



Graduate Student Handbook

Department of Plant and Soil Sciences

Division of Agricultural Sciences and Natural Resources

Oklahoma State University



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Introduction

This handbook of graduate programs in the Department of Plant and Soil Sciences provides guidance to graduate students of the Department. It summarizes certain rules and procedures of the Graduate College and describes specific policies and rules of the graduate programs in the Department of Plant and Soil Sciences.

It is the responsibility of the graduate student to become familiar with and follow the rules of the Graduate College and the Plant and Soil Sciences Department. This is especially true with respect to meeting deadlines for submission of required documents. It is the responsibility of the Department to provide an atmosphere and environment conducive to learning, professional development, and productive research. As part of each student's departmental responsibilities and training (regardless of the source of financial support), occasional participation in teaching, research projects, and other professional development activities may be required (beyond the thesis program).

During your term as a graduate student you will likely be confronted with personal or professional problems, or both. As mature and intelligent individuals, most students prefer to solve these problems themselves. However, there are occasions when each of us needs the assistance of others in dealing with problems. As a graduate student you should not hesitate to seek the aid of other students, faculty, or staff. Your major advisor, members of your graduate advisory committee, the graduate coordinator, or the Department Head are ready to help wherever possible. This is a very special time in your life and we want it to be pleasant and rewarding. We wish you health, happiness, and success during your graduate program and in your career to follow.

Graduate Program Descriptions

The Department of Plant and Soil Sciences offers graduate work leading to the Master of Science degree Plans I and II, and the Doctor of Philosophy degree in Crop Science, Environmental Science, Plant Science, or Soil Science. Areas of specialization include:

Biotechnology & Molecular Biology	Soil Microbiology
Crop Physiology	Soil Morphology & Genesis
Forage Management	Soil Physics
Plant Breeding & Genetics	Soil-Water Management
Plant Nutrition	Waste Management
Soil Chemistry	Weed Science
Soil Fertility	

Participation in Interdepartmental Programs

The Department of Plant and Soil Sciences participates in advisement for a Master of Agriculture degree (Options A, B, and C) with emphasis in Plant and Soil Sciences. Similarly, our Department participates in M.S. and Ph.D. degrees in Environmental Science - Plant and Soil Sciences and a Ph.D. in Plant Science - Plant and Soil Sciences. Further information on these programs may be obtained from the coordinator of the respective program.

Number of Degrees from the Department

It is the philosophy of the Department that an individual should not obtain three degrees (Bachelor's, Master's, and Doctoral) in the same field from one institution. Obtaining different degrees from more than one institution enhances the educational experience and thus, the professional development and career opportunity of individuals. Students will not normally be allowed to receive all three degrees from this Department. Exceptions may be made in certain cases with extenuating circumstances. Individuals desiring an exception should discuss their respective situations with the Department Head at an early date relative to the time they wish to begin a new program.

Assistantships

All graduate students, whether on an assistantship or not, are expected to participate in non-thesis research and/or other activities related to professional development. To remain on an assistantship you must be enrolled in a minimum of 6 credit hours in the fall and spring semesters and 3 hours in the summer.

Research Assistantships are awarded on a competitive basis. They may be funded from departmental research funds, from external funds or from a combination thereof.

Teaching Assistantships are awarded on a competitive basis, and recipients are expected to assist in teaching, usually as laboratory instructors. Students recruited for teaching assistantships may subsequently be transferred to a research assistantship but are usually

expected to serve as a teaching assistant for several semesters. Summer support for individuals on teaching assistantships is normally available from the major advisor's budget.

Criteria for Assistantship Awards may exceed requirements for admission to the Graduate College, since the number of available assistantships is usually less than the number of qualified applicants. Wherever possible, students with the best academic record and greatest potential for graduate study are given highest priority for assistantship support in any specific research discipline.

Research and Teaching Assistantships are generally one-half time, requiring the recipient to devote 20 hours per week during the fall and spring semesters and 40 hours per week during the summer to research projects or teaching activities not directly involved with generating research data to be used for the thesis or dissertation. In addition, you are expected to enroll in up to ten credit hours per semester during the fall and spring semesters, and three credit hours during the summer semester. However, the thesis research is usually consistent with and supportive of the long-range research objectives of the major professor's research program. It is the philosophy of the Department that assistantships are provided to give students the opportunity to devote his/her full attention to study and graduate research. To be successful in a graduate degree program, students must have a high degree of commitment and dedication. As a graduate student, you may expect a very large volume of classroom and research responsibilities requiring frequent evening and weekend work. Efficient management of time is essential to success. Students are usually given flexibility in arranging their study and work schedules with the expectation that supervision of working hours will be unnecessary.

Duration Students should normally be able to complete a Master's degree in 2 years beyond the B.S., and a Ph.D. in 3 years beyond the M.S. degree, even if the student is on a half-time Teaching or Research Assistantship. As indicated above, generally there are more students than assistantships available. Thus, teaching and research assistantships are not guaranteed throughout the student's course of study. Continuance of any assistantship is contingent upon satisfactory performance, progress toward completion of the degree, and availability of funds. Performance and progress toward the degree may be reviewed at any time.

Extension of Assistantships beyond the normal termination date may be granted by the Department Head if extenuating circumstances occur. The extension of an assistantship must be requested by the student through his/her major advisor, and should be done at least one month prior to the end of the designated time period. The major advisor should make this request in a memorandum or an email to the Department Head, providing a report of the student's progress and justification for the requested extension.

Sittington Fellowships are graduate student scholarships at the level of \$5,000 per year established to supplement doctoral student stipends for the purpose of attracting outstanding students. These scholarships will be designated for each student for a three-year period and augment student project funds.

Successful students will be awarded \$4,000 per year. These scholarships will augment student support from other sources. In addition, \$1,000 per year will be awarded each project for research support. Research support funds will be reimbursed to the respective

projects on request. Department heads will be the final authority in approving the use of these funds in concert with the research-related needs and desires of the respective student.

These scholarships will be awarded on a competitive basis to faculty in the Division of Agricultural Sciences and Natural Resources based on proposals developed around the thrust “in support of food production research” as stated in the Sitlington Will. The proposal review committee will consist of the Associate and Assistant Directors of the Oklahoma Agricultural Experiment Station and the Associate Dean of the College of Agricultural Sciences and Natural Resources.

Requirements for Advanced Degrees

Following are the basic minimum requirements set forth by the Graduate College and the Department of Plant and Soil Sciences for the various degrees.

Master of Agriculture (M.Ag.) in Plant and Soil Sciences

I. Admission to Program

Prospective students must meet the general requirements for admission to the Graduate College as set forth in the OSU Catalog in the Graduate College portion. Faculty appointed by the Department Head will review applications and make recommendations relative to the qualifications of individual applicants. The Department Head recommends acceptance or rejection of individual applicants to the Dean of the Graduate College. The Master of Agriculture degree is a terminal degree. It is not an acceptable prerequisite for the Ph.D. degree.

There are 3 options for the Master of Agriculture degree:

Option A - Formal report (non-thesis), minimum of thirty-two (32) credit hours of course work, including two (2) credit hours of PLNT or SOIL 5000, Master's Thesis.

Option B - Minimum of thirty-six (36) credit hours of course work and a creative component.

Option C - Minimum of thirty-six (36) credit hours of course work, which includes six (6) hours of credit (PLNT or SOIL 5230, Research) for a professional internship. The internship will consist of professional practice and an informal report. Internships for students with previously established vocations and career experience must be in areas other than the specific vocational field of the student.

II. Degree Requirements

The minimum requirements that must be met before the granting of the Master of Agriculture degree are established by the Graduate College and are listed in the Graduate College portion of the OSU Catalog. Since these degree programs accommodate a wide range of interests, the Department of Plant and Soil Sciences has

established some additional requirements to ensure that students have well balanced, high quality graduate programs. These departmental requirements are not subject to modification by the student's advisory committee without approval of the Department Head or his/her representative.

1. Each student will have an advisory committee consisting of at least three (3) full members of the Graduate Faculty. The committee must be established early in the student's program, and all members must have an opportunity to advise and assist in the initial development of the plan of study and the thesis or report project. Prospective members of the advisory committee are selected by the student in consultation with the major advisor. The student ascertains the willingness of the prospective members to serve on the committee, and its formal establishment is effected by a memorandum from the major advisor to the Department Head requesting the action and recommending the names of those to serve.
2. A plan of study for each student must be approved by the student's advisory committee, the Department Head, and the Associate Dean of Resident Instruction of the Division of Agricultural Sciences & Natural Resources and filed with the Graduate College prior to enrollment in the 17th credit hour of course work. Plans of study must contain:
 - a. A minimum of twenty-one (21) credit hours of course work at the 5000 level or above.
 - b. A maximum of nine (9) credit hours of 3000 or 4000 level courses approved for graduate credit.
 - c. A minimum of sixteen (16) credit hours of course work above the prerequisites required for graduate degree work in Plant and Soil Sciences. The requirements for the B.S. degree in Agricultural Sciences and Natural Resources with a major in Plant and Soil Sciences (Crop Science or Soil Science Option) will serve as the basis for evaluating the kinds and quantities of remedial course work necessary in a student's program.
 - d. A minimum of nine (9) credit hours of mathematics, including statistics, on the combined Bachelor's and Master's degree programs.
 - e. One (1) credit hour of graduate seminar, either PLNT or SOIL 5020.
 - f. Two (2) credit hours of PLNT or SOIL 5000, Thesis, for Option A degree candidates or six (6) credit hours of PLNT or SOIL 5230, Research, for Option C degree candidates.

A maximum of nine (9) semester credit hours earned at another institution may be counted toward the M.Ag. degree at OSU with the approval of the advisory committee. The minimum twenty-one (21) credit hours of 5000 and 6000 level courses must be taken through Oklahoma State University.

3. M.Ag. degree candidates must complete at least twenty-three (23) credit hours of course work in residence.

4. Report or Creative Component.
 - a. A report proposal (Options A and C), or creative component proposal (Option B) must be developed by each student, approved by his/her committee, and submitted to the Department Head either prior to the beginning of the 3rd full semester of study or prior to enrollment in the 17th credit hour of course work, whichever occurs first.
 - b. Each student under the A and C Options will be required to present a report prepared in accordance with provisions established by the Graduate College and/or Plant and Soil Sciences Department. Generally, the report will be expected to conform to the specifications listed in the "Thesis Writing Manual."

III. Final Examination/Thesis Defense

A comprehensive final examination will be administered to each Master's degree candidate. The examination may be written, oral, or both.

Master of Science Degree in Plant and Soil Sciences

I. Admission to Program

Prospective students must meet the general requirements for admission to the Graduate College as set forth in the Graduate College portion of the OSU Catalog. The departmental Graduate Coordinator and faculty in an applicant's area of interest will review applications and make recommendations to the Department Head relative to the qualifications of individual applicants. Qualified applicants must be accepted by a departmental advisor prior to official admission. The Department Head recommends acceptance or rejection of individual applicants to the Dean of the Graduate College.

II. Degree Requirements

The Master of Science degree in Plant and Soil Sciences must be earned by utilizing the thesis option.

The requirements for the degree are a minimum of 30 credit hours of course work, including six (6) credit hours of PLNT or SOIL 5000, Master's Thesis.

Note: Although the Graduate College has three (3) plans for the M.S. degree, the Department of Plant and Soil Sciences utilizes only one plan. The Graduate College states, "The major department, with the approval of the Dean of the Graduate College, decides which alternatives are open to the candidates." The minimum requirements which must be met before the granting of the Master of Science degree are set by the Graduate College and are listed in the Graduate College portion of the OSU Catalog. Since this degree program accommodates a wide range of interests, the Department of Plant and Soil Sciences has established some additional requirements to ensure that students have well-balanced, high-quality programs. These departmental requirements are not subject to modification by the student's advisory committee without approval of the Department Head or his/her representative.)

1. Each student will have an advisory committee consisting of at least three (3) full members of the Graduate Faculty. The committee must be established in the first semester of the student's program, and all members will have the opportunity to advise and assist in the development of the plan of study and the thesis research. Prospective members of the advisory committee are selected by the student in consultation with the major advisor. The student ascertains the willingness of the prospective members to serve on the committee and its formal establishment is effected by a memorandum from the major advisor to the Department Head requesting the action and recommending the names of those to serve.
2. A plan of study for each student must be approved by the student's advisory committee and Department Head, and filed with the Graduate College prior to enrollment in the 17th credit hour of course work. The plan must be submitted in duplicate to the Department Head. Plans of study must contain:
 - a. A minimum of twenty-one (21) credit hours of course work at the 5000 level or above, including six (6) credit hours of Master's Thesis.

- b. A maximum of nine (9) credit hours of 3000 or 4000 level courses approved for graduate credit.
- c. In all cases, the student's graduate advisor or committee may recognize specific undergraduate deficiencies and require measures such as additional course work to attain proficiency. This course work may not count toward the credits required to obtain the degree.
- d. A minimum of nine (9) credit hours of mathematics including statistics, on the combined Bachelor's and Master's degree programs. This coursework may or may not count toward the credits required to obtain the degree.
- e. One (1) credit hour of graduate seminar, PLNT or SOIL 5020.
- f. Six (6) credit hours of PLNT or SOIL 5000, Master's Thesis, for all degree candidates.

A maximum of nine (9) semester credit hours earned at another institution, or on another M.S. program at OSU, may be counted toward the M.S. degree at OSU with the approval of the advisory committee.

- 3. M.S. degree candidates must complete at least twenty-one (21) credit hours of course work in residence. The minimum twenty-one (21) credit hours of 5000 and 6000 level courses must be taken through Oklahoma State University.
- 4. Thesis.
 - a. A thesis research proposal must be developed by each student, approved by his/her committee, and submitted to the Department Head prior to completing the 17th credit hour of course work. The proposal is to be submitted with a memo to the Department Head's office.
 - b. Any student working on a thesis should obtain a copy of the Graduate College Thesis/Dissertation Handbook available from the Graduate College at <http://gradcollege.okstate.edu/student/thesis/default.html>. A thesis must conform to the format specifications set forth in this manual. The style of the document is to be determined by the advisory committee and should be reflective of publications in the student's discipline.
 - c. After completing research, the student prepares a draft copy of the proposed thesis, and submits it, along with the abstract to each member of the examining committee and to the Graduate College. The draft copy must be signed by the advisor and be submitted to the Graduate College no later than the stated deadline (see "Graduate College Calendar") http://gradcollege.okstate.edu/current_student/calendar.html.
 - d. The Student should submit an electronic copy of the final thesis through the OSU electronic submission website. Directions for the website submission are given to the student when he/she picks up the reviewed draft copy. In addition, the student must submit to the Graduate College one paper copy

of the approval page with all original signatures and the student's name and eight digit CWID number entered at the top of the page and two signed abstracts on OSU thesis bond paper. Copies must be received no later than the stated final copy submission deadline date http://gradcollege.okstate.edu/current_student/calendar.html. The student should then pay the submission fee at the Office of the Bursar.

III. Final Examination/Thesis Defense

A comprehensive final examination will be administered to each Master's degree candidate. The examination may be written, oral, or both.

The final examination is primarily a defense of the thesis or report. If the defense is judged inadequate, a decision on whether to permit re-examination will be made by the advisory committee. Examinations are open to all members of the Graduate Faculty, and may be attended by anyone else who obtains the permission of the committee.

The committee will notify the Graduate College immediately of results of the final examination. Following satisfactory completion of the final examination, the candidate will make changes in the thesis or report as required by the committee and by the Graduate College, and submit it in final form signed by the committee to the Graduate College by the semester deadline.

A student who fails to pass either a written or oral final examination should consult the chair of the examining committee. Another examination cannot be given for two months after a failure.

Doctor of Philosophy Degree in Crop Science

I. Admission to Program

Prospective students must meet the general requirements for Admission to the Graduate College as set forth in the Graduate College portion of the OSU Catalog. The departmental Graduate Coordinator and faculty in an applicant's area of interest will review applications and make recommendations to the Department Head relative to the qualifications of individual applicants. Qualified applicants must be accepted by a departmental advisor prior to official admission. The Department Head recommends acceptance or rejection of individual applicants to the Dean of the Graduate College.

II. Requirements for the Degree

1. Minimum standards to be met before the granting of the Doctor of Philosophy degree by Oklahoma State University are set by the Graduate College and are listed in the Graduate College portion of the OSU Catalog. Since the Crop Science degree program accommodates a wide range of interests, the Departments of Plant and Soil Sciences and Horticulture & Landscape Architecture have established some additional requirements to ensure that students have well-balanced, high quality programs. These departmental requirements are not subject to modification by the student's advisory committee without the approval of the Plant and Soil Sciences Department Head or his/her representative. Students in the Crop Science Ph.D. program may specialize in biotechnology, breeding and genetics, production and management, physiology, weed science, and horticulture.
2. An advisory committee of at least four (4) full members of the Graduate Faculty must be established for each student. For students in the Department of Plant and Soil Sciences, at least one of the committee members must be from a department other than Plant and Soil Sciences. Students in the Departments of Horticulture & Landscape Architecture must have at least one of the committee members from the Department of Plant and Soil Sciences. Committees must be established early in the student's program, and all members will have the opportunity to advise and assist in the development of a plan of study and the thesis research project.
3. A plan of study must be approved by the advisory committee and the Department Head and filed with the Graduate College prior to completion of the 28th credit hour of enrollment in the doctoral program. Duplicate copies of the plan of study must be submitted to the Department Head. Plan of Study forms can be obtained at <http://gradcollege.okstate.edu/download/plansforms.htm>.
4. Changes in the plan of study can be made with the approval of the advisory committee, Department Head or Graduate Coordinator, and the dean of the Graduate College with their initials beside the changes made.

A final, accurate, and approved plan must be filed before the end of the second week of the semester in which the degree is to be conferred.

5. A thesis research proposal must be developed by each student, approved by his/her committee, and filed with the Department Head and the Graduate College as early in the program as possible, but no later than the beginning of the third full semester of study beyond the M.S. degree.
6. The Doctor of Philosophy degree requires a minimum of ninety (90) credit hours beyond a Bachelor's degree if no Master's degree is obtained, or sixty (60) credit hours beyond the Master's degree. Of the sixty (60) hours beyond the M.S. degree, the plan of study will include:
 - a. Two (2) credit hours of PLNT 5020 (Seminar).
 - b. Twenty-eight (28) credit hours of scientific course work (normally courses at the 5000 and 6000 levels) as determined by the student and his/her advisory committee.
 - c. A minimum of fifteen (15) credit hours of PLNT 6000 (Doctor's Thesis)
 - d. A minimum of fifteen (15) additional credit hours of research or course work at the discretion of the advisory committee.
7. English Proficiency: Each student must demonstrate proficiency in the use of the English language to the satisfaction of his/her advisory committee. Each student must also demonstrate proficiency in research methodology and in his/her ability to conduct independent research. The reading knowledge of a foreign language is not a general requirement. If it is necessary for the student to read a foreign language in the study of his/her major field or in the preparation of the thesis, the advisory committee may establish the requirement.
8. To add breadth to the educational experience, each student must have a minimum of six (6) credit hours of course work in a subject matter area complementary to the core curriculum. The minimum of six (6) hours must be in courses above any base level that is required. The courses used to satisfy this requirement should be identified at the end of the course listings on the Plan of Study form.
9. All students in the Plant and Soil Sciences Department who are pursuing a Ph.D. degree are required to assist in the instruction of a Plant and Soil Sciences (PLNT or SOIL) course for a period of one semester.

III. Final Examination/Thesis Defense

10. Students are required to pass three (3) examinations during the course of the Crop Science Ph.D. degree program. The examinations are:
 - a. **Preliminary examination:** This examination is required by the Department and is administered by the advisory committee prior to the beginning of the third full semester of course work in the student's program. Part of this examination will be a defense of the thesis research proposal developed by the student. The remaining portion of the examination should be used to determine the student's academic competence, the need for remedial non-credit course work, and suitability for continued pursuit of the Ph.D. degree. The examination will normally be oral but, at the discretion of the committee, may contain a written portion. Results of the examination must be filed with the Department Head within five (5) working days after it is administered. Normally a memo indicating the results of the examination and an approved copy of the thesis research proposal will be filed at the same time. Students failing the examination may retake it one (1) time within a period of six (6) months from the date that it was first administered. Failure of the second examination will result in termination of the student's program.
 - b. **Qualifying Examination:** The qualifying examination is comprehensive, covering the entire area of the student's graduate study. The examination may be written, oral or both. The examination must be passed at least six months before the degree is granted. The results of the examination are reported to the Graduate College on the Admission to Candidacy form.

In order to take the qualifying examination, the student must have an approved plan of study and filed in the Graduate College, and have the approval of the advisory committee. In case of failure to pass any part of this examination, the student will be notified in writing of the conditions under which another examination can be taken. A second examination may not be given earlier than four months after a failure. Failure of the second examination will result in termination of the student's program.

Admission to Candidacy: A student must be admitted to candidacy at least six months before the commencement in which the Doctor of Philosophy degree will be conferred. Before being admitted to candidacy, the student must have (1) an approved plan of study on file in the Graduate College; (2) a dissertation proposal or outline approved by the student's advisory committee; and (3) passed the qualifying examination.

- c. **Final Examination:** This is also mandated by the Graduate College and is administered by the advisory committee in accordance with the procedures outlined in the Graduate College portion of the OSU Catalog.

The final examination is primarily a defense of the dissertation. The examination is open to all members of the Graduate Faculty and may be attended by anyone else who obtains the permission of the committee. If the defense is judged inadequate, a pre-examination decision will be made by the advisory committee. The committee will notify the Graduate College immediately of results of the final examination by submitting the Result of Final Examination form. Following satisfactory completion of the final examination, the candidate will make any changes required by the committee and by the Graduate College and submit the dissertation in final form signed by the committee to the Graduate College.

Dissertation: A dissertation (doctoral thesis) is required of each doctoral candidate. The subject of the dissertation must be approved by the advisory committee and the dissertation is prepared under the direction of members of the committee. The dissertation must follow specifications in the Graduate College Thesis/Dissertation Handbook, available at <http://gradcollege.okstate.edu/student/thesis/default.html>. All dissertation copies must have the necessary approval signatures before submission to the Graduate College.

After completing the research, the student prepares a draft copy (complete and legible) of the proposed dissertation and submits a copy, along with the abstract, to each member of the committee and to the Graduate College. The copy being submitted to the Graduate College must be approved by the student's dissertation advisor. The final paper draft copy must be submitted to the Graduate College no later than the stated deadline date
http://gradcollege.okstate.edu/current_student/calendar.html.

The student should submit an electronic copy of the dissertation through the OSU electronic submission website. Directions for the website submission are given to the student when they pick up the reviewed draft copy. In addition, the student must submit to the Graduate college (1) one paper copy of the approval page with all original signatures and the student's name and CWID number entered at the top of the page; and (b) two signed abstracts on OSU thesis bond paper. Copies must be received no later than the stated final copy submission deadline date
http://gradcollege.okstate.edu/current_student/calendar.html. The student should then pay the submission fee at the Office of the Bursar.

All dissertations are microfilmed by University Microfilms, Inc. The student is required to pay a fee for microfilming the complete

document and for publication of an abstract of about 350 words. The student must complete a University Microfilms Agreement Form after the dissertation has been accepted by the Graduate College. Copyrighting the dissertation is not required, but can be done at a small additional cost. OSU participates in the National Survey of Earned Doctorates. All students must complete and submit the survey.

Doctor of Philosophy Degree in Soil Science

I. Admission to Program

Prospective students must meet the general requirements for admission to the Graduate College as set forth in the Graduate College portion of the OSU Catalog. The departmental Graduate Coordinator and faculty in an applicant's area of interest will review applications and make recommendations relative to the qualifications of individual applicants. Qualified applicants must be accepted by a departmental advisor prior to official admission. The Department Head recommends acceptance or rejection of individual applicants to the Dean of the Graduate College.

II. Requirements for the Degree

1. Minimum standards to be met before the granting of the Doctor of Philosophy degree by Oklahoma State University are set by the Graduate College and are listed in the Graduate College portion of the OSU Catalog. Since the Soil Science degree program accommodates a wide range of interests, the Department of Plant and Soil Sciences has established some additional requirements to ensure that students have well-balanced, high quality programs. These departmental requirements are not subject to modification by the student's advisory committee without the approval of the Plant and Soil Sciences Department Head or his/her representative.
2. An advisory committee of at least four (4) full members of the Graduate Faculty must be established for each student. For students in the Department of Plant and Soil Sciences, at least one of the committee members must be from a department other than Plant and Soil Sciences. Committees must be established early in the student's program, and all members will have the opportunity to advise and assist in the development of a plan of study and the thesis research project.
3. A plan of study must be approved by the advisory committee and the Department Head and filed with the Graduate College prior to completion of the 28th credit hour of enrollment in the doctoral program. Duplicate copies of the plan of study must be submitted to the Department Head. Plan of Study forms can be obtained at <http://gradcollege.okstate.edu/download/plansforms.htm>.
4. Changes in the plan of study can be made with the approval of the advisory committee, Department Head or Graduate Coordinator, and the dean of the Graduate College with their initials beside the changes made. A final, accurate, and approved plan must be filed before the end of the second week of the semester in which the degree is to be conferred.
5. A thesis research proposal must be developed by each student, approved by his/her committee, and filed with the Department Head and the

Graduate College as early in the program as possible, but no later than the beginning of the third full semester of study beyond the M.S. degree.

6. Additional departmental requirements relating to course work: The following requirements are minimal. Some programs will specify additional requirements.

- a. **Plant and Soil Sciences**

- Three (3) credit hours of SOIL 5020 (Seminar).
- Fifteen (15) credit hours of SOIL 6000 (Doctor's Thesis). Eighteen (18) credit hours are preferred.
- Fifteen (15) credit hours of either PLNT or SOIL courses at the 5000 level or above (excluding seminar and thesis) are required in the Ph.D. program.
- An additional 27 (twenty-seven) credit hours of research or course work must be taken and these will be determined in consultation with the student's advisory committee. The requirements for course work from "Other Departments" (see below) must be satisfied within these 27 credit hours.
- A student with a M.S. or equivalent degree will not receive graduate credit for 3000 level PLNT or SOIL courses taken during the Ph.D. program.

- b. **Other Departments**

- Mathematics: One approved calculus course of three (3) credit hours minimum must be passed.
- Statistics: Six (6) credit hours at 5000 level or above are required on the combined M.S. and Ph.D. programs.
- To add breadth to the educational experience, each student must have nine (9) additional credit hours related to the student's specialty area from Chemistry, Physical Sciences, Geological Science, Biological Sciences, or Environmental/Water Sciences. These courses must be approved by the student's graduate committee.

7. English Proficiency: Each student must demonstrate proficiency in the use of the English language to the satisfaction of his/her advisory committee. Each student must also demonstrate proficiency in research methodology and in his/her ability to conduct independent research. The reading knowledge of a foreign language is not a general requirement. If it is necessary for the student to read a foreign language in the study of his/her major field or in the preparation of the thesis, the advisory committee may establish the requirement.

8. To add breadth to the educational experience, each student must have a minimum of six (6) credit hours of course work in a subject matter area complementary to the core curriculum. The minimum of six (6) hours must be in courses above any base level that is required. The courses used to satisfy this requirement should be identified at the end of the course listings on the Plan of Study form.
9. All students in the Plant and Soil Sciences Department who are pursuing a Ph.D. degree are required to assist in the instruction of a Plant and Soil Sciences (PLNT or SOIL) course for a period of one semester.

III. Final Examination/Thesis Defense

10. Students are required to pass three (3) examinations during the course of the Crop Science Ph.D. degree program. The examinations are:
 - a. **Preliminary examination:** This examination is required by the Department and is administered by the advisory committee prior to the beginning of the third full semester of course work in the student's program. Part of this examination will be a defense of the thesis research proposal developed by the student. The remaining portion of the examination should be used to determine the student's academic competence, the need for remedial non-credit course work, and suitability for continued pursuit of the Ph.D. degree. The examination will normally be oral but, at the discretion of the committee, may contain a written portion. Results of the examination must be filed with the Department Head within five (5) working days after it is administered. Normally a memo indicating the results of the examination and an approved copy of the thesis research proposal will be filed at the same time. Students failing the examination may retake it one (1) time within a period of six (6) months from the date that it was first administered. Failure of the second examination will result in termination of the student's program.
 - b. **Qualifying Examination:** The qualifying examination is comprehensive, covering the entire area of the student's graduate study. The examination may be written, oral or both. The examination must be passed at least six months before the degree is granted. The results of the examination are reported to the Graduate College on the Admission to Candidacy form.

In order to take the qualifying examination, the student must have an approved plan of study on file in the Graduate College, and have the approval of the advisory committee. In case of failure to pass any part of this examination, the student will be notified in writing of the conditions under which another examination can be taken. A second examination may not be given earlier than four months after a failure. Failure of the second examination will result in termination of the student's program.

Admission to Candidacy: A student must be admitted to candidacy at least six months before the commencement in which the Doctor of Philosophy degree will be conferred. Before being admitted to candidacy, the student must have (1) an approved plan of study on file in the Graduate College; (2) a dissertation proposal or outline approved by the student's advisory committee; and (3) passed the qualifying examination.

- c. **Final Examination:** This is also mandated by the Graduate College and is administered by the advisory committee in accordance with the procedures outlined in the Graduate College portion of the OSU Catalog.

The final examination is primarily a defense of the dissertation. The examination is open to all members of the Graduate Faculty and may be attended by anyone else who obtains the permission of the committee. If the defense is judged inadequate, a pre-examination decision will be made by the advisory committee. The committee will notify the Graduate College immediately of results of the final examination by submitting the Result of Final Examination form. Following satisfactory completion of the final examination, the candidate will make any changes required by the committee and by the Graduate College and submit the dissertation in final form signed by the committee to the Graduate College.

Dissertation: A dissertation (doctoral thesis) is required of each doctoral candidate. The subject of the dissertation must be approved by the advisory committee and the dissertation is prepared under the direction of members of the committee. The dissertation must follow specification in the Graduate College Thesis/Dissertation Handbook, available at <http://gradcollege.okstate.edu/student/thesis/default.html>. All dissertation copies must have the necessary approval signatures before submission to the Graduate College.

After completing the research, the student prepares a draft copy (complete and legible) of the proposed dissertation and submits a copy, along with the abstract, to each member of the committee and to the Graduate College. The copy being submitted to the Graduate College must be approved by the student's dissertation advisor. The final paper draft copy must be submitted to the Graduate College no later than the stated deadline date http://gradcollege.okstate.edu/current_student/calendar.html.

The student should submit an electronic copy of the dissertation through the OSU electronic submission website. Directions for the website submission are given to the student when they pick up the reviewed draft copy. In addition, the student must submit to the Graduate college (1) one paper copy of the approval page with all original signatures and the student's name and CWID number entered at the top of the page; and (b) two signed abstracts on OSU

thesis bond paper. Copies must be received no later than the stated final copy submission deadline date http://gradcollege.okstate.edu/current_student/calendar.html. The student should then pay the submission fee at the Office of the Bursar.

All dissertations are microfilmed by University Microfilms, Inc. The student is required to pay a fee for microfilming the complete document and for publication of an abstract of about 350 words. The student must complete a University Microfilms Agreement Form after the dissertation has been accepted by the Graduate College. Copyrighting the dissertation is not required, but can be done at a small additional cost. OSU participates in the National Survey of Earned Doctorates. All students must complete and submit the survey.

Summary of Graduate Advising Rules

Enrollment Requirements

Students are required to be enrolled in at least two credit hours in each semester in which they are using physical or faculty resources of the University. (Students holding graduate assistantships should note that addition requirements apply; see below.) Regardless of the number of hours taken, a student may not count more than 16 credit hours taken in the fall or spring semester toward a degree. During the summer session, a student may not count toward a degree more than nine credit hours taken in any session during the eight-week summer session. No more than three credit hours taken during the first summer session (intercession) may count toward a degree. Summer intercession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, enrollment shall not exceed one credit hour for each week.

International students on F-1 or J-1 visas must maintain full-time status (as defined below) during the first semester of enrollment, and during each fall and spring semester thereafter.

Each degree-seeking graduate student must be enrolled in at least two hours or courses eligible for graduate credit during their graduating semester (defined as the semester in which they satisfactorily complete all degree requirements). Further, students with a Fall (Spring/Summer) graduating semester who have research courses (i.e., courses numbered 5000 or 6000) on their approved plan of study must satisfactorily complete no fewer than six hours or courses eligible for graduate credit during the calendar (academic) year which includes the graduating semester.

Students must enroll in research, thesis, or dissertation hours, as appropriate, during each semester in which they are involved in research leading to a thesis or dissertation, irrespective of the number or credit hours of such courses either required or permitted for the degree.

Any graduate student holding an assistantship or fellowship of 0.50 FTE (or greater) must enroll in at least six resident credit hours during the fall and spring semesters and at least three resident credit hours during the summer. A student holding less than a 0.50 FTE graduate assistant appointment must be enrolled in a minimum of nine resident credit hours during the fall or spring semester, or three resident credit hours during the summer semester.

Enrollment and Financial Assistance

For the purpose of receiving monetary assistance through the Office of Scholarship and Financial Aid, the amount of the award is related to the total number of enrolled credit hours that apply toward the degree. Certifiable enrollment status based upon a combination of enrollment and employment only assists with the deferral of loan repayments, never qualification for aid, which is based solely on enrollment.

Although the University considers a graduate student full-time if he or she is enrolled in six credit hours in the fall or spring semester or three credit hours in the summer session with a 0.50 FTE assistantship, many federal financial aids are based on the total number in which a student is enrolled toward the degree. In general, a graduate student must be enrolled in 4 hours of courses eligible for graduate credit each Fall and Spring semester, and 2 hours of courses eligible for graduate credit in the summer to receive the full amount of federal financial aid. Students should verify with their financial aid advisor in the OSU Office of Scholarship and Financial Aid the number of hours they are required to take.

Time Limits

All requirements must be completed within the following periods calculated from the initial enrollment in the program:

- Master's candidates = 5 years
- Doctoral candidates = 7 years
- No course on the plan of study may be more than 10 years old at the time of graduation.
- All requirements for the doctorate must be completed within 4 years after passing the Qualifying Exam.
- Students must follow deadlines for submission of thesis/dissertations and for completing final exams as listed at:
http://gradcollege.okstate.edu/current_student/calendar.html.

Grade Point Average (GPA) Requirements

Students whose cumulative graduate GPA falls below 3.0 are subject to being placed on Strict Academic Probation (SAP).

Students on SAP may be suspended if they receive any grade below a B.

To graduate a student must have a minimum GPA of 3.0 in all course work (excluding research and creative component hours) and also a minimum GPA of 3.0 in research (or creative component) hours. These GPAs are calculated independently.

Transfer of Graduate Credits

Transfer of graduate credits to the Graduate College is possible only when the student was formally admitted to graduate study at another accredited institution

and the applicable course(s) was/were certified as graduate credit by the institution.

The transfer work must be recommended by the advisory committee as a part of the approved plan of study. The acceptance of transferred work requires the recommendation of the student's advisory committee and approval by the dean of the Graduate College at the time a plan of study is submitted. A maximum of nine credit hours with a grade "B" or better in each course can be accepted as transfer credits toward a master's degree. Doctoral students must complete at least 30 hours of their program at OSU. However, no more than nine hours with a grade of "B" or better may be transferred from institutions that do not grant doctoral degrees.

Plan of Study

The plan of study for a Master's candidate must be filed no later than the semester when the 17th credit hour is completed. Doctoral candidates must file the plan of study prior to enrollment in the third semester beyond the Master's degree.

All students must indicate on their plans of study whether or not their research will involve human subjects. If human subjects are to be used, approval must be received from the IRB prior to the beginning of the research.

Students wishing to graduate must submit a "graduate clearance form", signed by their advisor, in the last semester. This form guides students through the process of verifying that degree requirements will be met. An extremely important step in this process is checking that the courses listed on the Plan of Study have been taken and that the course prefix and number match the transcript **exactly**. This form **must be** received by the Graduate College before a "diploma application" can be applied for with the Registrar's Office.

Students must file a "diploma application" at the beginning of the semester in which they are expecting to graduate. If they fail to graduate during that semester, they must re-file the application.

At the beginning of the semester of anticipated graduation, students should update their plans of study to ensure consistency with actual course work.

Thesis/Dissertation Submission

Students must visit the thesis submission website for information on submission of the thesis and to access the manual. The website is <http://gradcollege.okstate.edu/student/thesis/default.html>.

Published deadlines for thesis and dissertations are strictly enforced.

Students **MUST** submit one (1) copy of their thesis or dissertation to the Department Head's office in 371 AGH.

Teaching Requirement

All Ph.D. students are required to assist in the instruction of a Plant and Soil Sciences (PLNT or SOIL) course for a one-semester period. This requirement was implemented to ensure that all doctoral students have teaching experience to add to their professional development. As a teaching assistant, you will work with the instructor of the course in the manner that the instructor chooses. Your duties may include laboratory instruction, preparation of materials for theory or laboratory use, grading of examinations, etc.

Notification of Completion

EACH STUDENT must submit a copy of the title page of his/her rough draft and final copy of the thesis or dissertation to the Department Head at the same time the thesis is submitted to the Graduate College.

Academic Performance, Probation, and Termination

To remain in good standing, a student's grade-point average (GPA) must meet or exceed the 3.0 average established by the Graduate College. If a student's GPA drops below 3.0, he/she is placed on probation. One (1) semester is allowed for a student to achieve a 3.0 GPA. The enrollment of a graduate student in Plant and Soil Sciences graduate programs may be terminated for one or more of the following reasons:

1. Being placed on academic probation two (2) or more different times during the student's program.
2. Having failed the final examination for the Master's degree or the preliminary or qualifying examinations for the Ph.D. degree two (2) times.
3. Unsatisfactory progress toward a degree. Under normal conditions, a student should complete all requirements for a Master's degree within two (2) years after beginning the program and a Ph.D. degree within three (3) years after beginning the program. Students should meet at least annually with the advisory committee for review of progress, course work, thesis research, and other areas of professional development. The student will be informed in writing of specific weaknesses requiring improvement. Those weaknesses considered sufficient for possible termination will be reported to the Department Head and to the Dean of the Graduate College, and a time period established for correction and for another evaluation of the student. If a majority of the student's advisory committee feels the weaknesses have not been corrected by the established time, a recommendation will be made to the Department Head and the Dean of the Graduate College for termination of the student's enrollment.

Procedure for Admission of Domestic Students

Students request application materials or can apply on-line at the following address: <https://app.it.okstate.edu/gradcollege/>

The Department sends application forms to the student.

The student submits the completed application materials to the Graduate College to be processed and referred to the department.

The application is evaluated by the Department according to the following criteria:

- Official transcripts showing a G.P.A. of at least 2.5.
- Letters of recommendation.
- State of Purpose Letter.
- Space in the program.

After the departmental decision is made, the referral form is sent back to the Graduate College.

A letter from the Graduate College is sent to the student regarding his/her admission status (a copy is sent to the academic department).

Procedure for Enrollment of Domestic Students

New students should confer with their advisor on classes for enrollment and obtain the advisor's signature on the student's trial study. Each student must complete a trial study form the first time they enroll in classes.

The student takes the signed trial study form to the Graduate College for approval.

The student goes to the Bursar's Office to pay an advance deposit which will be refunded in the student's final semester.

The student goes to Sectioning (4th Floor, Student Union) to complete enrollment (actual registration for classes) and receives his/her ID card.

Stamps indicating graduate student status for use on ID cards are available in the Graduate College.

Continuing students may enroll on-line once a plan of study has been developed. Any deviation from the plan of study should be discussed with and approved by the advisor.

Procedure for Admission of International Students

Student requests application materials or can apply on-line at the following address: <https://www.app.it.okstate.edu/gradcollege/>

This includes requests for transcripts in the original language and an English translation, certification of finances for the costs of educational and living expenses, a TOEFL (Test of English as a Foreign Language) score, and a \$75 application fee (non-refundable). Information about the TOEFL is available via the World Wide Web at <http://www.TOEFL.org>

When the transcript (s) and TOEFL scores have been received and evaluated to insure the candidate meets the minimum standards set by the Graduate College, the application packet will be forwarded to the Department for an admissions decision. Within a few days after the Graduate College receives your application, you will be able to follow your application status via the Graduate College web pages.

If the student is admitted, and if the financial certification indicates the availability of sufficient funds, the Graduate College will send the student a certificate of admission and an I-20 or IAP-66 form which s/he takes to the US Consulate to obtain the appropriate student visa. Included in that mailing are other information pieces which provide pre-arrival information about travel options to Stillwater, an OSU calendar, orientation, on- and off campus housing, bank drafts, etc. If the student is not admitted, or is admitted with conditions, that is communicated to the student by the Graduate College.

Scholars Office, 076 Student Union, to register for the mandatory orientation, complete a data sheet, and receive assistance with banking, finding temporary or permanent housing, answers to questions, directions for taking the TELP (Test of English Language Proficiency), receiving TELP scores, and clearances required for enrollment. (A copy of the TELP results will be sent to the Department Head.)

Procedure for Enrollment of International Students

The results of the English Language Proficiency examination (TELP) are sent to the student's academic advisor. The student may be required to take an English course (ENGL 0003), which carries no graduate credit.

The advisor approves the student's courses and signs the student's trial study. The student has to complete the trial study form the first time they enroll in class.

The student takes the signed trial study form and enrollment clearance to the Graduate College for approval in 202 Whitehurst.

The student goes to the Bursar's Office to pay a registration fee (refundable).

The student proceeds to Sectioning (4th floor, Student Union) to complete enrollment (actual registration for classes) and receives his/her ID card.

Stamps indicating graduate student status for use on ID cards are available in the Graduate College.

Continuing students may enroll by telephone or computer once a plan of study has been developed. Any deviation from the plan of study should be discussed with and approved by the advisor.

Departmental Policies

Enrollment in Excessive Hours for Graduate Assistants

A graduate assistant must enroll in not fewer than six (6) credit hours during the fall and spring semesters and not fewer than three (3) credit hours for each summer session. The following percentage of time and limits on enrollment are guidelines for petitioning the Graduate College for excessive hours:

If employed:	Petition to take:
100% or Full time	More than 4 hours (2 hours in Summer)
75% or 3/4 time	More than 7 hours
50% or 1/2 time	More than 10 hours
25% or 1/4 time	More than 13 hours

These are guidelines for a regular semester. Enrollment cannot exceed a total of nine (9) hours in a summer session without a petition to the Graduate College.

International Graduate Research Assistant Requirement

A non-immigrant (J-1 or F-1 visa) international graduate student may be employed in an assistantship if s/he is maintaining his/her immigration status and is eligible for an employment clearance from the International Students and Scholars office, 076 Student Union. If an international graduate student has a half time (50%) assistantship, s/he will be considered a full-time student from an immigration perspective, if s/he passes six (6) semester hours during each of the fall and spring semesters. International graduate students who have no assistantship, or who have a quarter time (25%) assistantship must pass nine (9) semester hours during each fall and spring semester to be considered full time from an immigration perspective. Immigration does not require that international students be enrolled for the summer semesters. Students' sponsors, the Graduate College, or the Department may have enrollment requirements that exceed immigration regulations.

Continuous Enrollment

A graduate student must maintain continuous enrollment during the entire research phase of the program. Such enrollment is not limited by the maximum number of credit hours of thesis, which may apply to the degree. **Students are required to enroll in a minimum of six credits per year until the degree is completed.**

Thesis Typing and Reproducing

It is the sole responsibility of each graduate student to prepare his/her thesis in a form satisfactory to the advisory committee and the Graduate College. The Department will not assume any financial responsibility for the student's typing or reproduction

costs. The departmental secretaries are not allowed to type thesis or dissertations or to make corrections on official time. Departmental secretaries are also not allowed to type student reports or other personal papers on official time. Graduate students requiring secretarial help of an official nature must make their request through their major advisor. This may include preparation of abstracts, visual aids, tables, and graphs for use in graduate seminar or presentations at professional meetings.

General Needs and Supplies

Duplicating Machine: All copying on the duplicating machine for personal material is at the rate of five cents per page. You must obtain an account from your advisor.

Resource Aaterials: Thesis, books, etc., can be checked out from the Plant and Soil Sciences Resource Center by signing out the book on the log sheet and inserting the "out card" in the blank space on the bookshelf.

Graduate Student Keys: Graduate student keys are obtained from the main office of the Department.

Study Desk Assignments: Desk assignment requests are made by your major advisor to the Department Head. You will be placed in line for space, as it becomes available. Priority will be given to graduate assistants.

Use of the Conference Room: Arrangements for reserving a conference room for a specific date and time are made through the Office Assistant in Room 371 Ag Hall. Reservations should be made well in advance of the date required.

Mail Distribution: Incoming mail will be sorted by floors once a day in Room 368. Graduate students must not attempt to sort mail. A mailbox in the secretarial office on each floor has boxes assigned to graduate students. The boxes in the secretarial offices can be checked as frequently as desired for mail, telephone messages, etc. The basket for outgoing mail is located inside the door in Room 368. Graduate students who do not have an assigned desk or mailbox may pick up mail from their advisor.

Requisitions: Your advisor must approve any request for supplies. Once you receive ordered items, give the packing slip to your advisor for transmission to the accounting office, Room 372 Ag Hall.

Signing Charge Tickets: All charge tickets (gasoline, packing slips, etc.) are to be signed by project leaders. Graduate students getting materials for a faculty member should sign the faculty member's name for them. Accounting should be able to read your signature so print your name and then sign. Signed tickets are to be immediately turned in to the accounting office in Room 372 Ag Hall.

Making Purchases: On Campus – purchases (Student Union Bookstore, Chemistry Store, etc.), should be signed by the student. A valid account number will be given at the time of purchase. Check with your advisor for the correct account number.

Off Campus - You advisor will decide if you will attend training and receive a purchase card (p-card). P-card training will give you all the requirements for its use. If you do not receive a p-card, you should coordinate your purchases with your advisor and the accounting office. We have other avenues available for making purchases when necessary.

Greenhouse and Growth Chamber Space: Requests for bench space in the greenhouses or growth chamber space in the CERL (Controlled Environmental Research Laboratory) must be made through your advisor. Space application forms are available at CERL. You are responsible for proper care of assigned space, including maintaining cleanliness.

Telephones: Most graduate rooms have telephones, which are limited to campus and local calls.

Holidays: The holidays listed below or announced equivalents are observed by the University:

New Year's Day, January 1

Martin Luther King Day

Memorial Day

Independence Day, July 4

Labor Day

Thanksgiving Day and the following Friday
(Student holiday begins Wednesday before)

Christmas Eve through the first working day after New Year's Day.

Whenever a holiday falls on a Sunday, the following Monday is observed; when a holiday falls on a Saturday, the day before is observed as a holiday.

Research Space and Equipment: Use of equipment in any laboratory is permitted only after its use has been approved and explained by the responsible person. The equipment is intended for research use by anyone in the Department, but improper use will render the equipment useless for everyone. Assignment of space in a laboratory is the responsibility of the person in charge of the laboratory. Do not move equipment from one laboratory to another without permission of the person responsible for the lab.

Departmental Computers: The Department of Plant and Soil Sciences and the Division of Agricultural Sciences and Natural Resources have several microcomputers for faculty and student use. The computers located in Rooms 005, 168, 266 in AGH and 126 ANSI may be used by Plant and Soil Sciences students during designated periods. Programs exist for graphical analyses, data entry and management, statistical analyses, computer-assisted instruction, classroom record keeping, and word processing. Information can be transferred to and received from the computers of Computing and Information Services (CIS).

Computing and Information Services (CIS): Students are urged to use the university computer center when necessary. However, funds must be allocated for such use by your advisor. With his/her approval, application forms are available in the main office. After the form is signed it goes to CIS and a computer center project number is assigned. A copy of the approved form is returned to your advisor.

Vehicles: Pickup trucks and cars for travel on official departmental business are available. To operate a state vehicle you must be on the OSU payroll, and under no condition can a state vehicle be used for any personal purpose. There should be no small children or unauthorized persons in the vehicle. A valid Oklahoma driver's license is required. Cars can be rented from the University Motor Pool with written approval of your advisor and pickups are available from the Station Superintendent of the Research Station. Report any problems with vehicles to your advisor or to the Station Superintendent. In the event of an accident, fill out the report form in the vehicle glove compartment and submit to the Station Superintendent. All infractions of the law are the driver's responsibility.

Farm and Equipment: The equipment and tools at the Research Station are available for everyone's use for official purposes. The exception is equipment specifically assigned to a project leader or the shop foreman. Because of the high demand for a limited amount of equipment, the following rules must be adhered to in order to maintain a satisfactory level of efficiency.

Ask the Station Superintendent or Foreman before you borrow any hand tools, tractors, farm equipment, or building materials. Use the prepared checkout slips located in the shop to borrow equipment. Return all equipment as soon as possible to its proper place.

If the equipment is broken, report it to either the Station Superintendent or Foreman so it can be repaired.

Do not use the metal lathe, welders, or power hacksaw unless special permission is obtained. These are not only expensive, but also dangerous unless you have experience in their use.

Check the oil, water, and fuel before starting any motor.

Report any accident immediately.

If in doubt about anything, ask questions. It can save you time, effort, and unnecessary problems.

Workers' Compensation Insurance: University employees are covered by Workers' Compensation Insurance. Premiums for the coverage will be paid totally by the University. The insurance provides coverage for any employee on the payroll. Coverage is automatic and occurs when an employee is placed on the payroll. Specified benefits are according to State statutes. Employee accidents requiring medical attention must be investigated and the Safety Department is responsible for investigating all such accidents.

The employee must notify the supervisor of an accident, except, of course, in those cases where the injuries render the employee incapable of this action. Generally, injured employees should report to the University Hospital for examination. However, employees have the right to select their own physician or clinic. All employees must be aware that Workers' Compensation Insurance covers only those accidental injuries, occupational diseases, or infections arising out of, and in the course of, employment. Generally, all medical bills will be paid; however, the incurred costs are screened by the State Insurance Fund to ensure that the charges are usual, reasonable, and customary.

Employees should understand that all accidents are not necessarily covered under Workers' Compensation. For a claim to be valid under Workers' Compensation, the following must be evident: sufficient notice that an accident occurred must be given; the injury was not occasioned by the willful intention of the injured employee to bring about the injury to himself/herself or of another; the injury did not result directly from the willful failure of the injured employee to use a guard or protection against accident for use pursuant to any statute or by order of the Commission of Labor; and the injury did not result or was not substantially caused by the employee's use of any drugs, chemicals, or other compounds or substances including any form or type of narcotic drugs, marijuana, stimulants, depressants or hallucinogens.

Guidelines for Graduate Tuition Waiver Scholarships

A few Graduate Tuition Waiver Scholarships are available to graduate students who are Oklahoma residents. These scholarships are awarded in credit hours rather than a dollar amount. For example, if you are awarded a tuition waiver for five hours, five hours of your resident tuition (credit hour fees) will be waived (providing you have met requirements).

1. Only graduate level (5000, 6000) courses and 4000 level courses approved for credit on the Plan of Study may be used for tuition waiver hours.
2. Each applicant must meet the following conditions to be eligible for tuition waiver scholarship.
 - a. Be an Oklahoma resident in good academic standing (GPA \geq 3.0) and enrolled in a degree program (special students are not eligible).

If you have any questions concerning these guidelines, please contact the Graduate College, 202 Whitehurst.

Resident Tuition Waivers

Resident tuition scholarships are available on a limited basis each semester for graduate students who are US citizens and have been admitted to a degree or graduate certificate program. Interested students should contact the graduate coordinator of their department or program.

Nonresident Tuition Waivers

Newly enrolled, nonresident, domestic graduate students who do not hold departmental assistantships, but who are graduates of a McNair Scholar Program, have overcome significant family obstacles, are from underrepresented groups, or can demonstrate financial need may be considered for a waiver of the out-of-state portion of their tuition.

Plant and Soil Sciences Faculty

David R. Porter
Department Head and Professor

Title, Name	Specialization
Regents Prof. Brett F. Carver <i>"Wheat Genetics Chair in Agriculture"</i>	Wheat Breeding & Genetics
Regents Prof. Don S. Murray <i>"P.E. Harrill Dist. Prof. of Crop Science"</i>	Row Crops, Pastures, and Alfalfa
Prof. Thomas F. Peeper <i>"Warth Professorship"</i>	Small Grain Weed Control
Regents Prof. William R. Raun..... <i>"Mel and Mary Jones Professorship"</i>	Soil Fertility
Prof. Hailin Zhang..... <i>"Santelmann/Warth Professorship"</i>	Soil Fertility/Chemistry
Prof. J.C. Banks.....	Cotton Specialist
Prof. Brian J. Carter.....	Soil Morphology
Prof. Jeffery A. Hattey.....	Soil Science
Prof. Arthur R. Klatt.....	Wheat Breeding and Genetics
Prof. Bjorn C. Martin.....	Stress Physiology
Assoc. Prof. Michael P. Anderson.....	Plant Biochemistry
Assoc. Prof. Shiping Deng.....	Soil Microbiology
Asst. Prof. Daren D. Redfearn.....	Forage and Pasture Management
Asst. Prof. Jon-Joseph Armstrong.....	Weed Science Ext. Spec.
Asst. Prof. D. Brian Arnall.....	Precision Nutrient Management
Asst. Prof. Kefyalew Desta.....	Sustainable Agricultural Systems
Asst. Prof. Jeff T. Edwards.....	Small Grains Extension Specialist
Asst. Prof. Chad B. Godsey.....	Cropping Systems Specialist
Asst. Prof. V. Gopal Kakani.....	Bioenergy Crop Production
Asst. Prof. Sarah R. Lancaster.....	Undergrad Education & Youth Dev.
Asst. Prof. Tyson E. Ochsner.....	Applied Soil Physics
Asst. Prof. Chad J. Penn.....	Soil and Environmental Chemistry
Asst. Prof. Jason G. Warren.....	Soil & Water Conservation/ Mgmt.Ext Spec
Asst. Prof. Yanqi Wu.....	Plant Breeding & Genetics (Grasses)
Asst. Prof. Liuling Yan.....	Wheat Molecular Genetics & Breeding

Graduate College Web Addresses

Graduate College Home Page

<http://grad.okstate.edu/index.php>

Health Insurance and Non-Resident Waiver Eligibility Certification

<http://gradcollege.okstate.edu/download/misc.htm>

Admission to Doctoral Candidacy

<http://gradcollege.okstate.edu/download/admdoccand.htm>

OSU Graduate College Plan of Study Form for the Masters Degree

<http://gradcollege.okstate.edu/download/pdf/Masters%20POS%2010-9-06.pdf>

OSU Graduate College Plan of Study Form for the Doctoral Degree

<http://gradcollege.okstate.edu/download/pdf/Doc%20POS%2010-9-06.pdf>

Plan of Study Checklist

http://gradcollege.okstate.edu/download/pdf/POS_Checklist_12_05.pdf

Committee Change Request

<http://gradcollege.okstate.edu/download/misc.htm>

Thesis and Dissertation Manual and Checklist

<http://gradcollege.okstate.edu/student/thesis/default.html>

Diploma Application

<http://www.okstate.edu/registrar/Graduation.html>

Graduation Clearance

http://gradcollege.okstate.edu/gradcord/download/Grad_Clearance_form.pdf

Exit Interview

Department Head's Office

Forms



Application for Assistantship

Oklahoma State University | Plant and Soil Sciences | 368 Agricultural Hall | Stillwater, OK 74078 | 405-744-6425 | Fax: 405-744-0354

Contact Information

Name _____
Last Name First Name Middle Initial

Current Address _____
Number & Street City State Zip Code/Foreign Country Phone - (Area Code) Number

Permanent Address _____
Number & Street City State Zip Code/Foreign Country Phone - (Area Code) Number

Business Phone _____ Fax No. _____ E-mail address _____
(Area Code) Number (Area Code) Number

Legal Residence _____
State County Country

Are you legally authorized to work in the United States? Yes _____ No _____
You will be required to provide proof of your identity and employment eligibility if you are hired.

Native Language Is English your native language? Yes No
What language other than English do you speak fluently? (optional) _____

Admission Information

Option or Specialization you are interested in _____

Proposed Major _____ Degree Sought _____
(MA, MS, PhD)

Semester and year you expect to enroll Fall Spring Summer of year _____

Academic History

University & Location	Dates Attended	Major Field of Study	Degree Earned	Date Conferred
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subjects studied: _____

a. In undergraduate work _____

b. In graduate work _____

c. Other education programs _____

Title of Master's Thesis _____

Title of Doctoral Dissertation _____

Honors, Publications, Societies

Honors – honorary societies, fellowships, scholarships, prizes, etc. (optional) _____

Membership in learned and professional societies (optional) _____

Publications (Please submit a list of your publications on a separate sheet.)

Submit a list of any scientific discoveries, inventions, original designs, art awards, etc.

Previous Experience

Teaching or professional experience: List in chronological order with most recent position first.

Title of Position	Company or Organization	Dates	Nature of Duties (If teaching position, list subjects taught)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reference Information

Names, addresses, and phone numbers of three or more persons from whom information concerning you may be obtained.

On a separate sheet add any information you wish to offer to support your application.

Signature _____

Summary of Procedure for Master's Degree

Dean-Dean of Graduate College; GCO-Graduate College Office; DH-Department Head; TA-Temporary Advisor; Advisor-Person designated by department head to advise; Comm-Committee

	Initiate through	
Procedure	Approved by	Time
1. Apply for admission. (Follow instruction sheet carefully. If relevant, see "Requirements for Admission to Professional Education" under "College of Education.")	GCO Dean	Complete 30 days prior to enrollment or departmental deadline. (International students see section on International Admission for deadlines.)
2. Read "General Regulations" and Adviser "Master's Degree" sections, then secure registration materials in the Graduate College.	Advisor	
3. Secure assignment of a temporary advisor from major department head and enroll for the first semester.	DH & TA	
4. Plan program with advice of department head or designated Graduate Faculty member and submit plan of study.	Advisor Dean	Prior to completing the 17th credit hour.
5. Proceed with course work and research assignment.	Advisor	
6. Take comprehensive written examinations if required by major department.	Advisor	See department for dates.
7. Complete the Diploma Application, make any corrections needed on plan of study, and complete the Graduation Clearance Form.	Ch GCO	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated degree date only. File new diploma application if conferring of degree is delayed.)
8. Complete research, prepare final draft copy of thesis or report and submit it at least one week prior to the final examination, along with a copy of the abstract, to each member of the examining committee and to the Graduate College. The <i>Graduate College Thesis Handbook</i> is available for download from Graduate College Internet site (http://gradcollege.okstate.edu/student/thesis.htm) and lists specific requirements for formatting the document. The advisor must sign the copy submitted to the Graduate College.	Advisor Dean	Deadlines published yearly.
9. Take final examination or defense. The committee chair should notify Graduate College of the examination results by submitting the Result of Final Examination form immediately following conclusion of the examination.	Advisor Dean	Deadlines published yearly.
10. Make any changes in thesis or report as required by examining committee and by the Graduate College. Advisory committee members sign final copies of thesis or report. The Graduate College makes the final decision on acceptance of the thesis or report. See the <i>Thesis/Dissertation Handbook</i> for submission options (paper or electronic).	Advisor Dean	Deadlines published yearly.
11. Pay thesis submission fee in the Office of the Bursar and return form to the Graduate College.	GCO	Form to be obtained from the Graduate College after the thesis has been formally accepted by that office.
12. Arrange for cap, gown and hood at Student Union Bookstore and attend Graduate Commencement.		

Summary of Procedure for Doctoral Degree

Dean-Dean of Graduate College; DH-Department Head; TA-Temporary Advisor; Comm-Committee;
Ch-Chair of Committee; GCO- Graduate College Office

		Initiate through		
Procedure	Approved by	Time		
1. Apply for admission. (Follow instruction sheet carefully.)	GCO Dean	Complete 30 days prior to enrollment or departmental deadline. (International students see section on International Admission for deadlines.)		
2. Secure assignment of a temporary advisor from major department head and enroll.	DH & TA Dean			
3. Appoint advisory committee.	DH Dean			
4. Prepare plan of study with assistance of committee. Submit one original approved copy to Graduate College.	Comm Dean	Prior to completion of the 28th credit hour.		
5. Fulfill foreign language requirement or attain other required proficiencies.		Prior to qualifying examination.		
6. Complete major portion of course work and plan dissertation program with committee.	Ch Dean	As early in the research stage as possible.		
7. Apply for and take qualifying examination.	Ch	As determined by the department and not less than six month prior to the end of the semester in which the degree will be conferred.		
8. Submit results of qualifying examination and/or application for admission to candidacy.	Comm Dean	Not less than six months prior to end of semester in which degree will be conferred.		
9. Verify accuracy of plan of study in Graduate College and revise if necessary. Secure committee approval for any necessary changes. Check on time limit for the degree.	Comm Dean	Within the first two weeks of the semester or summer session in which degree is to be conferred.		
10. Complete the Diploma Application and Graduation Clearance Form.	Ch GCO	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated time only. File new diploma application if conferring of degree is delayed.)		
11. Complete research, prepare final draft copy of dissertation and submit it at least one week prior to the examination, along with a copy of the abstract, to each member of the committee and to the Graduate College. The format must follow recommendations in the <i>Thesis/Dissertation Manual</i> ; however, the style is to be determined by the advisory committee. The advisor must sign the paper copy submitted to the Graduate College.	Comm Dean	Deadlines published yearly.		
12. Schedule dissertation defense. The Committee chair should notify the Graduate College of the results by submitting the Result of Final Examination form immediately following conclusion of the examination.	Ch Dean			
13. Make any changes in dissertation required by examining committee and by the Graduate College. Advisory committee members sign final copies of dissertation. The Graduate College makes the final decision on acceptance of the dissertation. See the <i>Thesis/Dissertation Handbook</i> for submission option (paper or electronic).	Ch Comm Dean	Deadlines published yearly.		
14. Pay dissertation submission fee in the Office of the Bursar; complete survey of Earned Doctorate.		Form to be obtained from the Graduate College after dissertation has been formally accepted by that office.		
15. Rent or buy cap, gown, and hood at Student Union Bookstore and attend Graduate Commencement.				

GRADUATE STUDENT EXIT INTERVIEW

Name _____ Degree _____ Advisor _____

Date of Graduation _____ Major _____ Minor _____

Thesis/Dissertation Title _____

Please answer the following questions to the best of your ability.

1. Address: (Include E-Mail) *(We want to keep in touch with our grads and you can stay updated on the department.)*

2. What are your immediate career plans? _____

Employment

a. Will you be employed full or part-time? _____

b. What is the position? _____

c. Name of employer? _____

d. Where is the employer located? _____

e. Is the position related to your major? _____

Graduate School

a. What degree will you be pursuing? _____

b. What research area will you pursue? _____

c. What university will you be attending? _____

3. Articles, Journals, or Papers published or to be published:

Source of publication

Title

Date

4. Presentations at professional meetings during graduate education at OSU:
Meeting Title Date Award

5. Clubs, judging teams, other organizations (graduate level):
Name Year(s) Office held/Awards received

6. Awards, honors, and scholarships during graduate education at OSU:

7. Overall, how would you rate your OSU experience?

8. How satisfied are you with the quality of instruction you received in your major field of study?

9. How satisfied are you with the quality of academic advising you received in your major?

10. Which Plant and Soils courses would you say have been the most useful to you?

11. Would you recommend OSU's Plant and Soil Sciences program to a relative or close friend considering college?

12. If you could change one thing about Plant and Soil Sciences, what would you change?

13. Additional Comments: