must be accompanied by a letter written by the committee Chair that justifies the involvement and the curriculum vitae of the outside participant.

The Examination Committee is intended to provide advice to the student and student's advisor concerning course selection, progress of the student, research, and dissertation preparation when appropriate. As such, the student is encouraged to meet with the Examination Committee members during the program of study and in advance of any examination.

Written and Oral Qualifying Examination

The Qualifying Examination is a knowledge-based examination (it is not an examination of the student's research). Students are expected to demonstrate general knowledge of Animal Sciences, with significant depth of knowledge in the discipline likely to be the focus of the student's dissertation research. The examination is administered by the Examination Committee of four voting members.

Students are expected to take the Qualifying Examination no later than end of the student's third year in the program. The examination consists of written and oral parts, and must be completed within a span of 30 days. The written examination shall cover at least two different Animal Sciences disciplines and other disciplines deemed appropriate by the Examination Committee. Examples of distinct disciplines or areas of research can be found in the Faculty Listing and Research Programs within the departmental website. The format of the written component of the examination can either be "take-home", "open-book", "timed", or "close-book". Each Examination Committee member must present to the student at least two distinct questions or topics for assessment. The Examination Committee must come to an agreement on the common format of the written component. The time allowed for each question or topic is left to the Examination Committee. It is the responsibility of the Committee Chairperson to review all questions in advance of the written examination to ensure appropriate coverage, avoid excessive duplication, and specify a schedule that will allow the entire examination (written plus oral) to be completed within 30 days. Each member of the Qualifying Examination Committee will provide the questions to the Committee Chairperson, who will distribute them to the rest of the committee and to the student at the scheduled time. The expectations, requirements, and deadlines should be clearly detailed in writing, and all questions for the written examination submitted to the Committee Chairperson prior to the start of the Examination. The Committee Chairperson will submit the questions to the student and to the rest of the Examination committee.

The student must compile all the answers in one document that is submitted to all the members of the Examination Committee in electronic form via email or in printed form if requested by any one Examination Committee member. Each Examination Committee member must report to the Committee Chairperson in electronic form via email or in printed form an evaluation of whether or not the answers to her/his questions were satisfactory. The Committee Chairperson and members must agree on a deadline when the evaluations must be submitted in consideration that the written and oral examination must be completed within 30 days. The oral examination is held only after completion of the written examination and evaluation. The oral examination can encompass, in addition to the topics in the written questions, other topics or disciplines. Following the oral examination, the Qualifying Examination Committee will evaluate the overall performance of the student for both written and oral parts, and, by consensus, will decide whether the examination has been passed. The committee may decide that the examination has been irrevocably failed, or that it has not been passed but may be retaken wholly or in part. A second chance at the qualifying examination is not guaranteed in cases of clearly substandard performance. If there is a second qualifying examination, this must be taken and passed within six months of the first qualifying examination. Details of the second examination (parts to be retaken, whether written papers on selected topics or further coursework may be substituted, etc.) rest with the Qualifying Examination

Committee. A student who fails the second attempt at the Qualifying Examination shall lose his or her standing as a Ph.D. student at the end of the semester, and will be encouraged to transfer to either Animal Sciences M.S. program.

A student who disagrees with the committee's decision on the Qualifying Examination may appeal the case in writing, within one month of the examination date, to the Graduate Coordinator. A copy of the letter shall also be sent to the Head of the Animal Sciences Department.

Oral Preliminary Examination

The oral preliminary examination is an examination of the student's preparation and plans for independent research. The examination includes, but is not limited to, your formal proposal for dissertation research. Normally, six to 12 months after the successful Qualifying Examination defense, the student, with the approval of the student's Graduate Advisor, will take the preliminary examination. The Preliminary Examination Committee will evaluate the student's 1) general knowledge of science and animal agriculture, 2) competence in the field of study, 3) potential for conducting creative and innovative research, and 4) research proposal. The research proposal can include an introduction, pertinent literature review, hypothesis and objectives, experimental design, and procedures that are to be used. Any preliminary data that may have been collected should be presented. The student must submit the proposal to the Advisory Committee members at least one week before the examination.

The oral preliminary examination can be open to any member of the faculty; however, the deliberations and decision of the committee are held in an executive close-door session.

The committee must reach a unanimous decision about the performance on the preliminary examination. The decision of "pass," "decision deferred" or "fail" is communicated via the Exam Result form that must be signed by all committee members. The committee Chair will turn in the Exam Result form to the Graduate Program Office as soon as possible after the examination has concluded. The decision of whether the student shall advance to candidacy for the Ph.D. degree is based on command of the subject matter and ability to conduct independent research. On this question, the committee's decision must be unanimous and is reported as "pass", "decision deferred," or "fail". If the committee cannot reach agreement, the chairperson must consult with the Graduate Coordinator about alternatives. In case of a deferred decision, the student must take the examination a second time within 180 days of the initial examination. The policies of the Graduate College are followed if the student fails the examination. A failure will result in evaluation of the student's standing by the Graduate Coordinator and Head of Department with possible dismissal from the program.

Dissertation and Final Ph.D. Examination

After successfully completing the oral preliminary examination, the student must register each regular academic term until all requirements are completed, including the semester of the thesis defense. Thereafter, candidates who are away from campus need not register each semester, but if they choose may register *in absentia*. If the student has not been continuously registered, he/she must petition for readmission and register for the term of the final dissertation examination.

The Ph.D. candidate will prepare a thesis in accordance with the formatting requirements of the Graduate College and the policies of the Department. The student is required to give a seminar that covers the thesis research. This seminar is customarily given during the first hour of the scheduled thesis defense and is open to the public. The student must contact the support staff working with the Graduate Advisor to communicate the seminar event via email that reaches all departmental faculty and graduate students, including the thesis abstract. The thesis will be reviewed and approved by the student's Graduate Advisor before the final examination. The Final Examination Committee must receive the thesis at least 1 week before the final examination. The Committee will evaluate the dissertation and the student's knowledge of the thesis topic at a final examination.

The final Ph.D. examination may be public and is usually conducted after the required public candidate's thesis seminar. The membership requirements for the oral preliminary examination committee apply also to the final examination committee.

Committee members must reach a decision about the performance on the final examination. The decision is communicated via the Exam Result form that must be signed by all committee members. The committee Chair will turn in the Exam Result form to the Graduate Program Office as soon as possible after the examination has concluded. In addition, all committee members must sign the Thesis Deposit Approval (TDA) indicating if the thesis has been found to be satisfactory. The policies of the Graduate College are followed if the student fails the examination. A failure will result in evaluation of the student's standing by the Graduate Coordinator and Head of Department with possible dismissal from the program.

Information about thesis format and deposit deadlines are listed in the Graduate College website (<http://www.grad.illinois.edu/thesis-dissertation>). Typically theses will include a summary or abstract, an introduction to the problem investigated, a review of literature on previous work related to the thesis topic, clearly defined objectives, materials and methodology, results, discussion, and conclusions. The thesis may be in the form of individual manuscripts preceded by chapters including a general introduction and literature review and all chapters must follow the same format. The

student, in consultation with the Graduate Advisor, is responsible for the thesis, including format, spelling, grammar, scientific terminology, organization, stylistic consistency, sequence of pages, agreement between table of contents and the text, and the accuracy of the thesis contents. The monetary cost of thesis preparation, including typing and/or word processing, copying, and binding, are to be incurred by the student. Secretarial assistance, office supplies, copy machines and computers used by secretaries are not available to graduate students for this purpose. Department guidelines for thesis preparation, format and departmental format approval of theses are given in Appendix E.

After passing the final examination, and prior to depositing the thesis with the Graduate College, the student must have the thesis reviewed by the departmental thesis reviewer and obtain all signatures required in the Thesis Deposit Approval (TDA) form. The student is responsible for preparing the final thesis copy in accordance with the Graduate College requirements.

Depending on the time elapsed between the final Ph.D. examination and deposit of dissertation with the Graduate College, additional forms and petitions may need to be filed with the Graduate College. Likewise, depending on the time elapsed between the oral Preliminary and Final Ph.D. thesis examinations, additional petitions and requirements may need to be fulfilled.

Appendix D.2. of this handbook contains a worksheet to keep track of progress towards degree requirements.

8. Admissions, Enrollment, Grading, Transfer of Credit and Course Loads

Admission requirements

Applicants are encouraged to review the Graduate College admission requirements available at the College's website (<http://www.grad.illinois.edu/admissions>). In addition to these requirements, the Graduate Program in Animal Sciences has additional admission requirements. Graduates with an undergraduate B. S. or M.S. degree with a grade-point average of 3.00 on a 4.00 scale for the last 60 hours of classwork (both graduate and undergraduate), and three supporting recommendations are considered for admission. When openings are limited, the best qualified candidates are given priority. Candidates for admission to the Department of Animal Sciences are required to take the Graduate Record Examination (GRE) prior to start the Graduate Program. Faculty may request an exemption to the GRE requirement for individual applicants. A letter providing the rationale for the exemption must be provided to the Graduate Program Office and the Head of Department and Graduate Coordinator will evaluate the request. Candidates who have been accepted into the Graduate Program in Animal Sciences, but have not taken the Graduate Record Examination and have not been exempted are expected to

take the GRE during the first semester in the program. No minimum GRE score is required for admission.

Students with a GPA less than 3.00 on a scale of 4.00 during the last 60 hours of classwork, but with superior records or special backgrounds, abilities, and interests may be admitted as limited status students for one semester until they qualify for consideration for full status in the Graduate College. All deficiencies must be made up with a GPA of 3.00 or better within the first two semesters. Faculty may request an exemption to the minimum GPA requirement for individual applicants. A letter providing the rationale for the exemption and a commitment by the faculty to work with the student towards improving the GPA must be provided to the Graduate Program Office and the Graduate Coordinator will evaluate the request.

Additional application information required from international applicants is described in the Graduate College website (<http://www.grad.illinois.edu/admissions/apply/begin/international>). Language proficiency requirements for students whose native language is not English follow the Graduate College requirements. These requirements, including Test of English as a Foreign Language (TOEFL) or accepted test score, are listed in the College's website (<http://www.grad.illinois.edu/admissions/apply/begin/international>). These students are required to take English as a Second Language Placement Test (EPT) or the English Proficiency Interview (EPI) prior to enrollment in the Graduate College. As a result of these test, students may be required to enroll in English as a Second Language (ESL) courses. Information on these requirements can be found in the Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff (<http://www.grad.illinois.edu/handbooks-policies>). Arrangements to take the TOEFL or other tests accepted by the Graduate College should be made directly with the organization offering these tests. Students receiving teaching assistantships should refer to the English Proficiency Requirement for International Teaching Assistants available in the Graduate College website (<http://www.grad.illinois.edu/admissions/taengprof.htm>).

Applications for admission to the graduate program in the Department of Animal Sciences are accepted at any time. For candidates who wish to be considered for fellowships during the following Fall semester, completed application materials must be received by February 1.

Enrollment

Students currently enrolled at the UIUC campus can register for courses and manage financial and administrative information using the UI Enterprise system self-service website (<https://apps.uillinois.edu/selfservice/>). Students are expected to register every semester (Fall, Spring and Summer II) until their successful thesis

defense. Information on registration deadlines and types, off-campus and online courses, registration options, enrollment verification, study away and academic leaves of absence can be found in the Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff (<http://www.grad.illinois.edu/gradhandbook>).

Grading

The University of Illinois awards letter grades that are evaluated numerically on a four point scale (A+ = A = 4.0 to F = 0). The numerical equivalents are used to compute grade point averages. For graduate students, only courses taken for 1 or more hour credit and graded on the scale are included in the grade point calculation. Registration under notations that are not used to compute the GPA including the credit /no credit (CR/NC) option and grade deferred (DFR) are available. A description of the grading system, credit for repeated courses, and considerations and limits for offerings receiving notations not used in the computation of the GPA can be found in the Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff (<http://www.grad.illinois.edu/gradhandbook>).

Transfer of Credit

If the student has completed graduate courses at another university that are not counted towards a previous degree, the student may petition for transfer of credit. Graduate course credit comparable to 400- and 500-level courses at UIUC may be applied towards a M.S. or Ph.D. degrees. Up to 50% of the course requirements can be transferred from another program. This threshold corresponds to up to 12 hours of course work can be petitioned for transfer towards a M.S. degree, up to 12 hours of courses can be petitioned for transfer towards a Ph.D. degree with a M.S. degree, and up to 12 hours of course can be petitioned for transfer towards a Ph.D. degree without a M.S. degree. Approval of transfer of course work involves a petition to The Graduate College that includes approval by the student's Graduate Advisor and the Graduate Coordinator. Only one petition for course(s) transfer will be considered per graduate program pursued in the Department of Animal Sciences. Students are expected to list all courses that are being petitioned for transfer in one petition. The petition must include course(s) information (number, title, course syllabus, description, institution, year, hours, grading). For coursework at other institutions, an evaluation of the requested transfer will determine the course level and number of hours comparable to UIUC courses.

Course Loads

A description of course load including minimum and maximum and full-time enrollment can be found in the Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff

(<http://www.grad.illinois.edu/gradhandbook>). Graduate students are required to maintain a minimum number of hours enrolled. As a general guideline, students typically need to enroll for at least 12 hours in the Fall and Spring semesters and 6 hours for the Summer II session in order to be considered a “full time-student”. Students must consult with the departmental Graduate Program Office when registering for less than six hours in a semester. Failure to enroll for the minimum amounts can result in loss of fellowship and/or insurance, and may influence the payback agreement of certain student loans.

9. Solving Problems

The academic Thesis Advisor is the first contact if academic problems arise. The student may also consult with the second faculty reviewer participating in the student’s Annual Review, other faculty member, the Graduate Contact, the Graduate Program Coordinator, the Head of Department, a representative of the Graduate College or a member of the International Student and Scholar Services.

Removing Academic Deficiencies

Students are sometimes admitted for graduate study without an extensive background in animal sciences. Students, in consultation with the academic Thesis advisor, are responsible for addressing potential academic deficiencies. Students may be admitted on a “limited status” with specific deficiencies to be corrected. After these are corrected, students have full graduate standing. Students may not receive a graduate degree while on limited status.

Course Changes

The Graduate College specifies deadlines for adding and dropping courses including seminars and thesis hours. Information on Graduate College Academic Deadlines, and late registration or late course changes can be found the Graduate College website (<http://www.grad.illinois.edu/gsas/late-registration>). Students should use the Student UI Integrate Self-Service for registration and course changes prior to the deadline. After the deadline, students must complete a late registration and late course change form (http://www.grad.illinois.edu/sites/default/files/pdfs/late_crs_change.pdf), secure the required instructor signatures and the authorized departmental signature from the departmental Graduate Program Office.

Petitions and Deviations from Requirements and Policies

Students who wish to request an exception to Graduate College policies may submit a petition providing an explanation or justification for the action requested. Petitions encompass requests regarding registration, curriculum changes, transfer of

credit, and applying for re-entry to the Graduate College. Information on Graduate College petition process and requirements can be found at the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapterix/section02>). Prior to initiating a petition, the student is recommended to consult with the academic Thesis advisor and must consult with the departmental Graduate Program Office. Students must complete a petition form (<http://www.grad.illinois.edu/gsas/graduate-student-request-form>), submit the form online, the departmental Graduate Program Office will receive it and secure the authorized departmental signature.

Academic Standing

Graduate students must maintain a minimum grade point average (GPA) of 3.00 and make satisfactory progress in all other aspects of their degree programs in order to continue as students. Academic Standing reflects the student's level of accomplishment with regard to these aspects. Faculty participating on the student's Annual Review will consider the Academic Standing. The Graduate College monitors cumulative graduate GPA, and the departmental Graduate Program Office monitors all other aspects of academic progress. There are three categories of Academic Standing: Good Standing, Probation and Dismissal. Information on each category can be found in the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapteriii/section02>).

Dismissal and Reinstatement

A student dismissed from the graduate program for failing to satisfy degree requirements may petition the Head of Department and Graduate Coordinator for conditional reinstatement. Such a petition must include reasons for reinstatement and the recommendation of the academic advisor. In considering a petition for conditional reinstatement, the following criteria may be considered: performance in courses; performance in teaching or research; recommendations of faculty, including the academic advisor; deficiencies existing when beginning the Ph.D. program; and work or personal difficulties that may have interfered with progress toward satisfying requirements. If reinstatement is granted, it is conditional on meeting specific course requirements, grade point average, and timing requirements as determined by the Head or Coordinator and indicated in writing. In case a student is dismissed from the Graduate College because of a low cumulative graduate GPA, the previously described graduate student petition process may be used to request reinstatement.

Grievance

If the student believes that he/she has received unfair treatment in any matter involving the Department the student is recommended to discuss the matter with the Head of Department, Graduate Coordinator, Graduate Contact or departmental faculty. Alternatively, the student may use the Graduate College Grievance Policy to file a grievance. Information on Graduate College Policy and Procedures on Grievances by

Graduate Students can be found in the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapterix/section04>).

10. Assistantships and Other Financial Support

The Department of Animal Sciences offers a number of graduate fellowships, assistantships, and tuition and fee waivers. There are many policies which govern assistantship and fellowship appointments. Information on these policies can be found in the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapterviii>). Briefly, fellowships provide monetary stipends and, in most cases, exemptions from tuition and at least some student fees. Fellowship holders are encouraged to be involved with research and teaching in the Department. Fellowship holders may, with approval from the Department of Animal Sciences and the Graduate College, accept an additional part-time teaching or research assistantship with an additional stipend, and must register for a minimum number of graduate credit hours. Fellowships vary in type, length, tuition coverage, and requirements from the funding organization. Students holding fellowships are encouraged to consult with Graduate Office personnel the corresponding rights and responsibilities. Students holding fellowships are also encouraged to discuss with their academic Thesis Advisors their vacation schedule in advance. Information on campus fellowship and traineeship policies and requirements can be found in the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapterviii/section02>).

Assistantships offer employment in research or teaching. Depending on the type of assistantship, length and percent time of the appointment, the student may be exempt from tuition and some student fees for that semester, and may receive a stipend. Time commitments are based on a work week of 40 hours. Thus, a 50% time appointment requires 20 hours per week, on average, in research or teaching activities assigned by a faculty supervisor. Assistantship stipend rates are set annually before the Fall semester.

Assistantships vary in type, length, and percent of appointment and consequently vary on benefits, vacation and sick time. Students holding assistantships are encouraged to consult with Graduate Office personnel the corresponding rights, responsibilities, benefits, vacation, and sick time. Students holding assistantships are expected to discuss with their academic Thesis advisor and supervisor regarding any time off needed. For example, students holding 9-month or 9 + 2-month assistantships do not accrue vacation. These positions also earn 13 non-cumulative sick days per year. In addition, the student's tuition and a portion of the student's service fees are waived as an educational assistance benefit. Graduate assistantships are renewable, contingent

upon satisfactory academic progress, satisfactory discharge of duties associated with the appointment and availability of funds. Usual and maximum course loads for students on assistantship are listed in Appendix F.

All graduate student employees can find information on compensation and contracts, benefits, leaves of absences, tuition waivers and other resources in the UIUC Human Resources website (<http://www.ahr.illinois.edu/employees/current/grads.html>). Part-time hourly employment in the Department carries an hourly stipend and does not qualify the student for a waiver of tuition and student fees or other benefits associated with a percentage time appointment.

Information on graduate student funding and employment, financial aid, and employment resources can be found in the Graduate College website (<http://www.grad.illinois.edu/funding-jobs>).

Financial aid may be requested on the application form for admission to graduate study in the Department of Animal Sciences. To receive full consideration for financial aid, be sure that all components of the application are received by February 1 for Fall semester admission.

Continuing students needing financial aid must discuss the situation with the academic Thesis Advisor. The Thesis Advisor may request in writing to the Head of Department financial support for the student. Such an application should include a current resume that includes scholastic, research and other relevant accomplishments during graduate study. A student may contact faculty members in campus to learn of opportunities for research or teaching appointments.

Graduate assistantship appointments are initiated by the Department. The terms of each appointment differ, depending on the nature of the responsibilities and student qualifications.

11. Offices, Equipment and Secretarial Services

Office space is available to graduate students in the Department of Animal Sciences. Academic Thesis Advisors manage most of the student office space. Major space allocations are decided by the Head of Department. The students may be assigned to space based on the recommendation of a faculty supervisor.

Students need access to password-protected services. Most students will have at least two passwords: an Enterprise ID password, and an Active Directory (NetID) password. During the admission process, the Graduate College will provide students with information on how to secure these services. Additional information on these

services can be found in the Campus Information Technologies and Educational Services (CITES, <http://www.cites.illinois.edu/accounts/index.html>). The Department of Animal Sciences has an Information Technology team that supports the research, administrative, teaching and extension missions of the department. Information on the departmental IT services and policies can be found in the departmental website (<http://ansci.illinois.edu/it>).

Secretarial assistance and computers used by secretaries are not available to graduate students. On occasion, secretarial assistance may be appropriate in connection with a teaching or research activity. Arrangements for such assistance are made by the faculty supervisor. Students should request secretarial assistance to reserve a conference room, multimedia projector or other departmental equipment. Ph.D. students should request secretarial assistance to advertise the thesis defense seminar (including location, time, title and thesis abstract) at least one week prior to the seminar. Graduate students who are on a Teaching Assistantship appointment may use office supplies and copy machines only with the approval of the business office. Students must provide their own materials for course work.

12. Publication of Student Research

A major part of graduate education is gaining research experience. Publications are the main avenue of sharing research with others in the field. Such publications not only serve the research community, but also advance professional experience and credentials, and the reputation of the institution where the research was conducted. Publication experience is generally an important consideration for potential employers of master's and doctoral students. Faculty supervisors and academic Thesis advisors can help the student become familiar with publication opportunities and requirements.

13. Academic Integrity

The University is committed to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship and scientific investigation are, therefore, of paramount importance. The University considers any of the following to be a major breach of professional standards of competence and responsibility:

- a. Fabrication or falsification of data, including intentionally misleading selective reporting.
- b. Plagiarism, abuse of confidentiality with respect to unpublished material, flagrant violations of accepted standards regarding submission and publication of scholarly works, and other misrepresentations of originality.

- c. Irresponsible failure to comply with research regulations, such as those applying to human subjects, laboratory animals, and standards of safety.

The Student Code (<http://studentcode.illinois.edu/>) provides comprehensive information on the student's right and responsibilities including Academic Integrity and Procedure (http://studentcode.illinois.edu/article1_part4_1-401.html). The Student Code describes academic integrity infractions, procedures, sanctions, reporting and record keeping and continuing jurisdiction of the Senate Committee on student discipline. Any member of the University community who becomes aware of an apparent instance of fraud or other academic misconduct relating to research or scholarship has the responsibility to try to resolve the issue, if possible, in consultation with those directly involved. If consultation is inappropriate or unsuccessful, it is incumbent upon the individual to report the suspicious circumstances to the executive officer (i.e., Head of the Department or comparable administrator) of the unit concerned, or to the person appointed by the institution. The unit executive officers, deans, other administrators, and the entire academic community are charged with protecting the academic careers of persons who have in good faith reported possible fraud or misconduct in scholarship or research.

If the conduct of a student is in question, the matter will proceed according to the Student Code.

14. The Discipline System

The Department of Animal Sciences adheres to the University discipline system. Jurisdiction of the University discipline system is outlined in section 1-301 of the Student Code. Jurisdiction of the University discipline system is outlined in section 1-301 of the Student Code. The Subcommittee on Graduate Student Conduct of the Senate Committee on Student Discipline has the right to impose sanctions including, but not limited to, dismissal, suspension, conduct probation, censure, and reprimand. Information on the University Discipline system is available in the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapterix/section07>).

Appendix A.1.

Minimum Requirements for the M.S. Degree in Animal Sciences

1. Thirty-two hours of qualifying academic work described in Section 5, as follows:
 - a. At least twenty-two hours of lecture and laboratory classes at the 400- and 500-levels including at least two hours of 500-level classes, and
 - b. At least two graded hours of Seminar (ANSC 590), and
 - c. At least eight hours of Thesis Research (ANSC 599).
 - d. Registration in ANSC 590 or an approved seminar is required each semester until a successful M.S. thesis defense.
2. A grade point average (GPA) of at least 3.00 (4.00=A) for all graded courses taken during the student's enrollment in the M.S. Degree program.
3. Pass the final oral examination covering the student's thesis research as well as the adequacy of the student's preparation.
4. A thesis that is approved by the thesis committee and submitted to the Graduate College in conformance with Graduate College requirements.¹
5. Completion of all Graduate College requirements [within five years of initial registration in the Graduate College.

¹See the Graduate College website on Thesis and Dissertation (<http://www.grad.illinois.edu/thesis-dissertation>)

Appendix A.2.
Minimum Requirements for the M.S. Degree in Bioinformatics

1. Thirty-six hours of qualifying academic work described in Section 6, as follows:
 - a. At least twenty-six hours of lecture and laboratory classes at the 400- and 500-levels including at least two hours of 500-level classes, four hours in a Core Biology course, four hours in a Core Bioinformatics course, four hours in a Core Computer Science course, and
 - b. At least two graded hours of Seminar (ANSC 590), and
 - c. At least eight hours of Thesis Research (ANSC 599).
 - d. Registration is required each semester in ANSC 590 or an approved seminar until a successful M.S. thesis defense.
2. A grade point average (GPA) of at least 3.00 (4.00=A) for all graded courses taken during the student's enrollment in the M.S. Degree program.
3. Pass the final oral examination covering the student's thesis research as well as the adequacy of the student's preparation.
4. A thesis that is approved by the thesis committee and submitted to the Graduate College in conformance with Graduate College requirements.¹
5. Completion of all Graduate College requirements within five years of initial registration in the Graduate College.

¹See the Graduate College website on Thesis and Dissertation (<http://www.grad.illinois.edu/thesis-dissertation>)

Appendix B.2.
M.S. Degree in Bioinformatics Requirement Worksheet

1. Thirty two hours of qualifying courses described in Section 6 including:

		Course	Units	Grade
a.	26 hours of lecture and laboratory classes	_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
		_____	_____	_____
b.	2 graded hours of Seminar (ANSC 590)	_____	_____	_____
c.	8 hours of Thesis Research (ANSC 599)	_____	_____	_____
d.	Registration each semester in ANSC 590 or approved seminar	_____	_____	_____

Total Hours (without double counting):

2. Grade point average of at least 3.00

3. Pass the final oral examination:

4. Thesis approved by the final examination committee and deposited in the Graduate College

Committee Members: _____ Exam Date: _____

5. Complete program within five years.

Initial registration date: _____

Final Examination date: _____

Thesis deposit date: _____

Appendix C.1.
Minimum Requirements for a Ph.D. Degree in Animal Sciences –
M.S. to Ph.D. track

1. Complete at least ninety-six hours of qualifying courses described in Section 7 including:
 - a. Thirty-two of graduate credit taken during the student's Master's degree program or in another department or university with comparable requirements, subject to approval by the Department of Animal Sciences and the Graduate College.
 - b. At least twenty to twenty-eight hours of advanced lecture and laboratory courses at the 400- and 500-levels, and
 - c. At least thirty two hours in Thesis Research (ANSC 599), and
 - d. At least four graded hours of Seminar (ANSC 590)
 - e. Registration is required each semester in ANSC 590 or an approved seminar until a successful Ph.D. thesis defense.
2. Attain a grade point average of at least 3.00 (4.00=A) in all graded courses taken during the student's enrollment in the Ph.D. degree program.
3. Pass an oral preliminary examination covering the student's proposed dissertation research as well as the adequacy of the student's preparation to undertake advanced, independent research.
4. A thesis seminar communicated in advance and open to the public and a thesis that is approved by the thesis committee and submitted to the Graduate College in conformance with Graduate College requirements.¹
5. Completion of all Graduate College requirements within:
 - a. Six years of initial registration in the Ph.D. program for students who did not enter the Ph.D. program directly after completing an M.S.in the UIUC Graduate College; or
 - b. Seven years of initial registration in the M.S. program for students whose M.S. and Ph.D. degrees were earned in succession at the UIUC.

¹See the Graduate College website on Thesis and Dissertation (<http://www.grad.illinois.edu/thesis-dissertation>)

Appendix D.1.
Ph.D. Degree in Animal Sciences, M.S. to Ph.D. Track
Requirement Worksheet

1. At least 96 hours of qualifying courses described in Section 7 including:
- | | Course | Units | Grade |
|--|--------|-------|-------|
| a. 32 hours of graduate course work taken during the student's Master's degree program or in another department or university, subject to approval | _____ | _____ | _____ |
| b. At least 20 hours of advanced lecture and laboratory courses | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| c. At least 32 hours of Thesis Research (ANSC 599) | _____ | _____ | _____ |
| d. 4 graded hours of Seminar (ANSC 590) | _____ | _____ | _____ |
| e. Registration each semester in ANSC 590 or approved seminar | _____ | _____ | _____ |
| Total hours: | _____ | _____ | |
2. Grade point average of at least 3.00 _____
3. Pass oral preliminary examination
 Committee Members: _____ Exam Date: _____

4. Pass final examination: Exam Date: _____
5. Public thesis seminar, thesis approved by the final examination committee and deposited in the Graduate College
 Committee Members: _____ Exam Date: _____

6. Complete Program within six years (discontinuous degrees) or seven years (continuous registration in Graduate College for M.S. and Ph.D.):
 Initial Registration Date: _____
 Dissertation Deposit Date: _____

Appendix C.2.
**Minimum Requirements for a Ph.D. Degree in Animal Sciences -
Baccalaureate to Ph.D. track**

1. Complete at least ninety-six hours of qualifying courses described in Section 7 including:
 - a. Thirty-two of graduate credit taken during the student's Master's degree program or in another department or university with comparable requirements, subject to approval by the Department of Animal Sciences and the Graduate College.
 - b. At least forty-two to fifty hours of advanced lecture and laboratory courses at the 400- and 500-levels, and
 - c. At least forty hours in Thesis Research (ANSC 599), and
 - d. At least 6 graded hours of Seminar (ANSC 590)
 - e. Registration is required each semester in ANSC 590 or an approved seminar until a successful Ph.D. thesis defense.
2. Attain a grade point average of at least 3.00 (4.00=A) in all graded courses taken during the student's enrollment in the Ph.D. degree program.
3. Pass a written and oral qualifying examination on general Animal Sciences knowledge, and pass an oral preliminary examination covering the student's proposed dissertation research as well as the adequacy of the student's preparation to undertake advanced, independent research.
4. A dissertation/thesis seminar communicated in advance and open to the public and a thesis that is approved by the thesis committee and submitted to the Graduate College in conformance with Graduate College requirements.¹
5. Completion of all Graduate College requirements within 7 years from initial registration in the Ph.D. program.

¹See the Graduate College website on Thesis and Dissertation (<http://www.grad.illinois.edu/thesis-dissertation>)

Appendix D.2.
Ph.D. Degree in Animal Sciences, Baccalaureate to Ph.D. track
Requirement Worksheet

- | | | | | |
|----|--|--------|------------------|-------|
| 1. | At least 96 hours of qualifying courses described in Section 7 including: | | | |
| | | Course | Units | Grade |
| | a. At least 42 hours of advanced lecture and laboratory courses | _____ | _____ | _____ |
| | | _____ | _____ | _____ |
| | | _____ | _____ | _____ |
| | | _____ | _____ | _____ |
| | | _____ | _____ | _____ |
| | b. At least 40 hours of Thesis Research (ANSC 599) | _____ | _____ | _____ |
| | c. 6 graded hours of Seminar (ANSC 590) | _____ | _____ | _____ |
| | d. Registration each semester in ANSC 590 or approved seminar | _____ | _____ | _____ |
| | Total hours: | _____ | _____ | |
| 2. | Grade point average of at least 3.00 | _____ | | |
| 3. | Pass written and oral qualifying examination | | | |
| | Committee Members: _____ | | Exam Date: _____ | |
| | _____ | | | |
| | _____ | | | |
| 4. | Pass oral preliminary examination | | | |
| | Committee Members: _____ | | Exam Date: _____ | |
| | _____ | | | |
| | _____ | | | |
| 5. | Pass final examination: | | Exam Date: _____ | |
| 6. | Public dissertation/thesis seminar, thesis approved by the final examination committee and deposited in the Graduate College | | | |
| | Committee Members: _____ | | Exam Date: _____ | |
| | _____ | | | |
| | _____ | | | |
| 7. | Complete program within 7 years of registration in Graduate College for Ph.D.): | | | |
| | Initial Registration Date: _____ | | | |
| | Dissertation Deposit Date: _____ | | | |

Appendix E

Examination and Thesis Deposit Approval Forms

Masters' and Ph.D. examinations must be pre-approved by the Graduate College. The Graduate Program Office requests approval. Students must use the Graduate Program request website (<https://illinois.edu/fb/sec/7598908>) or Graduate Program E-mail (ansci-gradprog@illinois.edu) to initiate the examination approval process. The request must include the name of the student, the student's UIN, date of exam, type of exam, location of exam, time of the exam, thesis title, and the names of the committee members. The committee chair is responsible for collecting the forms from the Graduate Program Office, recording the result of the examination in the form, and returning the form, signed by all committee members, to the Graduate Program Office as soon as possible after the examination.

The student is responsible for printing the Thesis/Dissertation Approval (TDA) form located in the Graduate College website (<http://www.grad.illinois.edu/forms/tda>), and securing all signatures.

The final printed copy of the thesis (following the thesis defense) must be submitted for format approval by the Department at least one week before you intend to submit it to the Graduate College, thus allowing enough time for major corrections, should there be any. The Department of Animal Sciences follows the Graduate College Thesis format requirements. Formatting requirements can be found in the Graduate College website (<http://www.grad.illinois.edu/thesis-dissertation>).

A printed copy must be submitted together with the signed TDA form for departmental approval. The departmental thesis format approver can be found in 116 Animal Sciences Laboratory or at the Graduate Program Office in 110 Animal Sciences Laboratory.

Appendix F

Credit Loads for Graduate Students

A description of course load including minimum and maximum and full-time enrollment can be found in the Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff (<http://www.grad.illinois.edu/gradhandbook>). Graduate students are required to maintain a minimum number of hours enrolled that depends on many considerations. As a general guideline, students typically need to enroll for at least 12 hours in the Fall and Spring semesters and 6 hours for the Summer II session in order to be considered a "full time-student". Students must consult with the departmental Graduate Program Office (110 Animal Sciences Laboratory) when registering for less than 12 hours in a semester.

Appendix G

Tips for Graduate Students

Students are recommended to frequently visit the Graduate College website (<http://www.grad.illinois.edu/>). The main website includes a list of latest news, upcoming events and important dates.

All graduate students receive a weekly email from Graduate College entitled “GradLinks”. This weekly email alerts students, among other things, of main events and deadlines. Students are encouraged to read the GradLinks emails that they receive. Students can subscribe to GradLinks using a webform (<https://illinois.edu/gm/subscribe/14228>).

Important due dates listed in the Graduate College website include:

- Last day to add your name to the degree list (M.S. Degrees are awarded in January, May and October each year.)
- Last day to take the final examination.
- Last day to deposit thesis at Graduate College.

Graduation requirements including degree conferral, applying for graduation (add the student’s name to the degree list), theses and dissertations, request for certification of degree letter and commencement are described in the Graduate College website (<http://www.grad.illinois.edu/gradhandbook/chapteriv/section02>). Students are recommended to read the previous information to ensure timely receipt of information from the Graduate College regarding thesis requirements, alumni association records information, the degree clearance form, commencement information, etc.

Students need to be registered for the semester in which they defend the final examination. Students **do not** need to be registered for the semester in which they deposit their thesis in the Graduate College.

Students are recommended to review the Graduate College Handbook for Students, Faculty and Staff available at: <http://www.grad.illinois.edu/handbooks-policies>.

If the student holds an assistantship, the student must consult with the Graduate Program Office about the necessary steps. These steps include writing a letter of resignation from the appointment. Students must consult with the Graduate Program Office the impact of the resignation on the University tuition and fees that depends on the resignation day.

Questions not answered in the previous resources may be referred to the Graduate Program Office.

Appendix H

Contact Information

Graduate Program Coordinator -
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Graduate Contact -
Carolyn Thomas
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Department Graduate Program and Graduate Student Office -
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110 Animal Sciences Laboratory
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The Graduate College -
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204 Coble Hall, MC-322,
801 S Wright Street Champaign, IL 61820-6242, USA
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Questions should be directed to the Graduate Program Coordinator or the Graduate Contact.