

**GRADUATE STUDENT POLICY
DEPARTMENT OF CLINICAL SCIENCES
DOCTOR OF PHILOSOPHY (2022)**

I. DESCRIPTION OF PROGRAM

The PhD program in the Department of Clinical Sciences is designed for students that have prior training and knowledge in the sciences basic to veterinary medicine and animal health related areas. The PhD program is intended to provide in-depth graduate study and research training in an area of animal health. The program will provide the experiences and training necessary to develop an integrated basic and applied science approach to animal disease research.

II. ELIGIBILITY

In most instances, applicants must hold a DVM degree or its equivalent medical degree and have a cumulative grade point average of at least 3.0 in the last two years of graduate or professional courses prior to application. An MS degree is not required.

****You must have an endorsement by a current faculty member to have your application accepted.**

III. APPLICATION PROCEDURES

A. Inquiries:

1. Interested applicants may request program information from the Graduate School, at the following [link](#).
2. Or start your application [here](#).

B. In addition to the completed CSU online application form and an application fee that are to be submitted to the graduate school, the following items also need to be included in the application:

1. All official transcript of all credits previously earned from each institution of higher education attended.
2. A biographical statement including interests and goals and faculty endorsement.
3. At least three letters of recommendation.

C. The entire application must be received by the Graduate School no later than **six months** before registration for the term in which studies are anticipated to begin.

D. For International students, the application must also include:

1. An official transcript of all collegiate work completed along with a certified translation into English.
2. Certified proof of financial support.

3. Scores on the Test of English as a Foreign Language (TOEFL) if English is not the applicant's native language. The TOEFL score must be 550 or above.

All graduate programs in the Department of Clinical Sciences must meet the minimum requirements of the CSU Graduate School.

IV. SELECTION OF PhD GRADUATE STUDENTS

Appropriate faculty in an area of study will review the applications and make their recommendations to the Department Head. Prior to the final acceptance of a student:

1. A faculty member must agree to serve as an advisor. The Department Head, prior to final acceptance of the student, must receive written confirmation indicating the advisor's acceptance of the student and the necessary financial support for the student.
2. The application in its final form must be reviewed and supported by the Department of Clinical Sciences Graduate Education Committees.

V. ADVISOR AND GRADUATE COMMITTEE

The advisor is the chief source of advice in the planning process. The advisor must work closely with the student throughout their graduate career on all matters related to the PhD program. An advisor must be designated prior to acceptance of a student into the graduate program. The temporary and permanent advisors for PhD graduate students must themselves be a qualified graduate faculty member as described by the "The Advisory System" which is available on the Graduate Bulletin [website](#). In those instances where an advisor is a full graduate faculty member, but does not possess a PhD degree, a co-advisor that has a PhD degree must be appointed. Acceptance of this co-advising role by the person possessing the PhD degree must be forwarded to and be accepted by the Department Head.

Duties of the advisor for graduate studies

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

Advisor 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 4th 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

GRADUATE COMMITTEE

The student and advisor will select the graduate committee. The committee must consist of 4 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 professor¹ 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 student 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 graduate student's advisor is directly responsible for the student's work, committee members are expected to have an active interest in the student's progress and contribute to the successful completion of the program. The committee members must devote time to counseling and advising the student throughout the

graduate program. Further guidelines regarding advisor and committee selection are provided in the [CSU Graduate and Professional Bulletin](#).

Duties of the graduate committee

1. Assist in the selection of academic courses to fulfill graduate school requirements and to best train the student in their area of interest.
2. Provide guidance relative to the selection of an appropriate research project or paper, including project design and execution. The members of the graduate committee should be chosen on the basis of their expertise that is needed for the student's graduate program.
3. Help administer and evaluate the preliminary and final examinations 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. The committee should meet at least twice each year. A written annual progress report should be submitted to the Graduate Coordinator in the Department of Clinical Sciences for inclusion in the student's file.
7. Minutes of each committee meeting should be kept by the graduate student, reviewed and signed by the student's advisor, and a copy submitted to the resident/graduate student coordinator in the department.
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.
9. The make-up of the graduate committee must be approved by the Department Head and agreed upon by members themselves. It is the responsibility of the student to secure these approvals and agreements.

VII. DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The PhD degree is the highest academic degree offered by the University. Those who earn it must demonstrate significant intellectual achievement, high scholarly ability, and breadth of knowledge. The PhD program in the Department of Clinical Sciences emphasizes development of the skills and knowledge necessary to perform independent research in relevant areas of veterinary medicine.

A. General Requirements

1. The preparation of a dissertation is required. The dissertation is a formal written document that presents the results of sustained research or investigation of an important problem. The dissertation must represent independent intellectual achievement and must make an original meaningful contribution to the knowledge and accumulated wisdom of the field in which it is written.
2. Each student must prepare a **Program of Study (GS 6)**, a document which lists all courses which will be taken in pursuit of the degree. The advisor and the committee should be closely involved in the development of the program of

study, and they must indicate approval by signature. The GS-6 form is due during the **third semester of study**, before they can register for their 4th 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

B. Course Requirements

It is the responsibility of the student to see that all of the following requirements are met on time. If they are not, approval for graduation will not be granted. The requirements outlined below apply.

1. A minimum number of 72 semester credit hours in course work and research is required.
2. A minimum of 32 semester credit hours must be earned at CSU after admission to the PhD program.
3. Credits from a Master's degree from an accredited college or university may be accepted for a maximum of 30 credit hours toward the PhD degree. The decision to transfer part or all of these credit hours must have the primary approval of the student's graduate committee, the advisor, the Graduate Education Committee of the Department of Clinical Sciences and the department head. The decision to transfer these credit hours will be made based on relevance of previous course work to the proposed program of study toward the PhD degree at CSU. **Arrangements for transfer of credit are made when the Program of Study, GS 6, is submitted.**
4. Ten credit hours in formal courses earned after the date on which the Master's degree was awarded or during the completion of the Master's degree in the case of courses offered only every second or third year, may be accepted for transfer if recommended by the student's graduate committee and approved by the Graduate Education Committee of the Department of Clinical Sciences. The statement "Earned after the date on which the Master's degree was awarded" is interpreted by the Graduate Education Committee of the Department of Clinical Sciences to mean "started and completed after the last day of the semester during which the student completed all the requirements for the Master's degree".
5. At least 21 credit hours beyond the Master's degree or 37 credit hours beyond the DVM (or equivalent) degree must be earned in courses numbered 500 or above.
6. Full time PhD students in the Department of Clinical Sciences **should register for 9 or more credit hours per semester**. The maximum load is 15 credit hours per semester, regardless of course level or basis of admission.
7. Appropriate courses in statistics and experimental design are highly recommended. The student must demonstrate adequate training in statistics as determined by the student's graduate committee.

- a. The student's advisor will ensure that the qualifying examination provides for testing of competence in statistics either by inclusion on the committee of a qualified faculty member who teaches statistics, or by receiving from the student's statistics instructor documentation that the candidate has achieved and is maintaining statistical skills adequate for the program.
4. It is strongly advised that all PhD graduate students attend weekly graduate seminars (VS792). **It is required that all PhD graduate students present at least 2 seminars prior to completion of their program. Registration for VS792 is a requirement during those semesters which the PhD student is scheduled to present a seminar.** 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). It is the responsibility of the PhD student to schedule their seminar presentations with the course coordinator well in advance of the semesters during which they wish to present.
5. 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. Any course in which a "D", "F" or "U" is received must be repeated. You can learn more details [here](#).

C. Time Limit

- a. The PhD program will ordinarily require three to four years for completion.
- b. Courses to be applied toward fulfilling the requirements for a PhD degree must have been registered for and completed **within ten years** of the date of completion of the requirements for the PhD degree.
- c. If a student has accumulated a minimum of 72 semester credits of course work and research, and has not completed their dissertation, then the student must enroll in course work or continuous registration each semester up to and including the semester of graduation.

E. Preliminary (Qualifying) Examination

A student gains admission to candidacy for the PhD degree by passing a comprehensive preliminary examination covering the entire program of study.

1. A preliminary (qualifying) examination will be administered at least **two semesters** prior to a final examination. The objective of the preliminary examination is to determine whether the student is qualified to continue toward the PhD degree.
2. The intent to hold a PhD preliminary examination should be formally declared in advance by the advisor and student to the following persons: departmental graduate coordinator, all graduate committee members, Department Head, Graduate School, and the faculty of the Department of Clinical Sciences. A target date must be declared at least one week in advance. The examination must then be held within a period of 6 days of the stated target date. All parties should be kept fully advised as to the details of the scheduling, including date, time, and location of the preliminary examination.

Preliminary examinations are open to all faculty members, however only members of the student's graduate committee will be permitted to ask questions unless otherwise specified by the advisor.

3. The student is responsible for submitting the **Report of Preliminary Examinations GS 16** form via RamWeb. This form goes to the Graduate Coordinator, then the committee members and finally the advisor. Once all have signed it will go to the Graduate School. All signatures need to be collected within **two working days** following the oral examination.
4. For the examination to take place it is mandatory that the student's advisor and the entire graduate committee be in attendance. If a graduate committee member is unable to attend, the departmental graduate coordinator must be notified at least two weeks in advance of the examination to allow approval of remote participation by the absent committee member.
5. A majority vote by the committee is required for passage of the examination by the student. A tie vote means the student has failed the examination. Committee members who are not associate or full members of the graduate faculty do not have a vote on a preliminary examination.
6. At least 30 credit hours of the PhD credit requirement must have been completed prior to administration of the preliminary examination. These 30 credit hours are in addition to the 30 credit hours that may have been transferred from an approved Master's degree. These 30 credit hours are also in addition to up to 10 credit hours in formal courses earned after the date on which the Master's degree was awarded that may have been transferred.
7. Provided the committee approves, a student who fails the preliminary examination may be re-examined once. Further studies may be required prior to this re-examination. Re-examination must be held no earlier than two months and not later than 12 months after the first examination. A departmental faculty representative must attend the re-examination to ensure that fair and due process is followed.
8. The recommended procedure for a preliminary examination is to have written examination in the area of specialization and in supporting areas as designated by the graduate committee, followed by an oral examination in these same areas. The form that these examinations take is at the discretion of the graduate committee.

F. Final Examination

1. A final examination will be administered at least two semesters following successful completion of a preliminary examination. The final examination must be held prior to the end of the 11th week of the graduation term for fall or spring semesters and by the end of the fifth week of the eight-week summer semester. The examining committee is the student's graduate committee with the advisor serving as chairperson.
2. At least one month before the final examination, the advisor will inform the student and graduate committee members of the nature and scope of the examination. Normally, the final examination will cover primarily the dissertation, but additional subject matter specified by the graduate committee at the time of the preliminary

- examination may also be covered. The final examination will generally consist of a lecture followed by an oral examination of the student by the graduate committee.
3. The final examination is open to all members of the university and the public at large. To assure timely notification across campus, the student and advisor must notify the departmental graduate coordinator **at least three weeks in advance** of the date, time and location of the examination. The graduate coordinator will publicize the defense.
 4. The advisor will have the prerogative to decide whether those in attendance (outside the student's graduate committee) will be permitted to ask questions during the oral examination and should so state before commencing the examination.
 5. Voting at the oral examination shall be limited to the members of the student's graduate committee and a majority vote is needed to pass the examination.
 6. Providing the graduate committee approves, a candidate who fails the final examination may be re-examined once and for the re-examination may be required to complete further work. The re-examination must be held no earlier than two months and not later than 12 months after the first examination.
 7. On the day of the defense, the student is responsible for submitting the **Report of Final Examination (GS Form 24)** on RamWeb. It is electronic and must have all signatures, Graduate Coordinator, Committee and Advisor, within two working days of the final examination before it goes to the Graduate School.

G. Dissertation

A PhD candidate is required to prepare a well-written dissertation based on independent research conducted during the course of study.

1. Although a dissertation is planned and executed with the advice and supervision of the advisor and graduate committee, the student must assume primary responsibility both in terms of the content of the document and in terms of its format and presentation.
2. Graduate students must be responsible for all the expenses of their dissertation.
3. A properly prepared manuscript must be submitted to the student's advisor and committee at least two weeks before the final examination as well as submitting it to the Graduate School using the **GS30 Form, Thesis/Dissertation Submission**. The candidate must submit their electronic dissertation to the Graduate School no later than the end of the 11th week of the graduation term for fall or spring semesters and by the end of the fifth week of the eight-week summer term. Guidance for preparation of the manuscript may be found in the "[Organizing and Formatting Your Thesis and Dissertation](#)" and in the references listed therein.

H. Research Requirements

Involvement in a research project is mandatory.

1. A proposed research project must be reviewed and approved by all members of the graduate committee prior to the project's commencement.

Residents in the Department of Clinical Sciences who plan to continue with a PhD program after completion of the Residency/Master's program must take special note of this requirement. Research completed during the Residency/Master's program that is intended to form the basis of a PhD program must have the prior approval of the student's PhD graduate committee. This will ensure that the PhD graduate committee guides the student in this research.

2. Appropriate funding must be present to support the research program. The graduate student's advisor is responsible for execution and completion of the research.

I. Publication Requirements

1. The graduate student and the student's advisor have the right and responsibility to seek appropriate and timely dissemination of significant research results through publication, oral presentation, and other appropriate means. Such dissemination of research results must be discussed and approved by the graduate student, the advisor and sponsoring agency, and appropriate acknowledgements made. Each candidate is to prepare manuscript(s) for publication about their research and submit it to a refereed journal as a condition of acceptance of the dissertation. In general, the nature and scope of all PhD research should lead to more than a single publication.
2. Questions regarding publications that cannot be resolved by the student, the advisor and the graduate committee shall be referred to the Department Head and when necessary, to the Dean of the Graduate School for resolution.

J. 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.

K. Financial Support

1. Tuition and fees are to be paid by the graduate student or by funds available from the student's advisor.

2. The student should initiate the process of establishing state residency during their second semester. They will need to show proof of domicile in Colorado for 12 continuous months prior to the next semester. **This does not apply to International students.** To view all criteria and deadlines please visit the [Office of Financial Aid](#).
3. A stipend is not paid to a student unless an advisor has funds available to do so. If a stipend is paid, its duration and withdrawal is at the discretion of the advisor and is equal to the current graduate school minimum.

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The Office of Equal Opportunity is located in 101 Student Services.

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