

**GRADUATE STUDENT POLICY
DEPARTMENT OF CLINICAL SCIENCES
MASTER OF SCIENCE (MS)**

I. DESCRIPTION OF PROGRAM

The MS 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 MS 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

Candidates must meet qualifications to be admitted to the Graduate School at Colorado State University. Most of the MS programs in the Department of Clinical Sciences require a Doctor of Veterinary Medicine degree or equivalent. A limited number of programs are potentially available for qualified non-veterinarians.

****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. Applications:

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.
3. At least three letters of recommendation.

C. All application materials 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. Application fee.
2. An official transcript of all collegiate work completed along with a certified translation into English.
3. Certified proof of financial support.
4. 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 GRADUATE (MS) STUDENTS

Faculty from the appropriate area of study will review applications and make their recommendations to the Department Head. Prior to the final acceptance of the student:

1. A faculty member must agree to serve as a temporary advisor. Written documentation indicating advisor's acceptance of the student must be received by the Department Head prior to final acceptance of the student ensuring 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.

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 MS program. An advisor must be designated prior to acceptance of a student into the graduate program. The temporary and permanent advisors for MS 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](#).

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.

VI. MASTER OF SCIENCE DEGREE Program

MS students will be required to participate in course work which is applicable to their area of study. Involvement in a research project is mandatory. Clinical training will primarily be limited to development in those areas directly related to the student's research.

A. General Requirements

1. Individuals not enrolled in residency training programs in the Department of Clinical Sciences will be required to register for a Plan A (thesis) MS degree. The Plan A program requires the completion of a minimum of 30 hours of graduate course work, the completion of a research project in an area of the student's interest and the preparation of a written thesis. Publication resulting from work in the thesis is strongly encouraged. Under special circumstances and with the approval of the Department Head, a Plan B (non-thesis) degree may be approved with the same total number of credits that has been completed for a Plan A MS.
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 their **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. Credit requirements in the Department of Clinical Sciences

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. **The minimum number of credits hours required for completion of a Plan 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.
2. **Note: International students are REQUIRED to register for at least 5 credits each semester to be in compliance with immigration requirements.**
3. 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 didactic regular coursework. Coursework exceeding the 36-credit maximum limit will be paid for by the student, advisor, or some other fund.
4. A limited number of credit hours may be transferred from another university to the graduate program at CSU with the approval of the advisor, committee, Department Head, and Graduate School. Each case is assessed individually and accepted or rejected on its own merits. Requests to transfer graduate credit 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 Master's degree must have been registered for and completed within the ten years immediately preceding the date of completion of the requirements for the Master's degree. Credits used for one Master's degree may not be used for a second Master's degree unless approved by the Resident/Graduate Committee for the Department of Clinical Sciences and the Department Head. 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.
5. Appropriate courses in statistics are recommended in the first year of the program. Additional requirements for statistical training may be determined for the individual's program by the graduate committee.
6. 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.
7. In addition, VS628 (Physiology and Pathophysiology) is a highly recommended course for all departmental graduate students.
8. It is strongly advised that all Plan A MS graduate students attend weekly graduate seminars. **It is required that all Plan A MS graduate students present at least 2 seminar prior to completion of their program. Registration for VS792 is a requirement during the semester in which the student presents.** 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 Plan A MS student to schedule their seminar presentation with the course coordinator in advance of the semester during which they wish to present.

9. 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 "C", "D", "F" or "U" is received must be repeated. You can learn more details [here](#).

C. Time Limit

1. The Plan A Master's degree program is designed to be completed within two years.
2. At the discretion of the student's advisor and graduate committee, the time to completion of the program may be extended but only to a maximum of six years from the beginning of the program.

D. Research Requirements

The Plan A graduate student is expected to participate in a research project. Research projects must be reviewed by the student's advisor and graduate committee. 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.

E. Thesis Requirements for Plan A Students

The thesis is a written formal document which addresses, in an original fashion, some important concerns of the discipline. A thesis involves significant independent work. A certain number of credits are allowed for the preparation of the thesis. 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.

F. Final Examination

1. The final examination must be held prior to the end of the 11th 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 the discretion of the committee, the final examination may be oral or written or both. At least one week before the final examination, the advisor must inform the student 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 relevant departmental faculty are invited at least one week prior to the examination.

2. The examining committee will consist of the student's advisor, and all members of the student's graduate committee. The advisor will generally serve as the chairperson. The chairperson will begin by outlining the format of the examination to the audience. Guidelines as to when those in attendance (committee versus audience) will be allowed to ask questions will be provided by the chairperson. Audience questions are usually encouraged immediately following the presentation. It is suggested that a maximum of one hour be allowed for a presentation of the student's research. This may consist of a review of the results of several projects where applicable or more in-depth coverage of a single area of investigation. The presentation is primarily intended to acquaint the committee with the student's general knowledge of this and related subject material and the student's understanding of experimental design and data assessment. A question period by the examination committee, suggested to last a minimum of one hour will follow the presentation. Questions will generally be related to the student's research and course work.
3. Voting at the final examination shall be limited to the members of the student's graduate committee. A majority vote by the committee is required for the student to pass the examination. A tie vote is interpreted as failure to pass the examination. Committee members who are not academic faculty do not have a vote on the final examination.
4. Providing the committee approves, the candidate who fails the final examination may be reexamined once and may be required to complete further work. Reexamination must take place no earlier than two months and not 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 or the Assistant Department Head to ensure that fair and due process is followed.
5. On the day of 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. Publication of Graduate Research

It is strongly recommended that the graduate student and the student's advisor disseminate significant research results through publication. Guidelines regarding publication authorship may be obtained from the departmental office.

H. 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.

I. 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 graduate student should initiate the process of establishing state residency immediately after arrival in the program. To view all criteria and deadlines please visit the [Office of Financial Aid](#).
3. International students who will not be able to establish Colorado residency, will therefore be responsible for all out-of-state tuition costs.
4. 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.

J. Research

If the student's graduate program includes a research project, the advisor must indicate in his letter of acceptance of the student to the Department Head that the advisor has support of the project. Application for all research support must be made through the student's advisor or with the advisor's knowledge and approval. All data and products of the research conducted by a student during the course of their graduate program is the property of Colorado State University.

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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.