

The Ohio State University
Department of Animal Sciences
Graduate Program Handbook

110 Animal Sciences Building
2029 Fyffe Road
Columbus, OH 43210
614.292.9957

TABLE OF CONTENTS

Introduction	4
Statement of Goals	4
The Graduate School and the Department of Animal Sciences	4
Graduate School.....	4
Graduate Studies Committee	4
Graduate Faculty Membership	5
Graduate Faculty of the Department	5
Fields of Study.....	6
Degrees Offered.....	6
Application and Admission	7
Registration and Scheduling	8
Course Load.....	8
Hours Required	9
Transfer Credit	9
Specific Course Requirements	9
Academic Standards.....	11
Reasonable Progress	11
Permanent Record	11
Communication.....	11
General Expectations	12
Teaching Assignments.....	11
Seminars.....	12
Assessment	12
Graduate Program Forms	12
Roles and Responsibilities.....	12
Advisor	12
Graduate Student.....	13
Grievance Procedures.....	13
Master of Science Program.....	13
General Expectations	13
Course Requirements	14
MS Advisory Committee	14
Reasonable Progress.....	14
Research Proposal.....	14
Final Exam	15
Publications.....	15
Doctor of Philosophy Program	15
General Expectations	15
Course Requirements	16
Required Courses	16
Ph.D. Advisory Committee	16
Reasonable Progress.....	16

Research Proposal.....	17
Candidacy Examination.....	17
Dissertation.....	17
Exit Seminar.....	18
Final Oral Examination.....	18
Publications.....	18
Graduate Associateships.....	19
Role and Responsibilities of GTA.....	20
Roles and Responsibilities of GRA.....	20
Benefits.....	19
Leave Policy.....	20
Worker’s Compensation.....	20
Special Programs.....	20
Appendix	
Health and Safety.....	22
Student ID.....	22
Transportation and Parking.....	22
International Students Office.....	22
Committee Approval Form.....	24
Research Proposal Approval Form.....	25

INTRODUCTION

Welcome to the Department of Animal Sciences. This document contains the procedures and guidelines of the Department of Animal Sciences relating to graduate students that want to enter a Masters (MS) or Doctor of Philosophy (Ph.D.) degree program in the Department of Animal Sciences. This document supplements the Graduate School Handbook of The Ohio State University (<https://gradsch.osu.edu/handbook>). Policies established in the Graduate School handbook will be referenced when applicable to a specific area. Where no specific policy has been stated, the Graduate School rules apply. Faculty and students should be familiar with both handbooks.

STATEMENT OF GOALS

The mission of the Animal Sciences graduate program is to attract and educate highly motivated students and provide them with a solid foundation in the animal sciences to become highly proficient contributors throughout their careers. This will be achieved by the curriculum and research of each student. Through coursework, graduate students are required to develop the necessary depth in their given discipline of study and are also encouraged to acquire breadth in their understanding of the field of animal sciences to properly prepare them for careers in this field. Growth and versatility of students as scientists are fostered by having them participate in all phases of the scientific process (e.g., research and teaching) and the utilization of the scientific method with faculty who are actively engaged in research.

THE GRADUATE SCHOOL AND THE DEPARTMENT OF ANIMAL SCIENCES

Graduate School

See [Section 1](#) of the Graduate School Handbook for information on the structure of the Graduate School and the Council on Research and Graduate Studies. The Department of Animal Sciences graduate faculty has a commitment to maintain an outstanding program of graduate study with leadership and oversight by the Graduate Studies Committee (GSC).

Graduate Studies Committee

The GSC consists of four elected faculty members. Each member serves a three-year term with one member being re-elected or replaced each year. A member can only be re-elected for one term. The Chair of the GSC is elected from the four elected faculty members. The Chair of the GSC needs to be a Category P graduate faculty member and is elected to serve a 3-year term. The GSC Chair is eligible for re-election to the GSC for one consecutive term. The Chair of the Department of Animal Sciences will serve as a voting member of the GSC. One graduate student will be elected by the graduate students in the Department to serve a 1-year term as a non-voting member of the GSC. Responsibilities of the GSC are spelled out in [Section 13](#) of the Graduate School Handbook. A Departmental support staff individual will be assigned to coordinate graduate studies activities.

In addition to other responsibilities defined in this document, the GSC will review course proposals or other curriculum issues related to the graduate program. Course proposals and other reviews will then be forwarded to the Academic Affairs Committee in the Department and should include an assessment of how the proposal enhances the Animal Sciences graduate program. The Academic Affairs Committee will be responsible for the administrative aspects of the documentations and approval of these graduate courses.

Graduate Faculty Membership

The administrative leadership of the Ohio State Graduate School determines requirements for Graduate Faculty status; Category M is necessary to mentor MS students and serve on PhD committees; and Category P to mentor MS and PhD students ([Section 12](#) of the Graduate School Handbook). The Graduate Faculty members of the Department of Animal Sciences place a high priority on mentoring graduate students as an integral aspect of graduate faculty membership.

The qualifications for Category M status are that an individual have a faculty appointment and an MS degree or an equivalent degree to a MS degree or higher. The qualifications for Category P status are that an individual have a tenure track or research track faculty appointment, have earned a PhD or equivalent degree, is engaged in an active program of research, or demonstrates significant promise of establishing such a program.

Faculty members who want to be considered for Category P status are required to submit evidence of eligibility to the GSC, including a letter describing the request and an updated curriculum vitae. It is suggested that new faculty with Category M status have completed or are nearing completion of a MS student prior to submitting a request for Category P status. The candidate's nomination materials will be made available to the GSC for perusal and comment. The GSC will assess the materials submitted and if warranted, will make a nomination for Category P status to the Graduate School.

GRADUATE FACULTY OF THE DEPARTMENT OF ANIMAL SCIENCES

Graduate faculty members with regular appointments in the Department of Animal Sciences are listed alphabetically. Following the faculty member's name are Graduate Faculty Category, the degree, institution, research interest, location and Graduate faculty status.

Graduate Studies Committee Chair

Kinder, James; Ph.D., Washington State University. Reproductive Endocrinology and Physiology (Columbus) P

Faculty

Bielke, Lisa R., PhD., University of Arkansas. Poultry Microbiology (Wooster) P
 Bohrer, Benjamin, Ph.D. University of Illinois, Meat Science (Columbus) P
 Boyles, Stephen L., Ph.D., Kansas State University. Beef Nutrition (Columbus) M
 Cole, Kimberly, Ph.D., University of Arkansas. Equine (Columbus) P
 Cressman, Michael, Ph.D., The Ohio State University. Poultry Science (Columbus) M
 Davis, Michael E., Ph.D., Colorado State University. Beef Cattle Genetics (Columbus) P
 Eastridge, Maurice L., Ph.D., Purdue University. Dairy Nutrition (Columbus) P
 Enger, Benjamin Ph.D., Virginia Tech University. Dairy, Mastitis and Mammary Physiology, (Wooster) P
 Ezeji, Thaddeus, Ph.D., (MCL) University of Rostock, Germany. Microbiology (Wooster) P
 Firkins, Jeffrey L., Ph.D., University of Illinois. Dairy Nutrition (Columbus) P
 Foltz, John, Ph.D., Purdue University. Agricultural Economics (Columbus) P
 Garcia, Lyda, Ph.D., Texas A&M University. Meat Science (Columbus) M
 Garcia Guerra, Alvaro, Ph.D., University of Wisconsin-Madison. Endocrinology and Reproductive Physiology (Columbus) P
 George, Kelly, Ph.D., The Ohio State University. Human-Animal Interactions (Columbus) M
 Jacobi, Sheila, Pd.D., Purdue University. Swine Nutritional Immunology and Gastroenterology (Columbus) P

Knipe, Lynn C., Ph.D., Iowa State University. Meat Science (Columbus) M
 Lee, Chanhee, PhD., Pennsylvania State University. Animal Science (Wooster) P
 Lee, Kichoon, Ph.D. University of Georgia. Molecular Biology (Columbus) P
 Lyvers-Peffer, Pasha, Ph.D., North Carolina State University. Nutrition (Columbus) M
 Moeller, Steven J., Ph.D., Iowa State University. Swine Genetics (Columbus) P
 Moraes, Luis, Ph.D., Univ. of California, Davis. Dairy Management and Modeling (Columbus) P
 Ottobre, Joseph S., Ph.D., West Virginia University. Reproductive Physiology (Columbus) P
 Parker, Anthony, Ph.D., James Cook University. Ruminant Nutrition (Wooster) P
 Pempek, Jessica, Ph.D., The Ohio State University, Animal Welfare (Columbus) M
 Pope, William F., Ph.D., Oregon State University. Reproduction (Columbus) P
 Relling, Alejandro, PhD., The Ohio State University. Animal Sciences (Wooster) P
 Velleman, Sandra J., Ph.D., University of Connecticut. Cell/Developmental Biology (Wooster) P
 Weiss, William P., Ph.D., The Ohio State University. Dairy Nutrition (Wooster) P
 Wick, Macdonald P., Ph.D., University of California, Davis. Muscle Cell Biology (Columbus) P
 Yu, Zhongtang, Ph.D. New Mexico State University, Microbiology. (Columbus) P

FIELDS OF STUDY

Degrees Offered

The faculty of the Department, through the Animal Sciences Graduate Programs, offer both the Master of Science (MS) and Doctor of Philosophy (PhD) degrees. Training is offered in both the applied and basic aspects of animal sciences. Faculty members conduct research in nutritional sciences, environmental nutrient management, genetics, tissue biology, meat science, physiology, immunology, animal welfare, and microbiology.

The MS degree program is designed to provide academic training beyond the Bachelor of Science (BS) degree in preparation for further graduate education or careers in research, industry, or Extension education. The primary objective of the PhD program is to prepare students for positions that: 1) involve application of knowledge to various aspects of the animal enterprise, 2) are devoted to the pursuit of knowledge in the graduate student's area of focus, or 3) are in the research segments of industry or various agencies of government. It is the expectation that all graduates will be capable of producing high quality scientific output throughout their careers.

APPLICATION AND ADMISSION

Admission to the Department of Animal Sciences Graduate Program is competitive and selective. The members of the Animal Sciences GSC do prioritize applications based on a match with a faculty advisor. Therefore, it is important for applicants to develop a dialogue about opportunities of working with one or more faculty members during their application process.

To review research areas within the Department: <https://ansci.osu.edu/research>.

To review faculty profiles and contact faculty members to discuss research and study opportunities: <https://ansci.osu.edu/our-people/faculty>.

To be considered for admission, students must have earned a BS or equivalent or a professional degree

from an accredited college or university and have a minimum of a 3.0 cumulative point-hour ratio (based on a 4.0 scale) in all their previous undergraduate and graduate coursework. The Graduate Record Examination (GRE) is not required for admission. However, if GRE scores strengthen the overall application package, applicants are encouraged to submit the scores. Applicants where English is not their native language must take an English language test and achieve a minimum score on one of the following tests; 79 on the internet-based TOEFL; 7.0 on the International English Language Testing System (IELTS); or a 105 on DuLingo.

The Department of Animal Sciences prioritizes applications for Autumn Semester; however, applications will be accepted for admission during any term. To be considered for University Fellowship funding, applications for Autumn Semester need to be complete by December 1 of the prior year of potential enrollment.

To apply to the Animal Sciences Graduate Program, go to: <https://gpadmissions.osu.edu/>. Click on Find Your Program.

All applicants must submit: 1) an admissions application; 2) official transcripts for all undergraduate and graduate academic work undertaken prior to application; 3) TOEFL Scores if applicable; 4) curriculum vitae (CV); 5) an autobiographical essay; and 6) three letters of recommendation (submitted on the standard form provided by OSU Graduate Admissions). The evaluation of the applicant's potential to successfully define and conduct research is expected in the letters from references. **All attached letters of recommendation must be submitted on official letterhead with an original signature.**

The autobiographical and goals essay should be 500 to 1000 words in length. It should indicate the factors that have stimulated the applicant's interest in science in general and in the animal science area. The applicant is expected to provide information about career goals and areas of research that are of special interest, including the identification of specific faculty with appropriate expertise. Relevant information about undergraduate or graduate experiences, especially those related to animal sciences are appropriate. **The members of the GSC of the Department of Animal Sciences prioritize applications based on the student's research interest and advisor availability. Students are highly encouraged to contact potential faculty members and discuss research opportunities before applying.**

Applications will be reviewed at the monthly meeting of the GSC. Funding for students is typically in the form of Graduate Research Associateships or Graduate Teaching Associateships through the department or faculty advisor. In some cases, students are permitted to self-fund themselves if this approach is approved by the faculty advisor.

Continuing from an MS obtained in Animal Sciences to a PhD program

Students obtaining their MS degree in the Department of Animal Sciences who wish to proceed into the PhD program of the Department must submit a request to do so, in writing, to the Chair of the GSC. In addition, a supporting letter from the faculty advisor must also be provided for continuance onto a Departmental PhD program. In the letter, the faculty advisor should explain why the credentials of the student make them worthy of continuing into a PhD program. This information should be submitted at least one semester prior to the anticipated time of graduation.

REGISTRATION AND SCHEDULING

Course Load

The rules of the Animal Sciences Program with respect to registration, scheduling, course load, and changes in schedule are the same as those stated in the Graduate School Handbook. Animal Sciences expects students with an associateship position or a fellowship appointment to enroll in a minimum of 16 credit hours per semester and 8 credits each summer term. A student may not enroll in more than 18 credit hours per semester or 12 credit hours in summer session, including audited courses without advisor and Graduate School approval. Full-time enrollment for post-candidacy PhD students is 3 hours, and hours in excess of 3 can only be taken in special circumstances and by permission of the GSC. Please be mindful of registration deadlines, as a late fee will be assessed. The Department will not be responsible for late fees.

Continuous enrollment policy states that all students who have successfully completed the doctoral candidacy exam will be required to be enrolled every semester (summer excluded) until graduation.

Based on visa requirements, international students not on any type of appointment must register for at least 8 credit hours per semester (excluding summer). Students must be registered in the term during which they are taking a candidacy exam or graduating.

The Master Schedule of Classes, published each semester by the University Registrar, contains detailed instructions and deadlines for registration. It is available on the web, <http://registrar.osu.edu/>. Registration material is sent to new students after they have accepted admission. Students admitted immediately before the semester begins can obtain registration material at the Graduate School. Students must register using the on-line system. Students will be assigned a date and time that they may begin to register (this will be sent by email from the Registrar's office). Students bear full responsibility for any problems that arise from failure to consult with their advisor or from failure to follow the advisor's recommendations. If it is necessary to drop or add a course at some point during the semester, students should consult both the Master Schedule of Classes for add/drop deadlines and consult with their faculty advisor.

The Animal Sciences Graduate Program office maintains a file on each student. The file contains all application materials; a record of the student's academic performance at The Ohio State University; copies of the approved course schedule; and copies of all official correspondence and forms to, from, or about the student from the advisor, the GSC, the Department, the Graduate School or other faculty members and administrative units of the University.

Hours Required

A student in a MS degree program must earn a minimum of 30 graduate credit hours and 80% of these credits must be completed during at least 2 consecutive semesters at Ohio State. A student must be registered for at least 3 graduate credit hours the semester or summer term in which graduation is expected unless they are appointed on a Graduate Associateship.

To complete a PhD program, there is the requirement of a minimum of 80 graduate credit hours beyond the baccalaureate degree. If an MS has been earned at another institution, the graduate credit hours earned by the student can be transferred to Ohio State and a minimum of 50 graduate credit hours

beyond the MS is required. If the student earned an MS at Ohio State, coursework beyond that required for an MS can be counted towards this minimum ([Section 7.1.5](#)) with approval from the Graduate Studies Committee. A student must be registered for at least 3 graduate credit hours during the semester of the candidacy examination and the semester of the final oral examination. Students are also required to be enrolled for a minimum of 3 hours in the semester of expected graduation.

Transfer Credit

There can be transfer of graduate credit earned at another university to Ohio State for consideration in a graduate program. However, there are limitations and restrictions on the number of credits that can be included as acceptable for transfer. Candidacy exams do not transfer universities or departments.

Specific Course Requirements

Research Credits

ANIMSCI 8998 Research hours for MS students

ANIMSCI 8999 Research hours for PhD students

Research credit hours are earned for research activities conducted by students for completion of their graduate degree program. All students must sign up for a minimum 1 hour of research per semester or summer term.

Seminar

ANIMSCI 8880	Interdisciplinary seminar	Sp	
ANIMSCI 8881	General Seminar	Au	
ANIMSCI 8882	Nutrition Seminar	Sp	
ANIMSCI 8885	Animal Products	Sp	
ANIMSCI 8888	OSUN Research Seminar	Au	(offered in Sp but is strictly Human Nutrition)

All graduate students in the Department are expected to enroll and participate in the Animal Sciences 888x series of seminars every semester or at minimum, two seminars per academic year. General Seminar is offered every Autumn semester and each student is required to take this on a yearly basis. Departmental disciplinary seminars are offered every Spring semester. Seminars conducted in other departments may satisfactorily substitute during the Spring semester for an Animal Sciences required seminar if pre-approved by the student's Graduate Advisory Committee. There is no seminar requirement for Summer term. Refer to the specific degree section of this document for specific seminar presentation requirements.

Nutrition Research Design

ANIMSCI 7789 Nutrition Research Design Au semester

All graduate students in the Department of Animals Sciences are required to take this course within the first year of their program.

Recommended Courses

While the following courses are not required, courses in statistics, physiology, and biochemistry are highly recommended. The following lists are just a few of the options. Please see the Graduate Program Coordinator for a more thorough listing of courses that may be of interest. Meetings with your faculty advisor and Graduate Advisory Committee to discuss course options in your field of study are recommended. The plan of study must be approved by your Graduate Advisory Committee at the same

time your research proposal is approved.

Statistics

There are a variety of statistics courses at Ohio State that should be considered when developing a graduate student program of study. Selected courses should be based on the student's prior coursework and recommendations of the student's Graduate Advisory Committee. For students that have only undergraduate statistics/data analysis courses, the GSC recommends the following sequence:

STATS 5301 Intermediate Data Analysis I

ANIMSCI 7000 Applied Biometrics

Develop skills for analyses of biological data (pre req is Stats 5301)

Departmental Courses

Animal Sciences 5031 Ruminant Nutrition	3 cr	Au
Animal Sciences 5032 Non-Ruminant Nutrition	3 cr	Sp
Animal Sciences 5033 Feeding Management and Records Analysis for Dairy Cattle	3 cr	Sp
Animal Sciences 5070 Nutritional Immunology in Animal Systems	3 cr	Au
Animal Sciences 5090 Gut Microbiology	2 cr	Sp
Animal Sciences 5100 Growth and Development	3 cr	Au
Animal Sciences 5530 Comparative Animal Nutrition	3 cr	Au
Animal Sciences 6000 Introduction to Graduate Studies in Animal Sciences	1 cr	Au
Animal Sciences 6060 Physiology of Reproduction	3 cr	Au
Animal Sciences 6100 Research Methods and Writing in Animal Sciences	1 cr	Au
Animal Sciences 7000 Applied Biometrics	4 cr	Sp
Animal Sciences 7030 Advanced Topics in Ruminant Nutrition	3 cr	Sp even yr
Animal Sciences 7100 Advanced Growth and Development	3 cr	Sp
Animal Sciences 7730 Endocrinology	4 cr	SP even yr
Animal Sciences 7040 Physiology of Domestic Animals	3 cr	
Animal Sciences 7761 Macronutrient Metabolism	4 cr	Au
Animal Sciences 7762 Micronutrient Metabolism	4 cr	Sp
Animal Sciences 7899 Oral Research Communication	1 cr	Sp
Animal Sciences 8780 Molecular Biology Techniques	3 cr	Su First 4-week
Animal Sciences 8801 Advanced Macronutrient Metabolism	3 cr	Sp even yr
Animal Sciences 8802 Advanced Micronutrient Metabolism	3 cr	Fall odd yr
Animal Sciences 8833 Nutrition and Cancer	3 cr	Au even yr
Animal Sciences 8834 Comprehensive Approach to Food Safety	2 cr	Sp odd yr
Animal Sciences 8835 Grantsmanship	1 cr	Sp

Departmental Meat Science

Meat Sciences 5810 Branded Meat Products	4 cr	Sp
--	------	----

Non-Departmental Courses

Biochem 4511	4 cr	Au, Sp
Biochem 5701 DNA & Gene Regulation	4 cr	Au
Pharmacy 8020 Advanced Pharmacokinetics	3 cr	
Physiology & Cell Biology 6101 Advanced Human Physiology I	3 cr	Au
Physiology & Cell Biology 6102 Advanced Human Physiology II	3 cr	Sp

Microbio 4000 Basic and Practical Microbiology	4 cr	Au
Microbio 5122 Immunology	2 cr	Au
Microbio 7010 Cellular and Molecular Immunology	3 cr	Sp
Molgen 5623 Genomics	2 cr	Sp
Molgen 5796 Current Topics in Signal Transduction	1 cr	Sp
Stats 5301 Inter Data Analysis 1	4 cr	Au, Sp
Stats 5302 Inter Data Analysis 2	4 cr	Au, Sp
VetPrev 7773 Bovine Palpation	3 cr	
VetPrev 7774 Bovine Theriogenology	1 cr	

Academic Standards

Reasonable Progress

Students must earn the minimum 3.0 cumulative grade point average and be making reasonable progress towards the requirements described in the Graduate School Handbook, [Section 5](#). A student who is on probation and who does not raise the cumulative graduate GPA to 3.0 or better at the end of the probation period may be dismissed from the University at the discretion of the Graduate School following consultation with the Graduate Studies Committee Chair. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

Degree standards for what is reasonable progress are listed under the specific degree headings.

Permanent Record

The Department of Animal Sciences maintains a confidential file on each graduate student. This file contains: 1) letters of recommendation and previous grade transcripts, 2) courses completed and grades earned, 3) courses taught or assisted along with letters of evaluation by the academic advisor, 4) seminars presented, 5) Graduate Advisory Committee approvals, 6) approved research proposal, 7) proposed plan of study and expected completion date, 8) annual evaluation reports, and 9) thesis defense and candidacy examination results records.

Communication

Graduate students are required to be included in the Animal Sciences graduate student listserv. Important information is distributed via this route.

GENERAL EXPECTATIONS

Participation in Departmental teaching and research programs are essential components of the student's training. The student's advisor has the responsibility of evaluating the quality of the student's research accomplishments. The instructor teaching the course in which the student assists has the responsibility of evaluating the performance of the student as a teaching assistant and working with the student to improve the student's teaching skills. Graduate students and faculty must fill out the Post Graduate Teaching Assistant Evaluation after completion of the teaching assignment.

All graduate students are encouraged to participate in activities beyond those directly related to their teaching and research responsibilities. Such activities include seminars, clubs (especially the Animal

Sciences Graduate Student Association), committees, Extension education, and other activities contributing to the Departmental mission.

All graduate students in the Department of Animal Sciences will conduct themselves in a professional and respectful manner. Graduate students must abide by the [Student Code of Conduct](#) and [Research Standards](#) and can be dismissed for disciplinary reasons. If a student has questions regarding these standards, they should discuss this with their advisor. Noncompliance with the code may justify dismissal from the Ohio State Graduate School.

Teaching Assignments (TA)

All students are assigned teaching experiences as part of their degree requirements. The **minimum** degree requirements are as follows: MS students must TA for a minimum of one course; and PhD students must TA for a minimum of two courses. All graduate students should complete the [Prospective Graduate TA Questionnaire](#) which will be sent via e-mail to all graduate students before the start of each semester. The questionnaire should be completed each semester until the students programmatic teaching requirements are met. The GSC will use the questionnaire to match graduate students to courses for which there is a request for a TA. Graduate students should also complete the [Post TA Experience](#) form with the teaching faculty after their teaching assistant experience. This form will be reviewed by the GSC to ensure that the programmatic requirements are met. A student who is being supported through departmental funding may be assigned to commit to greater TA responsibilities based on course requirements and the number of graduate students in the program.

Seminars

An MS student is required to present one full-length seminar (45 to 50 minutes) or two meeting format presentations (10 to 12 minutes) in the general seminar course (ANIMSCI 8881). In addition, an MS student is required to present a second seminar of a comprehensive nature on their research preceding their final MS examination.

A PhD student is required to present one full-length seminar (45 to 50 minutes) or two meeting format presentations (10 to 12 minutes) in the general seminar course (ANIMSCI 8881) prior to admission to candidacy and a second seminar of a comprehensive nature on their research preceding their final PhD examination.

Program Assessment

Assessment at the graduate level has been requested by the Graduate School. Forms for assessment should be completed by each committee member after the Research Proposal, Candidacy Exam, and Final Exam. All forms are found on the Animal Sciences Website under [Graduate Student Resources](#). The forms should be completed at the time of the exam and submitted to the Department of Animal Sciences Graduate Program Coordinator. These forms will then be used for assessment of the Animal Sciences graduate program.

Graduate Program Forms

The majority of petitions and forms can be found on [GRADFORMS](#) on the Graduate School website. Students should be aware of deadlines and take those into consideration when submitting forms for approval on GRADFORMS.

Roles and Responsibilities

Advisor

- Provides counsel and advice to graduate advisees on course selection, program development, selection of Graduate Advisory Committee Members and Dissertation Committee members
- Provides other counsel as needed
- Chairs the Graduate Advisory Committee and the Candidacy Examination
- Chairs the Dissertation Committee and the Final Oral Examination
- Assists the student in identifying their research topic and regularly monitors the student's research progress
- Assists advisees in seeking financial support when this support is not provided by the Department, University, or faculty advisor
- Creates opportunities for students to present research at national meetings
- Promotes students' efforts to publish research articles in a timely manner

Graduate Student

- Shows leadership capacity in preparing and submitting a formal application to conduct graduate study
- Plans program of study with assistance of advisor and submits this program plan to the Graduate Advisory Committee for review and approval
- Meets with advisor regularly and updates the advisor on progress
- Remains in good academic standing and makes reasonable progress in program
- Maintains professional ethical standards in studies and research
- Networks with other students and faculty regarding course selections and opportunities (e.g., for workshops, funding, and equipment availability)
- Participates in seminar during the fall and spring semesters
- Seeks opportunities to present research at national meetings
- Seeks opportunities to collaborate on and submit publications related to research efforts
- Becomes familiar with all relevant policies outlined in the Graduate School and Program Handbooks
- If necessary, is proactive in seeking funding for stipends and research, in consultation with their advisor and the Chair of the student's Departmental unit
- Is responsible for scheduling all oral examinations with advice and approval of their advisor and other committee members
- Prepares research proposal and submits the proposal first to the advisor for comment and then to all members of the Graduate Advisory Committee for comment and approval
- Takes leadership in ensuring that forms required by the Graduate School are prepared and submitted in a timely fashion. These include:
 - Notification of Examination
 - Application to Graduate
 - Final Document Approval Form and Notification of Final Oral Examination
- Submits final approved copy of the thesis/dissertation to the Graduate School along with the Final Approval Form. Provides copies of thesis/dissertation to the advisor, the student's Department, and Committee Members as requested.

GRIEVANCE PROCEDURE

It is the Department's sincere hope that all grievances can be resolved through dialogue and mutually agreed upon actions with between the graduate student and their advisor. When further actions are deemed necessary by the student or advisor, everyone involved should understand the actions and/or appeals that can occur so that conflicts are not exacerbated to the extent that there is a decreased capacity to work together towards a solution. Conflicts that persist are destructive for everyone concerned. Grievances must be addressed rapidly and to the satisfaction of all concerned. For a collegial climate to exist, there needs to be effective communication between students and faculty. If there is free and open communication, many misunderstandings can be corrected before these evolve into grievances. Refer to the Graduate School Handbook regarding grievance procedures related to Graduate Exams or Graduate Associate Appointments ([Appendix D](#)).

If a student has a dispute not related to an Exam or Appointment and discussion/resolution with the supervisor has not been successful, the student is recommended to discuss the situation with either the GSC Chair or the Department Chair. If there is still no resolution to the situation, the student can contact the Graduate School for further consideration of the grievance.

MASTER OF SCIENCE PROGRAM

[Graduate School Handbook Section 6](#)

General Expectations

It is recognized that backgrounds, interests, and aspirations of students in the MS program are varied. Those to whom the MS degree will be awarded are expected to possess a common core of knowledge and intellectual competence. The Animal Sciences Graduate Faculty expect all successful candidates to have attained:

- A basic understanding of chemistry, physics, and mathematics;
- A sound general knowledge of biology, organic chemistry, biochemistry, microbiology, anatomy, physiology, and genetics; and
- An appreciation and understanding of the scientific method.

Course Requirements

The MS students are required to take 15 credits of non-research coursework out of the required 30. At least one course in Animal Sciences with a minimum of two credit hours at the 6000 level or greater is required and must be related to the field of study. The courses required will be highly dependent on the area of research, previous coursework the student has completed, and career goals of the student. The curriculum will be determined by the advisor, with input from the student, and will subsequently be assessed and approved by the student's Graduate Advisory Committee members.

MS Graduate Advisory Committee

The minimum number of committee members, including the advisor, is 3, and the committee members should provide scientific expertise in the specific area of study and some breadth of expertise to broaden the student's awareness of diverse scientific principles. The Graduate Advisory Committee must include a minimum of 2 Ohio State Graduate Faculty members; including the advisor. The student needs to complete the Graduate Advisory Committee Form and turn it into the Program Coordinator for

review by the GSC. The form should be submitted to the GSC by the end of the first semester that the student is in their graduate program. The GSC members will evaluate the credentials of the members of the committee for appropriateness with respect to the proposed research focus of the student. The GSC reserves the right to make suggestions for alternative or additional committee members. The Graduate Advisory Committee members will be asked to evaluate the graduate student's progress at least once per year.

Reasonable Progress

Students are expected to make reasonable progress in their graduate program. Full-time students who enter the MS program should complete the degree in 2 years. Reasonable progress can be determined at the discretion of the GSC but includes factors such as not having a committee formed by the beginning of the second semester, not having a research proposal completed and approved by the end of the first year; not having nor making research progress, or otherwise not meeting written expectations during the year in which progress is being evaluated. At the end of each year, the student and advisor will submit an annual progress report to the Graduate Studies Program Coordinator to document accomplishments and goals for the student's course schedule and research.

Research Proposal

The research proposal should be prepared in close consultation with the advisor and include the hypothesis, specific objectives, rationale, and general approaches for the proposed research. The research proposal should be provided to the Graduate Advisory Committee at least one week prior to the committee meeting to review the proposal. At this meeting, the Graduate Advisory Committee will determine if the proposal, proposed research objectives, and proposed coursework of the student are sufficient for completion of the degree. A copy of the research proposal along with a signed cover page (Research Proposal Form), indicating approval by all committee members of the research and coursework plan of study of the student, needs to be submitted to the Departmental GSC by the end of the first year of the student's program. If the members of the Graduate Advisory Committee indicate the Research Proposal is not acceptable, the student will have one month to submit a revised proposal and gain approval from their Graduate Advisory Committee.

Thesis

The thesis is a scholarly work of current research performed by the student. Guidelines for formatting the thesis are on the Graduate School website and must be followed (Guidelines for Formatting Theses, Dissertations and D.M.A. Documents, <https://gradsch.osu.edu/completing-your-degree/dissertations-theses/>). A draft thesis must be approved by all members of the MS Examination Committee at least 2 weeks prior to the scheduled final oral examination. For information about the thesis and its submission, see the Graduate School Handbook, [Section 6.4](#).

Exit Seminar

The seminar presented prior to the final examination is referred to as an "exit seminar" and is typically presented during the hour preceding the final exam. This should be a full-length seminar of 45 to 50 minutes with approximately 10 minutes for questions. Students should submit the date, time, and title of their seminar to the Department's Graduate Program Coordinator at least 2 weeks in advance so that a notice can be sent to Departmental personnel.

MS Final Examination

The MS examination typically focuses on the thesis problem, but also can be broader by assessing the student's knowledge of related areas. The exam shall be scheduled for a full 2 hours, not including the

exit seminar presentation. An additional 30 minutes must be added to the exam if a member is joining the exam via video conferencing ([Appendix B](#)). If more than one committee member needs to video conference, students must request permission via <https://gradforms.osu.edu/>. The exam is closed, and only members of the Graduate Advisory Committee may be in attendance. Unanimous approval by the Graduate Advisory Committee members is required for satisfactory completion of the MS examination.

Publications

Preparation of a manuscript that is focused on a component of the MS thesis project for submission to a peer-reviewed journal is strongly encouraged.

DOCTOR OF PHILOSOPHY PROGRAM

[Graduate School Handbook Section 7](#)

General Expectations

Those to whom the PhD degree will be awarded are expected to possess a common core of knowledge and intellectual competence. At the completion of a PhD, the Animal Sciences Graduate Faculty expect all successful candidates to:

- Display a strong knowledge base in their chosen field;
- Have the ability for critical thinking as applied to their chosen field;
- Have the expertise in the design, conduct, and analysis of experimentation in their chosen field;
- Have a capacity to integrate knowledge from related disciplines;
- Gain the experience in working as part of a team;
- Appropriately analyze and evaluate literature to enhance their knowledge base; and
- Communicate effectively in written and oral formats.

Doctoral students must complete a minimum of 80 credit hours in graduate level courses beyond a baccalaureate degree to earn a PhD degree. MS degrees earned in Animal Sciences or a related degree may be counted for a maximum of 30 of the 80-hour requirement for the PhD degree. Of the 50 post-master's hours, at least 24 graduate credit hours must be earned at this University.

An MS degree in the Animal Sciences or a related discipline should be earned prior to beginning the PhD program. Exceptional undergraduate students will be considered for direct entry into the PhD program.

Course Requirements

Of the 80 credit hours required, 30 credit hours must be course work. If a Master's degree has been earned in animal sciences or a related science field, it may contribute towards 30 of the 80 hour requirement. If the MS degree is earned at OSU, 15 credits of course work beyond the MS degree are required.

The courses required will be highly dependent on the area of research, previous coursework the student has completed, and career goals of the student. The curriculum will be determined by the student and the advisor and will subsequently be assessed and approved by the student's Graduate Advisory Committee members. Two courses must be at the 7000-level or above with a minimum of 2 credit hours each and be related to the field of study.

PhD Graduate Advisory Committee Composition

The minimum number of committee members, including the advisor, is 4. The *Candidacy Exam Committee* must consist of: a) a minimum of 4 Ohio State Graduate Faculty members, including the advisor and b) one member must be from an Ohio State department other than Animal Sciences or from an entity external to Ohio State. The *Final Exam Committee* must consist of a) a minimum of 3 Ohio State Graduate Faculty members and b) one member must be from an Ohio State department other than Animal Sciences or from an entity external to Ohio State. *Please note that the candidacy exam committee and the final exam committee can be different.* The student will consult with their advisor regarding the membership of the committee. After committee formation, the student needs to complete the Graduate Advisory Committee Form and submit to the Graduate Program Coordinator for approval by the GSC. If there is a committee member that is not a member of the Ohio State Graduate Faculty, a CV must be submitted with the approval form to the Department's GSC. The GSC members will evaluate the committee membership for appropriateness with respect to the proposed research focus of the student, and the GSC members may make suggestions for alternative or additional committee members. This form needs to be submitted by the end of the first year of the students graduate program.

Committee members that are not Ohio State Graduate Faculty: The inclusion of committee members who are not Ohio State Graduate Faculty is acceptable and encouraged. Approval of these members is achieved through petition to the GSC and subsequent approval by the Graduate School. Outside experts do not need to have Adjunct Faculty appointments to serve on a Graduate Advisory Committee. The procedure for making such a request is initiated by the student and their advisor at the time they are completing the Graduate Advisory Committee form. The CV of the outside expert should be submitted to the GSC in conjunction with the petition, where the GSC will evaluate the petition. If the GSC approves, the student must submit a petition to accept the external committee member through GRADFORMS at the time of exams.

Reasonable Progress

Students are expected to make reasonable progress in their Doctoral Program. Full-time students who enter the PhD program with an MS degree should be able to complete the doctorate in 3 to 5 years. Students who enter with a BS degree should expect the degree to take longer. Reasonable progress can be determined at the discretion of the GSC but includes factors such as not having a committee by the end of the first year, not entering candidacy by the end of the second year (i.e., having a candidacy exam scheduled); not having nor making dissertation research progress, or otherwise not meeting written expectations during the year being currently evaluated. At the end of each year, the student and advisor shall submit an annual progress report to the Graduate Program Coordinator to document accomplishments and goals for the student's course schedule and dissertation research. The Advisory and Dissertation Committees should also be consulted for an evaluation at least once per year.

Research Proposal

Prior to the written portion of the Candidacy Exam, the student must prepare a research proposal that includes the hypotheses and the specific objectives of the proposed research, the design of the proposed studies to be performed, and the methodology to be used. The proposal should also include an introduction to the research problem, a literature review, hypothesis, and aims to support the hypothesis. If available, preliminary data should be provided in support of the hypothesis to demonstrate the feasibility of the proposed research. The Graduate Advisory Committee will meet to discuss the proposed research and the student's plan of study. At the end of the meeting, the Committee Members are expected to briefly summarize their comments on the Research Proposal

Approval Form (See Appendix) and sign the form, signifying that the proposal is approved with whatever stipulations the committee members provide. Also, the plan of study should be signed by the advisor with an indication of approval by the entire committee. A copy of the signed proposal approval form (attached with a copy of the proposal) and a copy of the signed plan of study shall be filed with the Graduate Program Coordinator. Should the committee decide that the student's performance failed to meet expectations, the student is expected to schedule a second defense within one month of the failed defense of the proposal. Failure to pass the second defense of the proposal will result in dismissal from the graduate program. The research proposal should be completed by the end of the second year. If there are major changes from the first research proposal, the student should submit a revised proposal before approval by the Committee is granted.

Candidacy Examination

All students should also review the Graduate School Handbook, [Section 7](#) for more information on the Candidacy exam. Please make sure that all forms are submitted in a timely manner in GRADFORMS. If not, this could cause a delay in taking the exam. It is the student's responsibility to make sure the forms are submitted and approved in a timely manner. The Candidacy Examination is composed of both written and oral portions. After passing both components, the student is considered a doctoral candidate.

The student's advisor is chair of the Examination Committee. All members of the Graduate Advisory Committee submit written questions for the Candidacy Examination. Individual committee members may administer their exam or submit the exam to the advisor who will arrange for its administration. Students are not allowed to see the questions before the exam time. Generally, the student will write for 4 to 8 hours for each member of the committee (one exam each day for each member of the committee) over a time period that is determined by the committee, but the entire exam should be completed within a 2-week period. Questions can be "open book" or "closed book". For "open book" questions, the reference materials must be stipulated (e.g., full internet access or specific reference materials supplied by committee member). For "closed book" questions, the committee member will provide a computer without internet access capacity. Students must provide their cell phone and other mobile devices to their advisor prior to the exam. Lunch will be on site for a closed exam. Ideally, the Committee will meet as a group with the student several months before the examination to help prepare the candidate and to establish a mutually agreeable time frame for the examination and a general list of topics to be covered. Otherwise, the student should meet with each committee member to inquire about the scope of their respective exam. The examination may include, but is not limited to, subject material directly related to the previously submitted and evaluated research proposal.

The oral portion is administered by the Examination Committee after the written portion and within one month of the written portion. The Candidacy Examination form must be submitted and approved at least 2 weeks prior to the oral portion of the candidacy exam. The Candidacy Examination is designed to evaluate the student's knowledge and capacity to relate and apply knowledge in his or her field. The oral exam is to be attended only by members of the Examination Committee and is limited to 2 hours. An additional 30 minutes must be added to the exam if a member is joining the exam via video conferencing. If more than one member of the committee needs to videoconference, a request must be made through GRADFORMS. Successful completion of the examination requires a unanimous vote of satisfactory by all members of the Committee. In the event that the examination is deemed unsatisfactory, refer to [Section 7.6](#) of the Graduate School Handbook.

After the Candidacy Examination is successfully completed, the student is to register for 3 credit hours per semester.

Dissertation

The dissertation is a scholarly contribution to knowledge in the doctoral candidate's area of specialization. By researching and writing a dissertation, the doctoral candidate is expected to demonstrate a high level of knowledge and the capability to function as an independent scholar. A draft of the dissertation must be approved by all members of the Final Oral Examination Committee at least 14 days before the scheduled examination. To permit the committee members adequate time to review the draft, the dissertation should be delivered to the committee members a minimum of 3 days before this deadline (i.e., 17 days prior to the scheduled examination). For additional information about the dissertation, see Graduate School Handbook, [Section 7.8](#).

Exit Seminar

The seminar presented prior to the final examination is referred to as an "exit seminar" and is typically presented during the hour preceding the dissertation defense. This should be a full-length seminar of 45 to 50 minutes with approximately 10 minutes for questions. Students should submit the date, time, and title of their seminar to the Department's Graduate Program Coordinator at least 2 weeks in advance so that a notice can be sent to Departmental personnel.

Final Oral Examination

This exam is not only for the purpose of defending the contents of the dissertation, but there should also be determination of the student's capacity to synthesize independent thought and to logically interpret experimental results. The final oral examination tests originality, independence of thought, the ability to synthesize and interpret, and the quality of research presented. To schedule the final exam, the doctoral candidate must submit an Application for Final Examination through [GRADFORMS](#) and have this approved by each dissertation committee member at least 2 weeks before the proposed defense date. Upon approval of the Application for Final Exam, a Graduate Faculty Representative is assigned by the Graduate School. The exam shall be scheduled for 2 hours, not including a seminar presentation. An additional 30 minutes must be added to the exam if a member is joining the exam via video conferencing ([Appendix B](#)). If more than one committee member is joining via video conference, a request must be submitted by the student via [GRADFORMS](#). Only members of the Graduate Advisory Committee and Graduate School Representative may attend the exam. The satisfactory completion of the examination requires agreement of all members of the Graduate Advisory Committee, including the Graduate School Representative. See [Section 7.9](#) of the Graduate School Handbook.

Publications

The scholarly endeavors on a PhD degree should produce original and useful knowledge. Papers resulting from the dissertation research should be submitted for publication in a peer-reviewed journal.

Graduate Associateships

[Graduate School Handbook Section 9](#)

Associateships are awarded at the discretion of the Chair of the Department of Animal Sciences. Primary considerations in such decisions are the qualifications of the applicant and the productivity of the

advisor. In addition, the Department Chair also considers the number of departmentally funded students that an individual faculty has and the anticipated date of program completion of these funded students. Provision of supplemental support from grant or other faculty-based funding sources is encouraged. Any requests for funding should be submitted in writing to the Department Chair by the advisor of graduate students.

Graduate associate appointments can begin any semester; however, the student is expected to be on campus at minimum, one week prior to the start of the first appointment and report to the Human Resource personnel in the Department and the Graduate Program Coordinator.

The Departmental GSC and the Department Chair reserve the right to not renew an appointment at any time when a student is not in good standing with the Department. To be in good standing, the student must have satisfactory job performance, reasonable progress toward completion of the degree, and the support of an academic advisor. Decisions to not renew an appointment will be communicated in writing at least one month prior to end of the current appointment. Although the GSC will strive to maintain appointments, renewal of an appointment is also dependent upon availability of funds. A student who accepts an associateship appointment in the Department is expected to complete a degree program. This includes publication of the thesis or dissertation.

Roles and Responsibilities of Graduate Teaching Associate (GTA)

A GTA is expected to primarily serve the department by assisting and teaching courses. The weekly average workload should not exceed 20 hours for a typical 50% GTA appointment, which includes time teaching, grading, office hours, and preparing. There is not an expectation of GTA's to devote time to non-teaching laboratory endeavors that are not a part of the research they are conducting to satisfy degree requirements.

Roles and Responsibilities of Graduate Research Associate (GRA)

A GRA is expected to primarily serve the department by working in various laboratory and research capacities that are consistent with the expectations of the student's advisor. The weekly average workload should not exceed 20 hours for a typical 50% GRA appointment. Student's employed as a GRA are required to fulfill the programmatic requirement of teaching and that assignment will be taken into consideration of the 20-hour workload for that term.

Benefits

Each student with a 50% GA appointment receives the benefit of a tuition and fee waiver plus a stipend. The learning technology fee is also paid with the appointment. Student fees and a portion of the health insurance are the responsibility of the student and will be deducted from the paycheck on a monthly basis. The stipend will be appropriate for the degree being earned: MS students will have a MS level stipend, pre-candidacy PhD students will have a P1 stipend, and post-candidacy students will have a P2 stipend.

Leave Policy

Vacation and Holidays. Students must be aware of all leave policies of the Graduate School. Students with a GA appointment will receive all University Holidays and 10 days of vacation/leave from scheduled workdays (Monday through Friday) per academic year, with no year-to-year accrual. Students will also receive 5 days for Professional Development activities. Students will continue to receive stipends through vacation and holidays. Therefore, students are expected to work every scheduled workday

(Monday through Friday) that the University is open, even if there are no classes unless vacation days are approved. Vacation leave should be arranged with the advisor. A leave form shall be completed and submitted to the Graduate Program Coordinator.

Sick Leave and Leave of Absence. Graduate students do not accrue sick leave. If a student needs to request time off, a request for leave form must be completed and submitted to the Graduate Program Coordinator. An absence for any reason longer than 2 weeks is termed as a “Leave of Absence” (LOA). The LOA are managed by the local department and must also follow Graduate School guidelines on eligibility (see [Appendix E](#) of the Graduate School Handbook). If a student needs to take a LOA, there must be an approval from both the advisor and the GSC Chair, and a form must be submitted to the Graduate Program Coordinator before initiating the leave.

Unused leave hours will not be carried over to the next academic year. The unused time will be terminated the first day of fall semester. Students starting Spring or Summer semester will have prorated leave time (60 and 40 hours, respectively) until the start of fall semester when they will start over with the total 120 hours per academic year.

A breach of these leave and attendance practices will result in a probationary period that may lead to further penalty to be determined by the Graduate Studies Committee.

Worker’s Compensation

The GA needs to contact the Graduate Program Coordinator to receive guidance on how to proceed if a work-related injury occurs. Students appointed on associateships must report any work-related injury or illness within 72 hours whether medical attention is required. If medical treatment is needed, the student should go to either the Employee Health Services or Student Health Services. When going to Ohio State Student Health Services, the student needs to take an Employee Accident Report with them.

Fellowship recipients are not eligible for Workers' Compensation as they are not officially considered as employees of the University. Fellowship recipients should contact their health insurance provider if they are injured while performing fellowship duties. If an insurance company needs proof of lack of Workers' Compensation coverage, the student may request a letter stating this policy from the Workers' Compensation Office at The Ohio State University.

Special Programs

The Department is a contributing member in the Ohio State Interdisciplinary PhD Nutrition Program ([OSUN](#)) and the Ohio State Interdisciplinary Environmental Sciences Graduate Program ([ESPG](#)). The graduate students of these programs are advised and supported by faculty in the Department of Animal Sciences and are administered through their specific interdisciplinary graduate program. For information on graduate minor or interdisciplinary specializations, see [Section 8](#) of the Graduate School Handbook.

APPENDIX

Health and Safety

For more detailed information, graduate students are referred to the Department of Animal Sciences document entitled Department of Animal Sciences Employee Health and Safety Information. This may be obtained from the Graduate Program Coordinator or Department of Animal Sciences Human Resources personnel. At Ohio State, employee health and safety is a primary concern. As a result, Employee Health Services, Environmental Health and Safety, and the Office of Responsible Research Practices require training and health monitoring, dependent on individual responsibilities, to protect not only the employee, but also research subjects (both human and animal). This document includes training and health registration requirements for Ohio State employees, and there is a checklist to help with deciding which requirements are applicable for each student. Detailed instructions are included for accessing online training and reporting documents.

Student ID

A student ID (or BuckID) can be obtained in the BuckID office at 3040 Ohio Union at 1739 North High Street. The ID is required for using many campus facilities, such as the Recreation and Physical Activity Center (RPAC) or borrowing books from the library. The magnetic strip on the student ID is activated every semester after student fees are paid. For more information, visit BuckID Services website, <https://buckid.osu.edu>.

Transportation and Parking

Students must register any motor vehicle they park on University property. To register a motor vehicle, pay parking fees and address all other parking and traffic questions (maps, restrictions, and benefits), students should call Campus Parc at 614-668-0000 or visit their office (160 Bevis Hall, 1080 Carmack Road; 7:30 a.m.-6:00 p.m., Monday through Friday). To learn more about graduate student parking permit eligibility, permit prices, and applications, visit Campus Parc at <http://osu.campusparc.com/>.

Note: Students who are teaching assistants or research assistants may have staff member status, enabling them to purchase “B” parking tags. Students should confirm their status with the Department of Animal Sciences Human Resources personnel.

International Students Office

New international students must immediately contact personnel with the Office of International Affairs (OIA; 614-292-6101 or <https://oia.osu.edu>). The OIA personnel will provide a student ID number, which is also recognized as a temporary social security number to be used as a personal ID number.

International students must apply for a permanent social security number to obtain a driver’s license:

Social Security Administration
200 North High Street
Phone: 866-964-1723

The major functions and services of the OIA are as follows:

- Filing an I-20 form;
- Scheduling the time for the T.B. test and English test indicating which level of English class must be taken;
- Immigration law consultation;

- School orientation;
- Education and recreation programs designed especially for the international student;
- Help with reentry of USA after exiting; and
- Help with other international student matters.

Office of International Affairs

140 Enarson Classroom Building

2009 Millikin Road

Phone: (614) 292-6101

Walk-in advising hours: Monday through Thursday, 1:00-4:00 p.m.

International students who want to be certified for an appointment in a GTA position must contact the **Spoken English Program (SEP)** to arrange for testing if necessary. Tests should be completed as soon as possible as the SEP classes fill rapidly. The contact information for the SEP office is:

196 Arps Hall

1945 North High Street

Phone: (614) 292-5005

E-mail: esl@osu.edu

Website: <http://esl.ehe.osu.edu/programs/spoken-english-program/>

**Department of Animal Sciences Graduate Advisory Committee
Approval Form**

Name of Student: _____

Enrollment Start Date: _____

Name of Advisor: _____

Degree: M.S. Ph.D.

Brief Description of your Research

Graduate Advisory Committee Member Approval (Print and Sign):

Approved by Graduate Studies Committee: _____

**Department of Animal Sciences Graduate Research Proposal Form
and Plan of Study Approval Form**

Research Proposal Title:

Name of Student

Degree (circle one): M.S. Ph.D.

Graduate Advisory Committee Member Approval (Print and Sign):

Submitted to Graduate Studies Committee: _____(Date)

Please attach a copy of your research proposal and your plan of study.