



OKLAHOMA STATE
UNIVERSITY

Department of Biosystems and Agricultural Engineering

Graduate Handbook

Oklahoma State University

A Message from Department Head



DEPARTMENT OF
**BIOSYSTEMS AND
AGRICULTURAL ENGINEERING**
Ferguson College of Agriculture

I am pleased you have chosen to pursue a graduate degree. Graduate students are an integral part of our research and teaching missions. While your research interests and interactions with your advisor and research team are a critical part of your graduate program experience, I would encourage you to take opportunities in this next phase of your education and training to expand your growth as an individual by trying new things, harnessing your technical skills, building your network of professionals and friendships and stepping outside your comfort zone to engage in activities that challenge you and allow you to truly discover your preferences and what you enjoy.

Looking forward to getting to know you!

Sincerely,
Mari S. Chinan.

TABLE OF CONTENTS

MESSAGE FROM DEPARTMENT HEAD

- I. GENERAL INTRODUCTION
- II. OVERVIEW OF BAE GRADUATE PROGRAMS
- III. ADMISSION REQUIREMENTS AND PROCEDURES
- IV. START OF BAE GRADUATE PROGRAM
- V. DEGREE REQUIREMENTS
- VI. SELECTION OF ADVISOR AND ADVISORY COMMITTEE
- VII. PLAN OF STUDY (PoS)
- VIII. RESEARCH PROPOSAL
- IX. THESIS/DISSERTATION AND DEFENSE
- X. ACADEMIC PERFORMANCE, LEAVE OF ABSENCE, AND APPEALS
- XI. BAE DEPARTMENTAL RESOURCES AND POLICIES
- XII. BAE GRADUATE STUDENT ASSOCIATION (BAEGSA)
- XIII. ACADEMIC INTEGRITY FOR GRADUATE STUDENTS

REFERENCES

APPENDIX I. New Graduate Student Checklist

APPENDIX II. Program Milestones for BAE MS/Ph.D. Programs

APPENDIX III. List of Recommended Biology and Math/Statistics Courses

APPENDIX IV. Teaching Practicum for Ph.D. Students

APPENDIX V. Template: Annual Reviews of Graduate Students

APPENDIX VI. BAE Graduate Exam Scheduling Form

APPENDIX VII. BAE Preliminary Exam Result Form

APPENDIX VIII. TERMINATION – SEPARATION CHECKLIST for Faculty, Staff, and Graduate Assistants at Oklahoma State University

APPENDIX IX. Sample Graduate Program Appeals Process

APPENDIX X. Useful Links

Note: In the Handbook, to access the files and forms on OSU canvas, use your O-Key to login to your Canvas account and find “STW_Graduate_Student_Community”. Select “Modules” and find the files, forms, and useful information from OSU Graduate College.

I. GENERAL INTRODUCTION

Welcome to the Department of Biosystems and Agricultural Engineering (BAE) at Oklahoma State University!

All graduate programs at Oklahoma State University are under the jurisdiction of the OSU Graduate College. In this way, certain standards are maintained across the University. These standards include course credit, Plan of Study format, Advisory Committee structure, vacation policy, registration, residency requirements, and admissions. Under these general guidelines, the BAE department has a Graduate Committee, comprised of faculty members with graduate faculty status, that reviews BAE program requirements and establishes Departmental guidelines and policies, which are presented in this BAE Graduate Handbook.

The main purpose of this Handbook is to provide pertinent information and identify sources of information to support BAE graduate student success in completion of their program. This Handbook provides departmental expectations and procedural information for obtaining a graduate degree and may also serve as a reference for advisors of BAE graduate students.

The BAE Graduate Handbook does not deviate from the OSU Graduate College Policies published in the Graduate Catalog and Graduate College website, but rather describes specific ways in which those policies are carried out in the BAE department. Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. For general information about admissions, regulations, forms, and financial assistance, please visit the Graduate College website at <http://gradcollege.okstate.edu/>.

Again, the BAE department welcomes you into our program and encourages you to become fully engaged in the research and professional development opportunities so you may find your journey here meaningful and intellectually challenging. Find the time to take advantage of the vast resources and enrichment activities available to you at OSU as you strive to reach your professional and personal goals.

For questions regarding to BAE Graduate Program, please contact:

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Graduate Program Coordinator

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II. OVERVIEW OF BAE GRADUATE PROGRAM

The Graduate Program of the Department of Biosystems and Agricultural Engineering is dedicated to providing high quality, advanced training, and instruction to graduate students to enhance the production and profitability of agricultural and biological products and the conservation and management of natural resources.

Degree Offered: MS of Biosystems Engineering, Thesis Option
 MS of Biosystems Engineering, Non-thesis Option with Formal Report
 MS of Biosystems Engineering, Non-thesis Option
 Ph.D. of Biosystems Engineering with BS Degree
 Ph.D. of Biosystems Engineering with MS Degree

General Research Areas: Machine System Engineering, Bioprocessing and Biotechnology, Food Engineering, and Environment & Natural Resources

III. ADMISSION REQUIREMENTS AND PROCEDURES

3.1 Application Deadlines

In general, graduate applications can be submitted at any time through a year. However, to facilitate timely review of an application for full consideration among available assistantships and scholarships, please complete and submit the application by the general application deadlines shown in Table 1. It is recommended that the application be submitted at least 30 days before the deadline to allow sufficient time for references to provide letters of recommendation in support of the applicant.

Table 1 Application Deadlines for BAE Graduate Programs

Semester	Domestic Applicants	International Applicants
Fall	March 15	January 15
Spring	August 15	July 15

3.2 General Admission Requirements:

To be reviewed for admission consideration, applicants must submit a complete application package to the [OSU Graduate College online application portal](#). The package should include:

1. An application account created at <https://grad.okstate.edu/apply/>.
2. A non-refundable application fee*:
 - o \$75 for international applicants
 - o \$50 for US citizens or permanent resident card holders
 *OSU graduates can apply for application fee waiver for fall or spring admission from the OSU Graduate College.
3. An original transcript from each college or university attended (all transcripts must be official with the college's or registrar's original seal and should show any degrees completed)
4. A TOEFL or IELTS score (OSU's institution code: 6546) for international applicants. Either examination must have been taken within the last two years. The minimum score for graduate admission is TOFEL > 79, IELTS > 6.5. For the detailed requirement on English

Language Proficiency for Admission, please check the following website:

<https://gradcollege.okstate.edu/application-process/index.html>

5. GRE is not required for BAE graduate admission. However, it may be considered during the evaluation for graduate assistantship.
6. A current CV or resume.
7. A Personal Statement and Goals (2-page statement indicating why you have applied to the BAE Graduate Program at OSU, your previous experience that will contribute to your success in your post-baccalaureate career, and specific research area(s) and/or faculty member(s) you would like to work with, if admitted.)
8. The names and email addresses of at least three references to provide letters of recommendation.

3.3 BAE Graduate Program Admission Requirements

To be admitted to the BAE graduate program, multiple factors are considered during the application review process, such as academic background (e.g., the prior degree program(s), specific courses taken, GPA), test scores (e.g., TOEFL/IELTS, GRE), personal statement and goals, research interests, and references.

Minimum BAE Program Requirements:

- Previous Degree:
 - An undergraduate degree in biosystems engineering or other engineering major from an ABET accredited or equivalent program ([ABET Accredited Programs](#)).
 - Students with undergraduate degrees in other disciplines or closely related fields, such as physics, mathematics, computer science, biological sciences, agricultural sciences, and environmental sciences are also invited to apply for BAE graduate program. Such applications are evaluated on an individual basis. Successful completion of additional credit hours of undergraduate courses (such as engineering sciences and advanced biology) may be required before a BAE Graduate Plan of Study is developed. Appendix I provides a list of recommended biology courses.
- Grade Point Average (GPA): Above 3.0 (on a 4.0 scale). Equivalent grades are required from an international university.
- Prior research and publication experience for a Ph.D. application are preferred.

3.4 BAE Admission Review Process

After an application is forwarded to BAE by the OSU Graduate College, the following steps are used for BAE admission review process.

- Step 1: The BAE Graduate Committee evaluates the application package and provides an initial admission recommendation, i.e., Admitted, Admission with provision, or Reject.
- Step 2: The application with the initial recommendation is forwarded to all BAE faculty for further evaluation. Based on funding availability and the qualifications of an applicant, faculty member(s) will make a decision on the admission and GRA offer. For MS applications, if the faculty agree to admit the applicant, but without a GRA offer, the applicant will be contacted by the BAE department if a offer of self-funded MS will be acceptable.

If the applicant accepts the offer on “self-funded MS”, a final decision of Admit will be submitted to the OSU Graduate College.

If the applicant rejects the offer on “self-funded MS”, a final decision of Reject will be submitted to the OSU Graduate College.

If there is no objection on the Reject recommendation by the BAE Graduate Committee, a final decision of “Reject” will be submitted to the OSU Graduate College.

Step 3: A final admission decision will be submitted to the OSU Graduate College. The admission decisions include:

- Admit with a Graduate Research Assistantship (GRA)
- Admit as self-funded graduate student
- Admit with provisional requirements (e.g., require taking additional courses)
- Reject

Step 4: Applicants receiving admission letters are required to submit their final decision on the acceptance of the offer before a given deadline as stated in the offer letter.

3.5 Financial Support

Most of BAE graduate students are supported through either Graduate Research Assistantships (GRA) or Graduate Teaching Assistantships (GTA). The GRA is typically available through extramural funding of the student’s advisor. The GTA is limited within BAE department and is offered typically for a single semester at a time. Full details on the financial support are included in the offer letter from the department head.

An assistantship is a form of employment where payment is made for work performed. The work may or may not be associated with thesis research. An assistantship is based on the student spending 20 hours per week working on the assigned project(s). This is in addition to the minimum credit hours enrolled towards research or course work. Note that each credit hour is interpreted as three to four clock hours of work. Thus, it is normal and expected that graduate students with assistantships work on campus during the normal workdays.

Graduate students may be asked to serve for one or more semesters as graduate teaching assistants. Normally the graduate teaching assistant is selected by the instructor with consensus of the graduate student and the student's advisor.

Assistantships are not automatically renewed. An annual evaluation by the student’s advisor is made at the end of spring semester to determine if the assistantship will be continued for the next year. For some advisors, semiannual or quarterly evaluations may be used to assess performance. If there is a problem, the student must work with the responsible faculty member(s) to improve the performance.

Assistantships will generally be renewed as long as students are making satisfactory progress toward their degree, depending on availability of funds. Completion of an M.S. degree is expected in two years and a Ph.D. in three to four years. Extenuating circumstances will be considered case-by-case in extending assistantships beyond these limits. Students should discuss degree completion expectations and assistantship availability with their advisor or the responsible faculty as soon as possible.

IV. START OF BAE GRADUATE PROGRAM

4.1 Pre-arrival Information

All the international students can find details regarding immigration, financials, travel, housing, etc. at <https://lcl.okstate.edu/iss/pre-arrival-information.html> .

4.2 New Student Orientation

After arriving at OSU campus, all new graduate students should report to BAE main office at Ag Hall 111 no later than the first day of the semester. New graduate students with a GRA offer will need complete a new student checklist (Appendix I) with the department administration staff in Ag Hall 111.

New international students arriving at OSU are also required to check in with the Graduate College before enrolling (<https://gradcollege.okstate.edu/prospective-students/international-students/international-student-check-in.html>) and completing ISS (Office of International Student and Scholars) registration and orientation (https://lcl.okstate.edu/iss/rg_ot.html).

All new graduate students are required to enroll in BAE Graduate Seminar (BAE 5501) during their first semester or within the first year of their graduate program.

V. DEGREE REQUIREMENTS

5.1 General Enrollment

The Graduate College regulations must be followed by all graduate students for enrollment. International students on an F-1 or J-1 nonimmigrant visas are required, except in their final semester, to be enrolled and be **full time** in each fall and spring semester in order to maintain their immigration status, as recorded on the SEVIS system.

Regardless of the number of hours taken, a student may not enroll in more than 12 credit hours in the fall or spring semester without a permission from the Dean of the Graduate College. During the summer session, a student may not enroll in more than nine credit hours taken in any session during the eight-week summer period. No more than three credit hours can be taken during the first summer session (intersession). Summer intersession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, the enrollment shall not exceed one credit hour. Table 2 shows the minimum number of credit hours required per semester for BAE graduate students.

5.2 Types of Courses and Course Credit

Graduate level courses at OSU have a course number of 5000 and above. Students admitted to the Graduate College may enroll in or audit undergraduate courses or course sections if approved by their graduate faculty advisor. However, these courses do not carry graduate credit(s), thus, cannot be listed in a graduate Plan of Study and are not generally covered by graduate tuition waiver programs.

A minimum grade-point average (GPA) of "B" (3.00) is required to maintain good standing as a graduate student and meet requirements for a degree. No course with a grade of "D" or "F" can be used on the Plan of Study to satisfy the degree course requirements. At the graduate level, a

grade of a “D” or “F” is a failing grade that can result in dismissal by the dean of the Graduate College, regardless of academic standing.

The grade of “SR,” indicating satisfactory research progress; “UR” indicating unsatisfactory progress, or “IUR” indicating an incomplete progress will be assigned to thesis (BAE5000) and dissertation (BAE6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student’s grade point average but affect the graduate student’s academic standing. Only courses in which a grade of “SR” is earned may be used toward minimum degree requirements.

Table 2. Minimum Required Number of Enrolled Hours Per Semester

Semester	Student Status	Assistantship	Minimum Required Number of Enrolled Hours
Fall/Spring	Domestic student (Full time)	> 0.5 FTE*	6
	Domestic student (Full time)	< 0.5 FTE	9
	International student (Full time)	> 0.5 FTE	6
	International student (Full time)	< 0.5 FTE	9
	Student intends to graduate (Full time)	All	2
	Part-time domestic student	None	2
	A student who is utilizing physical or faculty resources of the University in any semester	None	2
Summer	Domestic/international student (12 month)	> 0.5FTE	2
	Domestic/international student (9 month)	0	0
	Domestic student to be qualified for an out-of-state tuition waiver (12 month)	0	2
	Graduating domestic/international students	< 0.5 FTE	2
	Continuing domestic/international student	None	0

Note: * 0.5FTE = 20 clock hours of work per week

5.3 BAE Degree Requirements

BAE offers Master of Science and Doctor of Philosophy in Biosystems Engineering degrees. The degree requirements for the specific options are described here. Appendix II provides the list of program milestones for each program.

Master of Sciences (MS)

BAE offers three options to earn a Master of Science degree:

Thesis Option – MS Students with Thesis Option will complete a thesis reporting original research and defend the thesis and work completed as part of a final exam. Thirty (30) credit hours are required for the degree, which consists of 23 credits of coursework (including 9 credits of BAE courses), one (1) credit of BAE5501 BAE Graduate Seminar, and six (6) credits of satisfactory research hours (BAE 5000). A research proposal must be accepted by

an Advisory Committee and approval forms must be submitted prior to the completion of the second semester (excluding summer semesters).

Non-Thesis with a Formal Report – MS Students with Non-Thesis Option and a Formal Report should complete a total of 32 credit hours, which consist of at least 29 credits of coursework (including 6 credits of BAE courses), one (1) credit of BAE 5501 BAE Graduate Seminar, and 3 credits of BAE5010 Advanced Topics in Biosystems Engineering for a project.

Non-Thesis Option – MS Students with Non-Thesis Option are required to complete a total of thirty-two (32) credit hours of coursework (including six credits of BAE courses and one-credit of BAE5501 BAE Graduate Seminar).

Doctor of Philosophy (Ph.D.)

BAE offers two options to earn a Ph.D. degree:

Ph.D. Degree After MS Option –Ph.D. students are required to take a minimum of 44 credits beyond an MS degree. This includes a minimum of 30 credits of BAE6000 Thesis Research and 14 credits of coursework. Course work is required to include at least 6 credits of BAE courses, including one (1) credit of BAE 6101-Teaching Practicum and one (1) credit of BAE5501-BAE Graduate Seminar.

Ph.D. Degree After BS Option –Ph.D. students are required to take a minimum of 74 credits beyond a BS degree. This includes a minimum of 36 credits of BAE6000 Thesis Research and 38 credits of coursework. The course work should include at least six (6) credit hours of BAE courses, including one (1) credit hour of BAE 6101 Teaching Practicum and one (1) credit hour of BAE5501 BAE Graduate Seminar.

Additional requirements for BAE Ph.D. students:

Advanced Math/Statistics: All BAE Ph.D. graduate students must have taken or will take six (6) credits of advanced Math and/or Statistics. Suggested courses are listed in Appendix III.

5.4 Exams for MS Students

MS, Thesis Option

All MS students with Thesis Option are required to complete a proposal defense, which includes a written proposal and oral presentation, and a final thesis defense. The detailed requirements are described in Section IX.

MS, Non-Thesis Option with a formal report

Students are required to enroll in 3 credit hours of BAE5010 Advanced Topics in Biosystems Engineering to complete a project. They should identify a project in consult with their advisor before the end of the second semester (not including the summer semester).

Communicating regular progress to the advisor and the advisory committee is highly recommended. At the end of the MS program, a formal report needs to be submitted to the Advisory Committee for a final Pass/Fail decision. The advisor and the advisory committee decide if an oral presentation of the project and report is required. Once the report is accepted by the advisory committee, a Formal Report Approval Form (on Canvas) is required to be submitted to the Graduate College.

MS, Non-Thesis Option

No extra exams are required beyond the coursework.

5.5 Exams for Ph.D. Students

Ph.D. students must pass three exams: the Preliminary Exam, the Candidacy Exam, and the Final Thesis/Dissertation defense.

Preliminary Exam

The purpose of the *Preliminary Exam* is to ensure that graduate students can demonstrate the ability to carry out independent research in their specialty area. Students must be able to demonstrate the mastery of the theoretical foundations of their research and the ability to communicate technical knowledge in written and oral formats. The preliminary exam should be taken before the end of the 3rd semester. The preliminary exam has two equal parts, written and oral. All curriculum deficiencies listed in the student's admission or offer letter must be completed before the preliminary exam is taken. The preliminary exam should be taken before submission of the Plan of Study.

- 1) *Written Preliminary*: The advisory committee decides the structure and content of the written preliminary exam. Each advisory committee member decides in collaboration with the advisor and/or committee the format for the test questions, including time limits, allowable reference materials, and location. The student is responsible for scheduling the time to take each exam with the respective committee member. Answers and responses to written questions are to be copied to the entire committee.
- 2) *Oral Preliminary*: The oral preliminary cannot be held until the written preliminary has been completed. The advisory committee decides the structure and content of the oral preliminary exam. The oral preliminary must be scheduled for a minimum of two hours on a weekday (Monday through Friday), not including University holidays. The oral preliminary is not open to the public but may include other graduate faculty outside the advisory committee.

After the student completes both the written and oral preliminary exams, the advisory committee decides whether the student passes at the end of the oral exam. The decision is based on the performance of the student on the written exam and during the oral exam, class grades, annual evaluations, and the perceived potential of the student to successfully complete original research. Possible decisions are *pass*, *pass with a requirement to complete additional study* (determined by the advisory committee), *fail with a requirement to retake the entire exam or any part*, or *fail without recourse*.

Unanimous approval by the committee is required for a student to pass the preliminary exam. The advisor is required to complete a "Preliminary Exam Result" form with signatures and submit via email to the student and Graduate Coordinator. In the event of a dissenting vote, the committee may consult with other graduate faculty, especially those who attended the oral preliminary exam, prior to determining the appropriate action required to satisfy a dissenting vote.

If the result is *pass with a requirement to complete additional study* or *fail with a requirement to retake the entire or part of the exam*, it is the student's responsibility to meet and discuss with the advisory committee within two weeks regarding suggestions for improvement, expectations, and timeline for a retake. Additional study can be, but not limited to, a course suggested by the advisory committee, additional experiments/field work, and/or additional sets of questions, etc. Once additional study is complete, the student should report to the advisory committee and receive permission to schedule a second preliminary exam.

Each student can take a preliminary exam a maximum of *two* times. The advisory committee will determine if the student has successfully fulfilled the expectation(s) of the second exam. The results of the second preliminary exam will be recorded on the “Preliminary Exam Result” form with signatures and submitted via email to the student and Graduate Coordinator.

If the student is *failed without recourse*, the student’s enrollment in the current graduate program will be terminated at the end of the current semester.

Candidacy Exam

The *Candidacy Exam* should be taken after the student’s Plan of Study is approved by the Graduate College and at least two weeks after passing the preliminary exam. In addition, the Graduate College requires the candidacy exam to be successfully passed before the last 10 hours of research (BAE 6000) that count towards the plan of study are taken and six months before graduation. The candidacy exam must be scheduled for a minimum of one hour on a weekday (Monday through Friday). It is open to the public and must be advertised to the BAE faculty and graduate students at least one week in advance. The advisory committee administers the structure and procedures of the candidacy exam, consistent with other policies in this section. Questions by graduate faculty should take place during the open public portion of the exam. The candidacy exam should be closed to the public for further questioning of the student and deliberations by the advisory committee.

The candidacy exam is an oral presentation and review of the student’s proposed research topic and work plan as submitted in a formal written proposal. The student should submit a research proposal to the advisory committee at least two weeks before the scheduled date of the candidacy exam. The scheduled date and time should be shared with the graduate coordinator using the “BAE Graduate Exam Scheduling” form.

Only the advisory committee votes on the results of the candidacy exam. Possible decisions are *Pass*, *Fail with the option to retake*, or *Fail without recourse*. Unanimous approval by the committee is required for a student to pass the candidacy exam. In the event of a dissenting vote, the committee may consult with other graduate faculty members present at the exam before they arrive at the appropriate action required to satisfy the dissenting vote.

Prior to the candidacy exam, the student must initiate the “Admission to Doctoral Candidacy” form through *Graduate College (GC) Round-Up*. Immediately after the exam is complete, the results should be reported on the “Admission to Doctoral Candidacy” form with signatures of the advisory committee. In addition to completing the “Admission to Doctoral Candidacy” form, the advisor must complete the “Proposal Assessment” form (provided by the Graduate Coordinator when the exam is scheduled) with input from the advisory committee. It is highly recommended that the advisory committee complete all forms before concluding the exam.

If the student *fails with the option to retake the exam*, it is the student’s responsibility to meet with the advisory committee and discuss any conditions or expectations that must be met before the exam is attempted again. Each student can take a candidacy exam a maximum of *two* times. After discussion with the advisor and the advisory committee the student must receive approval to schedule a second exam. The advisory committee will determine if the student has successfully fulfilled the expectations through the second exam and notify the student of the results.

If the student is *failed without recourse*, the student’s enrollment in the BAE graduate program will be terminated at the end of the current semester.

VI. SELECTION OF ADVISOR AND ADVISORY COMMITTEE

Students will not be accepted into BAE without having a faculty member agree to serve as their advisor (and Chair), including self-funded students. The advisor's primary responsibilities are to guide and counsel the student in the research or scholarly efforts and as Chair ensure compliance with OSU Graduate College policies and applicable research regulations. The advisor, as a mentor, serves as the primary resource for the graduate student in identifying potential committee members for the student's *Advisory Committee*.

Students should start discussions with their advisor(s) in the *second semester* to form an advisory committee (Table 3). The purpose of the advisory committee is to support the student's research endeavors, help the student select appropriate coursework; act as mentors for the graduate research, assess proposed plan of work, review thesis/dissertation, and ensure high-quality scholarly activities. Every graduate student should plan on meetings with the advisory committee in a formal setting at least once a year to report research progress.

Table 3. Formation of Graduate Advisory Committee

Degree	Number of Committee Members (including Chair)	Affiliation of Committee Members
MS, Thesis Option	Minimum of 3	BAE graduate faculty
MS, Non-Thesis with Formal Report	Minimum of 3	BAE graduate faculty
MS, Non-Thesis	1	BAE graduate faculty
Ph.D.	Minimum of 4	BAE graduate faculty and at least one external graduate faculty member ¹

¹ An external graduate faculty member should not only be able to provide some technical expertise to the research of the student, but also serve as an impartial observer of the process and program meetings. They are an official member of the advisory committee and should be present at all related meetings.

VII. PLAN OF STUDY (PoS)

Every graduate student should develop a Plan of Study (PoS) under advisor supervision. The PoS includes all the tentative courses for the degree to be approved by the advisory committee and the BAE graduate coordinator. The original plan of study must be submitted to the Graduate College through *Graduate College Round-Up* ([Link](#)) prior to the end of the second semester for master students and the end of the third semester (excluding summer sessions) for doctoral students. Graduate students can choose the courses to be listed on the plan of study as long as the courses meet the degree requirements and are approved by the advisory committee.

The plan of study is subject to modification during the course of the student's graduate program. All changes must be approved by the advisor, the advisory committee, and BAE Graduate Coordinator. The final version of the PoS should incorporate all changes be submitted to the Graduate College by the deadline based on the degree being sought (Table 4) and which occurs before the final thesis/dissertation defense or project presentation.

Excessive Hours

All petitions for permission to enroll in credit hours that exceed those allowed under regulations of the University (See University Academic Regulations in the most recent OSU Catalog) shall be approved in writing by the student's Advisor, BAE Graduate Coordinator, and the Dean of the

College in which the student is matriculating. Approved petitions will be filed in the Office of the Registrar.

Table 4 Detailed Requirements of Plan of Study for BAE Graduate Students

Item		MS Thesis Option	MS Non-Thesis, Formal Report	MS Non-Thesis	Ph.D. with MS	Ph.D. without MS
Initial Submission Deadline		The end of the 2 nd semester	The end of the 2 nd semester	The end of the 2 nd semester	The end of the 3 rd semester	The end of the 3 rd semester
Total Credits Required for the degree		30	32	32	44	74
Total Course Credits		24	29	32	14	38
Total Thesis credits		6 (BAE5000)	3 (BAE5010)	0	30 (BAE6000)	36 (BAE6000)
Additional Requirements	BAE Graduate Seminar (BAE5501)	1	1	1	1	1
	Teaching Practicum (BAE6101)*	-	-		1	1
	BAE courses	6	6	6	6	6
	Advanced Math/Statistics	-	-	-	6	6

* Please refer to APPENDIX IV on the course requirements for BAE6101

Transfer Credits

Transfer credit hours include those for coursework at the graduate level in excess of hours required for an earned degree. Master of Science (MS) students can transfer 9 credit hours from an accredited university but must have at least 21 hours of resident credit from Oklahoma State University (OSU).

Ph.D. students with a MS degree can transfer 9 credits from accredited university and must have at least 35 credits at OSU. Ph.D. students without a MS degree can also transfer 9 credits from accredited university and must have at least 65 hours at OSU.

Loss of Advisor

When a major advisor leaves the university for an extended absence or permanently, the faculty member is obligated to work with the Department Head and the graduate student to transfer advising responsibilities to an individual agreeable to supervise the graduate student temporarily or permanently.

If a major advisor elects to no longer serve as chair of a student's committee, it is the student's responsibility to obtain another advisor from the BAE graduate faculty. If a graduate faculty

member is not willing to advise the student and/or chair the committee, the student will be dismissed from the BAE graduate program at the end of the current semester. These decisions by a faculty member need to take place in consult with the graduate coordinator and Department Head, provided valid reasoning (e.g., lack of funding, demonstrated poor performance, academic integrity issues).

VIII. Research Proposal

The research proposal is the framework for activities the student plans to complete and submit to fulfill the requirements for a thesis or dissertation. It will be developed by the student in close cooperation with the advisor and approved by the advisory committee. Advisors must complete the “Proposal Assessment” form (provided by the Graduate Coordinator) with input from the advisory committee as part of the proposal review and approval. This occurs during the candidacy exam for PhD students. Each proposal should contain useful graphics, as appropriate, and the following sections:

- Project summary
- Introduction
- Objective(s)
- Literature review
- Rationale and significance
- Methodology (general approach, experimental design, data analysis)
- Facilities and equipment required (simple list)
- Budget (table of estimates, optional)
- Timeline and milestones
- References

IX. THESIS/DISSERTATION AND DEFENSE

9.1 Thesis/Dissertation

All MS students with Thesis Option and Ph.D. students are required to complete and submit a thesis and dissertation, respectively, and defend their thesis/dissertation to their advisory committee at the conclusion of the degree program.

It is suggested that the students submit a near complete draft of a thesis/dissertation to their advisor **at least a month** before the scheduled thesis/dissertation defense. Several reviews and revision should have occurred prior to this draft. This would provide the advisor sufficient time to review and provide comments for additional revision of the thesis/ dissertation draft prior to submission for advisory committee review. The student should provide a draft of the thesis for defense to the advisory committee **at least two weeks** before the scheduled defense.

The thesis/dissertation can be prepared either with a “Traditional” format or a “Manuscript” format.

Thesis with “Traditional” format

A “Traditional” format thesis has been a commonly used format for theses/dissertations for decades. It is a coherent document that provides a complete and systematic account of the graduate research activities as a whole including an introduction, literature review, methodology

and materials, results, and conclusions. A single list of references is often used to include all the citations.

Thesis with “Manuscript” format

A “Manuscript” format thesis includes a collection of one or more scholarly manuscripts (published or not-published) as chapters written in a manner suitable for publication. This may help graduate students to facilitate publications of their research work. However, the thesis, with all chapters combined, is a single cohesive document that presents and describes the entire research work conducted as part of the graduate degree. Individual manuscripts/chapters in a manuscript-style thesis should fit together into a single body of work to achieve the goals of the thesis. Hence, the manuscript-format thesis must include 1) a general introduction and literature review that outlines the overall theme, background, and objectives of the research in the beginning, and 2) a list of general conclusions drawn from the overall research work at the end. Each chapter in between contributes to the general theme while focusing on a different aspect of the research.

Graduate students should discuss the number and the format of manuscripts to be included in the thesis/dissertation with their advisor and advisory committee. Consistency of format and style is essential in a manuscript-style thesis to produce a coherent and defensible document, which will satisfy the principles of a thesis. Even if a manuscript was published in a particular format, when included as a chapter in a thesis, it should match the formatting standard of the whole thesis. To ensure consistency and clarity in presentation, previously published manuscript(s) should be assigned page numbers that are sequential within the thesis, and page numbers assigned within the original publication must be removed. The page numbers assigned within the publication will be included in the citation. Chapters of the thesis need to be numbered sequentially. Subsections, tables, figures, and equations within each chapter should be assigned a unique number. This will help ensure the clarity of the document.

References can either be listed chapter-by-chapter or be presented in a single list at the end of the thesis. If the chapter-by-chapter approach is adopted, each chapter, including chapters that are not manuscripts (such as the introductory and concluding chapters), requires a list of references separately. If a single list appears at the end of the thesis, all references cited in the component manuscripts must be included in the list of references at the end of the thesis.

Please review the Graduate College guidelines for thesis/dissertation formatting and electronic submission instructions on CANVAS.

9.2 Thesis/Dissertation Defense

An oral thesis/dissertation defense is required for MS with Thesis option and Ph.D. students at the conclusion of the graduate program. This oral exam covers the student's coursework, research, assessment of the written thesis/dissertation, and general knowledge. A copy of the thesis or dissertation, which is satisfactory to the adviser, should be delivered to each committee member a minimum of two weeks before the defense. The defense must be scheduled for a minimum of three hours on a weekday (Monday through Friday), not including University holidays. The defense is open to the public. It must be advertised to the BAE faculty and graduate students a minimum of three days in advance of the exam. The scheduled date and time of the defense should be shared with the Graduate Coordinator using the “BAE Graduate Exam Scheduling” form.

The advisory committee administers the structure and procedures of the defense and the format should be discussed with the student at least two weeks before the scheduled date of the defense. Questions by graduate faculty should take place during the open public portion of the exam. The advisory committee may close the exam to the public for further questioning of the student and deliberations.

Only the advisory committee votes on the results of the thesis/dissertation defense. Possible decisions are *Pass*, *Fail with the option to retake*, or *Fail without recourse*. Unanimous approval by the committee is required for a student to pass the defense. In the event of a dissenting vote, the advisory committee may consult with other members of the OSU graduate faculty within a week before they arrive at the appropriate action required to satisfy the dissenting vote.

Prior to the defense, the student must initiate the “Thesis/Dissertation Oral Defense Results” form through *Graduate College (GC) Round-Up*. Immediately after the defense is complete, the results should be reported on the “Thesis/Dissertation Oral Defense Results” form with signatures of the advisory committee. In addition to completing the “Thesis/Dissertation Oral Defense Results” form, the advisor must complete the “Thesis Assessment Questionnaire” and “Oral Presentation Assessment Questionnaire” (provided by the Graduate Coordinator when the exam is scheduled) with input from the advisory committee. It is highly recommended that the advisory committee complete all forms before concluding the exam.

Table 5. Examples of Thesis/Dissertation Formats

Tradition Format	Manuscript Format
Title Page	Title Page
Committee Signature Page	Committee Signature Page
Acknowledgements(<i>optional</i>)	Acknowledgements(<i>optional</i>)
Dedication (<i>optional</i>)	Dedication (<i>optional</i>)
Abstract	Abstract
Table of Contents	Table of Contents
List of Tables	List of Tables
List of Figures	List of Figures
List of Abbreviations	List of Abbreviations
Chapter 1. Introduction and Objectives	Chapter 1. Introduction and Objectives
Chapter 2. Review of Literature	Chapter 2. General Review of Literature
Chapter 3 - x. Materials and Methods	Chapter 3. Manuscript 1
Chapter xx. Results and Discussion	Chapter 4-x. Manuscript 2-n
Chapter xxx Conclusions	Chapter xx. General Conclusions
References	References
Appendices	Appendices

If the student passes the Thesis/Dissertation Defense, they must address all revisions or additions to the thesis or dissertation suggested by the advisory committee, receive approval of the final

version by the advisory committee through signing of the appropriately formatted Signature Page (hardcopy, formatted page available on CANVAS) and submission to the Graduate College. The final thesis or dissertation should be submitted to the Graduate College electronically per communicated instructions before the specified deadline. Depending on intellectual property concerns, thesis/dissertation embargo forms can be completed in conjunction with the advisor.

Example of a Thesis/Dissertation defense procedure:

- Open Session to public:
 - o Introduction of the student by advisor
 - o Student oral presentation (~30 – 40 min)
 - o Q&A
- Closed Session: Student and the Advisory Committee
 - o Questions by the advisory committee on thesis/dissertation and the oral presentation
 - o Response to the questions
 - o Notes on suggested revisions and edits
- Committee Evaluation Session: Advisory Committee
 - o Discussion regarding student performance
 - o Provide a Pass/Fail decision
 - o Signatures on the “Result of Final Examination” form
 - o Completion of BAE Assessment forms

All graduate students that intend to complete a thesis or dissertation are required to attend an online tutorial in GC Round-Up during the semester of intended completion prior to graduation. Deadlines for completion of the tutorial are listed in the Graduate College calendar.

X. ACADEMIC PERFORMANCE, LEAVE OF ABSENCE, AND APPEALS

10.1 Required Grade Point Average for Continuation in Program

Students must maintain a minimum of a 3.0 GPA every semester to continue in the BAE graduate program. Students are subject to probation after receiving a letter grade of “C” in any course or a “UR” in research credits (BAE5000 or BAE6000). Research grades are reported as satisfactory progress “SR” or unsatisfactory progress “UR” in thesis/dissertation hours. A grade of “UR” signifies that progress during that semester was not sufficient to allow the student to graduate in a timely manner. “UR” grades are considered Failing, and students can be on probation after the first “UR” grade and dismissed after the second “UR” grade.

Graduate College notifies the BAE graduate program of student(s) receiving a “C” grade or lower and a “UR” in research. At the discretion of the dean of the Graduate College, one of four actions based on the student’s current semester performance and past academic history will be taken:

1. Program Departmental Notice. After being notified by the Graduate College, the BAE Graduate Coordinator informs the student’s advisor and reviews the student's performance to determine if any program intervention is needed.
2. Academic Probation. If a student's overall GPA drops below a 3.0 or if a UR grade is earned, the dean of the Graduate College judges the student's overall academic performance and determines if the student performance warrants being placed on academic probation.

Probation will be removed at the end of the semester only after the student successfully achieves a cumulative GPA of 3.0 or greater for courses eligible for graduate credit taken at OSU, earns a SR grade, or completes all degree requirements, whichever comes first.

3. No further enrollment without Departmental Consent (NFEWDC).
 - If the student was admitted on academic probation and did not meet the requirements of this admission, or
 - If they have received two consecutive UR grades, or
 - If the student was on academic probation the previous semester, or
 - If the dean of the Graduate College believes the student's overall academic performance warrants program intervention, then the student is not permitted to enroll further without the consent of the BAE program. To continue in the program, the student must submit a written petition to the dean of the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the department head or graduate program coordinator. Failure to submit such a reinstatement petition could result in the canceling of any pre-enrollment for the upcoming semester.
4. No Further Enrollment (NFE). The student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.

10.2 Student Performance Evaluation

In accordance with Graduate College's general policy and the requirement for a graduate student making satisfactory academic progress in holding an assistantship, it is suggested that advisors conduct annual reviews of graduate students under their supervision. Additionally, an annual review helps the student progress through the graduate program by allowing timely identification of deficiencies, clarification of expectations for academic performance, and/or identification of opportunities for continued success. An annual evaluation form template can be found in Appendix V. Students should be proactive in scheduling their annual performance evaluations with their advisor by the end of spring semesters. Evaluations will be saved as part of the student's academic record. If the student's performance is consistently not satisfactory, the student is subject to dismissal from the BAE graduate program.

10.3 Vacation and Holidays

Graduate students on 12-month appointments need to request approval from their advisor for a vacation outside of University holidays. Faculty advisors are usually flexible about vacation time and length. For students on a GRA, the faculty advisor should refer to relevant University policies regarding leave for University employees.

Students MUST contact their advisor and discuss the arrangement (e.g., dates and length) for vacation before making final plans. However, fieldwork and responsibilities directly tied to the degree program take precedence over vacation.

Full-time graduate students have University holidays when the University is officially closed, but do not have time off between semesters or on spring/fall break. Graduate students generally do not have enough time for outside employment after fulfilling GRA or GTA responsibilities and taking classes. Permission regarding additional employment must be cleared by their advisor.

10.4 Leave of Absence (LOA)

All graduate students are expected to maintain active status and exhibit satisfactory progress throughout the graduate program. BAE recognizes the need for halting graduate programs temporarily due to external, difficult circumstances. Students should consult with their advisor, BAE graduate coordinator, and Graduate College as early as possible to determine whether requesting a Leave of Absence (LOA) is the most appropriate course of action. Example situations that may lead a student to explore a Leave of Absence request are medical, personal, employment, and military service.

A student can request up to one year leave of absence while not receiving any stipend or performing any graduate work. At the end of the leave of absence, the student does not need re-apply for admission to the Graduate College. If the student does not request a leave of absence and leaves the program, the student needs to re-apply to the Graduate College and admission will be contingent upon funding and availability of the advisor. If reinstated, conditions and fees may apply. Ph.D. students may be required to re-gain candidacy following reinstatement (successfully pass preliminary and candidacy exams again).

International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues.

More information regarding leave of absence policies can be found on Canvas under “Forms and Templates” and “Policies”.

10.5 Appeals Process

The Graduate College has established an appeal process in cases where graduate students feel they are being unfairly treated in the graduate program. The first action should be to contact the BAE Graduate Program Coordinator and/or the Department Head. The BAE department will make every effort to rectify the situation at the departmental level. If that does not satisfactorily address the issue, the University appeals procedure can be found on Canvas under “Policies”.

10.6 Student Health Insurance

Student health Insurance is available to eligible students attending Oklahoma State University-Stillwater campus. The [health insurance plan](#) is provided by United Health Care and administered by OSU Human Resources, 106 Whitehurst, (405) 744-5449.

All Graduate Teaching Assistants/Research Assistants with a GTA/GRA position at .25 FTE taking 9 credit hours fall/spring (2 hours summer) or at .50 FTE taking 6 credit hours fall/spring (2 credit hours summer), or on reduced continuous enrollment of 2 credit hours or more for post-candidacy doctoral GTA/GRAs will be automatically enrolled in this insurance plan. Eligible students who do enroll may also insure their Dependents. Eligible Dependents are the student’s legal spouse and dependent children under 26 years of age. The health insurance plans are underwritten by UnitedHealthcare Insurance Company and is based on policy number 2022-5348-3. The student (Named Insured, as defined in the Certificate) must actively attend classes for at least the first 31 days after the date for which coverage is purchased. The student with GTA/GRA will be responsible for a \$25.00 monthly charge through OSU payroll. This rate may be subject to change. The policy is a One-Year Term Policy. Students are responsible to renew their health Insurance plan every year.

Please refer to [United Health Care Insurance](#) (School name: Oklahoma State University) for detailed insurance plans and contact [United Health Care Insurance](#) for more information.

XI. BAE DEPARTMENTAL RESOURCES AND POLICIES

11.1 General Resources

The BAE Department strives to provide the necessary support and assistance for the graduate program so students can be successful. Resources for the research work are mainly supported and arranged by the student's advisor. The following information gives details on some of the resources that are available and the limitations placed on their use.

Desk: Each student is assigned a desk in a graduate student office, subject to availability. In the case of limited space, the Department Head will be responsible for resource assignment decisions. *It is your responsibility to keep the office space clean and in working condition.*

Office Keys: After identifying an office location and areas to conduct research activities and completing required safety training(s), with the permission of his/her advisor, each student can check out the keys to the office and/or the research lab(s) from Ag Hall 111. The student will be responsible for the security of the keys. These keys are the property of OSU. They cannot be replicated. *If any key(s) is lost, please inform BAE main office as soon as possible so the appropriate actions can be initiated to secure access to the effected spaces.*

Computers and Networks: Printers, and network resources are available for graduate student uses in their office and at various locations in Ag Hall and BAE Lab. Computers are provided by advisors and should meet current university specifications for student computing devices. There are also computers in the BAE computer lab that can be used by graduate students for their program needs. Before using computers, other than those in departmental computing facilities (e.g. 208 Ag Hall and 210 Ag Hall), obtain permission from the individual responsible for that machine. The use of OSU and departmental computer facilities should be for required educational activities only. Recreational activities such as games are inappropriate uses. OSU policy states:

"Any unauthorized or improper use of university computer facilities (University Computer Center project numbers, microcomputer laboratories, terminal facilities, software, etc.) will subject the offender to costs incurred and University disciplinary action. Such action may include suspension."

Computers, printers, and the network are for departmental personnel use only. *Do not allow others to use BAE computer resources.*

Telephone: If there is a telephone available in your office space, the use of that phone is for local calls only and long-distance calls must be pre-approved by the student advisor. Departmental phones are for OSU business and limited personal contact (short calls from your family or friends). *Do not provide any OSU phone number as the contact for credit card accounts, banking, or other personal business.*

Copier: A copy machine is located in Room 110 Ag Hall. With the use of an appropriate code, it may be used for research project copies. The access number must be obtained from student's adviser. The cost for all personal or class work copies must be paid in 111 Ag Hall at time of copying. Please check with the secretary in Room 111 before using the copy machine for the first time and for assistance in making double-sided copies, transparencies, or copying other than standard 8-1/2" x 11" sheets.

Printer: A laser color printer is provided in the graduate student office, Ag Hall 209. This printer should be mainly used for coursework and other needs for graduate study. Print only what is absolutely needed and preferably double-sided. Any large printing that must be printed should be done so during non-peak or off hours when printer usage is at a minimum. Expenses on this printer have escalated and paper and toner are expensive. Please help save the costs and reduce waste. Since this is a shared printer, appropriate printing etiquette should be respected, including picking up print jobs in a timely fashion and reusing/recycling unwanted pages. *If the printer is malfunctional, please contact the departmental IT support.*

Mail: A mailbox located in Room 110 Ag Hall will be provided in a student's name. Mail, announcements, and other items will be left there, and students will be held responsible for checking it on a regular basis. The mail service is limited to OSU business. *Do not provide this mail address as the contact for credit cards accounts, banking, or other personal business. If personal mail is sent to this address, you will be requested to change your contact information. Repeat offenses will result in mail being returned to sender.*

Purchases: All purchases made by graduate students from departmental/university funds must be approved by the student's advisor. Planning research purchases with enough lead time is strongly encouraged. Outside of using approved vendors, use of purchase cards is also highly recommended as reimbursement of personal funds spent on supplies and services will be difficult to accomplish. The graduate students who apply for University purchase-card (P-Card) must obtain approval from their advisor and complete P-Card training.

Out of State Travel: When graduate students travel out-of-state for any reason (e.g., conferences, meetings, field work, etc.), they must either be on approved leave or have previously filed and received an approval for out-of-state travel via the AIRS system.

Leaving OSU: Upon graduating or ceasing resident graduate study, the student must return all keys to Ag Hall 111. Students should also turn-in laboratory notebooks, research data and files, and components and systems to their advisor. All instruments, materials and tools must be returned to their proper place. Advisors should be consulted to determine what lab areas need to be cleaned and restored, if research sample materials should be disposed of or stored, and any updates to inventory and equipment function. Computing resources should also be returned to the advisor. The student's desk and surrounding area shall be clean and ready for the next student before leaving. The student should complete the TERMINATION – SEPARATION CHECKLIST for Faculty, Staff, and Graduate Assistants at Oklahoma State University (Appendix VIII).

11.2 BAE Laboratory Research Lab and Shop

Work Request: To receive support services from research lab (research shop) personnel, please complete a work-order and receive a quote for the requested work. The purpose of the work order is for scheduling and project purchasing. Any verbal request may be forgotten. When submitting work-orders, please be sure to provide the appropriate account number for material purchases. In conjunction with the work-order, submit plans, sketches or detailed description of work required. Depending on the complexity of the project, discuss your plans with the lab manager or the technician assigned to your project. Work-orders can be obtained in the lab manager's office. If you have an emergency work request, please see the lab manager so it can be scheduled as soon as possible.

Vehicle check-out: The Department maintains a fleet of trucks and the University Motor Pool has cars, trucks, and other vehicles. Graduate students may use these vehicles for project work (1) if recommended by their advisor (including an account number), (2) if the student has a driver's license valid in Oklahoma, and (3) if the student is currently employed by the Department. If a student plans to use a motor pool vehicle, an authorization from the student's advisor must be obtained.

The department vehicle can be reserved and checked-out at the checkout station in the machine shop. To reserve a vehicle in advance, there is a reservation box located at the bottom of the checkout sheet for each vehicle number. The department also has gasoline cards and pike-passes available for travel. These are locked-up and may be obtained from any of the lab personnel. The graduate student, with the advisor, must provide an account number to use the pike-pass. If a vehicle was taken out of town and fuel was purchased with the gasoline card, please return the card invoice to the lab manager or to the lab manager's mailbox. Use the gasoline card supplied with the keys for motor pool gas purchases. Insert card in the reader before removing gas nozzle from pump and follow directions on the cardholder.

The department has a limited number of trucks for daily checkout. Please try and coordinate activities for efficient truck use. Trucks as well as motor pool vehicles are to be used for university purposes only. Please treat these vehicles better than if they were your own. If you have an accident in one of our trucks, follow appropriate reporting procedures and notify the lab manager immediately.

Equipment and Tool Check-out: Use the checkout board provided in the research shop when removing any equipment or tools from the research shop. If possible, try to have all tools returned to their proper location by the next workday. If you lose or break any tools or equipment, let one of the lab personnel know, or write it on the marker board in the tool room so they can be replaced. Before using any of the machines in the shop, permission from the lab manager needs to be obtained. Special training may be required. Before taking any stored items from any of the storage areas for your project, ask permission. Note that there are dedicated teaching and research spaces in the BAE lab and not all tools and equipment are accessible to graduate students. If you are not familiar with a space and recognize that someone outside of your advisor is the responsible party, permission is required before use.

Safety: BAE requires all graduate students working in BAE spaces to take BAE quarterly safety trainings assigned online. The departmental safety officer will send a reminder e-mail quarterly. Log into the OSU *Canvas* and find the "*BAE Quarterly Safety Training*" on the Dashboard. Click on the "BAE Quarterly Safety Training" tab, which will open the training modules for you.

Failure to complete any of these training sessions can result in dismissal from the program. Some BAE research laboratories need special training. In addition to basic training received from BAE staff personnel, advisors should make arrangements for specialty training needs.

All graduate students must comply with all safety procedures when using lab facilities. In case of an accident, notify the lab manager or primary investigator contact for the lab space or field. Environmental Health and Safety Department has a web page that includes policies for laboratory safety and training modules at <https://ehs.okstate.edu/>

Miscellaneous: It is also important that everyone contributes to assist us in keeping departmental facilities neat and orderly. Please clean up at the end of each day and return all equipment and supplies to their proper storage locations.

The laboratory personnel want to make all research experiences as productive as possible. Please request assistance if you need space, use of shop equipment, instrumentation, modification of existing equipment, information or other help related to your project. The staff are here to provide support for departmental projects.

11.3 Open-Office Etiquette

Respect the Need to Work

- Remember everyone in the space has work to get done and you should respect that.
- If you are having a conversation, whether on the phone or with someone, take it somewhere else where it will not bother your officemates who are trying to work.
- Minimize other distractions by wearing headphones if you are listening to webinars, music, videos, podcasts, etc.

Stay Organized and Respect the Space of Others

- Keep your work area tidy with your items only on your desk. Keep your things out of others space and do not “borrow” items from them without asking first.

Avoid Strong Smells

- Since everyone in an open office shares the same space, any strong scent permeates. It’s important to avoid strong-smelling foods or perfumes.
- Keep your work area tidy with your items only on your desk. Keep your things out of others space and do not “borrow” items from them without asking first.

Stay Home if You Are Sick

- In this way, you avoid spreading germs and potential distractions of sniffing, sneezing, or coughing.

If You Have an Issue, Address It Politely

- Disagreements will occur, especially when sharing a space. If there is anything that is bothering you, talk to the right person about it respectfully. And if someone approaches you in this regard, be respectful enough to listen and hear the other perspective.
- If you don’t feel comfortable addressing the issue directly, tell your manager, but do not let the issue go unresolved.
- People will always disagree, especially when sharing a space. If there is anything that is bothering, talk to the right person about it respectfully.
- If you don’t feel comfortable addressing the issue directly, ask help from the president and/or the advisor of the BAE graduate student association (BAEGSA). Do not let the issue go unresolved.

Listen to the Concern of Others

- If someone comes to you with a concern or noise complaint, work with them to come up with a solution.

Respect Privacy

- Do not stare at other people’s screen and allow them to work uninterrupted.

- If someone comes to you with a concern or noise complaint, work with them to come up with a solution.

XII. BAE GRADUATE STUDENT ASSOCIATION (BAEGSA)

The BAE departmental graduate student association (BAEGSA) aims to enhance communications and relations between and among graduate students and faculty. All BAE graduate students and students admitted to interdisciplinary graduate programs who are housed within the department and advised by BAE faculty are members. Officers, who are elected by the members, provide leadership, offer professional development, networking, and social interaction opportunities, and represent student views to BAE faculty and the university Graduate Student Council. The BAEGSA officers includes President, Vice President, Treasure, Secretary, two Reps to GSA. All BAE graduate students are encouraged to serve BAEGSA. Appointed by the Department Head, a BAE faculty serves as the advisor of BAEGSA.

XIII. ACADEMIC INTEGRITY FOR GRADUATE STUDENTS

All BAE graduate students working on research projects are required to take online training on Responsible Conduct in Research in Canvas at the beginning of the BAE graduate program. Most graduate students are responsible and honorable. However, some cases on breaching academic integrity do happen. All cases of academic dishonesty will be handled in accordance with university policies and regulations. Any act of dishonesty or misconduct will result in disciplinary action up to and including expulsion from the program. OSU Student Support and Conduct office provides resources and handles the student conduct cases. The OSU [Student Code of Conduct](#) serves to educate students about their civic and social responsibilities as members of the OSU academic community and informs students of the standards of behavior expected, the processes in place for enforcing the rules, and the university's response to violations. OSU Academic Integrity office ensures the [Academic Integrity Policy](#) is implemented in an honest academic environment and handle the policy violation cases with fair resolutions. [OSU Research Integrity Office](#) ensures objectivity in the conduct of research, the freedom to disseminate ideas through publication of research results, the protection of the rights and interests of research participants, maintenance of public trust, etc. It is each student's responsibility to know and follow these regulations. Students should discuss with their advisor regarding any questions on academic integrity.

Research Misconduct means fabrication, falsification, plagiarism, or unauthorized collaboration in proposing, performing, or reviewing research, or in reporting research results. Research Misconduct does not include honest errors or differences of opinion.

- Fabrication: making up data or results and recording or reporting them.
- Falsification: manipulating research materials, equipment, processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- Plagiarism: appropriating another person's ideas, processes, results, or words without giving appropriate credit.
- Unauthorized collaboration: obtaining or providing unauthorized help on research projects, publications, or other academic work. Graduate students should inform their advisors and seek their approval before engaging in any research collaboration outside their assigned research responsibilities.

Many academic-integrity issues involve the process of conducting and reporting research. Collaboration with advisor, faculty and other students is strongly encouraged in some situations but inappropriate in others. Advisors and their students commonly work together on research leading to journal articles, reports, and presentations. All who made a significant contribution to the research should be included in the list of authors. Individuals are generally listed in order of their contribution to the manuscript. If relative contribution is not clear, a consensus should be reached among the authors on the way of list names.

Dismissal from the Graduate Program: Graduate students may be dismissed from the BAE graduate program for academic integrity violations, student misconduct or behavior that is deemed an egregious violation of professional behavior. In such instances, the student will be informed by the BAE graduate coordinator of the intent to dismiss and the student's right to due process and to appeal. If a student appeals the decision to dismiss, the student must be allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other graduate student in the program during the appeals process. Continued enrollment is not required to appeal. Once the decision of the appropriate appeals panel is made, it will be final.

Additional information can be found in the following links:

- Academic Integrity and Plagiarism: <https://academicaffairs.okstate.edu/academic-integrity/index.html>
- Research Integrity: <https://research.okstate.edu/compliance/ri/index.html>
- Student Code of Conduct: <https://ssc.okstate.edu/code.html>

REFERENCES

OSU Graduate Handbook Template (July 2019)

https://canvas.okstate.edu/courses/31331/files/3468162?module_item_id=1190660 .

OSU Graduate College Catalog, 2021. <http://catalog.okstate.edu/graduate-college/>

NREM Graduate Student Handbook. <https://agriculture.okstate.edu/departments-programs/natural-resource/graduate-programs/site-files/docs/nrem-graduate-handbook-2021-updated.pdf>

Useful Links. Appendix IX

Appendix I

NEW GRADUATE STUDENT CHECKLIST

Employee Name: _____

1st day worked: _____

CWID: _____

PERSON: _____

Supervisor _____

Work Area: _____

- _____ 1. Application – Completed
- _____ 2. Personal Information Form (PIF) Fillable
- _____ 3. Loyalty Oath
- _____ 4. State of Oklahoma Outstanding Wages Beneficiary Designation Form – Voluntary
- _____ 5. I-9 Employment Verification Form
- _____ 6. E-Verify Case Details/Documentation
- _____ 7. Copy of Employee’s Social Security Card (for payroll)
- _____ 8. Federal & State withholdings default to single with no dependents. Changes can be made on “Self Service Banner” at myOKSTATE.
- _____ 9. Oklahoma State Taxes withheld at single with no allowances rate. Follow instructions of form for changes
- _____ 10. International employees – refer to special rules printed on W-4
- _____ 11. Oklahoma Teacher’s Retirement System Notification Form – OTRS
- _____ 12. Automatic Deposit Transmittal Form w/voided check, deposit slip, official bank letter on financial institution letterhead
- _____ 13. Valid Work Permit – For international employees – required Prior to employment
- _____ 14. Voluntary Self-Identification of Disability Form
- _____ 15. Veteran Voluntary Self-Identification Form
- _____ 17. Added to BAE graduate student email group
- _____ 18. Assigned a seat in BAE Graduate Student Office

New Hire Packet completed and mailed to New Hire @:

University Human Resources

601 N. Willis, PB#8075

Stillwater, OK 74078

APPENDIX II

BAE GRADUATE PROGRAM MILESTONES

I. MS with Thesis Option

Milestone	Time
Complete Responsible Conduct of Research (RCR) and other required trainings	Within the first semester at OSU
Establish thesis advisory committee	Before the end of the 2 nd semester (not including summer)
Submission of Initial Plan of Study	Before the end of the 2 nd semester (not including summer)
Complete and present a research proposal to the advisory committee	Before the end of the 3 rd semester
Verify the accuracy of Plan of Study on file and revise if needed. Secure Adviser, committee, and graduate program approvals for any necessary changes.	Within the first two weeks of every semester.
Prepare for Graduation	
Complete Graduation Clearance Form and Diploma Application (Registrar). Follow the Graduation Checklist: Master's Students on Canvas	See Graduate College Calendar for deadlines.
Attend online Thesis/Dissertation Workshop in GC Round-up	See Graduate College Calendar for deadlines.
Schedule the thesis/report defense with advisory committee	
Submit a copy of the thesis/report to the advisor for review.	One month before the defense date
Submit a copy of the thesis/report to each committee member to review.	Two weeks before the defense date
Defend your thesis/report and notify the Graduate College of the results by submitting the Thesis/Dissertation Oral Defense Form immediately after the conclusion of the examination.	
<ul style="list-style-type: none"> - Make changes in thesis required by advisory committee. - Submit a hard copy of the signed Thesis/Dissertation Signature Approval Page - use a provided link to submit the final version of the thesis/dissertation online. 	The thesis/dissertation submission link (including the deadline) will be emailed to you within 2 business days after The Graduate College receive your defense results.
Check your email from the Graduate College to confirm the approve of your thesis/dissertation	
Rent or buy cap, gown, and hood at Student Union Bookstore and attend Graduate Commencement.	

II. MS with Non-Thesis Option

Milestone	Time
Complete Responsible Conduct of Research (RCR) and other required trainings	Within the first semester at OSU
Establish thesis advisory committee	Before the end of the 2 nd semester (not including summer)
Submission of Initial Plan of Study	Before the end of the 2 nd semester (not including summer)
For Formal Report Option: - Enroll BAE5010 - Identify a project in consult with advisor and advisor committee	Before the end of the last semester before graduation
Verify the accuracy of Plan of Study on file and revise if needed. Secure Adviser, committee, and graduate program approvals for any necessary changes.	Within the first two weeks of every semester.
Complete 32 hours course work including - BAE Seminar (1 credit) - BAE graduate courses (6 credits) - For Formal Report Option: BAE5010 (3 credits)	About two years from the beginning of the program
Prepare for Graduation	
Complete Graduation Clearance Form and Diploma Application (Registrar). Follow the Graduation Checklist: Master's Students on Canvas	See Graduate College Calendar for deadlines.
For Formal Report Option: - Discuss the format of the final report (oral and/or written) with the advisor and the advisory committee - Submit a copy of the final report the advisor and the advisory committee.	
Rent or buy cap, gown, and hood at Student Union Bookstore and attend Graduate Commencement.	

III. PH.D. after MS Degree

Milestone	Time
Complete Responsible Conduct of Research (RCR) and other required trainings	Within the first semester at OSU
Establish thesis advisory committee	Before the end of the 3 rd semester (not including summer)
Submission of Initial Plan of Study	Before the end of the 3 rd semester (not including summer)
Complete preliminary exam (Oral and Written)	Before the end of the 3 rd semester (not including summer)
Complete Ph.D. Candidacy Exam by present a research proposal to the advisory committee	At least six months before graduation
Verify the accuracy of Plan of Study on file and revise it if needed. Secure Adviser, committee, and graduate program signature.	Within the first two weeks of every semester.
Complete all the course work	Before the end of last semester
Prepare for Graduation	
Complete Graduation Clearance Form and Diploma Application (Registrar). Follow the "Graduation Checklist: PhD Students" on Canvas	See Graduate College Calendar for deadlines.
Attend online Thesis/Dissertation Workshop in GC Round-up	See Graduate College Calendar for deadlines.
Schedule the dissertation defense with advisory committee	
Submit a copy of the dissertation to the advisor for review.	One month before the defense date
Submit a copy of the dissertation to each committee member to review.	Two weeks before the defense date
Defend the dissertation and notify the Graduate College of the results by submitting the Thesis/Dissertation Oral Defense Form immediately after the conclusion of the examination.	
<ul style="list-style-type: none"> - Make changes in thesis required by advisory committee. - Submit a hard copy of the signed Thesis/Dissertation Signature Approval Page - Use a provided link to submit the final version of the thesis/dissertation online. 	The thesis/dissertation submission link (including the deadline) will be emailed to you within 2 business days after The Graduate College receive your defense results.
Check your email from the Graduate College to confirm the approve of your thesis/dissertation	

IV. PH.D. After BS Degree

Milestone	Time
Complete Responsible Conduct of Research (RCR) and other required trainings	Within the first semester at OSU
Establish thesis advisory committee	Before the end of the 4 th semester (not including summer)
Submission of Initial Plan of Study	Before the end of the 4 th semester (not including summer)
Complete preliminary exam (Oral and Written)	Before the end of the 4 th semester (not including summer)
Complete Ph.D. Candidacy Exam by present a research proposal to the advisory committee	At least six months before graduation
Verify the accuracy of Plan of Study on file and revise it if needed. Secure Adviser, committee, and graduate program signature.	Within the first two weeks of every semester.
Complete all the course work	Before the end of last semester
Prepare for Graduation	
Complete Graduation Clearance Form and Diploma Application (Registrar). Follow the "Graduation Checklist: PhD Students" on Canvas	See Graduate College Calendar for deadlines.
Attend online Thesis/Dissertation Workshop in GC Round-up	See Graduate College Calendar for deadlines.
Schedule the dissertation defense with advisory committee	
Submit a copy of the dissertation to the advisor for review.	One month before the defense date
Submit a copy of the dissertation to each committee member to review.	Two weeks before the defense date
Defend the dissertation and notify the Graduate College of the results by submitting the Thesis/Dissertation Oral Defense Form immediately after the conclusion of the examination.	
<ul style="list-style-type: none"> - Make changes in thesis required by advisory committee. - Submit a hard copy of the signed Thesis/Dissertation Signature Approval Page - Use a provided link to submit the final version of the thesis/dissertation online 	Make changes in thesis required by advisory committee.
Check your email from the Graduate College to confirm the approve of your thesis/dissertation	Submit a hard copy of the signed Thesis/Dissertation Signature Approval Page

APPENDIX III

LIST OF RECOMMENDED BIOLOGY AND MATH/STATISTICS COURSES

Note: Only 5000 level and above courses can be added in the graduate Plan of Study

Biology	Math/Statistics
BIOL 3034 - General Ecology BIOL 4524 - Biological Laboratory Instrumentation BOT 3463 - Plant Physiology BOT 4214 - Ecology of Algae and Aquatic Plants CIVE 5963 - Biological Waste Treatment ENTO 4464 - Insect Biology and Classification ENTO 5044 - Insect Morphology and Physiology PLNT 4123/5123 - Plant-Environment Interactions SOIL 4213/5213 - Precision Agriculture SOIL 4363/5363 - Environmental Soil Science NREM 2013 - Ecology of Natural Resources NREM 3013 - Applied Ecology and Conservation NREM 4033/5033 - Ecology of Invasive Species NREM 5053 - Global Ecology and Biogeochemistry NREM 5063 - Production Ecology NREM 5083 - Applied Landscape Ecology NREM 5403 - Advanced Wetland Ecology NREM 5473 - Stream Ecology NREM 5583 - Wetland Wildlife Ecology NREM 5713 - Grassland Fire Ecology ZOOL 5303 - Organismal Ecotoxicology ZOOL 4434 - Limnology	Advanced Math: 5000 above MATH courses MATH 5133 Stochastic Processes MATH 5213 Fourier Analysis and Wavelets MATH 5233 Partial Differential Equations MATH 5243 Ordinary Differential Equations MATH 5283 Complex Analysis I MATH 5543 Numerical Analysis for Differential Eq. MATH 5553 Numerical Analysis for Linear Algebra CHE 5753 Applied Numerical Computing for Scientists and Engineers CIVE 5283 Numerical Methods in Geotechnical Eng CIVE 5453 Engineering Analysis IEM 5063 Network Optimization IEM 6053 Integer and Combinatorial Optimization MAE 5283 Data Assimilation in Science and Eng. MAE 5563 Finite Element Methods MAE 5633 Advanced Thermal Energy Systems Analysis MAE 5713 Linear Systems MAE 5733 Neural Networks MAE 5853 Computational Heat Transfer MAE 6263 Computational Fluid Dynamics Advanced Statistics Courses 5000 above STAT courses STAT 5013 Statistics for Experimenters I STAT 5023 Statistics for Experimenters II STAT 5063 Statistical Machine Learning with R STAT 5053 Time Series Analysis STAT 5123 Probability Theory STAT 5303 Experimental Designs STAT 5323 Theory of Linear Models I CIVE 5083 Applied Statistics for Civil Engineers IEM 5003 Probability and Statistics for Engineers IEM 5783 Applied Statistical Analysis in R for Engr MAE 5053 Design of Engineering Experiments MAE 5093 Numerical Engineering Analysis MAE 5513 Stochastic Systems MAE 5523 Estimation Theory MSIS 5503 Statistics for Data Science

APPENDIX IV

TEACHING PRACTICUM FOR PH.D. STUDENTS

Purpose: The primary goal of the BAE6101 – Teaching Practicum course is to provide an opportunity for Ph.D. students to improve their capability to be a provider in the educational process, not just a receiver. A secondary purpose is to provide a source of teaching assistants to expand the course offerings of the department.

Philosophy: Each BAE Ph.D. graduate student is required to take BAE6101 to participate in a teaching experience in the formal or informal educational programs of the department. This experience should be of sufficient involvement to provide the student with in-depth, hands-on experience in preparation, presentation, and evaluation in the Department's undergraduate, graduate, extension, or continuing educational programs.

Experience Types: The type of experience will depend on the capabilities of the student and the positions available in the department. Examples might be:

- (a) developing and presenting four laboratory sessions for a course such as one of the BAE freshman/sophomore courses.
- (b) developing and presenting at least nine 50-min lectures. The course could be at any level offered by the department.
- (c) grading homework or lab reports and providing individual help sessions for an undergraduate class for a semester.
- (d) developing and presenting a half-day extension short course.

Time Commitment: The time necessary to satisfy this requirement will commonly be at least 45 hours and generally not exceed 60 hours, or the equivalent of the time spent for 1 cr hr. of a graduate course.

When Taken: The student would schedule this experience in consultation with his/her advisor and the undergraduate/graduate coordinator based on when he/she is ready, in terms of their background and when there is a suitable teaching opportunity in the department.

Guidance: The teaching experience will be under the guidance of a tenure-track BAE faculty and instructor. The student will be given an assignment at least one month before the beginning of the actual experience. The Graduate Coordinator would be the program director in cooperation with the student's advisor and counsel from the department head.

Compensation: During this experience, the student will normally receive the same graduate assistantship pay rate, but the source of funding may be changed to better reflect the student's activity. This will be negotiated between the student's advisor and department head.

Enrollment: The student will enroll for 1 credit hour of BAE 6100. The BAE course would be graded on a pass/fail basis rather than a letter grade. The student's experience will include an assessment/evaluation (both of self and by faculty) of their presentation. As part of the graduate seminar, faculty would annually provide 2-4 lectures on various components of instruction i.e., developing a lecture outline, teaching to large classes, developing a lab with no equipment, or selecting among media techniques for lecture presentations.

Appendix V

TEMPLATE: ANNUAL REVIEWS OF GRADUATE STUDENTS

Student Name:

Program/Degree objective: MS with Thesis MS Non-Thesis with Format Report PhD

Date entered current degree program:

Current cumulative Grade Point Average:

Reporting Period:

Written by:

PART A: Student Self Report and Self Assessment (to be completed by the student)

1. List all course work completed and currently in progress. Indicate course work completed during the last semester with a grade. A printed Plan of Study can be used.
2. List all exams completed (e.g., program qualifying or comprehensive exam, Graduate College preliminary exam or final defense). Include committees formed, exams scheduled and exam results during the last year. Include exam's outcomes (pass or fail), deficiencies and steps you will take to address deficiencies.
3. How would you describe your initiative and timeliness (e.g., initiated or anticipated work which needed to be performed without direction; followed priorities to completion; met deadlines or completed assignments in timely manner).
4. Discuss the availability of resources and tools and how you used them in your program work (e.g., utilized analytical equipment on a weekly basis; helped maintain equipment, adapted to new procedures or tools).
5. Discuss accuracy and completeness (e.g., assume responsibility for quality and results of tasks; proofed, checked, inspected work for completeness; sought excellence and committed to continuous improvement).
6. Discuss dependability and self-management (e.g., demonstrated punctuality and began work as scheduled; manage own time effectively and efficiently; accepted responsibility for own actions; exhibited a courteous, diligent manner in the workplace).
7. List other milestones completed (e.g., tasks or objectives in research project) during the last quarter.
8. List milestones to be completed (e.g., tasks or objectives in research project) during the next quarter.
9. List the status of thesis/dissertation/projects report. Describe progress in the last quarter.
10. List GTA/GRA service during the last quarter and outcomes (e.g., teaching evaluations or research progress).
11. List professional Activity (e.g., papers, presentations, publications) during the last quarter.
12. List honors, awards, competitive scholarships, or other recognitions during the last quarter.
13. List extenuating circumstances during the last quarter, if applicable.

Student comments: share additional comments about what needs you may have of your advisor or the department that you would like to discuss further.

Attachments:

Current Student CV: The current CV should contain updated information of academic and professional activities and accomplishments.

Signature of Student and Date written review 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 quarter.
3. Address milestones to complete (see suggestions above)/plans for the next quarter (e.g., courses and credit hours to complete, exams to complete, expected progress on thesis/dissertation/project, publications or other professional activity).
4. Provide overall performance rating (exceeded expectation; meeting expectation; not meeting expectations).
5. Provide estimated Graduation Date based on current degree progress.

Signatures of Adviser and Date of evaluation

(Please place a copy in student file; and provide a copy to the student)

Part C. Record of Meeting with Student

Date of meeting:

Persons conducted the meeting:

Additional notes from the meeting:

Student comments after the meeting:

Adviser comments after the meeting:

APPENDIX VI

BAE Graduate Exam Scheduling Form

Student Name: _____ CWID: _____

Advisor Name: _____

Degree: MS PhD

Exam to be Scheduled:

- MS Proposal Defense
- Retake – MS Proposal Defense
- MS Thesis Defense
- Retake – MS Thesis Defense
- PhD Candidacy Exam
- Retake – PhD Candidacy Exam
- PhD Dissertation Defense
- Retake - PhD Dissertation Defense

Date of the Exam: _____

Location of the Exam: _____

Note: Please advertise the exam to the BAE faculty and graduate students at least three days in advance of the exam.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

APPENDX VII

BAE PhD Preliminary Exam Result Form

Student: _____

CWID: _____

Advisor: _____

Exam type: First preliminary exam

Retake of the exam

Date of Completion: _____

Result of the Exam:

Pass

Pass with a requirement to complete additional study

Fail with a requirement to retake

 __ Entire Preliminary Exam __ Oral Exam __ Written Exam

Fail without recourse.

Submitted by: _____

Name (Print) and Signature

APPENDIX VIII. TERMINATION CHECKLIST

TERMINATION – SEPARATION CHECKLIST
Faculty, Staff, and Graduate Assistants
Oklahoma State University

The following checklists are provided to highlight the range of issues that may need to be addressed when someone terminates his/her OSU employment (by resignation, involuntary termination, retirement, or reaching appointment end-date) or otherwise separates from a department (by transfer, layoff, extended leave of absence, or graduation). All items may not apply to a given individual. The employee's department is responsible for completion and distribution of this form as specified in Section IV.

Section I – Employee Actions must be completed by all separating employees. Items requiring resolution should be discussed. Contacts are listed for topics that require special assistance.

Section II – If the separating employee is involved in research, Section II must be completed.

Section III – To be completed by the department.

Section IV – Distribute form to appropriate offices, as specified.

SECTION I -- EMPLOYEE ACTIONS

To be completed by ALL separating employees and turned in to supervisor by last work day

Name: _____ **CWID:** _____ **Department:** _____

PERSONAL		
Done	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/> Remove personal items from work areas.
2.	<input type="checkbox"/>	<input type="checkbox"/> Provide forwarding address to your department through an updated Personal Information Form which will be sent to 106 Whitehurst for processing.
3.	<input type="checkbox"/>	<input type="checkbox"/> International employees on H-1B visas should contact Office of International Students and Scholars to determine if there are other requirements related to their status.
Upon receipt of Separation EA Form, HR Employee Services, 405 744-5449, will send you a letter about termination/continuation of applicable benefit programs at your home address.		

UNIVERSITY PROPERTY RETURN		
Done	N/A	Name of Receiver
4.	<input type="checkbox"/>	<input type="checkbox"/> Access Cards.
5.	<input type="checkbox"/>	<input type="checkbox"/> Keys (building, office, desk, files, vehicles, lockers, etc.).
6.	<input type="checkbox"/>	<input type="checkbox"/> ID card (except for official OSU retirees). Suggest employee cut up in presence of supervisor or other official.
7.	<input type="checkbox"/>	<input type="checkbox"/> Telephone Cards.
8.	<input type="checkbox"/>	<input type="checkbox"/> Radioactive isotopes, Radiation Detection Badges, and radiation survey meters, etc.). (Return to Radiation Safety Officer. 744-7890)
9.	<input type="checkbox"/>	<input type="checkbox"/> Parking permit and Pike Pass to Parking & Transit (OSU retirees who will need continued parking privileges should contact Parking & Transit for a retiree parking decal/hangtag).
10.	<input type="checkbox"/>	<input type="checkbox"/> Computers/laptops/palm pilots or other peripheral equipment (e.g. printers, cameras) including software. (List items on separate page)
11.	<input type="checkbox"/>	<input type="checkbox"/> Cellular phones/pagers.
12.	<input type="checkbox"/>	<input type="checkbox"/> Uniforms/gear/tools/instruments/job accessories.

APPENDIX VIII. TERMINATION CHECKLIST

13.	<input type="checkbox"/>	<input type="checkbox"/>	Library books, audio/video materials, periodicals.	
14.	<input type="checkbox"/>	<input type="checkbox"/>	Other equipment. (List items on separate page)	

FINANCIAL ARRANGEMENTS				
	Done	N/A		Name of Receiver
15.	<input type="checkbox"/>	<input type="checkbox"/>	Return credit cards and related receipts, and P-cards	
16.	<input type="checkbox"/>	<input type="checkbox"/>	Count, verify and turn over petty cash fund	

RECORDS DISPOSITION				
	Done	N/A		Name of Receiver
17.	<input type="checkbox"/>	<input type="checkbox"/>	Transfer research/data notebooks and radioisotope inventory records (furnish a copy, you retain original)	
18.	<input type="checkbox"/>	<input type="checkbox"/>	Transfer patient/client files to individual who will assume your caseload/clients care and/or service.	
19.	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve any personal files/information on your office computer, office/department/lab server, central file space, etc.	
20.	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve any personal email files, or files on the University email servers and systems, that you wish to retain.	
21.	<input type="checkbox"/>	<input type="checkbox"/>	Review position-related email with delegated person.	
22.	<input type="checkbox"/>	<input type="checkbox"/>	Relay (transfer, copy, etc.) any department or University data files, electronic documents and records, etc., stored on your office computer or in your personal server file spaces.	
23.	<input type="checkbox"/>	<input type="checkbox"/>	Transfer passwords or arrange for a unit administrator to be given the access needed to assure continued operations for any administrative database, software application, information system, etc., that is necessary for continued administration or operations.	
24.	<input type="checkbox"/>	<input type="checkbox"/>	Remove any University owned/licensed software loaded/installed on a home computer.	

Employee Signature: _____ **Date:** _____

Supervisor Head Signature: _____ **Date:** _____

Department Head Signature: _____ **Date:** _____

**IF YOU ARE INVOLVED IN RESEARCH ACTIVITIES
CONTINUE TO SECTION II**

APPENDIX VIII. TERMINATION CHECKLIST

SECTION II -- EMPLOYEE ACTIONS FOR RESEARCH ACTIVITIES

To be completed by separating employees involved in research activities and turned in to supervisor by last work day

SPONSORED PROJECTS (GRANTS, CONTRACTS, SPONSORED AGREEMENTS)				
Done	N/A	Name of Receiver		
1.	<input type="checkbox"/>	<input type="checkbox"/>	Contact University Research Compliance that you are leaving the university and Grants and Contracts to notify the funding agency.	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Submit necessary reports to the funding agency.	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Verify all orders for material (chemical, radiological, biological, etc.) have been received and proper paperwork submitted for handling and payment.	
4.	<input type="checkbox"/>	<input type="checkbox"/>	Appoint OSU faculty member to manage the project – or make arrangements for the project transfer to a new university (in instances where the project will continue).	
5.	<input type="checkbox"/>	<input type="checkbox"/>	Process necessary Employment Action forms for students/post-docs/other employees funded on the project.	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Return P-cards associated with the project to the department financial officer.	
7.	<input type="checkbox"/>	<input type="checkbox"/>	Notify the Director of University Research Services if an export license is involved.	
8.	<input type="checkbox"/>	<input type="checkbox"/>	If you hold patents and/or copyrights, inform the Technology Development Center that you are leaving the university.	

LABORATORY SPACE/RESEARCH EQUIPMENT				
Done	N/A	Name of Receiver		
9.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that the laboratory and/or research equipment is in suitable condition for the next user of the space/equipment.	
10.	<input type="checkbox"/>	<input type="checkbox"/>	Return all keys to secured laboratories to the home department or to the OSU Key Shop, as appropriate.	
11.	<input type="checkbox"/>	<input type="checkbox"/>	Return all equipment to the laboratory space (from home or other lab space).	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Determine if any equipment will be transferred to a new university and comply with Policy 1-0106, 1-0116, 3-0125 and 3-0127.	
13.	<input type="checkbox"/>	<input type="checkbox"/>	Provide supervisor with codes, combinations, or special entry procedures for any specialized research equipment or safes.	

SUBJECT PROTOCOLS (IACUC & IRB)				
Done	N/A	Name of Receiver		
14.	<input type="checkbox"/>	<input type="checkbox"/>	Contact University Research Compliance and inform personnel that you are leaving the university. (Indicate that the IACUC or IRB approved study has ended or submit a modification form appointing a new PI or advisor who will assume responsibility for the project.)	
15.	<input type="checkbox"/>	<input type="checkbox"/>	Make appropriate arrangements pertaining to animal health and safety. (Contact Animal Resources for assistance.)	
16.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure there is a named co-investigator with authority to make any necessary decisions regarding animal use until the project is terminated and/or a new PI is designated.	

SHIPMENTS OF HAZARDOUS OR BIOLOGICAL MATERIAL				
Done	N/A	Name of Receiver		
17.	<input type="checkbox"/>	<input type="checkbox"/>	Contact the sender and stop shipment.	
18.	<input type="checkbox"/>	<input type="checkbox"/>	If the material has shipped, contact University Mailing Services, Environmental Health & Safety and University Research Compliance. (Radioactive materials may not be shipped or transferred without permission from the Radiation Safety Officer.)	
19.	<input type="checkbox"/>	<input type="checkbox"/>	If you plan to ship/transport materials (chemical, radiological, biological, etc.), contact Environmental Health and Safety and University Research Compliance with details regarding authorized location and transfer agreement (if required).	

CHEMICALS				
Done	N/A	Name of Receiver		
20.	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Environmental Health & Safety office and inform personnel that you are leaving the university.	

APPENDIX VIII. TERMINATION CHECKLIST

21.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all unused products are properly labeled and stored.	
22.	<input type="checkbox"/>	<input type="checkbox"/>	Make legal and official arrangements to properly dispose of (or transfer) any unused products, according to university policy.	
23.	<input type="checkbox"/>	<input type="checkbox"/>	Submit a chemical inventory to the Environmental Health & Safety.	
24.	<input type="checkbox"/>	<input type="checkbox"/>	Decontaminate and clean your laboratory space and have your laboratory inspected by Environmental Health and Safety personnel to verify that it is decontaminated.	

BIOMATERIALS, TOXINS, BIO-AGENTS, HUMAN MATERIALS, PLANT/ANIMAL/HUMAN PATHOGENS, TRANSGENIC PLANTS/ANIMALS, OR RECOMBINANT DNA

	Done	N/A		Name of Receiver
25.	<input type="checkbox"/>	<input type="checkbox"/>	Contact Environmental Health and Safety and discuss disposition of any substances remaining at the university and for disposal of explosive/reactive materials or agents (peroxides, organic peroxides, TNT, RDX, etc.).	
26.	<input type="checkbox"/>	<input type="checkbox"/>	Contact the University Research Compliance and inform URC personnel that you are leaving the university.	
27.	<input type="checkbox"/>	<input type="checkbox"/>	Make legal and official arrangements to properly dispose of any specimens, and/or transfer any projects according to university policy. Contact the Technology Development Center with assistance with Material Transfer Agreements.	
28.	<input type="checkbox"/>	<input type="checkbox"/>	Decontaminate and clean your laboratory space and have your laboratory inspected by the University Biosafety Officer to verify that it is decontaminated (if lab is a BSL-2 or BSL-3).	
29.	<input type="checkbox"/>	<input type="checkbox"/>	Contact Environmental Health and Safety if you banked blood serum, want copy of exposure record, or require an exit physical.	

X-RAY MACHINES/LIQUID SCINTILLATION COUNTERS/ELECTRON MICROSCOPES/LASERS

	Done	N/A		Name of Receiver
30.	<input type="checkbox"/>	<input type="checkbox"/>	Contact University Research Compliance and inform personnel that you are leaving the university. (X-ray machines may not be transferred or shipped to any location without notifying the OSU Radiation Safety Officer and Class 3b and Class 4 lasers may not be transferred or shipped to any location without notifying the OSU Laser Safety Officer.)	
31.	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Radiation Safety Officer if you have uranium or thorium compounds. Contact Environmental Health & Safety if you have laser dyes including solvents for proper handling and disposal.	

RADIOACTIVE MATERIALS

	Done	N/A		Name of Receiver
32.	<input type="checkbox"/>	<input type="checkbox"/>	Contact University Research Compliance and inform personnel that you are leaving the university.	
33.	<input type="checkbox"/>	<input type="checkbox"/>	Make legal and official arrangements to properly dispose of (or transfer) any unused materials, including inventory records, according to university policy.	
34.	<input type="checkbox"/>	<input type="checkbox"/>	Decontaminate and clean your laboratory space. Then contact the OSU Radiation Safety Officer to have your laboratory inspected to verify that it is decontaminated/decommissioned.	
35.	<input type="checkbox"/>	<input type="checkbox"/>	Perform a radiation survey.	

Employee Signature: _____ **Date:** _____

Supervisor Head Signature: _____ **Date:** _____

Department Head Signature: _____ **Date:** _____

APPENDIX VIII. TERMINATION CHECKLIST

SECTION III -- UNIT ADMINISTRATOR

To be completed by Unit Administrator by employee's last day of work

SEPARATION PROCESSING			Action Completed By
Done	N/A		
1.	<input type="checkbox"/>	<input type="checkbox"/>	Prepare Online Separation Employment Action, scan and attach resignation letter or dismissal document, and route as appropriate, as soon as separation date is established.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Confirm final paid leave usage at separation and notify Payroll Services if not correct on Employment Action.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Cancel enrollments in training classes to avoid "no-show" fees, osu-trng@okstate.edu.
4.	<input type="checkbox"/>	<input type="checkbox"/>	Obtain the employee's forwarding address; share with units needing future contact, e.g., Bursar, Human Resources.

EQUIPMENT/PROPERTY/FINANCIAL			Action Completed By
Done	N/A		
5.	<input type="checkbox"/>	<input type="checkbox"/>	Verify return of University property (examples listed in employee section).

DATA SYSTEMS/RECORDS			Action Completed By
Done	N/A		
6.	<input type="checkbox"/>	<input type="checkbox"/>	Verify transfer any University records (e.g., paper, electronic, email) held in his/her work area or home office/computer to his/her supervisor. In particular, prevent the employee from retaining, copying, or removing in any way confidential or sensitive records.
7.	<input type="checkbox"/>	<input type="checkbox"/>	Obtain passwords to any administrative database, software application, information system, etc., for which the employee possesses the sole access rights, and that is necessary for program or unit administration or operations.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Notify IT Help Desk about the employee's departure, so that data systems access will be terminated.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Notify HR Partner Services about the employee's departure, so that E-Verify, PeopleAdmin and OSU Jobs access will be terminated.
10.	<input type="checkbox"/>	<input type="checkbox"/>	Delete the employee's access to department data systems, email servers, voice mail systems, email lists, etc.; remove any passwords or file protections (file access passwords) unique to the departing employee. Immediately delete the employee's access to any protected health information, as defined under HIPAA.
11.	<input type="checkbox"/>	<input type="checkbox"/>	Change codes on door entry systems; deactivate building/area access; notify Public Safety to deactivate security/proximity card, where appropriate.
12.	<input type="checkbox"/>	<input type="checkbox"/>	Change safe combinations.
13.	<input type="checkbox"/>	<input type="checkbox"/>	Change building directories and Campus Directory.
14.	<input type="checkbox"/>	<input type="checkbox"/>	Change names on subscriptions, institutional memberships, etc.
15.	<input type="checkbox"/>	<input type="checkbox"/>	In case of involuntary termination, access to the above items should be discontinued as of the time notice of termination is given. Particular attention should be given to data systems, student records, HRS and FRD access, personal health information/medical records, radiation records management system, offices, phone systems, and restricted areas.
16.	<input type="checkbox"/>	<input type="checkbox"/>	Reassign service account ownership.

SAFETY			Action Completed By
Done	N/A		
17.	<input type="checkbox"/>	<input type="checkbox"/>	Contact Environmental Health and Safety for employees who were in ongoing health monitoring programs, e.g. asbestos.

APPENDIX VIII. TERMINATION CHECKLIST

18.	<input type="checkbox"/>	<input type="checkbox"/>	Determine presence of any laboratory or hazardous chemicals, gas cylinders, biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures), bio-hazardous materials (e.g., infectious substances and Select Agents), radiological materials, controlled substances, and/or hazardous wastes in the applicable work areas. Review disposition of them with the employee. Verify that laboratory was decontaminated.	
19.	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all research-related materials that will remain at OSU are properly labeled and are in approved containers.	
20.	<input type="checkbox"/>	<input type="checkbox"/>	In accordance with the safety procedures, ensure that all equipment (including fume hoods, freezers, refrigerators, biosafety cabinets, centrifuges, incubators, and work surfaces) is cleaned and decontaminated.	
21.	<input type="checkbox"/>	<input type="checkbox"/>	Update alarms/emergency contact lists with Public Safety and related departments. Review whether unit disaster plan needs to be adjusted.	

RESEARCH				
	Done	N/A		Action Completed By
22.	<input type="checkbox"/>	<input type="checkbox"/>	Determine continuation arrangements for existing research projects/grants.	
23.	<input type="checkbox"/>	<input type="checkbox"/>	Arrange transition of laboratory notebooks for ongoing OSU research.	
24.	<input type="checkbox"/>	<input type="checkbox"/>	Determine presence of film, negatives or other original data from research settings that may be property of the University.	
25.	<input type="checkbox"/>	<input type="checkbox"/>	Identify any transition issues related to human subjects. For assistance, contact University Research Compliance.	

I certify that the employee has completed all separation activities as indicated on Sections I – Employee Actions and Section II – Separation Checklist Supplement for Research Activities (if applicable) of the TERMINATION – SEPARATION CHECKLIST and that all administrative procedures as outlined above have been completed.

Department Head Signature: _____ Date: _____

SECTION IV -- DISTRIBUTION

- Retain original in department file.
- Send copy to Environmental Health and Safety if the employee had responsibility for any laboratory or hazardous chemicals, gas cylinders, controlled substances, and/or hazardous wastes.
- Send copy to the Office of University Research Compliance if the employee had responsibility for or worked with biological materials (e.g., animal tissue, diagnostic specimens, microorganisms, cultures), biohazards, infectious substances, Select Agents and/or Toxins, Class 3b and/or Class 4 lasers, X-ray devices, radiological materials, and/or hazardous wastes (e.g., radioactive waste); vertebrate animals, and/or research approved by the Institutional Animal Care & Use Committee (IACUC), the Institutional Biosafety Committee (IBC), the Institutional Review Board (IRB), the Laser Safety Committee, and the Radiation Safety Committee.

APPENDIX IX

SAMPLE GRADUATE PROGRAM APPEALS PROCESS

Overview: The purpose of this procedure is to provide current graduate students in the _____ Graduate Program the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals.

Process: The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Program Coordinator is an involved party, the student should seek advice from the unit head or associate dean of graduate studies in their disciplinary college. Notification should include information on the circumstances of the appeal, specific issues involved, and the remediation action sought. The document should be no more than two pages. Within 7 calendar days of receipt of the notification, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. The graduate program's appeals committee will be convened to hear the appeal within a reasonable amount of time, usually 30 days (*see note below*). At the hearing, the student will have the opportunity to present their case and at the same time would be allowed for counterarguments, if warranted. Questions may be asked of either party by members of the appeals committee. At the end of this hearing, the program's appeals committee will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to the unit head, followed by the Dean of the Graduate College, if they so choose.

Enrollment: Throughout the appeal process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

Appeals Committee: The make-up of the graduate program's appeals committee should be noted here – some programs use their established Graduate Program Committee for all student appeals. In programs that do not have a designated appeals committee, the appeals process should specify the members of the graduate faculty who will consider the appeal. For example, this may be an ad-hoc committee appointed by the graduate coordinator or unit head or it may include all members of the graduate faculty in the program.

Deadlines: Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Program Coordinator.

APPENDIX X

Useful Links

OSU Graduate College:

- Graduate College: <http://gradcollege.okstate.edu/>
- OSU Catalog: <https://registrar.okstate.edu/University-Catalog>
- Academic Calendar: <https://registrar.okstate.edu/Academic-Calendar>
- Fall/Spring/Summer Enrollment Guidelines:
<https://gradcollege.okstate.edu/prospective-students/enrollment-guide.html>
- Graduate Assistantships:
<https://gradcollege.okstate.edu/prospective-students/assistantships.html>
- Graduate and Professional Student Government Association (GPSGA):
<https://gpsga.okstate.edu/>
- Graduate Faculty Database: <http://graduatefaculty.okstate.edu/Default.aspx>
- International Teaching Assistant Test:
<https://gradcollege.okstate.edu/prospective-students/international-teaching-assistant-test.html>
- Graduate College Canvas - Modules
STW_Graduate_Student_Community/STW_Graduate_Faculty_Community
 - Academic Calendar (Access: Student, Faculty)
 - Resources in light of the COVID-19 situation (Access: Student, Faculty)
 - Calendar of Event (Access: Student, Faculty)
 - Academic Program Review (Access: Faculty)
 - Awards (Access: Student, Faculty)
 - Best Practiced Documents (Access: Student, Faculty)
 - Communications (Access: Student, Faculty)
 - Educational Advisory Board Reports (Access: Faculty)
 - Enrollment Guidelines (Access: Student, Faculty)
 - Financing Graduate School (Access: Student, Faculty)
 - Forms and Templates (Access: Student, Faculty)
 - Funding Opportunities (Access: Student, Faculty)
 - Graduate College Ambassadors (Access: Student, Faculty)
 - Graduate College Fellowship Programs (Access: Faculty)
 - Graduate Council (Access: Faculty)
 - Graduate Degree & Program Inventory (Access: Faculty)
 - Graduation (Access: Student, Faculty)
 - GPSGA (Access: Student, Faculty)
 - International Students & Scholars (Access: Student, Faculty)
 - Plan of Study (PoS) (Access: Student, Faculty)
 - Policies (Access: Student, Faculty)
 - Professional Development Program for Graduate Students (Access: Student, Faculty)
 - Slate Information (Access: Faculty)
 - Thesis & Dissertation Guidelines (Access: Student, Faculty)
 - Training (Access: Student, Faculty)

University:

- Career Services: <http://www.hireosugrads.com/StudentsAlumni/>
- Edmon Low Library: <http://www.library.okstate.edu/>
- Family Resource Center: <http://www.reslife.okstate.edu/frc/>
- Health Insurance (Student): <https://uhs.okstate.edu/student-health-insurance-plan.html>
- Information Technology: <http://www.it.okstate.edu/>
- Institute for Teaching and Learning Excellence: <http://itle.okstate.edu/>
- International Student and Scholars Office: <http://iss.okstate.edu/>
- International Students Arrival and Orientation: <http://iss.okstate.edu/arrival-orientation>
- Office of Multicultural Affairs: <https://oma.okstate.edu/>
- OSU High Performance Computing Center: <https://hpcc.okstate.edu/>
- OSU Writing Center: <http://osuwritingcenter.okstate.edu/>
- Residential Life: <http://www.reslife.okstate.edu/>
- Responsible Conduct Research Training:
<https://research.okstate.edu/compliance/rcr/training.html>
- Seretean Wellness Center: <http://wellness.okstate.edu/>
- Services for Students with Disabilities: <http://sds.okstate.edu/>
- Student Affairs: <https://studentaffairs.okstate.edu/>
- Student Code of Conduct: <https://studentconduct.okstate.edu/code>
- The OSU Student Union: <http://union.okstate.edu/>
- University Counseling Services: <http://ucs.okstate.edu/>
- University Health Services: <http://uhs.okstate.edu/>
- University Parking Services: <http://www.parking.okstate.edu/>