



Graduate Handbook

Program Information (<http://www.cvm.msu.edu/vetpath/index.htm>)

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I. PROGRAM OVERVIEW

The major goal of our graduate training program is to select and train young scientists with or without clinical training to design and conduct hypothesis-driven studies aimed to elucidate the cellular and molecular mechanisms of diseases. Our training program is committed to providing excellent graduate training in comparative pathology and resident training in diagnostic veterinary anatomical and clinical pathology.

The four major focus areas of research in the department are Microbiology and Immunology, Neurobiology and Anatomy, Pathobiology, and Toxicology. The faculty participating in our program are well funded and participate in other major research initiative in the university and the college such as the Comparative Medicine and Integrative Biology, Institute of Environmental Toxicology, Cell and Molecular Biology, Neuroscience, etc, and have successfully trained a number of students in the past. Our faculty members use state-of-the art methodologies in their research and are involved in cutting edge research providing quality graduate education to students.

Research conducted by our faculty members is funded by federal agencies such as the National Institutes of Health, National Science Foundation and United States Department of Agriculture, foundations and associations such as Morris Animal Foundation, American Quarter Horse Association and American Lung Association, and a number of industry organizations.

Our graduate training program is supported by a training grant from the NIH (National Council on Research Resources) to train veterinarians in the field of comparative pathology. In collaboration with various institutes at NIH, our graduate training program also supports the residency/PhD program for veterinarians which includes residency training veterinary anatomical pathology in our department and graduate research at NIH.

Our faculty also participate in teaching veterinary students as well as graduate students from various other graduate programs in a number of areas including veterinary and comparative pathology, clinical pathology, oncology, immunology, microbiology, toxicology, comparative gross anatomy, neuroanatomy and histology. Our faculty are known for their dedication in providing quality veterinary and graduate education and have received a number of teaching awards.

Through [the Diagnostic Center for Population and Animal Health](#) (DCPAH), our faculty provide diagnostic services to clients all over the United States as well as foreign countries in one of the most modern facilities in the country which includes laboratories dedicated for infectious disease research.

Our biweekly departmental seminar series hosts speakers (visiting scientists, faculty, graduate students and residents) in the four research focus areas of the department. Graduate students and residents are required to attend the seminar series. Apart from this, the department also hosts Wednesday slide conferences and other seminars for Pathology residents.

Our graduate students are expected to identify their research advisors (major professor) soon after their arrival and establish their guidance committee and have their plan of study in place before the end of the first year. We expect our graduate students to give seminars in the departmental seminar series as well as present their research findings in scientific meetings. We also expect them to be able to write research proposals to extramural agencies to obtain funding for research by the time they finish their training.

Apart from excellent graduate training, the department also participates in providing residency training for veterinarians in veterinary anatomical and clinical pathology. The mission of the Veterinary Pathology Resident Training Program in the Department of Pathobiology and Diagnostic Investigation at Michigan State University is to provide comprehensive and diverse training which leads to board certification by the American College of Veterinary Pathologists (ACVP), and a successful career in any chosen field of veterinary pathology. This is a 3-year program, with emphasis on either anatomic or clinical pathology. Residents receive training through a variety of service activities, required courses and seminars, assist with the teaching of veterinary students, and have the opportunity to annually attend and present at professional meetings. Residents are assigned a faculty mentor, and are evaluated in their progress twice annually. Partnerships with several institutions (MPI, Pfizer, Antech, National Institutes of Health) provide specialized training opportunities for residents.

We work hard to provide an excellent environment to our trainees, veterinary and graduate students, and staff. We welcome you to explore the exciting opportunities available in our department.

II. PROGRAM COMPONENTS

A. Entrance Requirements and Admission

A completed application to the Department must include the following:

- 1) An MSU application for admission to the graduate school.
- 2) A letter of intent delineating the student's professional goals and indicating why he/she wishes to enter the PhD program in Pathobiology and Diagnostic Investigation.
- 3) Complete original college transcripts.
- 4) Scores from a recently completed (within 5 years) general test of the Graduate Record Examination or MCAT.
- 5) Letters of recommendation from three (3) individuals who are in a position to address the student's academic abilities and potential.
- 6) Scores from the TOEFL English Language Exam, if applicable.

Applicants are invited from those admitted to the professional degree program in the College of Veterinary Medicine at Michigan State University, those that hold a DVM degree or an equivalent medical degree, or those that hold a Bachelor of Science or Master of Science Degree. Prospective students must have achieved a cumulative grade point average of at least 3.0. In special cases, the PDI Training Committee may recommend additional requirements or may waive certain

requirements. The completed application will be reviewed by the PDI Training Committee, which, in conjunction with the Department Chairperson, will determine acceptance to the departmental graduate program.

An applicant's acceptance will be based upon:

- A. Academic record
- B. Professional goals
- C. Letters of reference
- D. The availability of assistantship and research support and prospective research advisor to direct the prospective applicant's program and goals.

B. Financial Aid

Departmental graduate assistantships are competitive and contingent on availability of funds. The amount awarded may vary depending upon the student's level of experience and all assistantships carry an exemption from out-of-state tuition. Continued receipt of a graduate assistantship is dependent on the student's performance in his/her course work and research.

C. Research Laboratory Rotations

Those students who are admitted on NIH training grant doctoral fellowships are required to participate in at least two laboratory rotations of 2 months each. Students on the NIH training grant normally choose thesis advisor after the 2nd rotation. Masters students generally choose their advisor when admitted to the program.

D. Required coursework:

PhD candidates are required to take a minimum of 24 credits in course work and 24 credits in doctoral dissertation research (PTH 999). These requirements may only be waived if similar courses have been completed elsewhere. Acceptance of such courses as part of the required course work requires approval of student's Guidance Committee, PDI Graduate Coordinator, and the Chairperson of PDI.

Candidates for Masters degree (thesis option) are required to take 22 credits of course work and 8 credits in Masters thesis research (PTH899).

Candidates for Masters degree (non-thesis option) are required to take 24 credits of course work and 6 credits in Masters thesis research or Special Problems courses.

Guidance committees are encouraged to ensure that PhD candidates have a strong, contemporary knowledge of molecular techniques, biochemistry and molecular biology, statistics and experimental design and strong background in their area of specialization. This knowledge may be obtained by taking elective courses, individual study, or by experience in the laboratory. As an aid in preparing a plan of study, the departmental website will include a list of courses that may be useful in these areas. For a detailed list of required courses please see section III C.

E. Comprehensive exams and thesis defense

Comprehensive exam

The intent of the comprehensive examination is to measure a graduate student's breadth and depth of knowledge in their chosen area of research. The exam will be integrative. It is expected to test the student's ability to synthesize basic principles in their area of research, generate hypothesis, design experiments and interpret data and solve problems. The Major Advisor and the Guidance Committee will select the format of the examination. An oral and written examination will evaluate the student's breadth and depth of knowledge in the area of specialization and will include, but not be limited to, material from coursework.

No later than 2.5 years after beginning the program, the student's guidance committee will administer the comprehensive examination. Students may take the examination not more than twice. Successful completion of the comprehensive examination will require approval of a majority of the members of the Guidance committee, with the Major Advisor casting an affirmative vote.

Dissertation

Students conduct an original dissertation project based on the approved thesis proposal. Students must present a public seminar based on their Ph.D. dissertation, which precedes the thesis defense with the student's Guidance Committee.

F. Teaching requirement:

The graduate students are encouraged to participate in teaching either by assisting mentors in classroom teaching or by teaching and training undergraduate students in their respective laboratories.

G. Plan of study:

Graduate students are required to complete the plan of study form (appendix) by the end of the first year. The plan of study signed by the Major Advisor and guidance committee members should be sent to the Graduate Coordinator of the department, who will ensure that the university and department guidelines have been followed before recommending it to the Department Chairperson.

III. DEGREE REQUIREMENTS

A. Guidance committee and Plan of study

Graduate students are expected to select their Major Advisor and with the assistance from the Major Advisor select the Guidance Committee. The specific requirements for the formation of the Guidance Committee are provided in section IV and V. If needed, the Chairperson of the department and the Graduate Coordinator will assist the students in establishing the guidance committee.

B. Plan of Study

By the end of the first year, the students are expected to complete the necessary form describing the plan of study.

C. Coursework

PhD candidates

24 credits in courses

24 credits in Doctoral Dissertation Research (PTH999)

PTH892 Pathology Seminar -2 credits

PTH851 Advanced General Pathology - 3 credits

Biochemistry, Molecular Biology or Cell Biology - 6 credits

Statistics, Experimental Design, or Epidemiology - 6 credits

Research Ethics (KIN895 recommended) - 1 credit

The above listed required courses account for 18 required credits, leaving at least 6 additional credits to be filled as electives as determined by the student in consultation with their Major Advisor and Guidance Committee. Students may have to enroll in additional electives or special problems courses in order to fully explore their area of research specialization if required by the Major Advisor and the Guidance Committee.

These requirements may only be waived by having completed similar courses elsewhere, and require approval of student's Dissertation Committee, PDI graduate student coordinator, and the PDI Chairperson.

MS candidate (thesis option)

22 credits in courses

8 credits in Masters Thesis Research (PTH899)

PTH892 Pathology Seminar – 2 credits

PTH851 Advanced General Pathology – 3 credits

Biochemistry, Molecular Biology or Cell Biology – 6 credits

Statistics, or Experimental Design– 3 credits

Research Ethics – 1 credit

The above listed courses account for a total of 15 credits, This makes a total of 15 required credits, leaving at least 7 additional credits to be filled as electives as determined by the student in consultation with their Major Advisor and Guidance Committee. Students may have to enroll in additional electives or special problems courses in order to fully explore their area of research specialization if required by the Major Advisor and the Guidance Committee.

These requirements may only be waived by having completed similar courses elsewhere, and require approval of student's Dissertation Committee, PDI graduate student coordinator, and the PDI Chairperson.

MS candidate (non-thesis option)

24 credits in courses

6 credits in MS Research or Special Problems courses or additional courses

A creative component described in detail in the plan of study and approved by the guidance committee; examples of creative component include: a) submission of a manuscript or report containing the results of a retrospective study, bench research, or literature review, b) a submitted grant proposal, c) report of validation of a new diagnostic test, and d) development of a new course including online courses. The creative component should significantly expand or synthesize knowledge or provide a new perspective on an existing idea or concept.

A PDI seminar presenting the creative component.

Required coursework: these requirements may only be waived by having completed similar courses elsewhere, and require approval of student's Graduate Guidance Committee, PDI graduate student coordinator, and the PDI Chair.

PDI892 Pathology Seminar - 2 credits

PDI851 Advanced General Pathology - 3 credits

Additional pathology courses - 3 credits

Biochemistry, Molecular Biology, or Cell Biology - 6 credits

Statistics, Experimental Design, or Epidemiology - 3 credits

Research Ethics (KIN895) - 1 credit

This makes a total of 18 required credits, leaving 6+ credits to be filled as electives to be determined by the student in consultation with his or her major advisor and guidance committee. A total of 12 non-research credits have to be taken at the 800 course level or above. A maximum of 9 credits of the 400 level or above may be transferred from the DVM curriculum as determined by the student in consultation with his or her major advisor and guidance committee. A minimum grade of 3.0 is required for transferred courses. At least 50% of all credits must be completed at the 800 level.

PDI Anatomic or Clinical Pathology Residents

The trainees are admitted into the PDI Department as Graduate students with the understanding that they are not expressly pursuing a research degree (MS, PhD) but are seeking advanced diagnostic pathology training with a goal of American College of Veterinary Pathologists (ACVP) board certification.

Continuous attendance at *PTH893 Case-Based Discussion Seminar*, and taking for 1 credit once annually while physically present on MSU campus – 2 or 3 credits

PTH851 Advanced General Pathology – 3 credits

PTH853 Advanced Systemic Pathology – 3 credits

PTH854 Advanced Clinical Pathology – 3 credits

PTH892 Pathology Seminar – 2 credits

This makes a total of 13-14 credits (depending on whether the resident is on campus 2 or 3 years). No additional credits are required. However, PTH858 & 859 (Avian Pathology) and PTH856 (Concepts of Toxicologic Pathology) are frequently taken by residents with interests in those areas. Currently, the department of PDI waives the fees for 3 credits of coursework taken by residents during both Fall and Spring semesters.

Electives

Students are encouraged to take electives in advanced areas of pathobiology or in other disciplines that complement their research interests. Students will choose elective courses in consultation with their faculty advisor and Guidance Committee. Electives will normally be taken in years two or three of study.

Graduate School Workshops in Responsible Conduct of Science

All Students must gain training in the Responsible Conduct of Science either by completing seven workshops from the [approved list](#). (PDF) or by completing the research ethics course offered by the Kinesiology department (KIN895).

Example of a Ph.D. plan of study in the department of PDI

An example of courses with number of credits in parenthesis for every semester is provided below

Year	Fall Semester	Spring Semester	Summer Semester	Annual Credit Load
1	PTH851 (3) STT464 (3)	PTH853 (4) MT830 (2)	MT831 (2) MT831L (2)	Course: 16 Research: 0
2	Elective (3) PTH999 (3)	PTH 892 (1) Elective (3) PTH999 (3)	KIN895 (1) PTH999 (3)	Course: 8 Research: 9
3	Elective (3) PTH999 (3)	Elective (3) PTH999 (3)	PTH999 (3)	Course: 6 Research: 9
4	Elective (3) PTH999 (3)	Elective (3) PTH999 (3)	PTH999 (3)	Course: 6 Research: 9
5	PTH999 (6)	PTH892 (1) PTH999 (5)		Course: 1 Research: 9

Course Total: 37

Research Total: 36

An example of the list of PTH and elective courses are given in the appendix.

D. English Language Proficiency for International students:

All foreign applicants are required to be proficient in English as a condition for regular admission to Michigan State University. Applicants whose first language is not English will be required to demonstrate their proficiency by meeting certain minimum standards on any one of the following tests.

1) Test of English as a Foreign Language (T.O.E.F.L) (Educational Testing Service, Box 899, Princeton, New Jersey 08549, USA). A total score of 550 or above (213 for the computer-based exam) with no subscores below 52 (19 for the computer-based exam) is required by Michigan State University. The official report must be sent directly from the Educational Testing Service.

2) Michigan English Assessment Battery (MELAB), (The English Language Institute, Testing and Certification Division, The University of Michigan, Ann Arbor, Michigan 48109-1057, USA). An average score of 83 or higher with no subscores below 80. The official report must be received by the English Language Center from the University of Michigan. (Not available in P.R. China)

3) English Language Center (ELC, Michigan State University, East Lansing, Michigan 48825-1035, USA). The ELC provides programs to teach English or improve skills. An average score of 80-85, with no subscores below 80, or an average score above 85, with no subscores below 78 is required for admission. This exam is given at Michigan State University and is generally used only by international students already residing in the United States. More information can be found on the English Language Center's web page at <http://polyglot.cal.msu.edu/ELC/>.

E. Research program

The research program will consist of preparation and presentation of a research proposal and the conduct of original, scholarly research in one of the disciplines present in the Department of PDI. The original research conducted will be reported in a PhD or MS dissertation that will be presented and defended to the faculty. It is the student's responsibility to meet calendar schedules and regulations established by Michigan State University and provide members of the guidance committee ample time for a review of the dissertation prior to the defense. The defense will consist of a public lecture followed by an oral examination in which the candidate will defend the dissertation and knowledge of related scientific areas. Majority approval of the examination committee, with the major professor casting an affirmative vote, is required for approval of the dissertation.

Guidance committees may wish to consider the inclusion of an external examiner for the defense of the thesis if the external examiner would bring a unique perspective or expertise in the area of the student's research program. However, the department will not provide any financial support for the external examiner. The Department Chairperson, or the Graduate Coordinator on request by the Department Chairperson may attend the defense of thesis if so desired.

Guidelines for the preparation of the dissertation are outlined in a booklet entitled "The Graduate School Guide to the Preparation of Master's Thesis and Doctoral Dissertations" available in the departmental office or in the graduate office. All guidelines outlined in this booklet must be followed. In addition, the Guidance Committee may require a specific method for organizing a dissertation. When completed, the student will provide a bound copy of the dissertation to the department.

F. Comprehensive Examination

PhD students are required to complete the comprehensive examination as explained in section II. E.

G. Seminar requirement

All the graduate students and residents are required to attend departmental seminars each semester. In addition, graduate students (both PhD and Master's) must register for the departmental seminar course (PTH 892) twice during their PhD program and will be expected to present seminars in those semesters.

IV. SELECTION OF THESIS/DISSERTATION ADVISOR

Prior to admission to the program, the department Chairperson, in consultation with the student and potential advisor, will temporarily appoint an advisor.

The Major Advisor is responsible for assisting the student with formation of the Guidance Committee, selection of coursework, selection of an appropriate research topic, and with preparation of the research proposal. The Major Advisor shall be the chairperson of the student's guidance committee.

The Major Advisor is required to submit a student's progress report to the department Chairperson and Graduate Coordinator, which will then be reviewed by the PDI Training Committee by end of each calendar year. The PDI Training Committee may conduct individual interviews with graduate students annually, if needed.

V. FORMATION OF THE GUIDANCE COMMITTEE

For PhD students

Within six months after entrance into the program, a Guidance Committee and Major Advisor will be appointed by the Chairperson upon the recommendation of the Graduate Coordinator in consultation with the Major Advisor and student. The Guidance Committee will consist of a minimum of four Michigan State University regular faculty and must be comprised of at least two faculty from PDI and at least one member from outside the department or from another institution. At least three guidance committee members, including the Major Advisor (committee chairperson), must possess an earned doctoral degree. MSU regular faculty members may serve as Major Advisor for a PhD student in PDI if they meet the university requirements stated above, have at least a 15% of his/her appointment is from the Department of PDI sources (Agricultural Experiment Station (AES), Diagnostic Center for Population and Animal Health and base budget funds allocated to Pathobiology) and have previously served on an MS or PhD Guidance Committee. The Guidance Committee will serve throughout the student's PhD program.

For MS students

Within six months after entrance into the program, a Guidance Committee and Major Advisor will be appointed by the Chairperson upon the recommendation of the Graduate Coordinator in consultation with the Major Advisor and student. The Guidance Committee will consist of a minimum of four Michigan State University regular faculty and must be comprised of at least two faculty from PDI and at least one member from outside the department or from another institution. At least three guidance committee members, including the Major Advisor (committee chairperson), must possess an earned doctoral degree. MSU regular faculty members may serve as Major Advisor for a Master's student in PDI if they meet the university requirements stated above, have at least a 15% of his/her appointment is from the Department of PDI sources (Agricultural Experiment Station, Diagnostic Center for Population and Animal Health and base budget funds allocated to Pathobiology) and have previously served on an MS or PhD Guidance Committee. The Guidance Committee will serve throughout the student's MS program.

General:

The composition of the Guidance Committee will be submitted to the Chairperson of the department for approval upon recommendation from the Graduate Coordinator. To ensure uniform standards across the academic unit, the Chairperson of the department with the recommendation from the Graduate Coordinator may add one appropriate member to the guidance committee. The student and his/her guidance committee shall meet at least once each year and the major advisor shall submit a written progress report to the PDI Training Committee by December 31 of each year.

Substitutions, replacements, or additions to the committee may be made upon written approval of the graduate coordinator and the department chairperson. Changes in members of the Guidance Committee are possible, but must first be discussed with the major professor, the Graduate Coordinator and the Chairperson of the department. All changes must be reported in writing to the Graduate Coordinator and the chairperson of the department and each member of the Guidance Committee.

The Guidance Committee will oversee the student's coursework, advise the student concerning dissertation research, and will conduct the oral defense of the research proposal and dissertation. Shortly after selecting this Committee, the student, with the help of his/her major advisor, will prepare a program of coursework (including the core courses already taken, as well as additional electives based on the needs and interests of each student) and a dissertation research proposal. At all times during a student's course of study and research, members of the Guidance Committee will be available for consultation and advice; there should be at least one meeting every year between the student and his/her Guidance Committee to discuss progress (every 6 months is preferable).

VI. THESIS/DISSERTATION DEFENSE AND FINAL ORAL EXAMINATION

For the Doctoral and Master's degree, a student must successfully complete a scholarly research project, prepare a written dissertation based upon this research, and defend this written dissertation in an oral examination conducted by the student's Guidance Committee. Ph.D. students taking the examination must previously have filed an application for the Ph.D. degree. Applications to Degree at Michigan State University must be filed by the first week of the semester the student expects to complete requirements. The form is available in the department office and also in the appendix. The written dissertation derived from the student's research, must be organized, typed, duplicated and bound according to the regulations described in the "Formatting guide for Doctoral Dissertations" (<http://grad.msu.edu/current/format.pdf>). The graduate student is required to bear the expense of preparation of the dissertation, although arrangements may be made with the major advisor to have diagrams or charts prepared and charged to the appropriate research budget.

The graduate student will present the results of the thesis/dissertation in a seminar open to the community. To ensure fairness in the examination procedure and maintenance of academic standards, the Chairperson of the department / Graduate Coordinator may appoint an outside member to the examining committee. The outside member of the committee will read and critique the thesis/dissertation, will participate in the oral part of the exam, and will submit a report to the Chairperson of the department.

The student must submit his/her unbound dissertation at least two weeks prior to the dissertation defense to members of his/her Guidance Committee. Each student will then give a public seminar on his/her research project, as part of the PDI Seminar Series. This seminar presentation should include background information, purpose, hypotheses, methods, results, and interpretation of the results and their possible significance. The student must successfully pass an oral examination, conducted by the student's Guidance Committee following the research

presentation. This defense will involve an explanation and defense of the dissertation and knowledge of related scientific areas. When the Guidance Committee has reviewed and approved the dissertation and the student has passed the oral examination in its defense, the student should incorporate in the dissertation any recommended changes before having it permanently bound. Failure to meet these criteria will delay the awarding of the degree.

The department requires a copy of the dissertation in final form prior to certifying to the Graduate School that the student has completed the requirements for his/her degree. The department will then file the Record of Dissertation and Oral Examination with the College of Veterinary Medicine. Students must be certain that all procedures required by the College of Veterinary Medicine and the University are precisely followed.

VII. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

A. Annual progress report:

The Guidance Committee will review at least once a year the graduate student's progress in his or her research or creative activity as well as plans for work in the coming year. A progress report on the results of this review will be signed by the Major Advisor and submitted to the Graduate Coordinator of the department. This report will be placed in the graduate student's file. Graduate students who wish to appeal any part of the Major Advisor's evaluation may do so in writing to the department Chairperson or the Graduate Coordinator, and this appeal will be filed together with the annual progress report.

The PDI training committee will review the progress report. The recommendations of the PDI training committee will be forwarded to the Graduate Coordinator. Upon recommendation by the graduate coordinator, the chair of the department will send a written evaluation of the student's progress to the student and his or her major advisor. A copy of this evaluation will also be placed in graduate student's file. Any response that the graduate student may have to the training committee's questions/suggestions will be attached to the report and placed in student's file.

B. Academic Standards

Michigan State University is committed to high academic standards and expects all doctoral students to excel in their programs of study. A 3.00 cumulative grade point average must be maintained. The program of study cannot include more than three grades of less than a 3.0. Credits will not be awarded for courses in which a grade below a 2.0 is earned. If the student receives a grade below a 2.0 in any course during his/her program of study, he/she will be required to repeat the course. Students receiving two grades below a 3.0 in core graduate courses related to their area of specialization will result in referral of the student to the PDI Training Committee by the graduate coordinator. Research credits are not considered in determining the grade-point average.

C. Time Limits

The comprehensive examinations must be passed within five years and all remaining requirements for the Ph.D. degree must be completed within eight years from the time of a student's first enrollment as a doctoral student. The majority of students in the PDI graduate program complete their Ph.D. in 5 years. If this limit is exceeded, the Graduate Coordinator and the Chairperson of the department will consult with the student's Guidance Committee to determine the circumstances. The Guidance Committee may file a letter justifying the continuation of the student. If no letter is filed, or if a majority of the committee decline to sign the letter, the Chairperson of the department shall inform the student by letter that he or she is no longer eligible to register in the PDI graduate program. If the degree requirements are not completed within this eight-year period, the comprehensive examinations must be passed again.

All the requirements for Master's program should be completed no later than 5 years from the time of initial enrollment.

VIII. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Each faculty advisor and graduate student will be provided with the document *Guidelines for Integrity in Research and Creative Activities* (<http://grad.msu.edu/staff/mentoreport.pdf>). The Graduate Coordinator in consultation with the PDI training committee and the Chairperson of the department will periodically remind and communicate the faculty, graduate students and the staff the standards of professional integrity appropriate for the department. The Graduate Coordinator will also inform students of MSU policy related to the use of humans and vertebrate animals for research. The information about the Office of Radiation Chemical and Biological Safety (ORCBS) regulations and policies related to laboratory safety and security including issues related to the handling of transgenic plants and pathogenic organisms will also be provided to the students.

IX. STUDENT CONDUCT AND CONFLICT RESOLUTION

The Chairperson of the department will establish hearing procedures for the resolution of conflicts between a graduate student and his or her faculty advisor or guidance committee and will communicate these procedures to each graduate student. The initial task of conflict resolution may rest with the Chairperson of the department, the Graduate Coordinator, or a committee established by the Chairperson of the department.

The Chairperson of the department with the recommendation of the Graduate Coordinator and the PDI training committee will establish procedures for the timely change of the Major Advisor when such a change would best serve the progress of the graduate student in his or her program.

X. WORK RELATED POLICIES –

Graduate Assistant Illness/Injury/Pregnancy Leave Policy

(From the Graduate School Guide to Graduate Assistantships:
<http://www.msu.edu/user/gradschl/current/gradasst.pdf>)

"A graduate assistant unable to fulfill the duties of his/her appointment because of illness or injury shall notify the administrator of his/her appointing unit as soon as circumstances permit. Similarly, a graduate assistant unable to fulfill the duties of her appointment because of pregnancy shall notify the administrator of her major unit as soon as circumstances permit. During the illness, injury, or pregnancy, the major unit shall adjust (reduce, waive, or reschedule) the graduate assistant's duties as those duties and the assistant's physical circumstances reasonably dictate. If total absence from duties becomes necessary and the graduate assistant is still enrolled, the appointing unit shall maintain the stipend of the appointment, provided for a period of two months or to the end of the appointment period or the semester, whichever occurs first. The graduate assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as he/she is able to reassume their duties."

Work In Absentia

Candidates for the doctoral degree may, with the approval of the major professor and Guidance Committee members, conduct some work in absentia.

Work Hours and Vacation Time

All students should be actively engaged in research, literature review, or some other phase of the graduate program even during semester breaks. Pathobiology graduate program is a "full-time" program. Specific times in the laboratory and vacation schedules are to be arranged between the graduate student and his/her major professor or rotation advisor.

Mail

Each graduate student will be assigned a mailbox either independently or along with respective laboratories in building where their laboratories and offices are located. Campus mail is designed to expedite the delivery of items pertaining to university business. It is not to be used for personal items.

Electronic Mail (<http://mail.msu.edu>)

Each MSU student will be issued an account on MSU's email system. Users can exchange email with others at MSU and elsewhere on the Internet. Much of the correspondence from the department will be communicated via email, including frequent updates regarding seminars and events. E-mail facilities are also available through the College of Veterinary Medicine or DCPAH depending on the location of the office/laboratory for the student.

Telephone

For on-campus calls there is no charge. Long distance calls related to research should be charged as agreed upon with the major professor.

Health Insurance (from Graduate School Guide to Graduate Assistantships (<http://www.msu.edu/user/gradschl/current/gradasst.pdf>))

“Graduate assistants (domestic and international) are automatically enrolled in a GA health insurance plan, the premium of which is paid by the University. The plan provides the following coverage:

- a. Fall appointment only: coverage from August 15 to February 14 of the following year.
- b. Fall and Spring appointments—coverage from August 15 to August 14 of the following year.
- c. Spring appointment only—coverage from January 1 to August 14.
- d. Summer appointment only—coverage from May 15 to August 14.

“Enrolled students may also insure their eligible spouse and/or dependent children (residing with the insured). MSU will contribute \$500 annually toward the cost of a spouse (spouse includes MSU-recognized same-sex domestic partners of graduate assistants.) or child and \$650 annually toward the cost of a spouse and/or multiple dependents.

“For questions regarding coverage under this plan, enrollment or premium payment, contact The Chickering Group directly at 1.800.859.8452 or on the web at <http://www.chickering.com/msudirect.htm>. For questions concerning waiver processing or general information, contact the MSU Benefits office at 517.353.4434 or 1.800.353.4434, or via email at studentinsurance@hr.msu.edu. The Benefits Office is located at 1407 S. Harrison Road, Suite 140A (Nisbet Building), East Lansing, MI 48823 and on the web at <http://www.hr.msu.edu/depts/benefits>.”

English Language Proficiency for international students

All foreign applicants are required to be proficient in English as a condition for regular admission to Michigan State University. Applicants whose first language is not English will be required to demonstrate their proficiency by meeting certain minimum standards as described in page. 6.

XI. UNIVERSITY RESOURCES

The following are some of the sources where information regarding various policies and procedures of MSU can be accessed.

- *Academic Programs*
<http://www.reg.msu.edu/ucc/ucc.asp>
- *Graduate Students Rights and Responsibilities (GSRR)*
<http://www.vps.msu.edu/SpLife/default.pdf>
- *MSU/GEU Contract*
<http://grad.msu.edu/geu/agree.pdf>
- *Guidelines for Graduate Student Advising and Mentoring Relationships*
<http://grad.msu.edu/staff/mentoreport.pdf>

- *Guidelines for Integrity in Research and Creative Activities*
<http://grad.msu.edu/staff/mentoreport.pdf>

A. Academic Facilities

Student Services (<http://www.vps.msu.edu/vpsas/index.htm>)

Michigan State University provides extensive student personnel services to assist students and enhance the educational experience. Michigan State University recognizes that the total development of the individual - personal, social, and physical, as well as intellectual - is of equal importance.

The Vice President for Student Affairs and Services has general administrative responsibility for all student personnel matters. The multiple services and responsibilities are carried out through the offices of Coordinated Minority Student Programs, Counseling, Financial Aids, Intramural Sports, Recreative Services, Placement Services (including Student Employment and the Career Information Center), Student Life, and University Housing Programs. The Student Life area includes Campus Life Orientation, Health and Alcohol Education, Judicial Affairs, Off-Campus Housing and Commuter Programs, Service Learning, Student Activities, Student and Leadership Development, and Student Withdrawals and Records.

Michigan State University Library (<http://www.lib.msu.edu/>)

It is strongly suggested that you take advantage of the library tours in order to more thoroughly familiarize yourself with all the available resources. There are many branch libraries on campus. Consult Spartan Life (<http://www.vps.msu.edu/SpLife/>) or the MSU Libraries web site at <http://www.lib.msu.edu/>.

Computer Center (<http://cl.msu.edu/>)

User Services (<http://cl.msu.edu/services.html>)

Telephone numbers:

353-1800 Computing Information Center (<http://cic.msu.edu/>)

353-1800 Mainframe/Host Access Support Services

353-4599 Microcomputer Support Services/Store (<http://cstore.msu.edu/>)

User Services offers consulting help on canned statistical programs and "helps students help themselves". It refers students elsewhere if User Services cannot offer enough assistance. User Services is intended to help student solve computer related problems, not to complete entire projects for the student. There is no charge for the consulting service. Graduate student consultants from the Department of Statistics and Probability are available on an appointment basis about ten hours a week. They consult about design problems, appropriate statistical design, etc. There is no charge for this service. A number of short courses are offered through User Services, including a basic introduction to the computer, and discussion of collection and coding of data, offered at the beginning of the term.

Programming Service (<http://approg.msu.edu/>)

Telephone 355-4684

This is a professional group that charges professional fees for computer work. They can offer

some statistical help although they are limited in this area. They can do just about any computer programming work. The student will be given an estimate of charges which student must approve before job is performed.

Other Computer Facilities (<http://microlabs.msu.edu/>)

Microcomputer facilities are available on campus, including laboratories in the Human Ecology and Union Buildings. Policies regarding use of equipment should be obtained from individual facilities.

Bookstore (<http://www.msu.edu/dig/bookstore.html>)

The MSU Bookstore is located in the International Center on Shaw Lane. Off-campus bookstores are located in the East Lansing area. Check out the web site at: <http://www.msu.edu/dig/bookstore.html>.

Learning Resources Center (<http://www.msu.edu/user/lrc/>)

209 Bessey Hall, 355-2363

This is a self-paced, individualized learning center that offers free assistance to students who want to improve their study skills. Its goal is to help you develop the strategies and techniques you need to be successful student. Workshops on specific study skills are offered throughout the year.

Service Learning Center (<http://www.servicelearning.msu.edu/>)

26 Student Services Bldg., 353-4400

This is a volunteer program that provides students the opportunity to learn more about different work environments while providing community service. Staff are available to assist students in choosing a placement that meets their interests.

The Writing Center (<http://writing.msu.edu/>)

300 Bessey Hall, 432-3610

This center offers writing consultation to graduate as well as undergraduate students. One on one consultations are best for small papers or projects like vitas, abstracts and cover letters, while peer response writing groups offer help developing drafts of larger projects like research and conference papers, and even theses and dissertations. The center also has a library with books on resumes, vitas and cover letters, and examples of all of the above. Call 432-3610 to make an appointment, or email grammar@msu.edu for grammatical questions. You can also see their web site at (<http://writing.msu.edu>) for more information.

Career Development & Placement Services (<http://www.csp.msu.edu/cdc/>)

113 Student Services Bldg., 355-9510

The Career Development and Placement Services office assists students in career advising and seeking employment upon graduation. Their office is located in 113 Student Services Building and can be contacted at 355-9510. Their staff does workshops, classes and individual advising on topics such as how to interview successfully and steps to creating a well-written resume. You may also interview for internships or full-time employment through the Career Placement office. More information can be found in Room 113 Student Services Building. The Career Information Center, located in room 6 Student Services Bldg. (353-6474) provides up-to-date information on

career possibilities, self-evaluation tools, and resource material on career choice, planning and strategy.

CIC Traveling Scholar Program (<http://www.cic.uiuc.edu/>)

MSU is a member of the Committee on Institutional Cooperation. Through this committee's traveling scholar program a doctoral student can take a limited amount of course work at any Big Ten University or the University of Chicago. Participants in this program normally pay tuition at MSU rates for courses taken at other participating institutions. A doctoral student interested in this program should contact the Office of the Graduate School (355-0300) for instructions and formal processing.

B. Health Facilities

Health Insurance (<http://www.hr.msu.edu/HRsite/Benefits/Students/HealthCov/>)

Michigan State University and the Council of Graduate Students worked together to offer graduate assistants coverage beginning Fall Semester 1994. "Student only" coverage will be automatically provided, at no cost to graduate assistants. Michigan State University will provide a full twelve months of coverage if your appointment is at least nine months. Those with a Fall Semester assistantship are provided six months of coverage, beginning August 16. A Spring Semester reappointment extends health insurance benefits for an additional six months. Spring Semester only appointments include health insurance coverage beginning January 1 through Summer Semester (August 15). If you wish to enroll your legal spouse and/or dependent children, please contact the MSU Benefits office. Questions regarding enrollment, premium payment and coverage should be directed to the Chickering Group at 1-(800)-859-8452. Questions or issues that cannot be resolved with the Chickering Group may be directed to the MSU Benefits office at 1407 South Harrison Road, Room 140 Nisbet Building at (517) 353-4434, ext. 536. Information is also available on the World Wide Web at <http://www.hr.msu.edu/>.

Resource Center for Persons with Disabilities (RCPD) (<http://www2.rcpd.msu.edu/Home/>)

101 Bessey Hall, 353-9642

Staff specialists available to respond to mobility, visual, hearing, alternative learner, and other handicapper populations to enable their involvement in University activities. Other resources are available to students with special needs.

Counseling Center (<http://www.couns.msu.edu/>)

Main Office, 207 Student Service Building, 355-8270

344 Olin Health Center (for off campus students), 355-2310

Multi-Ethnic Counseling, 207 Student Services Bldg., 355-8270

Students should feel free to contact the Counseling Center for personal concerns and crisis.

Professional counseling and psychological services are offered to assist with personal, as well as career concerns. All services are confidential. Initial consultations are free of charge; all services are free to students carrying 7 or more credits. In addition to professional counseling a self-management laboratory and workshops are offered.

Olin Health Center (<http://olin.msu.edu>)

355-7573

The Student Health Service is located in Olin Health Center. In the event of an emergency, no

matter what time of day, go directly to Sparrow Hospital, St. Lawrence or Michigan Capital Medical Center if possible. Otherwise go to the nearest emergency center.

Women's Resource Center (<http://www.msu.edu/unit/wrc/>)

353-1635

The Women's Resource Center serves as a referral service and advocate of women's issues for women faculty, staff and students. They sponsor many campus programs and workshops on women's issues.

Intramural Sports Facilities (<http://www.imsports.msu.edu/>)

355-5250

Intramural Sports & Recreational Services, 205 IM Sports West

Students have access to equipment and facilities in the intramural facilities located in the IM-West, IM-East, and IM-Circle. Students must present a current MSU student ID and a picture ID in order to be admitted to these facilities and borrow the equipment. Use of most of the facilities is free to currently enrolled students, although there are a few exceptions, such as a small charge for the use of the weight room in the IM-East.

C. Transportation and Parking on Campus

Parking on Campus (<http://www.dpps.msu.edu/mgtserve/parkdiv.asp>)

Any vehicle you bring on campus must be registered through the Department of Public Safety. Required student registration of motor vehicles can be done through the Department of Public Safety's Office for Parking and Permits (517) 355-8440 between the hours of 7:30 a.m. and 6:00 p.m. Generally, students with assistantships are eligible to obtain parking permits which allow parking at several lots throughout the campus. Graduate students without assistantships have permits allowing them to park in commuter lots on the outer edge of the campus. To obtain a parking permit the applicant must present their vehicle registration, student ID, driver's license and, if appropriate, last year's gate card.

If you do not have a graduate assistantship, you may, under special circumstances, qualify for a parking permit. For example, if your vehicle is necessary in performing the duties for a job you hold on campus, you may wish to apply for a parking permit. You will need to go to DPS and fill out a Special Request form for a parking permit. A member of the staff of DPS will review your request and if they feel you need a parking permit for campus they will give you the opportunity to buy one.

The Department of Public Safety, Parking Division, can be contacted at 355-8440 to answer any further questions.

Buses (<http://www.cata.org>)

The Capital Area Transportation Authority (CATA) provides bus service to all parts of the campus and connections with CATA routes serving the Lansing and East Lansing area. For more information, see <http://www.cata.org>.

Bikes (<http://www.dpps.msu.edu/mgtserve/permits.asp>)

The University maintains bicycle racks throughout the campus. Bikes should be locked to these

racks when parked. Bikes are not permitted in campus buildings. Improperly parked bikes are subject to impoundment by the Department of Public Safety. Bicycle registration through the MSU Department of Public Safety or the cities of East Lansing or Lansing is required. A 4-year MSU bike or moped registration may be purchased for \$2.00 from the Department of Public Safety.

D. Graduate Student Organizations

Council of Graduate Students (COGS) (<http://www.msu.edu/~cogs/>)

COGS is the official graduate student organization at Michigan State University. Officers and departmental representatives (one representative per department for the entire University) are voting members. The primary objective is improvement of the academic, social, and economic position of graduate students at MSU. The organization has official delegates to the Graduate Council, the Academic Council and standing committees thereof, and several all-university and presidential committees. Through membership in these and other bodies, COGS participates in decisions on such matters as tuition and fees, the grading system, traffic regulations, academic and extracurricular programs of the university, graduate assistant stipends, improvements in on- and off-campus student living conditions, academic freedom and responsibilities, student representation in university government, and the selection of principal administrative officers. Meetings are open to all graduate students. For further information, contact the department for the name of your representative. Check out the COGS web site at <http://www.msu.edu/~cogs/>. COGS offers a wide range of services and programs to graduate level students including the following:

MSU Student Food Bank (<http://healthed.msu.edu/organizations/foodbank.html>)

COGS and ASMSU jointly established a Student Food Bank to address the problems of students and their families with financial hardship. The SFB is located at Olin Health Center, and hours are 5:30 to 7:30 p.m. on Thursday evenings. Students may visit bi-monthly. For more information, or to volunteer, stop by the office (320 Student Services Bldg.) or call 353-2898.

Copy Center

Open to all members of the MSU community, the COGS copy center features the lowest rates available. All 8.5" x 11" copies are 4 cents each. Transparencies are also available for 25 cents.

Thesis and Dissertation Copying

Bring the final copy of your document to the COGS office. Copies are 5 cents per page and must be paid up front. It is copied on 25% bond (the requirement) and takes 2-3 business days for processing.

Legal Aid

COGS and ASMSU have joined together to provide a wide range of legal services to MSU students. This service is free to all graduate-level students. Student Legal Services is located in 329 Student Services Building. These services are funded through student taxes and activity fees. This plan enables students to consult a staff attorney on most legal matters such as landlord/tenant problems, small claims, traffic offenses including speeding and drunk driving, and minor criminal/civil matters. For more specialized needs, students are referred to area attorneys. The Student Defender Division of legal services provides students with advice

regarding University regulations, judiciary programs, and any other type of para-legal help necessary to resolve intra-university problems. Due to the large number of phone calls and potential problems, no legal advice of any kind will be given over the phone. An appointment can be made by calling 353-3716 or in person at the office during the hours of 8:00 am-12:00 noon and 1:00 pm-5:00 pm.

Short-term Loans

COGS offers short term loans of \$75 and \$200 (which are administered through ASMSU and the Office of Financial Aid). The loans are interest free for 30 and 60 days, respectively.

Faculty-Professional Women's Association (<http://www.msu.edu/unit/fpwa/>)

The purpose of the Faculty-Professional Women's Association is to provide a forum for and support of the various interests of the present and future professional women at Michigan State University. Graduate students are eligible to join the association as non-voting members. The dues for MSU graduate students is about 25% of the full dues. Non-voting members cannot vote in elections or on issues, nor can they hold a regular board position or office. Other than that, they have all the other rights and privileges of regular members. For information contact Etta Abrahams, at 353-3863.

E. University Guides and References

Graduate Student Rights and Responsibilities (<http://www.vps.msu.edu/SpLife/grr2.htm>)

This document is published in Spartan Life, and can also be accessed via Michigan State University's Web page at <http://www.msu.edu/students/>, and contains University policies concerning graduate education.

Funding Guide (<http://grad.msu.edu/funding.htm>)

The Graduate School has produced a Guide for Graduate Students, Graduate Professional Students and Postdoctoral Fellows, to assist students in identifying funding sources such as grants, fellowships, scholarships and awards. The Funding Guide, which is updated annually, is also available on the World Wide Web, and can be accessed through the Graduate School's home page.

Resource Guide (<http://grad.msu.edu/current.htm#resources>)

The Graduate Student Resource Guide is published by the graduate school, and contains useful information on networking, transportation, housing, and campus and community resources. It is available in 118 Linton Hall.

Academic Programs (<http://www.reg.msu.edu/ucc/AcademicProgramsUpdated.asp>)

Academic Programs (University catalogs) are the primary sources for university regulations, policies, procedures, costs, and academic program requirements. The most recent edition is available in 150 Administration Bldg. or from the PDI graduate Program Office. It can also be found on the web at <http://www.reg.msu.edu/ucc/AcademicProgramsUpdated.asp>.

The COGS Graduate Student Handbook

The COGS Graduate Student Handbook is published annually by the Council of Graduate Students and is available in Room 316 Student Services.

Spartan Life (<http://www.vps.msu.edu/SpLife/>)

Spartan Life is produced by the Office of Student Affairs and Services and is available in Room 101 Student Services.

The Schedule of Courses and Academic Handbook
(<http://ntweb8.ais.msu.edu/ScheduleBook/schedule.asp>)

The Schedule of Courses and Academic Handbook, published each semester, provides selected updated information on courses, university regulations, policies, procedures, costs, and the academic calendar. It is available prior to enrollment periods in 150 Administration. The schedule of courses is available on the web at:

<http://ntweb8.ais.msu.edu/ScheduleBook/schedule.asp>

The Faculty and Staff Directory

The Faculty and Staff Directory is published by the Office of the Registrar. Copies for personal use may be purchased at the MSU Union Central Store or the MSU Bookstore or PDI graduate Program graduate students may obtain a copy from the PDI graduate Program office.

The Graduate School Guide to the Preparation of Master's Theses And Doctoral Dissertations
(<http://grad.msu.edu/current.htm#diss>)

The Graduate School Guide to the Preparation of Master's Theses And Doctoral Dissertations describes the final procedures for degree completion and manuscript requirements for your thesis or dissertation. It is available from the Office of the Graduate School in 118 Linton Hall.

The Graduate Post (<http://www.grad.msu.edu/gradpost.htm>)

A newsletter published every semester by the Graduate School. Its purpose is to highlight activities in graduate education at MSU and elsewhere, to publish opportunities available for professional enrichment through fellowships, scholarships and study programs, to announce important deadline dates and announce upcoming colloquia and symposia.

COGS-NIZANCE

A general information newsletter published at least once a year by the Council of Graduate Student (COGS).

MSU News Bulletin (<http://newsbulletin.msu.edu/>)

A weekly newspaper geared to University and faculty interest.

The State News (<http://www.stateneews.com>)

The MSU daily newspaper that contains news and a listing of events of interest.

F. Directory of Frequently Contacted Offices

Program (<http://www.cvm.msu.edu/vetpath/index.htm>)

Chairperson, Department of PDI, Dr. Willie M. Reed - 353-0635
Graduate Coordinator, Dr. P. S. MohanKumar – 353-2251
Program Secretary, Denise Harrison - 432-4685

College of Veterinary Medicine (<http://www.cvm.msu.edu>)

University

Administration

Admissions and Scholarships - 250 Admin. Bldg. 355-8332
Enrollment Services - 176 Admin. Bldg. 355-3330
Telephone Enrollment - 432-3000
Billing Statements -142 Admin. Bldg. 355-3343
PAN Numbers, Office of the Registrar - 150 Admin. Bldg. 355-3300
Payroll (direct deposit) - 350 Admin. Bldg. 355-5010
Degree & Certification - 160 Admin. Bldg. 353-3880
Transcripts - 50 Admin. Bldg. 355-5150
Graduate School -118 Linton Hall 355-0300

Student Services

Graduate Record Examination Sign-Up - 207 Student Services 355-8385
Financial Aid/Student Loan - 259 Student Services 353-5940
ASMSU/COGS Legal Services - 329 Student Services 353-3716
Council of Graduate Students (COGS) - 353-9189
Office of Financial Aid - 252 Student Services Bldg. 353-5940
Div. of Student Affairs & Services - 101 Student Services Bldg. 355-8303
Career Services & Placement Center - 113 Student Services Bldg. 355-9510
Counseling Center - 207 Student Services Bldg. 355-8270
Department of Married Student Housing - 1205 S. Harrison Rd 355-9550
Employee Assistance Program - 205 Olds Hall 355-4506

Owen Hall

Urban Affairs Assistant Dean - 130 W. Owen 353-9506
Minority Competitive Doctoral Fellowships - <http://uap.msu.edu/aagfap.htm>
Affirmative Action/Graduate Financial Asst. Program 112 W Owen 353-1803

Computer Center

Computing Resource Center - 355-4500 (ext. 122)
Store - 305 Computer Center 355-4500 (ext. 204)
Scoring Office - 355-1819

International Center

English Language Center - 1 International Center 353-0800
Director, Office for International Students & Scholars - 103 International Center 353-1720
Office of Study Abroad - 109 International Center 353-8920
International Studies & Programs, Deans office, 209 International Center 355-2350

Library

Information Desk - 353-8700
Library Hours - 355-8981

Student Health Services

Olin Health Center Information Desk - 355-4510

Olin Health Center Appointments - 353-4660

Olin Pharmacy - 353-9153

Student Insurance Questions - Benefits Administration, 140 Nisbet Bldg. 353-4434

Appendix:

1. Annual Progress Report form – PhD
2. Annual Progress Report form – MS
3. Report of Guidance Committee (Plan of Study)
4. Record of Comprehensive Examination
5. Record of Dissertation and Oral Examination
6. List of PTH and other courses

1. Annual Progress Report from for PhD

**Department of Pathobiology and Diagnostic Investigation
College of Veterinary Medicine
Michigan State University
Annual Progress Report for Ph.D. Students**

Name _____ Student PID Number _____

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program _____ Expected completion date _____

Date of Completion of Program of Study (Report of the Guidance committee) -----

Most recent contact with the guidance committee/academic advisor: _____

Date or expected date of comprehensive exams _____ Passed? _____

Date or expected date of dissertation defense _____

Current GPA: _____ Number of credits below 3.0: _____

Remaining required courses:

Professional Performance and Potential The student should attach the following information. Professional goal statement

1. Goals for the next academic year
2. Papers published or submitted
3. Presentations at professional conferences
4. Participation on funded grants
5. Participation in teaching: e.g. courses taught, mentoring of students in the laboratory)
6. Other

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

2. Annual Progress Report form - MS

**Department of Pathobiology and Diagnostic Investigation
College of Veterinary Medicine
Michigan State University
Annual Progress Report for Master's Students**

Name _____ Student PID Number _____

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program _____ Expected completion date _____

Date of Completion of Program of Study (Report of the Guidance Committee) -----

Most recent contact with the guidance committee/academic advisor: _____

Date or expected date of thesis proposal approval _____

Date or expected date of thesis defense _____

Current GPA: _____ Number of credits below 3.0: _____

Remaining required courses:

Professional Performance and Potential

The student should attach the following information:

- | | |
|----------------------------------------------|------------------------------------------------------------------------------------------------|
| 1. Professional goal statement | 5. Participation on funded grants |
| 2. Goals for the next academic year | 6. Participation in undergraduate education (e.g. courses taught, mentoring in the laboratory) |
| 3. Papers published or submitted | 7. Other |
| 4. Presentations at professional conferences | |

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

3. Report of the Guidance Committee (Plan of Study)

www.msu.edu/user/gradschl/forms/rogc.pdf

www.msu.edu/user/gradschl/forms/rogc.doc

4. Record of Comprehensive Examination

www.msu.edu/user/gradschl/forms/rcomps.doc

5. Record of Dissertation and Oral Examination

www.msu.edu/user/gradschl/forms/oralexam.pdf

6. List of PTH & Other courses:

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updated 6/2006

