Introduction

Welcome to the Department of Plant and Soil Sciences programs for graduate education. Your time as a graduate student will be one of growth with a diverse range of learning opportunities placed before you. You are ultimately responsible for your path to professionalism, but the Plant and Soil Sciences faculty are here to help. As beginning professionals we encourage you to be involved with not only your research activities, but also with your fellow students and faculty colleagues. These networking opportunities and interactions will be some of the most valuable in your graduate career and beyond. Please don’t be shy, get to know both fellow students and the faculty. You are not alone. Enjoy the challenges and growth opportunities that lie ahead.

This graduate handbook provides guidance by summarizing rules and requirements of the Graduate College and those of the Department of Plant and Soil Sciences for graduation. Please become familiar with its content. What is contained here, if well understood, will save you time and expense as you navigate towards graduation. As pre-professional students it is your responsibility to become familiar with and follow the rules and requirements of the Graduate College and the Plant and Soil Sciences Department. This is especially true with respect to meeting deadlines for the submission of documents for graduation, employment, and immigration status. Please review this handbook carefully and if you do not understand some aspect consult with your advisor or the Department Graduate Coordinator. We are all interested in your success in your graduate studies and research as well as your contribution to the Departmental programs.

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), participation in teaching, research projects, and other professional development activities may be required beyond the thesis program. These additional opportunities will provide you with a wide range of experience which will prepare you for your future professional responsibilities.

Graduate students are representatives of their major advisor, the Plant and Soil Sciences Department, and Oklahoma State University. Students are expected always to conduct themselves in a professional manner. Professional and personal networks with colleagues and faculty established in graduate school can enhance career opportunities and enjoyment. Graduate students are strongly encouraged to actively participate in departmental professional and social functions and to be active members of the Plant and Soil Sciences Graduate Student Organization (GSO). All students are expected to attend departmental seminars.

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 assistance from others will be necessary. As a graduate student, you should not hesitate to seek the aid of other students, faculty, or staff when confronted with a significant problem. Your major advisor, members of your graduate advisory committee, the graduate coordinator, or the Department Head are ready to help whenever possible. This is a very special time in your life and we want it to be pleasant and rewarding. We wish your health, happiness, and success during your graduate program and in your career to follow.

**Graduate Program Descriptions and Areas of Specializations**

The Department of Plant and Soil Sciences offers graduate work leading to the Master of Science degree in Plant and Soil Sciences, and the Doctor of Philosophy degrees in Crop Science and Soil Science. Within these three programs are the following areas of specialization:

|  |  |
| --- | --- |
| Crop Physiology | Soil Microbiology |
| Cropping Systems and Modeling | Soil Morphology and Genesis |
| Crop Production and Management | Soil Physics |
| Plant Biotechnology | Sustainable Agriculture |
| Plant Breeding and Genetics | Water and Waste Management |
| Soil Chemistry | Weed Science |
| Soil Fertility and Nutrient Management |  |

**Admission to a Plant and Soil Sciences 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 being considered for official admission to the University. The Department Head recommends acceptance or rejection of individual applicants to the Dean of the Graduate College.

**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 degrees from more than one institution enhances the educational experience and thus, the professional development and career opportunity of individuals. Students are typically discouraged from pursuing all three degrees from this Department.

**Assistantships**

**Graduate Research (GRA) and Teaching Assistantships (GTA)** are awarded on a competitive basis. 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. Most assistantships are financed through extramural grants which typically have specific research requirements. Assistantships are generally half-time (0.5 FTE), requiring the recipient to devote at least 20 hours per week on assigned research projects or teaching activities which may not be directly involved in the student’s thesis or dissertation research. Assistantships are provided to give students the opportunity to devote 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 requiring frequent evening and weekend work, so efficient time management is essential for success. Students are usually given flexibility in arranging their study and work schedules with the expectation that supervision during working hours is unnecessary. Students recruited for a GTA may subsequently be transferred to a GRA but are usually expected to serve as a GTA for several semesters. Summer support for individuals on a GTA is usually available and students should discuss opportunities for summer support with their major advisor at the beginning of their graduate program. 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.

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 will be reviewed annually by the student and graduate advisor in a formal annual review process. The time span for a given assistantship is set forth formally with a beginning and termination date in the letter of offer that students receive prior to coming to OSU. An extension beyond the normal termination date may be granted by the Department Head, if extenuating circumstances occur and funding is available. The extension of an assistantship must be requested by the student through his/her major advisor, and should be requested at least one month prior to the end of the designated time period. The major advisor should make this request in writing (email) to the Department Head, providing a report of the student’s progress and justification for the requested extension.

**Sitlington Fellowships** are graduate student scholarships for the purpose of attracting outstanding new students. 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 “in support of food production research” thrust as stated in the Sitlington will. These are usually in supplement of the doctoral student stipend to the amount of $5,000 ($4000 for student support and $1000 for research support) for a maximum of three years. Department heads are the final authority in approving the use of these funds in concert with the research-related needs of the respective student.

**Awards and Scholarships:** The Department of Plant and Soil Sciences provides a significant number awards and scholarships every year for deserving students. These awards are announced at the annual Plant and Soil Sciences Banquet. All graduate students are encouraged to apply for these awards. The College of Agricultural Sciences and Natural Resources and the University through the Graduate College all provide significant scholarships. Information regarding the application for these scholarships and awards is distributed to graduate students via email (usually during the fall semester). Research awards through the Graduate College are also open to competition. Graduate students whose competitive demonstrated activities are encouraged to seek out and apply for these awards https://gradcollege.okstate.edu/resawards.

**Tuition Waivers Fees and Work Permits:** The nonresident and resident tuition for all qualifying courses taken may be waived on your behalf. Courses that do not qualify for graduate credit, and correspondence and leveling courses are not eligible for the tuition waiver. Students with 0.50 FTE (half-time) or 0.25 (quarter-time) GRA or GTA must submit a GSSI Waiver Program contract to the Graduate College at the beginning of every semester in order to receive a tuition waiver. The contract is available at <http://gradcollege.okstate.edu/forms> under GTA/GRA Tuition Waiver Contracts. Failure to submit the tuition waiver form in a timely manner will result the students having to pay their own tuition for that particular semester.

Students are responsible for the fees associated with their enrollment.

International students with assistantships must take additional steps throughout their program to acquire and maintain a valid work permit. Those students should consult the International Students and Scholars (ISS) office and review the information at <http://iss.okstate.edu/general-employment-and-tax-information>.

**REQUIREMENTS FOR ADVANCED DEGREES**

The minimum requirements for a Master of Science or Doctors of Philosophy degree by the Graduate College are listed in the Graduate College portion of the OSU Catalog (See Important web links below). 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. In addition to the coursework listed below, both Master of Science and Doctors of Philosophy degrees requires completion of a research project and submission of a written thesis/dissertation documenting that research.

Students in the Department of Horticulture and Landscape Architecture may have additional requirements as set by the Horticulture and Landscape Architecture department.

**Enrollment requirements:** A large portion of a graduate students time and effort will be involved in coursework. New students should confer with their advisor concerning what classes to take for their first semester. New students may have a hold placed on their enrollment to ensure that the student meets with the advisor prior to enrollment. The hold can be cleared by the student’s advisor. If problems are encountered, contact the departmental Graduate Coordinator.

All international students from non-English speaking countries are required to pass the TOEFL test to gain admission to OSU. International students are also required to take the TELP test before enrolling for their first semester. If a student does not pass the TELP test they must take an English course (ENGL 0003) which carries no graduate credit but must be listed on the student’s plan of study.

Graduate students need to maintain **continuous enrollment** throughout their graduate career at OSU. Students on a Plant and Soil Science GRA or GTA assistantships are also required to maintain full-time continual enrollment. To be considered **full-time**, a student needs to enroll in a minimum of 9 credit hours during the fall and spring semester and 2 credit hours during the summer. However if the student is on an a half time GRA/GTA assistantship (0.5 FTE), full time enrollment is defined as 6 credit hours during the fall and spring semesters and 2 credit hours during the summer. Students receiving federal financial aid are required to enroll in at least 4 credit hours during the fall and spring semesters.

International graduate students must enroll full-time in their first semester. International graduate students on an F-1 or J-1 nonimmigrant visa are required to maintain full-time enrollment as defined above except during the final semester in which the student intends to graduate. During the final semester the international student must enroll in at least 2 credit hours. International students must complete and submit the Final Semester Verification form before the end of the 2nd week of the final semester in which the student intends to graduate. H1 visa holders are not allowed to hold graduate assistantships or enroll as full-time graduate students. International students with support from their host countries, international or US sponsors may have additional enrollment requirements which must be met (Consult with ISS). U.S. Immigration law does not require international students who are not GRAs or GTAs to be enrolled for the summer semesters.

Once a PhD student (domestic and international) has filed a plan of study, approved a dissertation proposal and passed the qualifying exams the student achieves the status of **doctoral candidate**. Doctoral candidate students are required to enroll in a minimum of 2 credit hours/semester, fall, spring and summer to achieve full time status. The student must file an Admission to Doctoral Candidacy form with the graduate school to be officially declared a doctoral candidate.

A student may not enroll in more than 12 credit hours during the fall and spring semester. During the summer sessions maximum credit hours are 3 for Session 1, 9 for Session 2, 4 for Session 3 and 4 for Session 4 with an overall maximum of 9 credit hours for all summer sessions.

A student who does not **continuously enroll** for one year must reapply and be accepted for admission to OSU before they can recommence their graduate program.

Before enrolling students should examine the course offerings in consultation with their advisor and their **plan of study** (see below) for the next semester. This is especially true if there are any deviations from the previously agreed upon plan of study. Prior to enrolling, the student should obtain an advisor clearance before attempting to enroll. It is the responsibility of the student to meet all enrollment deadlines, complete degree requirements, and to clear any deviations from the plan of study with their advisor.

If a student cannot maintain continual enrollment, the student must consult with their graduate advisor and the Graduate College before applying for a **leave of absence**. International students must consult with ISS to assure compliance with immigration law. Examples where a leave of absence may be justified are: compulsory military service, outside employment requirements, medical conditions, and some personal issues. A student must be in good academic standing to be granted a leave of absence. Leave of absence can only be granted for a specified time period not exceeding 1 academic year with few exceptions. Students not maintaining continual enrollment will most likely experience substantial negative academic and financial consequences.

See Graduate College Enrollment requirements: http://gradcollege.okstate.edu/enrollment

**The Advisory Committee**: Each student will have an advisory committee consisting of associate, full, or emeritus members of the graduate faculty in concordance with Graduate College bylaws. Prospective members of the advisory committee are selected by the student in consultation with the major advisor. The committee must be established by the end of the second semester of the student's program, and all members must have the opportunity to advise and assist in the development of the Plan of Study and the thesis research. The student ascertains the willingness of the prospective members to serve on the committee and its formal establishment is effected by the committee members’ approval of the student’s Plan of Study.

Master’s Degree: Each student will have an advisory committee consisting of at least three (3) members of the graduate faculty, at least two must be from the Department of Plant and Soil Sciences.

PhD Degrees: An advisory committee of at least four members of the graduate faculty must be established for each student, at least two of which must be from the Department of Plant and Soil Sciences with at least one outside the Department member. Students in the Department of Horticulture & Landscape Architecture must have at least one of the committee members from the Department of Plant and Soil Sciences.

**The Plan of Study:** the Plan of Study is intended to document the student’s coursework requirements in anticipation of graduation. The Plan of Study is not set in stone and may be modified with the consent of the student’s advisor and advisory committee by submitting a revised Plan of Study. However, frequent changes in the Plan of Study are to be discouraged. Students early in the semester prior to graduation are strongly encouraged to check that the courses listed on the Plan of Study have been taken and that the course prefix and number match the transcript ***exactly***. If there are discrepancies the student must revise the Plan of Study.

Master’s Degree: A Plan of Study must be approved by the student's advisory committee and filed with the Graduate College prior to the completion of the second semester (excluding summer sessions) of the degree program.

PhD Degree: A Plan of Study must be approved by the advisory committee and submitted to the Graduate College prior to the completion of the third semester in the doctoral program (See Important web links below)

**Thesis/Dissertation Research Proposal:** A thesis/dissertation research proposal outlining the student’s rationale, objectives, methods, expected results, and timeline must be developed and reviewed by the student’s advisor and advisory committee in a formal meeting to provide considered feedback on the student’s research plans. If the research proposal is deemed unsatisfactory the student will be given an opportunity to submit a revised plan. If the revised plan is still unsatisfactory the student’s program will be dismissed from the program.

Master’s Degree: A written research proposal must be submitted to the advisory committee prior to the end of the second semester of the student’s program.

PhD Degree: The written research proposal must be submitted to the advisory committee prior to the end of the third semester of the student’s program.

**Teaching Experience (PhD requirement only):** 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 course for a period of at least one semester. Students will receive credit for their teaching duties by enrolling in SOIL 5120- Teaching Practicum in Plant and Soil Sciences. The number of credit hours will be determined by the professor responsible for the course.

**Qualifying Examination (PhD only):** All PhD students are required to take a comprehensive qualifying examination covering the entire area of the student’s graduate study. The examination may include both written and oral portions with the exact format and duration decided by the student’s advisory committee. 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. The preliminary or qualifying examination must be passed at least six months before a degree is granted. The results of the examination are reported to the Graduate College on the Admission to Doctoral Candidacy form (See Important web links below).

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 the first exam. Failure of the second examination will result in dismissal from the student’s program.

**Doctoral Candidacy (PhD only):** Students who have submitted an approved plan of study, a thesis/dissertation proposal and passed the qualifying examination become doctoral candidates. Doctoral candidates are only required to enroll in a minimum of 2 credit hours per semester (fall, spring and summer) until graduation to maintain continuous full-time enrollment and to qualify for assistantship support.

**Thesis/Dissertation:** Completion of a research project and submission of a written thesis/dissertation documenting the research efforts of the student is a requirement for the successful completion of the degree program. 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 departmental secretaries are not allowed to type thesis or dissertations or to make corrections on official time. In preparation for writing the thesis the student must attend the Thesis/Dissertation Format Review Workshop provided by the Graduate College or view the Thesis/Dissertation Draft Review Webinar (see important web links below).

The draft thesis/dissertation should be well written (i.e., precise, concise and grammatically correct) and must follow Graduate College guidelines. The draft should be reviewed by qualified individuals for English grammar, style, and syntax before submitting to members of the advisory committee. When the student and advisor agree that the thesis is ready to defend, the student will arrange with the advisory committee to meet at a specified time and place for the thesis/dissertation defense. A thesis/dissertation draft must be shared with each committee member at least one week (and preferably two weeks) prior to the thesis defense. The defense can be postponed if the student does not meet the deadline and these requirements. The style and content of the thesis/dissertation must be approved by the advisory committee, and should be reflective of publications in the student’s discipline.

**Thesis/Dissertation Defense:** A comprehensive thesis defense will be administered to each degree candidate by the student’s advisory committee. The examination may be written, oral, or both. The thesis/dissertation defense will consist of an oral public presentation (not to exceed one hour with questions) of the student’s research results and findings. The closed defense will immediately follow and will consist of a defense of the thesis/dissertation with the student’s advisory committee and any invited guests. At the close of the defense, after the candidate has been excused, the members of the committee will discuss the student’s performance. For the student to pass the defense, the thesis advisor must vote in the affirmative with no more than one member of the committee dissenting. After the decision has been rendered, the student will be informed of the decision, and the results will be transmitted to the Graduate College by submitting the signed Thesis/Dissertation Oral Defense Results form (see important web links below).

Following satisfactory completion of the defense, the candidate will make changes in the thesis as required by the advisory committee and the Graduate College. When each committee member is satisfied with the thesis, the members will sign the thesis approval page and the student will submit the approved version of the thesis to the Graduate College, electronically (See Important web links below)

A student who fails to pass the thesis defense should consult the chair of the advisory committee for explanation and further guidance. If the defense is judged inadequate, a decision on whether to permit re-examination will be made by the advisory committee. Another defense cannot be given for at least two months after the first defense.

**Final Copy Submission:** Masters and PhD students should receive, by email, a link to the thesis submission site shortly after the Graduate College receives the defense results. An approval page and an abstract with original advisory committee signatures on plain white paper must be submitted to the Graduate College. The format must adhere to the approved OSU guidelines (See Important web links below). The electronic submission of the thesis, the approval page, and the abstract must be received by the Graduate College typically by the Friday of pre-finals week (see important web links below).

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.

**Graduation Forms**: At the beginning of the semester in which the student intends to graduate, the student should examine the Plan of Study very carefully to identify any deviations from the classes that were actually taken and listed on the current student’s transcript. If there are deviations the student should submit a revised Plan of Study for approval by the student’s advisor, advisory committee and the Graduate Coordinator. Failure to clear up deviations may result in a delay in graduation. The student must also submit an advisor signed Graduation Clearance form and a Diploma Application form. Diploma applications will be accepted until Friday of finals week for the semester in which the student intends to graduate. If you would like your name to appear in the commencement ceremony program, your diploma application must be submitted by April 1 (for spring and summer graduates) or November 1 (for fall graduates).

**Time Limits for Degree Completion:** Requirement for graduation must be completed in 7 years for MS, and 9 years for PhD. To be counted towards graduation all courses must have been completed no more than 10 years prior to the time of graduation. All requirements for the doctorate must be completed within 4 years of passing the qualifying exam. However, the recommended completion time for a MS degree in the Department is 2 years, and 3 years for a PhD.

**Academic Performance, Probation, and Termination:** Students whose cumulative graduate GPA falls below 3.0 are subject to being placed on Strict Academic Probation (SAP). After SAP one (1) semester is allowed for a student to achieve a 3.0 GPA. If the student continues to receive grades below a B the student may be dismissed from the program.

A graduate student may be dismissed from the Plant and Soil Science programs for 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 and a Ph.D. degree within three (3) years.

In the case of consistent substandard effort the advisor may have sufficient grounds to consider dismissal of the student’s program. The matter will be discussed with the student’s advisory committee and if the majority of the committee members feel that dismissal may be justified then discussions will move to the Department Head and to the Dean of the Graduate College. If there is general concurrence concerning substandard performance, but not resulting is dismissal, a time period will be established for the student to correct the performance followed by another evaluation of the student’s progress. 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 dismissal.

**Annual Review of Student Progress:** OSU requires that students meet with their advisor annually to review progress, course work, thesis research, and other areas of professional development. At this meeting the advisor will provide an honest evaluation of the strengths and areas in which the student needs improvement. The advisor will draft an evaluation statement for the student to sign and comment on. The record will be placed in the student file for future reference.

**Transfer Graduate Credits:** Transfer credit for coursework at another accredited graduate institution may be applied toward graduation requirements at OSU based upon the recommendation by the advisory committee and Dean of the Graduate College as part of the Plan of Study approval process. Plant and Soil Science MS students may transfer a maximum of 9 credit hours with a B grade or better. Plant and Soil Science PhD students may also transfer 9 credit hours of B grade or better coursework, but only from institutions that grant doctoral degrees.

**Important Deadlines: (See** <https://gradcollege.okstate.edu/graduate-college-academic-calendar>)

**Exit Interview:** After finishing the degree program, and before leaving the University, the student is required to complete an exit interview with the Department Head. Students should contact the Departmental Secretary in AGH 369 to arrange a time for the exit interview (see Appendix B on page of this Handbook).

**Specific Credit Hour Requirements for Master of Science Degree in Plant and Soil Sciences:**

**Credit hour requirements:** To meet the graduation requirements a student must take a minimum of 30 credit hours of qualifying graduate approved coursework, including thesis hours, as approved by the student’s graduate committee as indicated below:

1. 6 Thesis credit hours (PLNT or SOIL 5000)

2. 24 coursework credit hours including the following classes and qualification:

3. A minimum of 15 credit hours of courses 5000 and above including:

a. 1 credit hour of Graduate Seminar (PLNT or SOIL 5020).

b. 1 credit hour of Professional Development (Soil 5131)

c. No more than 3 credit hours of Problems and Special Study courses (PLNT or SOIL 5110 or 6110)

4. Each student must complete a minimum of nine (9) credit hours of mathematics including at least three (3) credit hours of statistics, on the combined Bachelor's and Master's degree programs.

5. No more than 9 credit hours of 3000 or 4000 level course work approved for graduate credit (those listed in the OSU catalog with an asterisk (\*))

6. It is recommended at the discretion of the graduate committee that students emphasizing soil science should complete 4 of the 5 courses listed below (or equivalent) during their undergraduate or graduate programs

a. Soil Genesis, Morphology, and Classification (Soil 3433\*)

b. Soil Nutrient Management (Soil 4234\*)

c. Soil Chemistry (Soil 4893\* or Soil 5223)

d. Soil Physics (Soil 4683 or Soil 6583\*)

e. Soil Microbiology (Soil 4483\*)

7. A student may take a maximum of 3 research credit hours (PLNT or Soil 5230). All students must indicate on their Plan of Study whether or not their research will involve human subjects. If human subjects are to be used, approval must be received from the Institutional Research Board (IRB) prior to the beginning of the research.

A useful listing of departmental courses and the semester in which they may be taught can be found in Appendix A of this Handbook.

**Specific Credit Hour Requirements for Doctor of Philosophy Degree in Crop Science**

**Credit hour requirements:** A student must take a minimum of 60 credit hours beyond a MS degree or 90 credit hours beyond a B.S. degree of qualifying coursework, including thesis hours, as approved by the student’s graduate committee as indicated below.

1. A total of 60 credit hours beyond the MS degree

a. 15 thesis credit hours (PLNT 6000)

b. 27 credit hours of coursework including the following classes and qualification:

i. 2 credit hours of Seminar (Plant 5020) taken two separate times during the student’s studies. The first seminar will consist of a topic agreed upon by the student and professor in charge of SOIL 5020 and should be relevant to a current controversy, significant research discovery, or other important issue related to Oklahoma or world agriculture. The second seminar will consist of a presentation of the student’s research.

ii. 1 credit hour of Professional Development (SOIL 5131 Professional Development Colloquium in Plant and Soil Sciences)

iii. 1 credit hour or more of teaching experience (SOIL 5120 Teaching Practicum in Plant and Soil Sciences)

iv. 15 (minimum) credit hours of courses in PLNT or SOIL qualifying for graduate credit (those with (\*) in OSU course catalog).

v. 6 credit hours of statistics for the combined MS and PhD programs

vi. 9 credit hours in the student’s area of specialization

vii. No more than fifteen (15) credit hours of 3000\* or 4000\* level courses can be approved for graduate credit

viii. No more than 6 credit hours of Problems and Special Studies (PLNT 5110) and Advanced Topics and Conference (PLNT 6010) can be approved for graduate credit

c. 18 additional credit hours as coursework, thesis hours (PLNT 6000) or research hours (PLNT 5230 - maximum of 8 credit hours total) can be granted towards graduation.

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 Institutional Research Board (IRB) prior to the beginning of the research.

**Specific Credit Hour Requirements for Doctor of Philosophy Degree in Soil Science**

1. A total of 60 credit hours beyond the MS degree

a. 15 thesis credit hours (PLNT 6000)

b. 27 credit hours of coursework including the following classes and qualification:

i. 2 credit hours of Seminar (Plant 5020) taken two separate times during the student’s studies. The first seminar will consist of a topic agreed upon by the student and professor in charge of SOIL 5020 and should be relevant to a current controversy, significant research discovery, or other important issue related to OK or world agriculture. The second seminar will consist of a presentation of the student’s research.

ii. 1 credit hour of Professional Development (SOIL 5131 Professional Development Colloquium in Plant and Soil Sciences)

iii. 1 credit hour or more of teaching experience (SOIL 5120 Teaching Practicum in Plant and Soil Sciences)

iv. 15 (minimum) credit hours of Courses in PLNT or SOIL qualifying for graduate credit (those with (\*) in OSU course catalog).

v. At least three (3) credit hours of math, at the level of calculus or above on the combined BS, MS or PhD programs, and at least six (6) graduate credit hours of graduate level statistics are required on the combined M.S. and Ph.D. programs

vi. At least nine (9) credit hours related to the student's specialty area

vii. No more than 15 credit hours of 3000\* or 4000\* level courses can be approved for graduate credit

viii. It is recommended that the student at the discretion of the graduate committee complete 5 courses in areas listed below during the undergraduate and graduate degree programs at the 3000 level or above:

Soil Genesis, Morphology, and Classification

Soil Nutrient Management

Soil Chemistry

Soil Physics

Soil Microbiology

ix. No more than 6 credit hours of Problems and Special Studies (PLNT 5110) and Advanced Topics and Conference (PLNT 6010) can be approved for graduate credit

x. The PhD Plan of Study must include at least thirty (30) graduate credit hours from Oklahoma State University

xi. The Plan of Study may list no more than nine (9) transfer hours from non-PhD granting institutions, approved by the student’s committee.

xii. The student's graduate advisor or committee may recognize specific deficiencies and require additional course work to attain proficiency. This “leveling” course work may not count toward the credits required to obtain the degree, and may or may not qualify for tuition waiver. The Graduate College will grant or reject tuition waiver on leveling courses on a case by case basis

c. 18 additional credit hours as coursework, thesis hours (PLNT 6000) or research hours (PLNT 5230- maximum of 8 credit hours total) can be granted towards graduation.

**Important Web Links**

(These are subject to change. Also visit the Graduation Checklist site for graduation information, Be aware of deadlines listed in the current Graduate College Academic Calendar)**:**

|  |  |
| --- | --- |
| **Link** | **URL** |
| OSU Graduate Catalog | http://registrar.okstate.edu/University-Catalog-Online |
| Graduate College Home Page | <http://grad.okstate.edu/> |
| Responsible Research Conduct | <http://compliance.okstate.edu/rcr/rcr-index> |
| Graduate College Academic Calendar- deadlines, and links | <https://gradcollege.okstate.edu/graduate-college-academic-calendar> |
| Plan of Study | <http://grad.okstate.edu/planofstudy> |
| Enrollment requirements | http://gradcollege.okstate.edu/enrollment |
| Thesis Dissertation Workshop | https://gradcollege.okstate.edu/content/guide-graduation-thesis-and-dissertation-degree-candidates |
| Online Thesis/Dissertation Webinar | <https://gradcollege.okstate.edu/tdg> |
| Thesis/ Dissertation Guidelines and Checklists | <http://gradcollege.okstate.edu/tdg> |
| Thesis/Dissertation Oral Defense Results | <http://www.gradcollege.okstate.edu/forms> |
| Advisory Committee Change Request | [http://grad.okstate.edu/content/committee change-0](http://grad.okstate.edu/content/committee%20change-0) |
| Admission to Doctoral Candidacy | <http://grad.okstate.edu/sites/default/files/AdmDocCandidacy2013.pdf> |
| Diploma Application | <http://registrar.okstate.edu/index.php?option=com_content&view=article&id=23&Itemid=18> |
| Graduation Clearance | <http://grad.okstate.edu/sites/default/files/Grad_Clearance_form_0.pdf> |
| Health Insurance and Non-Resident Waiver Eligibility Certification | <http://grad.okstate.edu/forms> |

# Departmental Policies

**Enrollment in Excessive Hours for Graduate Assistants**

All M.S. graduate assistants and all Ph.D. graduate assistants prior to Admission to candidacy must enroll in not fewer than six (6) credit hours during the fall and spring semesters and not fewer than two (2) credit hours for each summer session. After the achieving Doctoral Candidacy the student may take a minimum of 2 credit hours per semester. 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 12 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.

**General Needs and Supplies**

**Duplicating Machine:** You must obtain an account from your advisor.

**Resource Materials:**Theses can be borrowed from the Plant and Soil Sciences Resource Center (268 AGH). This is done on the honor system, please return promptly when finished.

**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 Conference Rooms:**Arrangements for reserving a conference room for a specific date and time are made electronically through the department web site. 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 371. Graduate students must not attempt to sort mail. 371 Ag Hall has boxes assigned to graduate students. The basket for outgoing mail is also located in Room 371. 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 or invoice to your advisor for transmission to the accounting office, Room 371 Ag Hall.

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

**Making Purchases: Off Campus** - Your 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:** Some graduate rooms have telephones, which are limited to campus and local calls.

**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 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).

**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 U.S. 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.

**Plant and Soil Sciences Faculty - Spring 2016**

Jeff Edwards

Department Head and Professor

|  |  |  |
| --- | --- | --- |
| LAST | FIRST | TITLE |
| Abit | Sergio | Assistant Professor, Soil Science |
| Alderman | Phillip | Assistant Professor, Agricultural Systems Modeler |
| Anderson | Michael | Associate Professor, Plant Physiology and Biochemistry, Plant Productivity Microbe Interactions |
| Arnall | D. Brian | Associate Professor, Precision Nutrient Management, Nutrients for Life Foundation Professorship of Food & Crop Nutrition |
| Carter | Brian | Professor, Soil Morphology, Melvin D. and Mary E. Jones Distinguished Professorship of Agronomic Sciences and Director of Environmental Sciences Program |
| Carver | Brett | Regents Professor, Wheat Breeding and Genetics  Wheat Genetics Chair in Agriculture |
| Deng | Shiping | Professor, Soil Microbiology Santelmann/Warth Professorship in Agronomy |
| Marburger | David | Small Grains Extension Specialist |
| Haggard | Beatrix | Assistant Professor, Plant Science Teaching and Youth Development |
| Kakani | V. Gopal | Associate Professor, Bio-Energy Crop Production |
| Lofton | Josh | Assistant Professor, Cropping Systems Extension Specialist |
| Murray | Don | Regents Professor, Row Crop Weed Science, P.E. Harrill Professorship of Crop Science. |
| Ochsner | Tyson | Associate Professor, Applied Soil Physics, Sarkeys Distinguished Professor |
| Penn | Chad | Associate Professor, Soil and Environmental Chemistry |
| Vacant |  | Assistant Professor, Weed Science Extension Specialist |
| Raun | Bill | Regents Professor, Soil Fertility, Walter R. Sitlington Chair in Agriculture |
| Rocateli | Alex | Assistant Professor, Forage Systems Extension Specialist |
| Tadege | Million | Associate Professor, Plant Functional Genomics |
| Warren | Jason | Associate Professor, Soil and Water Conservation/Management Extension Specialist |
| Wu | Yanqi | Associate Professor, Meibergen Family Professorship in Plant Breeding, Plant Breeding and Genetics (Grasses) |
| Yan | Liuling | Associate Professor, Dillon and Lois Hodges Professorship in Plant and Soil Sciences, Wheat Molecular Genetics and Breeding |
| Zhang | Hailin | Regents Professor, Soil Fertility/Chemistry, Director of Soil, Water and Forage Analytical Laboratory, Arthur L. Reed Chair |

**Path to Graduation Checklist MS degree:**

|  |  |
| --- | --- |
| **Action Item** | **Recommended Due Date** |
| Apply for admission | At least 6 months in advance of enrollment |
| Be accepted by an advisor | Before admission to OSU |
| Enroll in classes in consultation with advisor- release advisor hold | As soon as permissible, the earlier the better |
| Arrive at campus | At least a week before start of first semester |
| Complete Responsible Conduct Training of Research requirements | 1st week of the semester or earlier |
| Form and advisory committee | 1st month of enrollment |
| Complete a plan of study | Before the end of the 1st semester |
| Plan thesis research | Before the end of the 1st semester |
| Write up thesis proposal | Before the end of the 1st semester |
| Start looking for next position | Six months before graduation |
| Complete most coursework | Before last semester |
| Complete thesis research | Before last semester |
| Attend thesis workshop | Before last semester |
| Start writing thesis | Just before last semester |
| Review Plan of Study for accuracy, submit revised plan if necessary | Just before last semester |
| Review Graduate College Academic Calendar for all deadlines | Just before last semester |
| Submit Graduation Clearance Form | Consult academic calendar for deadline |
| Submit Diploma Application Form | Consult academic calendar for deadline |
| Schedule thesis defense and seminar | Consult academic calendar for deadline |
| Submit copy of thesis to committee | Two weeks before thesis defense |
| Defend thesis | Consult academic calendar for deadline |
| Submit Final Defense Form to Graduate College | Consult academic calendar for deadline |
| Make changes in thesis | Consult academic calendar for deadline |
| Submit thesis to Graduate College | Consult academic calendar for deadline |
| Rent graduation clothing | Just prior to graduation |
| Attend graduation | Consult academic calendar for deadline |
| Schedule Exit Interview with Department Head | Before the end of the last semester |

Graduate College Academic calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>.

**Path to Graduation Checklist PhD degrees in Crop Science or Soil Science**

|  |  |
| --- | --- |
| **Action Item** | **Recommended Due Date** |
| Apply for admission | At least 6 months in advance of enrollment |
| Be accepted by an advisor | Before admission to OSU |
| Enroll in classes in consultation with advisor- release advisor hold | As soon as permissible, the earlier the better |
| Arrive at campus | At least a week before start of first semester |
| Complete Responsible Conduct Training of Research requirements | 1st week of the semester or earlier |
| Form and advisory committee | 1st month of enrollment |
| Complete a plan of study | Before the end of the 1st semester |
| Plan dissertation research | Before the end of the 1st semester |
| Write up dissertation proposal | Before the end of the 1st semester |
| Start looking for next position | Six months before graduation |
| Complete most coursework | Before last semester |
| Take PhD qualifying exam | After the 4th semester, but 6 months before graduation |
| Submit Admission to Doctoral Candidacy Form to the Registrar | After successfully completing the PhD qualifying exam |
| Complete dissertation research | Before last semester |
| Attend dissertation workshop | Before last semester |
| Start writing dissertation | Just before last semester |
| Review Plan of Study for accuracy, submit revised plan if necessary | Just before last semester |
| Review Graduate College Academic Calendar for all deadlines | Just before last semester |
| Submit Graduation Clearance Form | Consult academic calendar for deadlines |
| Submit Diploma Application form | Consult academic calendar for deadlines |
| Schedule dissertation defense and seminar | Consult academic calendar for deadlines |
| Submit copy of dissertation to committee | Two weeks before dissertation defense |
| Defend dissertation | Consult academic calendar for deadline |
| Submit Final Defense Form to Graduate College | Consult academic calendar for deadline |
| Make changes in dissertation | Consult academic calendar for deadline |
| Submit final dissertation to Graduate College | Consult academic calendar for deadline |
| Complete survey of Earned Doctorates | Just after submitting final copy of dissertation |
| Rent Graduation clothing | Just prior to graduation |
| Attend graduation | Consult academic calendar for deadline |
| Schedule Exit interview with Dept Head | Before the end of the last semester |

Graduate College Academic calendar: <https://gradcollege.okstate.edu/graduate-college-academic-calendar>.

| **APPENDIX A - PASS COURSES BY SEMESTER** | | | |
| --- | --- | --- | --- |
| **Course ID** | **Title** | **Frequency** | **Semester(s)** |
| PLNT 1101 | Orientation to Plant & Soil Science | Yearly | Fall |
| PLNT 1213 | Introduction to Plant Soil Systems | Yearly | Fall, Spring |
| PLNT 2013 | Applied Plant Science | Yearly | Spring |
| PLNT 2041 | Career Development in Plant & Soil Science | Yearly | Fall |
| PLNT 3113 | Principles of Weed Science | Yearly | Fall |
| PLNT 3554 | Plant Genetics & Biotechnology | Yearly | Fall |
| PLNT 3790 | Seed & Plant Identification | Yearly | Spring |
| PLNT 4080 | Professional Internship | Yearly | Fall, Spring |
| PLNT 4123 | Plant Environment Interactions | Even Years | Spring |
| PLNT 4353 | Plant Breeding | Odd Years | Spring |
| PLNT 4470 | Problems & Special Study | Yearly | Fall, Spring |
| PLNT 4571 | Professional Preparation in Plant & Soil Science | Yearly | Fall |
| PLNT 4573 | Bioenergy Feedstock Production | Yearly | Spring (online only) |
| PLNT 4613 | Forage & Grazingland Management | Yearly | Spring |
| PLNT 4673 | Cropland Ecosystems | Even Years | Fall |
| PLNT 4990 | Senior Thesis | Yearly | Fall, Spring |
| PLNT 5000 | Master's Thesis | Yearly | Fall, Spring |
| PLNT 5020 | Graduate Seminar | Yearly | Fall, Spring |
| PLNT 5110 | Problems & Special Study | Yearly | Fall, Spring |
| PLNT 5110 | Plant Science Instruction | Yearly | Fall, Spring |
| PLNT 5230 | Research | Yearly | Fall, Spring |
| PLNT 5293 | Plant Response to Water Stress | Odd Years | Fall |
| PLNT 5313 | Sim Models Research Management & Policy | Even Years | Fall |
| PLNT 5412 | Plant Breeding Methods | Even Years | Fall |
| PLNT 5433 | Biotechnology & Plant Improvement | Yearly | Fall |
| PLNT 5453 | Applied Plant Genomics | Even Years | Fall |
| PLNT 6000 | Doctoral Research | Yearly | Fall, Spring |
| PLNT 6010 | Advanced Topics & Conference | Yearly | Fall, Spring |
| SOIL 2124 | Fundamentals of Soil Science | Yearly | Fall, Spring |
| SOIL 3433 | Soil Genesis, Morphology, Classification | Yearly | Fall |
| SOIL 3883 | Sustainable Agriculture | Yearly | Spring |
| SOIL 4210 | Describing & Interpreting Soils | Yearly | Spring |
| SOIL 4213 | Precision Agriculture | Yearly | Spring |
| SOIL 4234 | Soil Nutrient Management | Yearly | Fall |
| SOIL 4363 | Environmental Soil Science | Yearly | Fall |
| SOIL 4463 | Soil & Water Conservation | Yearly | Spring |
| SOIL 4470 | Problems & Special Study | Yearly | Fall, Spring |
| SOIL 4483 | Soil Microbiology | Yearly | Spring |
| SOIL 4563 | Dynamics of Wetlands, Forests and Rangeland Soils | Even Years | Fall |
| SOIL 4683 | Soil, Water, and Weather | Yearly | Fall |
| SOIL 4893 | Soil Chemistry Environmental Quality | Even Years | Spring |
| SOIL 4913 | Animal Waste Management | Odd Years | Fall |
| SOIL 5000 | Master's Thesis | Yearly | Fall, Spring |
| SOIL 5020 | Graduate Seminar | Yearly | Fall, Spring |
| SOIL 5110 | Problems & Special Study | Yearly | Fall, Spring |
| SOIL 5110 | Professional Development Colloquium | Odd Years | Spring |
| SOIL 5110 | Soil Science Instruction | Yearly | Fall, Spring |
| SOIL 5112 | Research Methods in Plant & Soil Science | Odd Years | Spring |
| SOIL 5223 | Soil Chemistry Environmental Quality | Odd Years | Spring |
| SOIL 5230 | Research | Yearly | Fall, Spring |
| SOIL 5353 | Advanced Soil Genesis & Classification | Odd Years | Fall |
| SOIL 5383 | Advanced Soil Microbiology | Odd Years | Spring |
| SOIL 5483 | Soil Biodegradation & Bioremediation | Even Years | Fall |
| SOIL 5583 | Soil Physics Measurement Techniques | Even Years | Fall |
| SOIL 5813 | Nutrient Cycling Environment Quality | Even Years | Spring |
| SOIL 6000 | Doctoral Research | Yearly | Fall, Spring |
| SOIL 6010 | Advanced Topics & Conference | Yearly | Fall, Spring |
| SOIL 6583 | Soil Physics Theory | Odd Years | Fall |

**APPENDIX B – EXIT INTERVIEW**

**The initial step in the Exit Interview process is a meeting with the Head of the Department of Plant and Soil Sciences at a pre-determined date and time.**

**Graduate Student Exit Interview Questions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | | | |
| **Date** |  | | **Interviewer** |  |
| **Degree Program / Advisor** | |  | | |

|  |  |
| --- | --- |
| 1. Why did you choose to pursue an advanced degree in Plant and Soil Sciences at OSU? |  |
| 1. If you were to start over, would you make the same decision? Why or why not? |  |
| 1. What are your plans for the future? |  |
| 1. Do you feel your graduate program has prepared you for your future plans? |  |
| 1. Are there areas in which you still feel weak or would have liked more emphasis or more training? |  |
| 1. What courses were the most beneficial to you? How or why? |  |
| 1. What courses were of least value to you? Why? |  |
| 1. Think of the best instructor you’ve had and describe to me what made that person a good teacher. |  |
| 1. Do you know what interdisciplinary means? Do you feel that your graduate work has given you an appreciation for the interdisciplinary nature of the field? If not, what could we do better? |  |
| 1. Do you know what mentoring is? Do you feel like you received adequate mentoring as you progressed through your program? How can we improve the mentoring process in the department? |  |
| 1. Did you have access to the monetary resources and equipment you needed for your research project? If not, what were you missing? |  |
| 1. What were your most positive experiences in the department? |  |
| 1. What were your most negative experiences in the department? |  |
| 1. In what ways can the department improve? |  |
| 1. Would you recommend OSU’s Plant and Soil Sciences graduate program to a relative or close friend considering graduate study? Why or why not? |  |
| 1. Now that you are going to be an alumnus, what kinds of communication would you like to receive from the department? |  |
| 1. Is there any additional information you would like to provide as part of this exit interview? |  |

**APPENDIX C**

**Annual Review of Plant and Soil Science Graduate Students**

Student Name:

Date of Evaluation:

Degree objective: (MS-PSS, PhD-CS, PhD-SS):

Semester entered current degree program:

Semester and year of anticipated graduation:

Total number of course credit hours taken:

Current cumulative Grade Point Average:

Advisor progress rating (Satisfactory, Unsatisfactory)

**PART A: Student Self Report and Self-Assessment**

**(to be completed by the student)**

1. Provide a **current plan of study** with the semester when course was taken and the grade earned.

2. List other **degree requirements** completed (e.g., foreign language requirement or English proficiency during the last year.

3. Check of graduation milestones

|  |  |
| --- | --- |
| Graduation Milestone | Checked or Dated |
| Plan of study approved |  |
| Research proposal examined and approved by the advisor and advisory committee |  |
| English language proficiency passed |  |
| Teaching experience obtained (PhD requirement) |  |
| Qualifying exam taken (PhD requirement only) |  |
| Department seminars given (1 MS, 2 PhD) |  |
| Professional development colloquium taken |  |
| Attained doctoral candidacy (PhD only) |  |
| Currently writing thesis/dissertation |  |
| Scrutinized the plan of study, and graduation deadlines before the last semester of studies. |  |
| Thesis/Dissertation defense completed |  |
| Thesis/Dissertation submitted |  |
| Reviewed all graduation requirements one semester before anticipated graduation |  |
| Graduation forms completed   1. Revised Plan of Study submitted 2. Graduation Clearance Form submitted 3. Diploma Application Form submitted |  |

4. List the **progress of research** and thesis/dissertation writing in the last year

5 List teaching activities that you were engaged in the last year

6. List **professional Activity** (e.g., papers, presentations (including extension), or publications) during the last year:

7. List **honors, awards, or scholarships**, or other forms of recognitions during the last year:

8. List **extenuating circumstances** during the past year that has hindered your ability to progress: if applicable:

9. Did you update your CV?

Signature of Student and Date when written review was prepared:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART B: Elements of the Department Review**

**(to be completed by the adviser)**

1. Address **areas of strength** (examples from areas such as courses, milestones completed, research, teaching, or professional activity):

2. Address areas for **growth and development** (e.g., development of research, writing, public speaking skills, and/or teaching skills, improved course performance, or project outcomes) for the next year:

3. Address **milestones to complete** (see suggestions above)/plans for the next year (e.g., courses and credit hours to complete, exams to complete, expected progress on thesis/dissertation/project, publications or other professional activity):

4. Provide **estimated Graduation Date** based on current degree progress:

Signatures of Adviser, Graduate Program Coordinator and/or Review Committee Chairperson and dates:

(Please place a copy in your student file; and provide a copy to the student, send a copy to the graduate coordinator)

**Meeting with Student**

Note the date of meeting, who conducted the meeting, and any additional notes from the meeting.

**Attachments:**

Current Student CV: The current CV should contain this or additional information of academic and professional activity and accomplishments previous to the last academic year.

**Student comments after the meeting:**

**Adviser comments after the meeting:**

**Crop and Soil Science Professional Information:**

**Tri-Society Career Center:** Includes information on resume building, career development, building your brand, networking, job search, Interview tips, cover letters, and salary negotiation. <https://www.agronomy.org/careers> <http://careers.careerplacement.org/jobseekers/resources/blueskyLMS/index.cfm>.

**Tri-Society Jobs Board:** Includes current jobs in academia and industry, assistantship openings and postdoctoral positions. Plan ahead by knowing what jobs and job qualifications are currently available and what is required to get them. <http://careers.careerplacement.org/jobs/>

**Tri-Society Career Profiles**: Information about different careers in Agriculture from successful career professionals: <https://www.careerplacement.org/career-tools/career-profiles/10768222>

**Tri-Society Early Career tips:** Information on Academia vs Industry, Creating a Research Statement, Post-Doctoral experiences, Presentation Techniques to prospective employers, Agronomy Careers, Oral communication tips, Your Elevator Talk, Government Careers, and Job Retention.

**Tri-Society Job Placement:** <https://www.careerplacement.org/meetings>

**Writing a Personal Statement**: <https://edis.ifas.ufl.edu/pdffiles/WC/WC10000.pdf>

**OSU Student Resources:**

**Career Resources:** Including job search, career exploration, interview tips, resume and cover letter instruction, library resources for career development materials. <http://www.hireosugrads.com/StudentsAlumni/ResourceLibrary.aspx>

**Family Resource Center:** Student housing, shopping shuttle schedule, <http://www.reslife.okstate.edu/frc/>

**Health Insurance Information:** <http://gradcollege.okstate.edu/sites/default/files/student_health_plan.pdf>

**Information Technology:** student email, wireless network, free software for students, help desk

<http://www.it.okstate.edu/>

**Office of Multicultural Affairs:** scholarships, leadership development, mentoring and cultural education programs. <http://icae.okstate.edu/>

**Wellness Center:** Programs on nutrition, health-risk assessment, cooking classes, personal training, training and certification, swimming and yoga lessons, tours <http://wellness.okstate.edu/>

**Student Disabilities Services:** Specialized testing, classroom accommodations, academic support. <http://sds.okstate.edu//>

**Student Union:** Shopping, dining, cultural programs, graduation robes, bookstore, educational programs: <http://union.okstate.edu/>

**University Counseling Services:** Alcohol and substance abuse programs, Reboot center, OSU counseling Center. The “service is to assist students in improving the quality of life so that personal and intellectual growth can be fostered”.320 Student Union 405 744 5458 <http://ucs.okstate.edu/>

**University Health Services:** Allergy Clinic**,** Women’s Clinic, UHS Pharmacy, Lab & X-ray services, immunizations, health topics, Doctors appointment, Insurance services. <http://uhs.okstate.edu/> 1202 West Farm Rd, 405 744 7666

**University Parking Services:** parking permits, bicycle safety and registration and permits, citation appeal: 1006 W. Hall of Fame Ave: