

**GRADUATE STUDENT POLICY  
DEPARTMENT OF CLINICAL SCIENCES  
COMBINED RESIDENCY/MASTERS PROGRAM  
(January 2023)**

**I. DESCRIPTION OF PROGRAM**

The Department of Clinical Sciences at Colorado State University offers separate three-year combined Residency/Masters programs in Equine Surgery and Lameness, Equine Medicine, Livestock Medicine/Surgery, Clinical Nutrition, Preventative Medicine, Small Animal Theriogenology, Small Animal Medicine, Small Animal Surgery, Ophthalmology, Oncology, Neurology, Cardiology, Small Animal Emergency & Critical Care, Dermatology, Anesthesia, Equine Reproduction and both Equine and Small Animal Sports Medicine & Rehabilitation.

**II. ELIGIBILITY**

1. Most residency positions are filled through the matching program of the [American Association of Veterinary Clinicians](#) (AAVC).
2. Applicants are usually recruited from internship programs or private practice. Candidates must hold the DVM degree or its equivalent. No limit is placed on the number of years a candidate has been graduated from veterinary school.

**III. SELECTION OF RESIDENTS**

Faculty from the appropriate sections review applications and rank applicants through the residency matching program. Notification of applicants as to the outcome of the matching program is made on the date established by the American Association of Veterinary Clinicians, usually in March.

**IV. RESIDENT'S APPLICATION TO THE GRADUATE SCHOOL**

Students accepted into the residency training program may be required to enroll in the [Graduate School](#) at the start of their residency program.:

1. Fill out the Colorado State University online [graduate application form](#).
2. There is a \$50 application fee that will need to be paid.
3. Application materials should arrive at least 3 months before the beginning of the term in which study is to begin, for domestic students that is Fall semester, for international students it will be the Summer semester.
4. All domestic students **must** establish [Colorado in-state residency](#) during their second semester. International residents cannot establish residency in Colorado throughout their program.

**V. ACTIVITIES OF RESIDENTS**

Duties of successful applicants include clinical assignments (which will include case responsibilities and participation in clinical teaching of third and fourth year veterinary students), a limited number of lectures, some participation in laboratory and continuing education courses and participation in resident rounds. Residents will be required to do night and weekend emergency duty in the hospital and ambulatory service where applicable. Equine residents are strongly encouraged to become licensed and

accredited in the State of Colorado because of the necessity of signing Health Certificates, Coggins Forms, etc. **Residents are not permitted to practice veterinary medicine outside the jurisdiction of Colorado State University under the provisions of the Conflict of Interest and Conflict of Commitment Guidelines.**

## **VI. ADVISING AND GRADUATE COMMITTEE**

### **1. ADVISOR FOR GRADUATE STUDIES**

A temporary faculty advisor will be assigned to each resident upon arrival to supervise clinical activities. This individual may or may not be the resident's permanent advisor for graduate studies. However, the same faculty member may serve as the advisor for both the clinical training and graduate studies for any given resident. A permanent advisor for graduate studies (if different than the advisor for clinical activities) should be named as soon as possible but must be named by the resident/graduate student before the start of the **fourth regular semester registration**. The temporary and permanent advisors for graduate studies must themselves be a qualified graduate faculty member as detailed [here](#).

### **2. Duties of the resident advisor for graduate studies**

The resident advisor for graduate studies must counsel and advise the resident on a regular basis throughout the residency/graduate program.

### **3. Mentor duties include:**

1. Ensure that faculty members that provide support or major advising for the student's research projects or manuscripts are included on the student's committee and publications where appropriate.
2. Assist the student in selecting a graduate committee and submitting the required GS 6 program of study form during their **third semester of study**, before they can register for their 4<sup>th</sup> semester courses.
3. Ensure that the student fulfills all graduate school and departmental requirements by the deadline dates and that evidence of this is submitted to the Department Head or designee prior to approval for graduation.
4. Assure that all examination dates are announced and that all appropriate department and college faculty are invited at least two weeks prior to the examination.
5. Assist in fulfilling the roles and responsibilities of the student's graduate committee as listed below.
6. The graduate student's advisor is responsible for prompt 6-monthly evaluations of the student's performance throughout the PhD program. The evaluations must be reviewed with the student and signed by the advisor and the student. A copy must be submitted to the resident/graduate coordinator in the departmental office to be included in the student's file.
7. Ensure that the quality of the graduate program is maintained

### **4. ADVISOR FOR CLINICAL ACTIVITIES**

A temporary faculty advisor will be assigned to each resident upon arrival to supervise clinical activities (usually the section head). A permanent advisor for clinical training should be determined as soon as possible within the first few months. This individual may or may not be the resident's permanent advisor for graduate studies. However, the same faculty member may serve as the advisor for both the clinical training and graduate studies for any given resident. The temporary and permanent advisors for clinical

activities must themselves be a qualified graduate faculty member as described by the "Faculty Requirements for Resident/Graduate Student Advising." This document is available on the departmental website: [www.cvmbs.colostate.edu/clinsci/Graduateprograms.htm](http://www.cvmbs.colostate.edu/clinsci/Graduateprograms.htm).

The resident advisor for clinical activities must counsel and advise the resident on a regular basis throughout the residency program.

**Mentor duties include:**

1. Ensure that all requirements are met for board certification within the resident's area of specialty training. This will involve proper scheduling of training weeks within the primary specialty and requirements in other specialty areas.
2. Assist the resident in choosing outside training rotations that may be required by the specialty board or that will benefit the clinical training of the resident.
3. In most situations the advisor for clinical training will also serve as a member of the resident's graduate committee (see duties of graduate committee members below).
4. Ensure that all clinical responsibilities and expectations of the resident are explained to the student early in the program.
5. The resident's advisor for clinical training is responsible for prompt 6 –monthly evaluations of the resident's academic and clinical performance throughout the three year program. This will be in conjunction with the resident's graduate studies committee members. The evaluations must to be reviewed with the student and signed by the advisor and the student. A copy must be submitted to the resident/graduate coordinator in the departmental office to be included in the student's file and one copy given to the resident

## **5. GRADUATE COMMITTEE**

The resident and advisor will select a graduate committee and submit the required GS-6 program of study form before the start of the **fourth regular semester registration**. However, the department recommends that this be performed during the third semester of study. The committee must consist of 3 or more members, one of whom is the advisor. **It is required that one member of the committee be from another department within CSU.**

1. The advisor who serves as chairperson of the committee and who must hold academic faculty rank as a professor, associate professor, or assistant professor<sup>1</sup> of any appointment type within the department or program granting the degree;
2. One or more additional members from the department;
3. Any non-departmental faculty member who may be appropriate; and
4. One member from an outside department who, appointed by the Dean of the Graduate School, represents the Graduate School. The outside committee member appointed by the Dean of the Graduate School must hold a tenured, tenure-track, contract, continuing, transitional, joint, or emeritus/emerita faculty appointment at CSU. The outside member should serve as an impartial external evaluator on the committee, ensuring quality of scholarship and fairness in process.
5. Non-CSU employees may obtain faculty affiliate appointments in an academic department in order to be eligible to serve on graduate committees. They may also be appointed to such committees through a nomination process that is reviewed and approved by CoSRGE (Faculty Council Committee on Scholarship, Research, and Graduate Education).
6. If you need to change a committee member then you will use the **GS9A: Petition for Committee Member Change**. Available in RamWeb.

Faculty involved in supporting or doing major advising of the resident on a research project, scientific paper or report should be included on the committee. Individuals who are not academic faculty but who have special expertise may serve on committees in addition to the prescribed members, but they may not vote at the final examination. While the resident's advisor is directly responsible for the mentee's work, committee members are expected to have an active interest in the resident's progress and contribute to the successful completion of the program. The committee members must devote time to counseling and advising the resident throughout the residency program. Further guidelines regarding advisor and committee selection are provided in the [CSU Graduate and Professional Bulletin](#).

## **6. Duties of the graduate committee**

1. Assist in the selection of academic courses to fulfill graduate school requirements and to best train the residents in their area of interest.
2. Provide guidance relative to the selection of an appropriate research project or paper, including project design and execution.
3. Help administer and evaluate the advanced degree examination required by the Graduate School and the Department of Clinical Sciences.
4. Ensure that the quality of the graduate program is maintained.
5. Ensure that the graduate student understands academic rules regarding ownership of data and authorship of publications.
6. Meet with the student twice per year at which time the evaluation form for Clinical Residents is to be completed by the resident's advisor and submitted to the resident/graduate student coordinator in the departmental office.
7. Minutes of each committee meeting should be kept by the resident/graduate student, reviewed and signed by the resident's advisor, and a copy submitted to the resident/graduate student coordinator in the departmental office.
8. The graduate committee is not responsible for reminding students of published deadlines or for monitoring procedural details. Such matters should be managed independently by the student.

## **VII. RESIDENCY/MASTERS DEGREE PROGRAM**

### **A. General requirements**

Those Residents who are required to enroll in graduate school, can enroll in either plan A (thesis) or plan B (non-thesis) MS degrees, offered in the Department of Clinical Sciences. Residents in training programs pursuing an MS degree are required to meet the minimum 30 credit hour requirement listed below. Should an individual begin the combined residency/MS program and decide not to complete the residency, 30 credit hours would still be required to fulfill the MS (Plan B) requirements.

### **B. Course requirements in the Department of Clinical Sciences**

It is the responsibility of the resident to see that all the following requirements are met on time. Failure to meet requirements will result in delay of graduation approval.

1. Each resident must prepare a **Program of Study (GS 6)**, which lists all courses to be taken in pursuit of the degree. The advisor and the committee should be involved in the development of the program of study, and they must indicate approval by signature. The GS-6 form is due

during their **third semester of study**, before they can register for their 4<sup>th</sup> semester courses. This form is found on RamWeb.

While the GS 6 document is essential, it may be modified as needed. Modifications must be approved by the graduate committee and formally recorded with and approved by the Graduate School. Any changes are recorded on the **Application to Graduate form (GS 25)**, which is submitted at the beginning of the semester in which the student will graduate.

2. Up to 25% of the resident's time may be allowed for course work. Whenever possible, course work should be scheduled so that it does not interfere with the primary clinical responsibility of the resident. Beginning the first semester after starting the residency program, Fall, residents must register for academic course work according to the following minimum and maximum credit hours each calendar year. It is advisable to distribute graduate course work over each semester so as not to interfere with their clinical responsibilities.
3. **The minimum number of credits hours required for completion of a Plan B or A MS program is 30. At least 16 credits must be earned at the 500 level or above and at least 12 of these credits must be regular courses.** Regular coursework is defined as courses other than independent or group studies, thesis/dissertation credits, supervised college teaching, unique title courses offered through the Division of Continuing Education and any courses graded pass/fail. **Note: International students are REQUIRED to register for at least 5 credits each semester in order to be in compliance with immigration requirements.** Students may take up to a maximum of 36 credits over the 3 year period. At least 3 of the additional 6 credits should be in regular coursework. Coursework exceeding the 36 credit maximum limit will be paid for by the student, advisor, or some other fund.
4. Certain courses are required in some residency programs and may only be offered on an every two- or three- year basis. Resident advisors in their respective areas will make the students aware of these courses. A number of courses are highly recommended. A list of recommended graduate courses can be found on the departmental website at: [www.cvmbs.colostate.edu/clinsci/graduateprograms.htm](http://www.cvmbs.colostate.edu/clinsci/graduateprograms.htm)
5. Prior educational credit may be transferred to a graduate program at CSU from another institution with approval of the advisor, graduate committee and the Graduate School. Each case is assessed individually and accepted or rejected on its own merits. The number of credits that may be transferred is limited to 30 credits. Requests to transfer graduate credit must be accompanied by official transcripts. Courses accepted for transfer must be at the equivalent of the 500 level or above. **Arrangements for transfer of credit are made when the Program of Study, GS 6, is submitted.** Credits earned at institutions not accredited by one of the major regional accrediting agencies or at foreign universities are not acceptable for transfer. Courses to be applied toward fulfilling the requirements for a Masters degree must have been registered for and completed within the ten years immediately preceding the date of completion of requirements for the Masters degree.
6. **Required course - All residents are required to register for and attend a once weekly graduate seminar (VS792) during 4 of the 6 semesters of their 3-year program. In order to receive credit the student must not only register for the course but must also meet the specific course requirements (i.e. grade based on attendance). They are required to participate with an oral presentation twice during their program.** It is the responsibility of the student to schedule their two seminar presentations through the course coordinator during the semester they wish to present.
7. A minimum cumulative grade point average of "C" must be maintained in all course work, exclusive of grades earned in research, special studies and seminar courses. No credit will be given in courses in which a "D" is received. Any course in which a "D", "F" or "U" is received

must be repeated. Failure to maintain good academic standing due to a cumulative grade point average less than 3.00 results in being placed on academic probation. You can learn more details [here](#).

### **C. Research Requirements**

The resident is encouraged to pursue research in an area of interest compatible with programs at Colorado State University. The resident's advisor and graduate committee must review research project proposals. Application for any research money must be made to the appropriate funding agency through a faculty member who assumes responsibility for performance of the work. All data and products of the research conducted by the resident during the course of their residency program is the property of Colorado State University.

### **D. Publication requirements**

The student should submit a first author manuscript that is suitable for publication in a refereed journal to the advisor and graduate committee by the end of the second year. An additional first author paper suitable for publication will be required by the end of the third year. These papers should be publishable in the scientific literature or considered acceptable by the student's graduate committee. The publications must be approved by the resident's advisor before submission for publication. All publications must have a departmental faculty member, as a senior co-author (refer to "Guidelines for Authorship").

### **E. Resident Evaluation**

The primary responsibility for resident evaluation lies with the resident's advisor, graduate committee, and section head. Residents are encouraged to meet with their advisor frequently to ensure that they are making satisfactory progress toward completing their program. The resident's graduate and clinical advisor(s) is/are responsible for prompt 6-monthly evaluations of the resident's academic and clinical performance throughout the three year program.

Residents should meet with their entire graduate committee at least twice annually. Minutes of the meeting should be submitted to the graduate coordinator in the departmental office for inclusion in the student's file. If problems arise with a resident's program that cannot be resolved by the student's advisor, then the departmental Resident Graduate Committee in conjunction with the Assistant Department Head will serve as the next level of arbitration. It is highly recommended that the resident/graduate student maintain an updated "checklist of departmental program requirements" (Appendix 1). Each requirement on the checklist should be signed by the student's advisor upon completion. This checklist can also be found on the departmental website: [www.cvmbs.colostate.edu/clinsci/Graduateprograms.htm](http://www.cvmbs.colostate.edu/clinsci/Graduateprograms.htm)

### **F. Final Examination**

An oral examination will be given during the last semester of the program (prior to the end of the eleventh week of the graduation term for fall or spring semester or by the end of the 5th week of the 8 week summer term). At least one week before the final examination, the advisor must inform the resident and the committee members of the nature and scope of the examination. The advisor is responsible for ensuring that the oral examination date is announced and that all departmental faculty are invited at least one week prior to the examination.

The examination committee will consist of the resident's advisor (chairperson), all members of the resident's graduate committee. **All members of the graduate committee must be in attendance for the examination.** The chairperson will begin by outlining the format of the examination to the audience. The chairperson will provide Guidelines to those in attendance (committee versus audience) who will be allowed to ask questions. Audience questions are usually encouraged immediately following the presentation. The committee question period usually follows this. It is suggested the first hour of the examination be devoted to the resident's presentation of their research project results and/or from the content of their publications. It is recommended that another hour be devoted to questions directed to the resident. Approximately 50% of the questions should address research or publications and the other 50% should address course work and clinical training.

Voting at all final oral examinations shall be limited to the members of the resident's graduate committee. A majority vote by the committee is required for passage of the examination by the student. A tie vote is interpreted as a failure to pass the examination. Committee members who are not academic faculty do not have a vote on the final examination. Providing the student's graduate committee approves, a candidate who fails the final examination may be re-examined once, and prior to the re-examination may be required to complete further work. The re-examination must be held not earlier than two months and no later than 12 months after the first examination. The retake examination should be attended by a departmental representative faculty member appointed by the Assistant Department Head that has not been involved with training the student to ensure that fair and due process is followed.

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

#### **G. Program completion**

1. **The Application to Graduate, GS 25**, is due in the Graduate School office no later than the end of the second week of the graduation term for fall and spring semesters or no later than the end of the first week of the eight-week summer term. **Students must be enrolled in classes or registered for continuous registration (CR) during the semester in which they wish to graduate.**
2. Failure to meet all requirements during the term requested on the GS 25 form will necessitate a **GS 52 form, Discrepancy Clearance Response.**
3. On the same day as your defense, you must submit the **Report of Final Examination (GS Form 24)**. This must be signed by all parties within **2 days** of the date of the defense. It will first go to the Graduate Coordinator, then your committee members and finally your advisor. Once all these signatures are collected it will go to the Graduate School.
4. Diplomas will be mailed approximately four to six weeks after the end of the graduation term to the student's address as it is listed in ARIES.

A Certificate of Residency will only be awarded following satisfactory completion of the three-year program, which includes all requirements for the Plan B or A MS.

#### **VIII. TUITION AND FEES**

Department funded residents need to register for at least 5 credits each semester (Fall and Spring) or be enrolled in continuous registration throughout the residency program. Continuous registration (CR) is used to remain a graduate student while not taking coursework in any given semester. The College will

cover the cost of in-state tuition for up to 6 credits each semester or 36 total credits and the cost of CR when used. Enrolled residents will receive the tuition premium from the graduate school to cover out of state tuition costs during the first year of the residency program. Thereafter, residents who have established Colorado Resident status will continue to have in-state tuition costs covered by the College. **It is, therefore, very important that a resident establish Colorado residency status during the first year of their residency to avoid paying out of state tuition costs in the second and third years of the residency program.** The resident should initiate the process of establishing state residency during the spring semester. Showing proof of domicile in Colorado for 12 continuous months prior to the Fall semester. To view all criteria and deadlines please visit the [Office of Financial Aid](#). The graduate school now provides the tuition premium (the difference between in-state & out of state tuition) for the entirety of the graduate program for all international students since they cannot establish Colorado residency.

## VIII. SALARY

Base stipend is established according to university policy for each resident at the time of admittance to the program. The stipend will commence on approximately July 15<sup>th</sup> (this date varies from year to year) the first year of the residency and will end July 15<sup>th</sup> of the final year of a three year residency.

## IX. FRINGE BENEFITS

1. Vacation - Residents are allowed 12 working days of vacation per year to be taken at times arranged with their section chief and advisor. Vacation time may not be taken as terminal vacation at the end of the 3 year residency program, or utilized to end the residency early. Advisors are encouraged to schedule vacation time for their residents annually so as to avoid creating scheduling problems and loss of vacation days.
2. Meetings - Residents will usually be permitted to attend one specialty or national meeting each year during their program with approval of the section chief. At this time residents are eligible for \$1,250 in travel money during their 3-year program. Expenses of residents presenting papers at national or specialty meetings will be funded when possible at the recommendation of the Department Head and will receive priority over attendance alone. **Please contact the Departmental office regarding amount and sources of travel funding.**
3. Externship - Depending on the residency program, residents may be allowed to take up to three months of their three year program in some other job-related position relevant to their training program. Leave is to be arranged at the discretion of the section chief and with departmental concurrence. Reciprocal exchange is encouraged. All expenses except salary are to be met by the resident. Performance will be evaluated by the sponsor.
4. Postdoctoral Fellows (Veterinary Residents) and Veterinary Interns with appointments of half-time or greater are eligible for a suite of benefits including: Medical, Dental, Vision, and Disability Insurance, Life and Voluntary Accidental Death Insurance, participation in Flexible Spending Reimbursement Accounts, Sick Leave accrual and Employee Study Privilege. Enrollment in a retirement plan is required and is effective upon the date of employment, and includes an employer match starting in year 2 of at least half-time employment. Residents are also covered by workmen's compensation and liability insurance.
5. Miscellaneous - Work attire is provided by many sections in the hospital and is laundered by the Veterinary Teaching Hospital.



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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.