

***The Ohio State University College of
Veterinary Medicine
Comparative and Veterinary Medicine
Graduate Program
Handbook***

Version November 2011

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Chapter 1: General Information

A. Introduction

The College of Veterinary Medicine Graduate Program is uniquely positioned to prepare professional and graduate students for careers in translational, clinical, and applied medical research. In the 1960s the concept of “one medicine” was advanced to combat zoonotic diseases affecting animals and humans. This vision has progressed to become “one health” in recognition of the broader implications of the commonality between humans and other animals.

B. Graduate Program Handbook

This handbook is designed to be an informative and concise resource for students and faculty of the Graduate Program of the College of Veterinary Medicine. The handbook describes policies and procedures for administration of the program and is in compliance with the policies established by the Graduate School of The Ohio State University (OSU). The Ohio State University Graduate School policies regarding admissions are published in bulletins available from the Admissions Office, 310 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210 and on-line at <http://gradadmissions.osu.edu/>. The Graduate School Handbook (abbreviated GSH herein) is available from the Graduate School, 250 University Hall, 230 North Oval Mall, Columbus, OH 43210. The website for the Graduate School contains additional information as well as electronic copies of the GSH and other important forms at: <http://www.gradsch.ohio-state.edu/>. Graduate students and their faculty advisors are responsible for being aware of all current rules and forms.

Note: Students participating in residency programs should also refer to the residency handbooks for specific questions about residencies and non-academic issues and activities related to their training.

C. Graduate Program:

The graduate studies in the College of Veterinary Medicine are divided into five paths.

1. PhD and MS program

Research leading to either the PhD and/or MS is supported by graduate faculty of the CVM. Appendix D specifies areas of study supported by these faculty. Competitive applicants will have completed a BS, MS, or DVM degree. Applications are submitted directly to the college graduate program coordinator. Application requirements and procedures are described in chapter 2, and MS/PhD program requirements are described in Chapters 4, 5, and Appendix C.

2. Combined Residency/MS Program

This course of study is designed for DVM's that are selected for residency training programs in the Departments of Veterinary Clinical Sciences (anesthesiology, camelid medicine, emergency and critical care, equine ambulatory, radiology, radiation oncology, cardiology, dermatology, small animal internal medicine, oncology, ophthalmology, small animal surgery), Veterinary Biosciences (veterinary clinical pathology and veterinary anatomic pathology), and Veterinary Preventative Medicine (laboratory animal medicine). Applications are submitted to the residency program coordinator of the appropriate department, and the name of the applicant accepted into the residency program will be forwarded to the College Graduate Program Coordinator for processing. Requirements for the MS can be found in Chapter 4. With support of the student's graduate advisory committee, individuals have the option of continuing their research beyond the MS in order to defend a PhD dissertation following completion of the residency portion of the program.

3. Combined Residency/PhD Program

This course of study is designed for DVM's with some prior research experience that are selected for residency training in the CVM graduate program. Applications are submitted to the residency program coordinator of the appropriate department. Candidates selected for the Combined Residency/PhD Program will be simultaneously evaluated by the college graduate studies committee prior to formal admission to the program. Requirements for the PhD can be found in Chapter 5.

4. Combined DVM/MS Program

This course of study is designed for individuals enrolled in the DVM professional degree program that are also interested in simultaneously pursuing research leading to the MS. Completion of the DVM and MS are concurrent. Applications are submitted to the College Graduate Program Coordinator. The requirements of the MS are described in Chapter 6. With support of the student's graduate advisory committee, individuals have the option of continuing their research in order to defend a PhD dissertation following completion of the DVM.

5. Masters of Public Health

Although not a part of the CVM graduate program, the Masters in Public Health program with the specialization in veterinary public health program is jointly administered by the Department of Veterinary Preventative Medicine and the College of Public Health. This course of study is ideal for those planning to enroll in the DVM professional degree program (following completion of an MPH) as well as those having completed a DVM. Applications are submitted to the School of Public Health. More information is available at <http://www.cph.osu.edu/admissions/> and in Appendix E.

D. Levels of authority of the Graduate School, CVM Council for Graduate Studies (CFGS), and the Advisor

- 1. Graduate School.** All graduate programs at The Ohio State University are sanctioned and abide by the policies of The Ohio State University Graduate School. The **Graduate School** publishes the Graduate School Handbook referred to in *Section A* above. This publication contains the policies, rules and procedures that apply to **all** graduate students enrolled at the University.
- 2. Council for Graduate Studies.** Each graduate program establishes a graduate studies committee referred to in this document as the Council for Graduate Studies (CFGS), to ensure that the policies of the Graduate School are administered appropriately and to provide specific policies to govern the Departmental Graduate Program. As stated in the Graduate School Handbook (2-4-1), the Graduate School sets the minimum standards within which the various graduate studies committees establish their own policies, rules and procedures. As defined in its charter (Patterns of Administration, CVM) the CFGS is authorized to define additional rules, etc. providing they do not conflict with those of the Graduate School.
- 3. Graduate Faculty Advisor.** Any Graduate Faculty member or group of Graduate Faculty serving as advisor(s) for a graduate student may specify additional requirements (including specific courses or course areas) so long as they are in compliance with Graduate School and CFGS rules. Any such additional requirements must be in writing and the graduate student must be made aware of these requirements before beginning their course of study.
- 4. Areas of Specialization.** The Council for Graduate Studies within the College of Veterinary Medicine may identify an official area or areas of specialization within the graduate program following the guidelines of the Graduate School for establishment of a Graduate Specialization and upon approval of the Graduate School. With the approval of the advisor and the CFGS, a student may select an approved area of specialization. At the request of the student and the GFSC, specializations will be posted on the OSU permanent record in addition to the name of the graduate degree program. Example: Comparative Medicine with specialization in Epidemiology.

E. College of Veterinary Medicine Graduate Program

- 1.** The Combined Graduate Program reflects the broad scope of disciplines as they apply to Veterinary Medicine and Comparative Medicine, which includes teaching and/or research in anatomy, cellular and molecular biology, microbiology and immunology, anatomic and clinical pathology, pharmacology and physiology, epidemiology, veterinary public health, food safety, population medicine and herd health, anesthesiology, cardiology, dermatology, radiology, equine medicine, food

and fiber animal medicine, equine surgery, small animal surgery, neurology and neurosurgery, oncology and hematology, ophthalmology, small animal medicine, camelid medicine and surgery, nutrition, equine ambulatory, emergency & critical care, and theriogenology. Graduate training in these areas of study is available under the mentorship of the Graduate Faculty of the College.

2. The Combined Graduate Program offers areas of study leading to the MS and PhD degrees with flexibility that allows students and faculty to custom design academic programs with careful guidance toward attainment of career goals of the student. DVM graduate students may pursue graduate studies in combination with training in preparation for certification by American Veterinary Medical Association recognized specialty boards (full list found in Appendix D or at http://www.avma.org/education/abvs/specialty_orgs/default.asp)
3. The College provides scientific and academic expertise, facilities in which to perform original research, and opportunities for development of teaching, writing and critical thinking and analytical skills for students accepted into the Graduate Program. In return, the College expects students to conduct themselves in a scholarly manner abiding by the academic principles of scientific rigor and intellectual honesty. Students are therefore expected to strive for academic excellence and to participate fully in the College teaching, research, service missions.

F. Graduate Faculty

1. The University has a separate Graduate Faculty that is a subset of the general faculty. Newly hired faculty are not automatically members of the Graduate Faculty but are appointed to that status. Membership in the Graduate Faculty is required for any faculty who will serve on masters and doctoral examining committees, or act as advisor to masters and doctoral students. There are two levels of Graduate Faculty membership approved by the University: Category M (for Master's) and Category P (for Doctoral), designating the level of graduate student advising for which a faculty member has authorization. Regular (appointments at fifty percent time or more) tenure-track faculty and research faculty, with the rank of assistant professor or above, are eligible for appointments as Category M and P Graduate Faculty. Regular clinical faculty are eligible for appointment as Category M Graduate Faculty. See the Graduate School handbook for authorized overall functions for Graduate Faculty.
2. **Admission of Graduate Faculty**
 - a. Regular tenure-track faculty from other OSU departments may apply for membership to college Graduate Faculty status. The approval of a non-CVM faculty as a member of the CVM Graduate Faculty carries no additional salary and does not imply a change in professional title. The

purpose of such membership is to provide complimentary expertise in any specific discipline of the program that will strengthen and broaden the graduate program either through research or teaching substantial portions of departmental graduate level courses.

- b. Graduate Faculty status approval from the CVM Graduate Faculty is required before a faculty member outside the CVM can serve as a primary advisor to graduate students enrolled in the CVM Combined Graduate Program. To be considered for Graduate Faculty status, the faculty member will submit a complete curriculum vita including a current record of research funding and graduate training record to the CFGS. A cover letter stating the purpose of the application should accompany the application. The CFGS will review the application and make a recommendation to the Graduate Faculty. Should the CFGS recommend the faculty member for Graduate Faculty status in the CVM, a ballot will be distributed by the CFGS to the Graduate Faculty who will approve through majority vote the newly appointed member. A reasonable period of time (at least 1 week) should be given to distribute and collect ballots. The CVM Associate Dean for Research and Graduate Studies shall confirm the results of the vote. Only members eligible for Categories M and P will be considered. This approval is independent and unrelated to the approval process for graduate students. The newly appointed faculty member must accept and abide by the procedures outlined in the College Graduate Handbook. Appointment in the College of Veterinary Medicine is not necessary to serve as a co-advisor or as a member of the GS Advisory Committee for graduate students enrolled in the program.
3. **Category M or P.** The CFGS is responsible for processing applications for Category M or P status. The CFGS appoints Category M Graduate Faculty members and notifies the Graduate School of its actions. The CFGS submits nominations for Category P membership on the Graduate Faculty to the Policy and Standards Committee of the University Council on Research and Graduate Studies and certifies by appropriate documentation that those nominated meet published university-wide guidelines. In addition, the CVM Graduate Program has established specific policies for a faculty member to be nominated as a Category P Graduate Faculty member.
4. **Guidelines for nominations to Category P Graduate Faculty status.** Eligible Graduate Faculty seeking Category P status must submit appropriate materials (listed below) that document fulfillment of the Category P status to the CFGS Chairperson. The CFGS will review these materials to assure that all guidelines are met. CFGS approval of the Category P applicant will be made by majority vote of the CFGS. The CFGS chairperson will forward the appropriate documents and forms to the Graduate School for final approval of Category P status.

The eligibility and qualifications of persons considered for nomination will be reviewed according to the following guidelines. Eligible faculty approved for Category P status must document each of the qualifications listed below.

a. Eligibility

- Academic appointment: Professors, Associate Professors, and Assistant Professors who hold appointment as a regular tenure-track or research track-faculty member. Non-PhD Individuals holding other faculty or instructor titles may also be considered on a case by case basis.
- **Education:** PhD (or equivalent degree) or DVM, VMD, MD, DDS (or equivalent professional medical degree) with documented research training and experience. Individuals requesting P status who have a professional medical degree should also possess a graduate degree or other equivalent experience, such as training as a post-doctoral researcher, or a residency at the NIH.
- The applicant should have experience as an Advisor for a MS student or a Co-Advisor for a PhD graduate student who has completed their degree requirements or should have served on a Doctoral Advisory Committee of a graduate student who has completed their degree requirements. New faculty applying for P status will be required to serve as a co-advisor for their first PhD student.
- Alternatively, applicants with extensive post-doctoral research training may document commitment towards graduate education by demonstration of active participation in the training of graduate students while performing post-doctoral research. These applicants may obtain Category P status but would be encouraged to retain Category P Faculty as co-advisors on student advisory committees until they have completed their role as an advisor of a PhD graduate student.

b. Qualifications

- Active Program in Research - the most readily available evidence of research productivity is publication in scholarly journals. The publication record should reflect both active (e.g., average of 2 publications per year during previous three years) and continuous productivity (e.g., scholarly publications over course of career) in the area of the research specialty.
- A record of sufficient research funding to provide support of graduate research is required. Research funding ideally should have included extramural sources that utilize peer review as evidence of professional research quality and reputation.

c. Schedule of Review

- Faculty seeking Category P status may submit appropriate materials that document fulfillment of the Category P status to the Graduate Studies Chairperson at anytime. The review of Graduate Faculty Status will be combined with the annual faculty reviews regularly done in the departments.

d. Maintenance of Category P Status

- Graduate faculty who have obtained Category P status will be reviewed every 3 years to ensure continued fulfillment of Category P status qualifications. Graduate faculty with Category P status, but who fail to maintain 1 or more of the qualification criteria will be placed on a period of probation not to exceed 3 years. While on probation the faculty member shall retain all rights and responsibilities of a Category P faculty member.
- Graduate faculty on probationary status are responsible for submitting appropriate documentation to the CFGS Chairperson to regain full Category P status. The CFGS will review the documentation to assure that all qualifications are fulfilled, and if approved by majority vote of the CFGS the probation status will be removed. The CFGS chairperson will forward the appropriate documents and forms to the Graduate School for removal of Category P probationary status.
- Faculty who do not meet Category P status qualifications after the probationary period will be reclassified as Category M status. The Graduate Studies Committee will be responsible for ensuring that any current PhD graduate students of the reclassified faculty member be advised by a Category P faculty member.

e. Appeal Process

- Periodically, the Graduate School may decide to reclassify Graduate Faculty. A graduate faculty member that has been reclassified from Category P to Category M status may appeal the decision by the Graduate Studies Committee. To do so, the faculty member would contact the CVM Associate Dean for Research and Graduate Studies in writing requesting the appeal.
- The Associate Dean for Research and Graduate Studies will solicit appropriate documentation from both the CFSG and the faculty member making the appeal. The decision of Associate Dean for Research and

Graduate Studies to support or not support the appeal would be transmitted in writing to the applicant, the applicant's departmental Chairperson and the Chairperson of the CFGS.

- Appeals would be granted only to extend the period of probation by up to 2 years. If the appeal is granted, the CFGS Chairperson will inform the Graduate School of the decision.

f. External Faculty

- For individuals who are not Graduate Faculty Members at The Ohio State University, but who wish to serve on master's and doctoral examination committees, the College will follow the Graduate School policies. Approval by the Graduate School is granted upon special petition by the Graduate Studies Committee, outlining the special qualifications and expected contributions of the proposed committee member.

Chapter 2: Admissions Procedures & Requirements

A. Procedures

1. Depending on the path through which the student wishes to enter, he or she should contact either the College Graduate Program Coordinator (PhD, MS, Combined DVM/MS) or the departmental residency program coordinator (Combined residency with PhD/MS). Those students applying to the combined residency programs will have to follow separate procedures prior to completing the application to the Graduate School.

NOTE: For applicants to the residency programs, transcripts, test scores, letters of reference, curriculum vitae, and letters of intent are first submitted to the departmental residency program coordinator, or through the MATCH program at www.vrimp.org.

2. Applicants applying to the MPH Program Specialization in Veterinary Public Health should contact the College of Public Health for more information about using the SOPHAS system to apply. More information can be found at <http://www.cph.osu.edu/admissions/>.
3. In order for an application to be considered official, all applicants must submit an on-line application and pay an application fee at: http://www.gradadmissions.osu.edu/apply_online.htm.
4. The CVM Graduate Program will abide by the minimum entrance requirements as established by the OSU Graduate School admissions office. Refer to the OSU Graduate School Handbook for general admission criteria of the University.
5. Official test scores and official copies of all academic transcripts should be sent to the **Office of Graduate Admissions**. The mailing address can be found at: <http://www.gradadmissions.osu.edu/gpcontacts.html>. Individuals should use the correct address depending on the type of application and type of mail.
6. Send recommendation forms, recommendation letters, your curriculum vita, and a "Letter of Intent" and all other communications to: The College of Veterinary Medicine, Graduate Admissions, 389 VMAB, 1900 Coffey Rd., Columbus, OH 43210. The Letter of Intent should be 1-2 pages long and describe the applicant's background, current interests, and future professional goals. Letters of recommendation should be from persons capable of judging the academic abilities of the candidate and their ability to be successful in graduate school (e.g., former teachers, professors, etc.). The letters of recommendation must be

on official institutional stationery of the person making the recommendation, unless utilizing the Grad Admissions on-line reference system. Reference forms are available at: <http://admissions.osu.edu/apps/pdfs/refer.pdf>

7. Students who have completed the MS degree in one of the previous CVM departmental graduate programs or from the CVM combined DVM/MS graduate program and would like to be considered for admission to the PhD program must submit a letter of Intent and a letter of support from a CVM Graduate Faculty member who will serve as advisor to the student. The advisor's letter must also explain the source of funding that will provide resource and salary support for the graduate student applicant during the course of the PhD program.

B. Entrance Requirements & Procedures

1. A Bachelor's degree or higher in an area relevant to the CVM Graduate Program is required for admittance. Students who entered a DVM program after 3 years of undergrad schoolwork and obtained early admission to veterinary school will be considered on a case-by-case basis. A Doctorate of Veterinary Medicine or related professional degree from a certified college or university may be required for some program specialties. Two official transcripts from each college or university attended must be sent directly from these institutions to the OSU Admissions Office, as well as to the CVM admissions office.
2. A cumulative undergraduate and/or professional grade point hour ratio at or above the minimum 3.0 on a scale of 4 (A=4, B=3, C=2, D=1), and a cumulative grade point hour ratio of 3.3 on a scale of 4 for all previous graduate coursework is required. The Admissions Office will carry out the necessary computations and conversions. Under rare circumstances, students who do not have these minimum GPA requirements may be considered if there is compelling evidence of the individual's potential for success in graduate studies that is not reflected in the GPA. In this case, admittance would entail a petition to the graduate school and may be a conditional admit with conditions recommended by the CFGS.
3. All applicants are required to submit the results of the Graduate Record Examination (GRE) Aptitude Test to the Admissions Office. Foreign applicants must also meet the Graduate School Admissions requirements for the Test of English as a Foreign Language (TOEFL) (currently 550 for the paper-based TOEFL, 213 for the computer-based test, and 79 for the internet-based test). In some cases, scores older than 5 years may be acceptable at the discretion of the CFGS if the GRE was taken in preparation for entrance to Veterinary School.

NOTE: International veterinarians may be exempt from taking the exam. For more specific details on this policy, please see Appendix H. A petition by an intended advisor in the College of Veterinary Medicine is required. However, domestic students or international students who have taken the

exam will be required to submit their GRE scores, even if they are older scores, if the exam was taken in preparation for Veterinary School.

4. Successful applicants should have a minimum GRE with a verbal score higher than the 25th percentile and a quantitative score at or greater than the 50th percentile. These requirements may be adjusted and applicants should contact the CFGS chair or coordinator for updates.
5. Supporting recommendations, on special forms provided by the Admissions Office, from three individuals familiar with the academic work of the applicant should be sent directly to the Chairperson of the CFGS, College of Veterinary Medicine, The Ohio State University. The letters of recommendation must be accompanied by the referral forms and must be on official institutional letterhead of the person making the recommendation, or be submitted through the on-line application process to be verified as official by the Graduate Program Coordinator.

NOTE: Students applying to the combined residency and graduate programs may submit their recommendation letters through the residency match program to the respective departmental residency program coordinator.

6. Course prerequisites: In rare circumstances, a student may be conditionally admitted and be required to meet defined coursework requirements during the initial period of the student's course plan. The advisor or advisory committee for the student will define these course requirements upon the request of the CFGS or based on the requirements of the advisor and the requirement will be communicated to the Admissions Office with the CFGS recommendation for admission to the Program.
7. The CFGS recommends admission to the CVM Combined Graduate Program based on the applicant's capabilities and the ability of the graduate faculty to meet the student's needs. A departmental faculty member must be available and willing to provide guidance in the student's specific area of interest. To gain acceptance to the department, a letter stating the stipend and resource support for the student must be provided by the faculty advisor or graduate faculty responsible for the funding of a GA position and placed in the student's file prior to final acceptance into the program. Electronic letters of support are also acceptable. Ideally, admittance of students to the graduate program is by unanimous vote of the CFGS. When the CFGS cannot reach complete agreement, discussion followed by "majority rule" of the voting graduate faculty is required for final acceptance.
8. The residency program director or the department chair may offer positions to applicants for the combined residency/graduate program, although these offers are not official until the CFGS has confirmed that the applicant meets the

entrance requirements for the graduate program. The residency program requirements will meet or exceed the requirements of the OSU Graduate School.

9. Students have been admitted into the MS program and who have completed their MS degree may be eligible to transfer into the PhD program. A new application to graduate admissions is not required. For consideration, the student have above a 3.0 in their MS program and must submit the following for review by the Council for Graduate Studies:
 - a. A written statement indicating goals and plans for pursuing PhD
 - b. A written statement from the students intended advisor which demonstrates a commitment to mentor student and a source of financial support for the PhD.

Chapter 3: Graduate Studies Guidelines

A. Initial Registration

1. The student's advisor will help organize the student's program. Details on the mechanics of registration can be found in the current announcements of the Graduate School.
2. Course load: The number of credit hours attempted each quarter is mutually determined by the student and advisor in consultation with the student's advisory committee. Course loads for full-time students range from 12 to 15 credit hours per quarter. However, the course load is determined by the nature of the courses taken and the student's academic record and employment plans. A student may not enroll for more than 18 credit hours per quarter, exclusive of audit courses, without advisor approval. For full-time graduate students as defined in this section (below), the procedure for petitioning to enroll in fewer credit hours than required is listed in the Graduate School Handbook. The following are specific requirements based on typical appointments in the CVM Graduate Program.
 - a. Students holding the titles of *Graduate Fellow or Graduate Trainee*, regardless of the source of funds, must register for a minimum of 15 credit hours for each quarter the appointment is held.
 - b. Students holding the titles of *Graduate Associates* (Graduate Teaching associate or Graduate Research Associate) with 50% or greater appointments must register for at least 10 credit hours/quarter, except in the summer, when 7 credit hours are scheduled. GAs holding a 25% appointment must register for at least 7 credit hours/quarter. GAs whose appointment allows them to work full time on thesis research must register for 15 hours each quarter the appointment is held.
 - c. Students in PhD programs who have completed their candidacy exams are required to register for 3 graduate credit hours per quarter. These three credit hours may be chosen by the student and their advisor; in most cases, students should register for at least 1 credit hour of CVM 999. Students should petition the CFGS if they wish to register for more than 3 hours.
 - d. International students are required to register for a minimum of 10 credit hours per quarter unless they are post-candidacy.
 - e. The target amount of credit hours for a standard 5 year program should not to exceed 250 hours.

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- f. In order to meet the residency requirements for the State of Ohio that are required for graduation for PhD students, it is recommended that new students register for 15 credits for their first 4 quarters, then at least 10 credits for the next 4 quarters, unless their Human Resource title or position prevents them from doing so.
 - g. Students on different HR titles may be subject to different registration requirements. Students working in a staff position while completing their degree, such as post-doctoral fellow, Research Associate, etc, may register for a maximum of 10 credit hours per quarter. However, these students are still required to meet the residency requirement, so some advance planning of course registration may be required. Students should contact their advisor or Graduate Studies Coordinator for advice for their individual situation.

B. Advisor

1. The graduate program is oriented toward a close working relationship between the graduate student and advisor. The advisor has the responsibility of overall coordination of the course of study and research of the graduate student, advising the student in the conduct of scientific research, evaluating and promoting effective writing and oral communication, and monitoring the progress of the student. The advisor will share with the student the responsibility of planning and directing the research. Each of these plans will be subject to approval by the advisory committee. The advisor will chair all committees set up to plan, review, assess and examine the student's progress through the program.
2. Students are encouraged to meet with various members of the faculty to become familiar with the faculty and their research interests prior to selecting an advisor. The Chairperson of the CFGS will guide those students who do not have a specific area of research interest at the initiation of their graduate study, or a member of the graduate faculty designated by the CFGS chairperson for the first year. At the end of that time, an advisor will be selected by mutual agreement between the student and a member of the graduate faculty. When a mutually agreeable arrangement has been reached, the Chairperson of CFGS must be so informed in writing. The CFGS Chairperson transmits this information to the Graduate School. To facilitate a clear understanding among advisor, student, department chairs and the Associate Dean for Research and Graduate Studies, the proposed advisor will define, in writing for the student and CFGS, plans for support including current funding (amount, duration, etc.) and plans to acquire future funding. The availability of office and/or lab space must also be addressed.

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3. It is ultimately the student's responsibility to ensure that requirements are fulfilled before examinations are scheduled, that all deadlines are met, and all required forms are delivered to the Graduate School. Failure to meet deadlines may result in deferment of the degree.
 4. **Change of Advisor:** Although a student's interests may change during the course of the graduate experience, a change of advisor usually results in a considerable loss of time and effort and leads to delays in the graduate program. A student, or advisor, may petition the CFGS Committee in writing at any time for a change in advisor. The CFGS will act on these requests at least quarterly. Information on official change of advisor status will be transmitted to the Graduate School.

C. Graduate Student (GS) Advisory Committee

1. The responsibilities of the GS Advisory Committee are to provide advice regarding the overall academic and research program of the student and to assist in the evaluation of progress in both of these aspects of the graduate program.

Annual review of graduate school performance should be coordinated with annual review of residency training, for those who are in combined residency/graduate programs. Evaluator(s) of the residency performance need not be a member of the students' graduate advisory committee.

2. Each student must have a GS Advisory Committee consisting of the advisor, who serves as Chair of the committee, and at least two graduate faculty members for the Master of Science program, or the advisor and at least three graduate faculty members for the Doctor of Philosophy program. The student, in consultation with the advisor, should choose committee members based on their ability to provide expertise complimentary to the student's area of interest. This committee must be selected by the end of the first year in the program. The CFGS must be notified in writing of the composition of the committee using the form found in appendix A. Any proposed changes in the committee should be submitted in writing to the CFGS for approval.
3. Each student in good academic standing (Cumulative Grade Point Average is greater than 3.0) will be evaluated in a meeting with the GS Advisory Committee on a yearly basis. A sample copy of the progress evaluation form is included in Appendix A. The completed form is returned to the CFGS, which reviews the information to assure that both the Department and the student are fulfilling their responsibilities. The completed form becomes a part of the student's permanent record. Students placed on academic probation (CGPA < 3.0) are monitored and counseled quarterly by the Graduate School, the advisor, and the CFGS

Chairperson, until they are either returned to good academic standing or dismissed from the program.

D. Academic Program

1. Student and Advisor must plan a program of study toward an advanced degree and submit it to the GS Advisory Committee for approval. The GS Advisory Committee may be asked to assist in planning the academic program. The Academic Program should be submitted to the Graduate Studies Committee the same quarter that the GS Advisory Committee is established or at the time of the annual review.
2. This program should be outlined on the forms provided in Appendix A and will include:
 - a. Student's goals
 - b. Course schedule
 - c. Tentative teaching responsibilities, if any
 - d. Clinical responsibilities, if any
 - e. Signatures of each of the GS Advisory Committee members
3. Transfer of credits and/or waiver of requirements:
 - a. Waiver for specific course or program requirements on the basis of work accomplished prior to entry into the departmental degree programs must be approved by the CFGS. Any course taken as an undergraduate used to waive a program requirement must have been passed with grade B or better.
 - b. Entry into the doctoral degree program with a prior MS from another institution may count as 45 credit hours toward the 120 hour requirement, but will not automatically eliminate any other requirement.
 - i. The CFGS and the Graduate School should be notified at the time of submission of the Academic Program that 45 credit hours for an MS or other transfer credits are being claimed. The student must initiate appropriate transfer credit forms, which are available through the Graduate School. These forms are to be reviewed and signed by the Graduate Students Committee Chair or CFGS upon examination of official transcripts provided in the students file. The Graduate School will make final approvals of transfer credits.
 - ii. Transfer of more than 45 credit hours requires specific approval by the CFGS

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- iii. No more than 20 hours of research (998 or 999) may be transferred.

E. Graduate Associates and Fellows

1. Definition, Credit Hours, Funding, Renewal:

- a. Many CVM Graduate Students will be hired as Graduate Associates. CVM Graduate Associate (GA) titles are Graduate Research Associate (GRA) and Graduate Teaching Associate (GTA). Students must be in good academic standing in order to hold a GA position and will receive the Graduate Appointment Form which must be signed and returned to the Graduate Studies Coordinator annually. Fellows must register for at least 15 credit hours per quarter while GAs are required to register for at least 10 credit hours. Students who have passed candidacy only need to register for 3 credit hours in order to maintain full-time status. Registration recommendations are discussed more in the next section.
- b. Appointments for students are renewable one-year agreements, and may be initiated in any quarter of acceptance (Fall, Winter, Spring, or Summer). However, students entering with the Fall class at the beginning of the funding cycle will have the greatest opportunity to receive fellowship funding.
- c. The College follows University guidelines for stipend levels.
- d. Under normal circumstances, students in the MS or PhD CVM graduate program will not be permitted to self-finance graduate school fees. Self-finance is defined as funding of graduate fees from personal resources and does not include fees paid by foreign governments. Under unique circumstances, applicants and their intended advisors may petition to the CFGS to allow the student to self-finance their education.
- e. For students who are not admitted into the residency program, the students' major professors are required to show the source of funding for the stipend, tuition and fees of incoming graduate student prior to final acceptance. Funding sources should be adequate to cover these costs for the time-to-completion period typical for the graduate path the student is enrolled. Consideration will be given to grant renewal opportunities and alternative funding sources. Typical times are:

Path	Time to Degree
MS Degree	2-3 years
PHD Degree	4-5 years

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- f. Funds for graduate student stipends are available on a limited basis from the OSU Graduate School, which offers Graduate Fellowships for beginning students and Presidential fellowships for outstanding students in their final year. Funds may also be available from off-campus sources such as private foundations, federal agencies, the pharmaceutical industry, etc. Regardless of the source of their financial support, all students must conform to College and Graduate School policy, are expected to participate fully in all aspects of the Graduate Program and will be evaluated accordingly. Students should be aware that their HR title and the associated benefits may change throughout the course of their graduate studies, and the students should be aware of changes before accepting a position.
 - g. Full-time students may not pursue outside employment unless that employment enhances the educational experience of the student. In such instances, the student must delineate the learning objectives that are anticipated from the employment opportunity, and an evaluation process must be delineated in order to document success in achieving those learning objectives. Requests must be evaluated and approved by the student's graduate advisory committee. Cases or questions about outside employment may also be referred to the CFGS for review or advice.

NOTE: Full-time residents are not permitted to practice veterinary medicine in any capacity during the course of their residency, outside of the duties and responsibilities towards the university as defined by their specialty service. Residents are not permitted to provide paid external consulting services to industry, businesses, foundations, boards or other groups during the course of their residency. Residents may provide paid Continuing Education lectures and presentations during their residency, but these services are subject to approval by the Specialty Service Head and the Department Chair.

- h. The CFGS Committee in collaboration with the Graduate Faculty and CVM Associate Dean for Research and Graduate Studies are responsible for establishing criteria for appointment, evaluation, and requests to deny registration of graduate students. The OSU Graduate School makes final decisions regarding dismissal of graduate students.
- i. Students will be evaluated for reappointment based on progress as documented in the yearly graduate student review (see Appendix A).
- j. A graduate student's stipend must be forfeited if the student either is dismissed from the program or fails to meet the requirements associated with receiving the stipend.

In addition to the termination criteria outlined in the Graduate School Handbook, grounds for dismissal from the Graduate Program include:

1. Fabrication or deliberate falsification of research data,
 2. Improper use of research animals,
 3. Illegal activities such as theft, improper use of drugs, or malicious destruction of property.
- k. Students who are dissatisfied with their treatment in the Graduate Program are encouraged to register their complaints with the Chairperson of the CFGS or CVM Associate Dean for Research and Graduate Studies. If the problem cannot be resolved, and a student wishes to file a formal complaint, grievance procedures established by the University Council on Research and Graduate Studies will be followed. A copy of these procedures is included in Appendix B of this handbook.

F. Research Program

The Graduate student in consultation with the advisor is responsible for formulating the Research Proposal and circulating it to the GS Advisory Committee. The proposal should include a testable hypothesis and be sufficiently detailed so that the suitability of the topic and availability of equipment and resources can be assessed prior to any significant investment of time or effort by the student. The Advisor and the GS Advisory Committee are responsible for ensuring that this procedure is initiated by the 4th quarter following admission into the Doctoral program and by the 3rd quarter in the Master's program. Approval of the students' proposal for dissertation research is not required for the PhD student to take the Candidacy Examination.

G. Research Support

Graduate students and advisors are expected to seek continuing sources for research funding from extramural sources (e.g., USDA and NIH fellowships). The advisor and the student's advisory committee will assist the student with proposal preparation. The process of proposal writing by the graduate student should be designed to enhance critical thinking and promote effective scientific communication skills.

H. Animal Use

1. **Animals cannot be used for any purpose without an approved protocol.** Research animals are purchased and housed through the OSU Center for Laboratory Animal Resources. Animal research in the CVM must conform to guidelines established by the U.S. Department of Health and Human Services and outlined in the Guide for the Care and Use of Laboratory Animals. A copy of the guide is available in the administrative and department office and can also be

found on-line at <http://www.nap.edu/readingroom/books/labrats/>. Animal Use Committees for the College of Veterinary Medicine (CLACUC) and The Ohio State University (ILACUC) review animal use protocols and assure that these guidelines are followed. Graduate students who fail to follow these guidelines can be dismissed from the graduate program.

- 2. No student or faculty may work with animals in any way until they have attended the short training program on animal use** presented by the OSU Laboratory Animal Resources. Those courses are to be taken on-line and more information is available at <http://ular.osu.edu/training>.

I. Laboratory Safety

To meet Occupational Safety and Health Administration (OSHA), State of Ohio, and University standards, radiation, laboratory and chemical safety classes are required of all graduate students who work in laboratories in the Department. These courses are offered through the Department of Environmental Health and Safety, (telephone 614-292-1284). The student's advisor in compliance with a Chemical Safety Plan will determine if other additional laboratory safety courses are required. More information can be found at <http://www.ehs.ohio-state.edu>. New graduate students are recommended to contact Employee Health to register for an Animal Handlers Services exam at <https://rf.osu.edu/secure/ochre/>.

J. Training in the Responsible Conduct of Research

1. Graduate students in the CVM Graduate Program are to be trained in the proper conduct of research. To accomplish this shared goal of OSU and the College, the Office of Responsible Research Practices offers a web-based instruction in the Responsible Conduct of Research (RCR). RCR training is through the Collaborative IRB Training Initiative (CITI) RCR modules. Alternatively this requirement may be met through attendance of the OSU workshop offered each Winter Quarter. RCR focuses on the responsibilities of scientists in the conduct of research. RCR training was established to comply with the NIH requirement for universities to have a formal mechanism to provide training for predoctoral and postdoctoral trainees concerning scientific integrity and the consequences of scientific misconduct. The policy of OSU is in compliance with those of NIH and requires that all NIH supported graduate students and postdoctoral fellows attend these workshops. In addition, faculty and students funded through other mechanisms are encouraged to attend on a yearly basis. More information about the IRB training can be found at: <http://orrrp.osu.edu/irb/>.
2. Additional training in responsible conduct of research should include policies to deal with potential conflict of interest by researchers at OSU. The U.S. Public Health Service has issued regulations designed to ensure that faculty, graduate students, and postdoctoral researchers associated with universities avoid conflicts

of interest if they engage in research funded by federal agencies. The State of Ohio also has several statutes concerning conflict of interest situations, specifically Sections 102.03 and 2921.42-43 of the Ohio Revised Code. The Ohio State University has developed a Conflict of Interest Policy for Research that addresses both the federal and state requirements.

- 3.** Graduate students are encouraged to obtain additional training for the proper conduct of research through the use of departmental seminars and a variety of journal clubs throughout the University that periodically devote discussions to topics of research integrity.

Chapter 4: Master's Degree Program

A. Program Description

The Masters Degree (MS) gives students the opportunity to gain additional knowledge and necessary skills in a field of study offered by the CVM Graduate Program. The MS degree program is designed to train the student in specific research skills and other scholarly activities, to teach, and to become practitioners of their field of study.

The MS degree program introduces students to the scientific method and to some of the statistical and laboratory techniques with which to apply it. Under the guidance of an experienced advisor, the student performs research, completes a coherent pattern of courses, critically analyzes the results of his/her research project and learns to write in a manner acceptable to major journals in the discipline. The MS degree in the CVM Graduate Program culminates in a Master's Examination and defense of a thesis.

A successful MS is expected to accomplish a line of investigation that leads to one or more quality publications in peer reviewed scientific journals. It is normally expected that this publication will be a first-authored by the student. Specific accomplishments that constitute a defensible thesis do not conform to any generic metric. Suitability is determined by the graduate advisory committee and the student, emphasizing the importance of regular and open communication within the group.

B. Master's Degree Committees

1. **GS Advisory Committee:** Assembling the GS Advisory Committee is an extremely important part of the graduate student's program and should be formed by the end of the student's first year in the program. The GS Advisory Committee shall consist of the student's advisor and at least two additional members of the graduate faculty. This committee must officially approve both the student's academic plan and research plan.
2. **Master's Examination Committee:** The members of the student's GS Advisory Committee usually serve also as the Master's Examination Committee. Members must be approved as Graduate Faculty Category M or P. This committee will conduct the Master's Examination with the advisor serving as Chair.

C. Course Work & Progress Towards Degree

1. **Academic Standards:** A 3.0 graduate cumulative point hour ratio must be maintained.

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2. **Credit Hours:** A minimum of 45 graduate credit hours are required for graduation. Of this, 30 credit hours must represent formal graded course work at The Ohio State University. For students transferring to OSU from an external institution, up to 10 graded course hours may transfer to OSU and count toward the student's degree. New students should work with their advisor and the Program Coordinator to complete the necessary paperwork in order to transfer the appropriate graduate credit.
 3. **Annual Review:** Students will be evaluated for reappointment based on progress as documented in the yearly graduate student review (see Appendix A).
 4. **Time Limit:** The entire work for the Master's degree must be completed within five calendar years and should be completed within three years. A student that has not been registered for three consecutive quarters must petition the Graduate Studies Committee for approval to continue, which then must petition the Graduate School to reactivate the student's academic record.

5. Formal Course Work

- a. All students in the CVM Graduate Program will be required to successfully complete (grade of B or better) 3 credit hours of graduate level statistics. Alternatively, a student who has previously passed an undergraduate statistics class may substitute this requirement by successfully completing the series of review modules offered by the OSU Biostatistics Department. In this case, the student must obtain permission of his/her advisory committee in the form of a letter to the CFGS along with documentation of the undergraduate statistics course, including course description, grade and credit hours obtained.

NOTE: Students participating in residency programs should also refer to the residency handbooks for specific questions about course requirements and recommendations.

- b. Enrollment in a research seminar course (VME 850) is suggested for autumn, winter, and spring quarters when the student does not have another course or training activity which conflicts with the seminar. The student and advisor in consultation with the GS Advisory Committee will plan other formal course requirements.
- c. When a graduate student enrolls in a course, he/she is expected to attend all classes, participate fully in lectures and laboratory exercises, and complete all projects and reports on time.

6. Thesis Research Course Credit

Masters degree students should take either VM 693, VM 696, or VM 999 to obtain credit hours for their thesis research activities. VM 696 is a graded course, and the student and advisor should outline the research project for the quarter at the onset of the course. It is preferred that Masters students register with VM 693 for record-keeping purposes.

7. Transfer and Residency Credit

- a. For students who are transferring from another institution or doing work with another institution, a minimum of 36 graduate credit hours must be completed at The Ohio State University.
- b. Students must be registered for at least 3 credit hours and must submit the Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected. The application is valid for that quarter only. The student must have met all other requirements for graduation by the end of that quarter. The student, the advisor and the CFGS Chairperson must sign the form.
- c. In order to meet the residency requirements for the State of Ohio that are required for graduation for PhD students, it is recommended that new students register for 15 credits for their first 4 quarters, then 10 credits for the next 4 quarters, unless their Human Resource title or position prevents them from doing so.

D. Research Program

1. The Master's Thesis¹

- a. The MS degree is awarded, in part, based on the completion of a thesis in the CVM Graduate Program. A non-thesis MS degree is not an option.
- b. A student must submit a draft of the complete thesis to the Master's Examination Committee two weeks prior to the date of the Master's Examination. Approval of the thesis draft by the Master's Committee is required prior to the Master's Examination.
- c. The thesis is to be submitted electronically to the Graduate School by the required deadline. Refer to the following web site for more information: <http://www.gradsch.ohio-state.edu/Depo/PDF/GuidelinesMasterTheses.pdf>.

¹ Refer to: [Guidelines for Preparing and Submitting Thesis, Dissertations, and D.M.A. Documents](#) for details. This is available from the Graduate School.

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- d. The thesis is expected to be suitable for publication in a refereed journal.
 - e. The thesis must conform to the OSU Graduate School format requirements described in the Graduate School Guidelines published by the OSU Graduate School.

2. Presentation of Seminar on Research

All students are expected to present a seminar on his research on a regular basis, preferably at least annually. This seminar may be a presentation and discussion of a research proposal, preliminary data or the final results of his or her research. Each Master's candidate is required to present an oral presentation of results of his or her thesis in an open seminar. Whenever possible, this is to be presented prior to the Defense.

3. Master's Examination

- a. The Master's Examination is a final comprehensive examination to test the student's knowledge of the field and to defend his or her thesis. The examination is to be conducted in accordance with the rules defined in the Graduate School Handbook.
- b. The Master's Examination may be administered only after approval of the draft of the thesis and not later than two weeks before commencement.
- c. The Master's Examination is usually an oral exam, but may include a written portion. It is conducted by the Master's Examination Committee with the student's advisor serving as chairperson.
- d. The advisor is responsible for arranging the examination. The advisor will also inform the CFGS at least one week in advance of the time and place of the examination.
- e. Attendance at the oral examination will be restricted to the student and members of the Master's Examination Committee and the examination may not exceed two hours.
- f. The advisor is responsible for certifying the results of the Master's Examination by submitting the signed Master's Examination Report to the Graduate School not later than two weeks before commencement. The advisor must also inform the Graduate Studies Committee of the Master's Examination Committee's decision.
- g. The decision of the Master's Examination Committee must be unanimous. Each examiner indicates judgment by signing the Master's Examination

Report. In the event of an unsatisfactory judgment, the Master's Examination Committee must decide whether the student will be permitted to take a second Master's Examination and must record that decision on the Master's Examination Report form. If a second examination is held, the Master's Examination Committee would normally be the same as the original one. If circumstances warrant, however, a substitution or substitutions on the committee are allowed, but must be approved by the Dean of the Graduate School. A second unsatisfactory judgment constitutes dismissal of the student from the CVM Graduate Program.

E. End of Quarter Option

If a student applies to graduate by the posted deadline but is unable to meet either the Examination Deadline or the document deadline for the quarter, they are eligible for the End-of-Quarter option. Students who complete degree requirements by the End-of-Quarter deadline will be awarded their degree/diploma at the following quarter's Commencement and the student would not have to register or pay fees for the quarter in which the degree is actually received.

F. Teaching Opportunities

Teaching is a unique opportunity to fortify formal training and to gain the self-confidence necessary for future academic growth. Students with a graduate assistantship may be assigned to assist in departmental core courses in the College of Veterinary Medicine. Teaching assignments to a core or elective course will be made by faculty course leaders in consultation with the department Chairperson and the advisor. NOTE: University policy prohibits students from receiving graduate credit for courses taught by graduate students.

G. Schedules and Forms

1. Advisory Committee Approval (Appendix A)
 - a. Advisory Committee
 - b. Annual Progress Evaluation
2. MS Thesis and Examination
 - a. Application to Graduate
 - b. Master's Examination Report
 - c. Thesis Approval

CHECKLIST: MASTER'S DEGREE PROCEDURES AND REQUIREMENTS FOR GRADUATION

Listed below are the procedures and requirements of the Graduate School for earning a Master's Degree from The Ohio State University. For more information, see the most current Graduate School Handbook.

- Register and enroll for at least three credit hours during the quarter in which graduation is expected.
- Submit an Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
- Complete the required minimum number of credit hours for your program, at least 36 of which must be completed at The Ohio State University.
- Earn a graduate cumulative point hour ratio of at least 3.0.
- Present a seminar on your thesis results to the department.
- Satisfactorily complete the Master's Examination and submit the Master's Examination Report form to the Graduate School no later than two weeks before commencement. The Master's Examination is taken in the quarter in which graduation is expected. To take the examination earlier requires permission of the Graduate School.
- Submit the Thesis Approval form, the approved thesis, four abstracts, and pay microfilming and binding fees no later than one week before commencement. Pay fees at the Office of Fees and Deposits or by personal check at the Graduate School.
- Receive final grades in the Graduate School by the deadline published in the Master Schedule of Classes and have final grades for all previous graduate coursework taken.
- Complete all of the above -- **CONGRATULATIONS!** -- no more boxes to check; no more OSU forms to complete!!

If you find that you will not be able to complete the requirements within the deadlines, you must notify the Graduate School, your advisor, and the Advisory Committee.

Chapter 5: Doctor of Philosophy Program

A. Program Description

The doctoral degree program in the CVM Graduate Program provides students the opportunity to achieve a high level of scholarly competence and to contribute to fundamental and new knowledge in their field of research. The program consists of a logical course plan, a variety of educational experiences in the laboratory and classroom, a Candidacy Examination, a dissertation and a Final Oral Examination. Under the guidance of the advisor, students are expected to conceive and test original ideas. A research protocol is developed and presented by the student to the GS Advisory Committee for input, discussion, and approval. The research proposal should be submitted early in the research program and should be revised on a regular basis with updates of the research plan and timetable included in an annual report to the CFGS provided by the advisor for each student.

A successful PhD program is expected to accomplish a line of investigation that leads to one or more first-author quality publications in peer reviewed scientific journals. Specific accomplishments that constitute a defensible dissertation do not conform to any generic metric. Suitability is determined by the graduate advisory committee and the student, emphasizing the importance of regular and open communication within the group.

B. Graduate Studies Advisory Committees

1. **GS Advisory Committee:** For a PhD program this consists of the advisor (must be Category P) and at least 3 faculty members (Category M or P). For more detailed information, refer back to Chapter 3, section 2.
2. **Candidacy Examination Committee:** The Advisor will be Chairperson. The Committee consists of the GS Advisory Committee and may include an additional faculty member (Category M or P), suggested by the Advisor and/or the CFGS, who is not in the research focus area of the advisor to insure the general nature of the examination.
3. **Final Oral Examination Committee:** The members of the Final Oral Examination Committee include the Adviser who serves as chairperson, the other members of the GS Advisory Committee and the Graduate School Representative.

C. Course Work & Progress Towards Degree

1. Academic Standards

A 3.0 minimum cumulative point hour ratio must be maintained. Additional details and rules regarding probation, change of status and/or dismissal if the standards are not met are in The Graduate School Handbook.

2. Credit Hours

- a. A minimum of 120 graduate credit hours are required for graduation. Of this, 30 credit hours must represent formal graded course work at The Ohio State University. For students transferring to OSU from an external institution, up to 10 graded course hours may transfer to OSU and count towards the student's degree. New students should work with their advisor and the Program Coordinator to complete the necessary paperwork in order to transfer the appropriate graduate credit. The GS Advisory Committee must approve the student's requests for transfer credits.
- b. If a Master's degree has been earned at OSU, at least 90 graduate credit hours must be completed beyond the master's degree. A transfer student from another institution who has earned a Master's degree may petition the Graduate School for transfer of up to 45 hours of course credit pending approval of the Graduate Studies Committee.
- c. Students with fellowships or other awards that support full time training must be registered as full time students for four quarters of the year.
- d. Registration for at least 3 credit hours is required during each of the following quarters:
 - i. Quarter of the Candidacy Exam.
 - ii. Quarter of the Final Oral Examination (i.e., Dissertation Defense).
 - iii. Quarter in which graduation is expected.
- e. When a doctoral student has completed a master's degree at OSU and earned graduate credit in excess of the minimum required for that degree, the student's adviser, with the approval of the CFGS, can notify the Graduate School of the courses to be counted towards the 90 credit hours required for the PhD degree. This notification must occur no later than the end of the first quarter of the enrollment beyond completion of the Master's degree.

3. Annual Review: Students will be evaluated for reappointment based on progress as documented in the yearly graduate student review (see Appendix A).

4. Time Limit

- a. Full-time students are required to complete their Candidacy Examination no later than the end of the 9th quarter or 3rd year of enrollment in the PhD program. Students participating in a residency program must pass their Candidacy Examination by the end of the 12th quarter or 4th year. If the student enters the PhD program at the conclusion of a Master's program at OSU, the Candidacy Examination should be taken by the end of the 4th quarter in the PhD program. The CFGS must approve exceptions to these schedules for the Candidacy Examination. The normal time-to-degree is about five years. Funding for students tuition and fees cannot be guaranteed beyond the sixth year.
- b. The Final Oral Examination must be completed within 5 years after admission to candidacy. If a student fails to submit a final copy of the dissertation to the Graduate School within the 5 years of being admitted to candidacy, with the approval of the adviser and CFGS, the student must take a Supplemental Candidacy Examination as outlined in the Graduate School Handbook.

5. Required Course Work

- a. All students in the CVM Graduate Program will be required to successfully complete (grade of B or better) 3 credit hours of graduate level statistics. Alternatively, a student who has previously passed an undergraduate statistics class may substitute this requirement by successfully completing the series of review modules offered by the OSU Biostatistics Department. In this case the student must obtain permission of his/her advisory committee in the form of a letter to the CFGS along with documentation of the undergraduate statistics course including course description, grade and credit hours obtained.
- b. Enrollment in a College or Departmental Research Seminar Course is required every quarter when the student does not have another course which conflicts with the Research Seminar.
- c. Advanced course work is required (700 level or above) in the student's area of research focus. The student and advisor in consultation with the GS Advisory Committee will plan these course requirements.

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- d. When a graduate student enrolls in a course, he/she is expected to attend all classes, participate fully in lectures and laboratory exercises, and complete all projects and reports on time.
6. **Residency Requirement for the State of Ohio:** These requirements apply to graduate work taken after the Master's degree has been earned or after the first 45 hours of graduate credit have been completed.
 - a. A minimum of 45 graduate credit hours must be completed at The Ohio State University.
 - b. A minimum of 3 out of 4 consecutive quarters with at least 10 graduate credit hours per quarter must be taken at The Ohio State University.
 - c. A minimum of 20 graduate credit hours must be taken over at least 2 quarters after admission to candidacy. This requirement may be satisfied simultaneously with item 5.a above.
 7. **Deactivation:** Enrollment eligibility for a precandidacy doctoral student who has not registered in the Graduate School within the proceeding two years will be automatically deactivated. To reenroll the student must petition the CFGS as outlined in the Graduate School Handbook.

D. The Candidacy Examination

1. Description and Purpose:

Before admission to candidacy for the PhD, each student is required to pass a comprehensive written and oral Candidacy Examination to determine his/her knowledge in a chosen field of specialization and related subjects and his/her ability to pursue independent research. A Candidacy Examination Committee approved by the Dean of the Graduate School will conduct the examination. At the end of the quarter in which the Candidacy Examination is satisfactorily completed, the student is admitted to candidacy for the doctoral degree.

The purpose of the candidacy examination is to demonstrate a suitably high level of intellectual achievement around the focus of the dissertation area of specialization based on research, courses, and residency (if applicable in the case of residents in combined residency-PhD programs)).

2. Requirements to be fulfilled before scheduling the formal parts of the Candidacy Examination:

- a. Selection of a GS Advisory Committee and Candidacy Examination Committee.

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- b. Completion of program and research focus course requirements (See C.4 above).
 - c. Maintenance of at least a 3.0 (B) or greater graduate cumulative point hour ratio.
 - d. Registration for at least 3 credit hours during quarter in which the Candidacy Examination is taken.
 - e. After successful completion of the candidacy exam, students should not register for more than 3 hours per quarter until graduation.

3. Candidacy Examination Committee: See B.2 of this chapter.

4. Examination Committee Approval

A completed Notification of Candidacy Examination form must be submitted to the Chairperson of the CFGS as early as possible in the quarter in which the Candidacy Examination is planned. This form is to be completed before the student begins the written portion of the Candidacy Examination. The form must be completed as a mechanism to allow the advisor and the student to submit for approval by the Graduate School the names and appointments of the persons on the Candidacy Examination Committee and the proposed date, time, and place of the examination. The Oral Examination must be scheduled at least two weeks in advance.

5. Format of Written and Oral Examination

A WRITTEN PORTION

The Candidacy Examination Committee will select the format of the written examination, based on deliberation with the student.

- a. The **didactic format** consists of a written examination taken within a one-week period, followed by the Oral Examination 7-14 days later. Each member of the Candidacy Examination Committee must submit questions that can be answered within a 4 to 8-hour writing period. The questions set by one Examination Committee member will be assigned each day, with the expectation that the student will return answers the same day. Questions are expected to evaluate intellectual achievement in the dissertation area of specialization based on research, coursework and, in the case of combined residency-PhD programs, residency training. The

questions are not restricted to a single area of interest. Exams may be open or closed book, depending on the Committee's preference.

A typed copy of all of the written questions and the student's responses must be provided to each member of the Candidacy Examination Committee at least one week before the oral portion. If performance in the written portion is unsatisfactory, the student may waive his or her right to take the oral portion.

b. The **grant proposal format** may be preferred by some committees. The written portion of the examination will take the form of a research proposal that is of sufficient quality to be submitted for funding by a national agency. The advisor will be responsible for identifying the format of the grant proposal (NIH, USDA, foundation, other) and the student will circulate a copy of the request for proposal (or other application guidelines) to the members of the Candidacy Examination Committee. The topic of the proposal will be determined by the Candidacy Examination Committee and may be either

- i. unrelated to the student's area of dissertation research, or**
- ii. focused on the student's dissertation problem *.**

* The intent of the Graduate Studies Committee is to encourage students to subsequently submit these proposals as predoctoral applications (e.g. K-award).

b.1. In either case, the proposal should include three Specific Aims, with at least two of these aims being novel and innovative aims that are developed by the student, not assigned by the advisor or present in the advisor's existing or pending grant proposals. The student may present up to three potential abstracts for evaluation by the advisor who will assess the appropriateness of each and make a recommendation regarding their suitability.

b.2. A short summary (not to exceed one page, single-spaced) of the topic and general aims of the proposal is prepared by the student and circulated to the entire Candidacy Examination Committee, which will approve the topic and the proposed specific aims. If not approved, the student will be asked to find another topic or to make major changes to the existing topic, and the process described above is repeated.

b.3 Unacceptable proposals will be those that (a) have previously been written by the student and evaluated by peer review; (b)

intentionally duplicate all or part of an existing research proposal; (c) lie outside the general expertise of the committee members.

b.4. Once the committee approves the proposal summary, the student may begin writing the proposal. The student will have 4 weeks in which to prepare and submit the final written proposal, which will be evaluated within 2 weeks of submission. The Candidacy Examination Committee will examine the proposal, as well as the Advisor's current and pending grant proposals to ensure that the proposal is in the student's own words and that 2 or more aims are original and creative. The committee may choose one of these options when evaluating the final written proposal:

- i Triage, or major rewrite (to be submitted within 2 weeks)
- ii Revise, changes within the document but not a major rewrite (to be submitted within 1 week)
- iii Approve as submitted

b.5 Each committee member must submit a written evaluation on the form provided to the advisor (Appendix), who will copy all such evaluations to the other members of the committee and to the Graduate School Representative (if appointed).

Once the committee approves the final version of the written proposal, the student may schedule the Oral Examination.

B. ORAL PORTION

- a. The oral examination must be conducted on a high intellectual level, in a systematic fashion that may extend beyond the specifics of the written component of the examination. All members of the Candidacy Examination Committee must be present for the entire oral examination. The exam may not exceed 2 hours. It is expected that the Committee will evaluate the candidate immediately after the exam.
- b. After completion, the examination will be analyzed by the Candidacy Examination Committee, in the absence of the candidate.
 - i. The Committee will briefly address the fairness and rigor of the exam. In the rare case of concern by one or more members, an anonymous vote will be taken to disqualify the exam. The

faculty advisor should contact the Graduate School to follow the necessary procedures.

- ii. After discussion, the final satisfactory/unsatisfactory decision is reached by means of a written or oral vote. A unanimous vote that the performance was satisfactory is required for passing the examination.
- c. Results of the Candidacy Examination must be transmitted to the Dean of the Graduate School on the specified form within 24 hours after the examination.
- d. The CFGS must similarly be notified of any recommendations of the Candidacy Examination Committee regarding additional work, courses, or future examinations.
- e. If the results of the examinations are unsatisfactory, the student may be permitted to take a second examination no sooner than the following quarter and only if her/his Candidacy Examination Committee recommends it. No candidate is permitted to take the Candidacy Examination more than twice.

E. Research Program

1. Dissertation²

a. Application to Graduate Form

A student must be registered for at least three credit hours and must submit the Application to Graduate Form to the Graduate School no later than the second Friday of the quarter in which graduation is expected. The application is valid for that quarter only. The student must have met all other requirements for graduation by the end of that quarter. The student, the adviser and the CFGS Chairperson must sign the form. The names of the Dissertation Committee members must be listed on the form.

- b. The dissertation is a scholarly contribution to knowledge in the area of Veterinary or Comparative Medicine. It generally is comprised of a compilation of manuscripts, which have been prepared for submission for publication in scientific journals in the area of research focus. Information

²Refer to: [Guidelines for Preparing and Submitting Thesis, Dissertations, and D.M.A. Documents](#) for details. This is available from the Graduate School.

about acceptable formats for the dissertation is available in the Graduate School. The format must be approved by the advisor and be consistent with Graduate School guidelines.

- c. The student must submit a complete, typed dissertation draft to the Dissertation Committee for review. Approving the dissertation draft means that the Dissertation Committee members judge it to be of sufficient merit to warrant holding the Final Oral Examination. Each Dissertation Committee member indicates approval of the dissertation draft by signing the Draft Approval Form, which must be submitted to the Graduate School no later than two weeks before the date of the Final Oral Examination (no later than four weeks before commencement).
- d. A revised draft must be presented to the Dissertation Committee one week before the Final Oral Examination (which must take place no later than two weeks before commencement). Final approval of the dissertation cannot occur until the Final Oral Examination has been completed satisfactorily. Each Dissertation Committee member indicates approval by signing the Final Approval Form that must be submitted to the Graduate School no later than one week before commencement. A final copy of the dissertation, signed by the adviser; and an abstract of 350 words or less must be submitted with the final approval form. All graduation fees must be paid no later than one week before commencement.
- e. Bound copies of the dissertation must be provided for the advisor, committee members and the college library prior to graduation.

2. Presentation of Seminar on Research

All PhD students are expected to present one open seminar per year. This seminar may be a presentation and discussion of a research proposal, preliminary data or the final results of his or her research. Each PhD candidate is required to present an oral presentation of results of his or her thesis in an open seminar. Whenever possible, this is to be presented prior to the Defense.

3. Final Oral Examination

- a. The Final Oral Examination tests originality, independence of thought, the ability to synthesize and interpret data, and the quality of research presented. The examination deals extensively with the portion of the candidate's field of specialty in which the dissertation falls, though it need not be confined exclusively to the subject matter of the dissertation. A complete list of policies and rules for the Final Oral Examination are published in the Graduate School Handbook and are summarized below.

-
- b. The members of the Final Oral Examination Committee include the Adviser who serves as chairperson, the members of the Dissertation Committee who are usually GS Advisory Committee for that student, and the Graduate School Representative.
 - c. The adviser, as chairperson of the Final Oral Examination Committee, submits names of the committee and the proposed time and place of the exam (Draft Dissertation and Notification of Final Oral Examination Form) to the CFGS and the Graduate School.

Once the Final Oral Examination has been scheduled, the Dean of the Graduate School appoints a Category P Graduate Faculty member to serve as the Graduate School Representative. The Graduate School Representative must receive a copy of the dissertation draft no later than one week prior to the examination date. If the representative judges the dissertation to be unsatisfactory, the adviser and Dean of the Graduate School must be so informed at least one day before the examination.

Attendance at the Final Oral Examination will be restricted to the student, members of the Final Oral Examination Committee and the Graduate School Representative. However, the closed Final Oral Examination may be preceded by an open seminar not to exceed one hour. The open seminar is not a part of the examination and does not require attendance by the Graduate School Representative. The closed final examination should be approximately two hours in length. The Graduate School Faculty Representative reports on the fairness of the conduct of the examination and its conformity to Graduate School rules to the Policy and Standards Committee of the Council on Research and Graduate Studies.

- f. The Adviser is responsible for certifying the results of the Final Oral Examination (Final Examination Report Form). The student is considered to have completed the Final Oral Examination successfully when there is no more than one vote of unsatisfactory by the Final Oral Examination Committee. Each examiner indicates judgment by signing the Final Oral Examination Report. In the event of an unsatisfactory judgment, the Final Oral Examination Committee must decide whether the student will be permitted to take a second Final Oral Examination in this department and must record that decision on the Final Oral Examination Report. If a second exam is held, the Final Oral Examination Committee must be the same as the original one, unless substitution is approved by the Dean of the Graduate School. A student whose performance is recorded as unsatisfactory on a second attempt is no longer eligible to be a doctoral candidate at this university. On written appeal by the student or a member of the Final Oral Examination Committee, the Graduate School Grievance Committee reviews the examination to insure its conformity to Graduate

School rules and to determine if it was conducted fairly and without prejudice to the student.

- g. Final approval of the student's dissertation cannot occur until the Final Oral Examination has been completed satisfactorily. Each Dissertation Committee member indicates approval by signing the Final Approval form that must be submitted to the Graduate School no later than one week before commencement. The advisor signs the title page of the final copy of the dissertation. One copy of the dissertation must be submitted to the Graduate School no later than one week before commencement. An abstract of 350 words or less must be submitted with the dissertation.
- h. A student must complete and submit the Application to Graduate Form to the Graduate School no later than the second Friday of the quarter in which graduation is expected. The application is valid for that quarter only. If the student finds that he or she cannot finish the requirements, the Graduate School should be notified and the student will have to fill out a new Application to Graduate form the following quarter.

F. Teaching Opportunities

Teaching is a unique opportunity to fortify formal training and to gain the self-confidence necessary for future academic growth. Students with a graduate assistantship may be assigned to assist in departmental core or elective courses in the College of Veterinary Medicine. Teaching assignments to a core course will be made by faculty course leaders in consultation with the department Chairperson and the advisor.

NOTE: University policy prohibits graduate students from receiving credit for graduate courses taught by graduate students.

G. Schedules and Forms

- 1. Advisory Committee Approval Forms (See Appendix A)**
 - a. Advisory Committee
 - b. Annual Progress Evaluation
- 2. Candidacy Examination**
 - a. Notification of Candidacy Examination
 - b. Candidacy Examination Report
- 3. PhD Dissertation and Examination**
 - a. Application to Graduate
 - b. Notification of Final Oral Examination

-
- c. Final Oral Examination Report
 - d. Final Approval Form

CHECKLIST: DOCTORAL DEGREE PROCEDURES AND REQUIREMENTS FOR GRADUATION

Listed below are the procedures and the requirements of the Graduate School for earning a doctoral degree from The Ohio State University. For more information see Section 9 of the Graduate School Handbook.

- Satisfactorily complete the Candidacy Examination and submit the Candidacy Examination Report to the Graduate School.
- Register and enroll for at least three credit hours during the quarter in which the Final Oral Examination is taken and in which graduation is expected.
- Submit an Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
- Complete a minimum of 120 graduate credit hours, at least 90 of which were completed beyond the master's degree. For a Master's degree earned at another institution to count toward the 120 hours, it must be officially transferred.)
- Complete the following requirements after the Master's degree has been earned or after the first 45 hours of graduate credit have been completed. (The latter applies to programs where a master's degree will not be transferred.)
- A minimum of 45 graduate credit hours at this university
- A minimum of three out of four consecutive quarters with an enrollment of at least 10 graduate credit hours per quarter at this university
- A minimum of 20 graduate hours over a period of at least two quarters after admission to candidacy.
- Earn a graduate cumulative point hour ratio of at least 3.0.
- Present a seminar on your results to the department.
- Indicate approval of the dissertation draft by submitting a signed Draft Approval form and the dissertation draft to the Graduate School at least two weeks before the date of the Final Oral Examination. The complete, typed dissertation draft will be reviewed for format compliance in the presence of the student when he or she submits the Draft Approval form.
- Satisfactorily complete the Final Oral Examination and submit the Final Oral Examination Report form to the Graduate School no later than two weeks before commencement.
- Submit the following no later than one week before commencement:
 - the approved dissertation
 - the Final Approval form
 - two abstracts
 - two Microfilm Contract forms (with copy of title page attached to one).
 - the Survey of Earned Doctorates form
 - the Alumni Employment card
- Pay doctoral hood, microfilming, and binding fees and copyright fee (optional) no later than one week before commencement. Pay fees at the Office of Fees and Deposits or by personal check at the Graduate School.
- Receive final grades in the Graduate School by the deadline published in the Master Schedule of Classes and have final grades for all previous graduate coursework taken.
- Complete all of the above -- **CONGRATULATIONS!** -- no more boxes to check; no more OSU forms to complete!!

If you find that you will not be able to complete the requirements within the deadlines you must notify the Graduate School as well as the CVM Graduate Coordinator.

Chapter 6: Combined Degree Program

- A. A Combined degree student is a student who is concurrently registered in the College of Veterinary Medicine and the Graduate School.
- B. The first year of veterinary medical curriculum must be completed before becoming eligible for dual enrollment. Minimum grade requirements are a 3.0 cumulative point-hour ratio for all previous undergraduate work and in the veterinary curriculum.

Additional admission requirements for the combined professional/graduate program are 1) an **earned** baccalaureate or its equivalent, and 2) immediate appointment of a graduate advisor. Students who entered the DVM program after 3 years of undergrad schoolwork and obtained early admission to veterinary school will be considered on a case-by-case basis.

- C. The student must receive written permission from the Office of Student Affairs of the College of Veterinary Medicine in addition to acceptance by the Graduate School for admission to this program. The student will be expected to maintain the academic standards of the College of Veterinary Medicine and the Graduate School for studies in each respective program.
- D. Additional discussion of concurrent programs may be found in the OSU College of Veterinary Medicine Bulletin.
- E. Up to 10 credit hours of courses approved for both professional and graduate credit may, with the approval of the student's advisor, be applied toward the MS degree. The remaining 35 hours are distributed in the same manner as for other MS students. 20 hours minimum of formal course work for the Graduate School and 15 hours maximum of 693 or 999.
- F. If the student already has an MS and is pursuing a DVM/PhD, up to 20 hours of approved graduate credit courses may be applied toward the PhD degree. The remaining credit hour requirements are the same as for other PhD student requirements.
- G. In order to fulfill the requirements of the degree, the student must accomplish a line of investigation that leads to one or more quality publications in peer reviewed scientific journals. It is normally expected that this publication will be first-authored by the student. Specific accomplishments that constitute a defensible thesis do not conform to any generic metric. Suitability is determined by the graduate advisory committee and the student, emphasizing the importance of regular and open communication within the group.

Chapter 7: Transfer into CVM Graduate Program

A. Eligibility

Graduate students enrolled and in good academic standing in other graduate programs at OSU may apply to transfer to the College of Veterinary Medicine.

B. Admission Procedures

1. Procedures

- a. Complete a *Request for Transfer of Graduate Program Form* through the Graduate School.
- b. Send a Letter of Intent to the CFGS Chairperson. The letter should describe the applicant's background, motivation to transfer into the CVM Graduate program, current interests, and future professional goals.

2. Entrance Requirements

- a. A cumulative grade point hour ratio of 3.3 on a scale of 4.0 for current graduate coursework.
- b. The Graduate Record Examination (GRE) Aptitude Test is required. Foreign applicants must also meet the Graduate School Admissions requirements for the Test of English as a Foreign Language (TOEFL) (currently 550 for the paper-based TOEFL, 213 for the computer-based test and 79 for IBT). Old scores are acceptable provided that they were used to enter another graduate program at OSU.
- c. A letter of support from a member of the CVM Graduate Faculty willing to serve as the student's advisor. The letter should be on official letterhead and indicate the source of stipend and laboratory resource support and indicate the willingness of the faculty member to serve as the primary advisor for the student.
- d. Two additional letters of support are required from those individuals familiar with the applicant.

Chapter 8: Appendices

- A. Annual Review forms**
- B. Grievance Procedures**
- C. Suggested Graduate Courses**
- D. Graduate Faculty & Interest Areas**
- E. MPH Course Information**
- F. Leave form & Leave Policy**
- G. Useful Links**
- H. Approved GRE Exemption Policy**

Appendix A: 2011 College of Veterinary Medicine Grad Student Annual Review Form

The Ohio State University is pleased to offer an opportunity while you are pursuing your graduate degree for you to gain valuable professional experience and to contribute in significant ways to the University's academic, research, and service missions. This document gives important information about your HR appointment, but does not supersede applicable Graduate School policies, University rules, federal and state laws, which change from time to time. The *Graduate School Handbook*, particularly Section II.8, contains additional information with which all graduate students should be familiar. <http://www.gradsch.osu.edu/>

Student's Name: First Name Last Name
 Advisor: Dr. Advisor _____
 Employee ID: Emp. ID _____
 Student's Academic Unit (Graduate Program): Program
 Appointing Unit: _____
 Unit's Address: _____
 Administrative Contact Person, if Applicable: Janelle Henderson
 E-mail Address/Telephone Number: Henderson.328@osu.edu; 614-247-7649

Note: The University is required by Federal law to verify the citizenship and work authorization of all new appointees, and this appointment is contingent on such verification.

- Appointment Title(s):**
 Graduate Research Associate (GRA)
 Post-Doctoral Fellow
 Graduate Fellow
 Staff position

Information on benefits for these positions is available at: <http://vet.osu.edu/education/resources-current-students>

Full-Time Eligibility (FTE) is a suggested number for the Office of Human Resources. This FTE is one of two portions of the student's workload and is the commitment to perform the work to sustain the advisor's research program. Another portion of the student's workload is his or her dissertation research, which is expected to entail additional hours per week. It is the responsibility of the faculty advisor to specify research requirements. International graduate students must comply with regulations for their visa category; additional information is available from the Office of International Education, <http://www.oie.ohio-state.edu/>.

Average Load (Hours/Week): 20 which equals the following percent Full-Time Equivaler (FTE): _____

Estimated Monthly Stipend: \$ Monthly Salary x 12 = **Estimated Annual Salary:** Annual Salary
Funding Source: \$\$ Source _____

Tuition and Fees: GA appointments of at least 50 percent FTE incur a full tuition and fee authorization covering all Instructional and General fees, including nonresident fees. The university also subsidizes the cost of student health insurance for eligible individuals.

Fees Covered for This Appointment in Addition to Fee Authorization for Tuition and Fees:

Other fees are the responsibility of the graduate associate, such as:

X Recreational facility fee X COTA bus pass fee X Student activity fee

Appointment Period: _____

Pay dates from _____ To _____

All students reappointed *unless due to graduation, transfer, or poor performance on*

Primary Duties: Pursues MS or PhD research under general supervision of established researcher in the College of Veterinary Medicine. Participates in design, execution and analysis of experiments; assists in developing and performing new laboratory techniques; maintains research records and directs bioinformatics; prepares graphs, tables, figures, research abstracts, manuscripts for publication and grant applications; participates in laboratory meetings and presents data at departmental and university seminars as well as national meetings; provides technical assistance to other lab members; helps to ensure maintenance of safe and productive laboratory operation; other duties as assigned.

Supervisor's Name: Dr. Advisor

Required Orientation/Training for Appointment:

_____ Campus report date, if applicable: _____

_____ Report date to Office of International Education, if applicable: _____

_____ Orientation/Training information is ____ attached/ ____ posted at _____

_____ No required orientation/training at this time

Acceptance of Terms

Date by which a signed copy of this document must be returned: _____

Note: Failure to return a signed copy by this date may be considered a rejection of the appointment.

_____ I understand and agree to the terms and conditions of this appointment as described above and in the attached document(s), and I accept this appointment. I understand that I am responsible for informing current and potential appointing units about any existing or possible concurrent appointments in the University.

_____ I decline this appointment.

Signature, Student

Date

Signature(s), Faculty Advisor

Date

Kathleen Boris-Lawrie, Graduate Studies Chair

Signature(s), Authorized for Appointing Unit

Date

**College of Veterinary Medicine
2011 Annual Progress Evaluation**

1. Student: **First Name Last Name**
2. Advisor(s): **Dr. Advisor**
3. Program: **Program** Date of Entry in Current Program: _____
4. Source of Support: **\$\$ Source**
5. A. Established formal advisory committee (yes/no): _____
 **The expectation for students in the CVM is to have advisory committees established by their first year in the program.
- B. Date of most recent formal committee meeting: _____
 **The expectation for students in the CVM is to have committee meetings annually.
- C. Dates scheduled or completed the following:

Candidacy Exam (if applicable): _____
Expected Graduation: _____

For question 6, Please attach additional sheets if necessary

6. Training-related activities:
 - A. Date of most recent departmental research seminar:
 - B. Research presentations (oral or poster): Date, Title, Place:
 - C. Peer-reviewed manuscripts (submitted, in press, or published):
 - D. Awards received (internal and external)

***Please attach a copy of your most recent advising report (available from buckeyelink) ***
If you are a new student in your first year, please submit a list of all the courses you plan to complete over the next year.

Student's signature: _____

Advisor's signature: _____

Student and Advisory Committee Forms

Advisory Committee Activity

CANDIDATE: First Name Last Name

Degree sought: MS [] PhD []

Date entered the Current program: _____

briefly describe goals for the next year:

Signatures are required from all members of your advisory committee members

Advisory Committee

Expertise Contributed

Advisor _____

Member _____

Member _____

Member _____

Member _____

Appendix B: Grievance Procedures Guidelines

Some departments have procedures for resolving grievances involving graduate associates. Discussion with an advisor, supervisor, Graduate Studies Committee Chairperson, Department Chairperson or College Dean will usually lead to complete resolution. But there may be instances in which recourse to these persons may not provide resolution of a grievance. For those cases, the Graduate School has established the following grievance procedures:

Grievance Procedures:

- A. **Purpose** - To provide a Hearing Panel and a procedure for hearing all cases brought by or against Graduate Associates in relation to GA responsibilities in the following areas:
1. Academic rights and responsibilities, including the right and responsibility to work toward academic goals without undue delay.
 2. Professional rights and duties, including terminations, reappointments and the performance of services under the appointment.
- B. **Procedure** - The following guidelines shall govern hearings:
1. Any member of the academic community of The Ohio State University may initiate a case involving the rights and responsibilities of Graduate Associates. Every effort should be made to resolve the issues quickly and informally under procedures set forth in departmental or college guidelines. This may also include informal counseling by the Graduate School. Any information given shall be kept confidential, unless the complainant agrees to further procedures.
 2. A person having an unresolved grievance may submit a statement of the grievance to the Dean of the Graduate School. The Dean will direct the issue to the Chairperson of the Graduate Associates Committee if the grievance cannot be resolved through departmental or college procedure within a reasonable time, but no longer than two weeks.
 3. The Chairperson of the Graduate Associates Committee will provide a written statement of the charges to all parties involved within a period of 48 hours, excluding the period from 5:00 PM Friday to 8:00 AM Monday. This notification should include the nature of the grievance and the parties involved.
 4. The party charged must respond within one week, and either admit or deny the validity of the charges.

-
- a. If the charged party admits the validity of the grievance, the Dean may waive further action on the case, and direct an appropriate resolution. The charged party always has the right to a hearing if he/she so desires.
 - b. If the charged party denies the validity of the grievance, he/she should submit a statement and any documents in support of his/her position.
 - c. Chairperson of the Graduate Associates Committee shall conduct a hearing within two weeks, or in instances when school is not in session, during the first week of the next academic quarter. A subcommittee of the Graduate Associates Committee consisting of the Chairperson, two graduate students, and two faculty members will be appointed.

5. Each party, except the charged party, shall be required to appear in person to present his/her case to the committee, shall be entitled to representation and may call witnesses in his/her behalf. Any charged party may elect not to appear before the committee, in which case the hearing shall be held in his absence without prejudice to his/her case.

6. All parties shall be entitled to an expeditious hearing. In urgent cases in which it is alleged that a regulation, administrative decision or action threatens immediate and irreparable damage to any of the parties involved, the committee shall expedite the hearing and final disposition of the case. The committee is empowered to recommend to the Dean of the Graduate School that an individual or unit discontinue or postpone, pending final disposition of the case, any action which threatens to cause irreparable harm.

7. The standards of fair play shall prevail in the adjudication of violations and grievances.

C. Hearing Committee Decisions and Actions

1. A hearing committee may decide on the basis of simple majority as follows:
 - a. NOT PROVEN
 - i. There has been no proven infringement of an aggrieved party's rights.
 - ii. There has been no proven neglect of responsibilities on the part of a charged party.
 - b. PROVEN
 - i. There has been a violation of an aggrieved party's rights.
 - ii. A charged party has neglected his responsibilities.

2. In cases of proven violation of a party's rights or of proven inadequate or unsatisfactory performance, the committee handing down the decision shall recommend appropriate and expeditious resolution to the Dean of the Graduate School.

3. Parties shall be entitled to an adequately explained written decision. It shall be the responsibility of the chairman of a committee to file a copy of this decision with the Chairman of the Department or unit, the Dean of the College, and the Dean of the Graduate School.

D. The Dean of the Graduate School shall direct implementation of the resolution stipulated by the hearing committee.

Appendix C: Suggested Graduate Courses

Course Requirements

Doctoral – 120 credit hours total

Transfer credit up to 45 h (GSC approval required)

Research seminar (CVM **850**)—required each quarter unless it conflicts with another class

Research

693 or **793** prior to the candidacy examination

999 after the candidacy examination

30 h formal course work (700 level or above)

3 h graduate level statistics

These should be completed prior to the candidacy examination.

Masters degree - 45 credit hours total

Research seminar (CVM **850**)

Research (CVM **693**)

30 h formal course work

3 h graduate level statistics

Note: for Combined Degree (DVM/MS) students, 10 credit hours approved for both graduate and professional credit may be applied towards the MS.

Specific details about call numbers, meeting times, and course availability can be found by consulting the Master Schedule at <http://www.buckeyelink.osu.edu>. Courses listed as ARR have arranged meeting times and students should contact the instructor to find out more information.

STATISTICS courses

MG 650 -Analysis and Interpretation of Biological Data	3 credits
Statistics 641 - Design and Analysis of Experiments	3 credits
Statistics 528 & 529 - Data analysis I and II	3 credits
AGR EDU 887 Analysis and Interpretation of Data,	3 credits
AE 888 Instrumentation and Procedures for Data Collection	3 credits
PHBIO 701 Design and Analysis I	4 credits
PHBIO 702 Design and Analysis II	4 credits
PHBIO 703 A Problem-Oriented Approach to Biostatistics	4 credits
PHBIO 794 Group Studies in Biometrics	2-5 credits

Summer programs in applied statistical methods

These programs (i.e., seminars) cost a significant amount of money but are short term workshops that fulfill the statistics requirement - provided that you have successfully completed an undergraduate statistics class.

GENERAL COURSES:

MG 701 Molecular Genetics: DNA Transaction	3 credits
Biochem 702 - Molecular Genetics: Regulation of Gene Expression	3 credits
MG 705 Advances in Cell Biology (W)	3 credits
VBS/MG/MCB 880.07 – Gene Expression Seminar	3 credits
MG 601 Eukaryotic Molecular Genetic Lab (W)	5 credits
MG 602 Eukaryotic Cell and Developmental Biology Lab	5 credits
IBGP 701.05 and 702.05 - Biology of Human Disease	10 credits
VBS 715 Applied Veterinary Medical Virology (Sp)	3 credits
IBGP 805 - Research Techniques and Resources	6 credits

OTHER COURSES LISTED ALPHABETICALLY BY DISCIPLINE ***Some courses may be listed twice if covering two different areas***

AGRICULTURE COURSES

AE 885 Research Methods (A,W,Su)	3 credits
AE 886 Research Design (W,Sp,Su)	3 credits
AE 887 Data Analysis and Interpretation (A,Sp)	3 credits
AS 616 Poultry Physiology (Sp)	5 credits
AS 617 Physiology of Lactation (A)	3 credits
AS 650 Advanced Meat Technology (Sp)	3 credits
AS 655 Laboratory Analysis of Meat Products (W)	5 credits
AS 656 Eggs and Poultry Products Technology(A)	5 credits
AS 660 Quality Control Interpretation (Sp)	3 credits
AS 710 Advanced Reproductive Physiology (Sp)	4 credits
AS 730 Animal Physiology and Nutrition (A,W,Sp)	3 credits
AS 740 Principles of Toxicology I (W)	3 credits
AS 741 Principles of Toxicology II (Sp)	5 credits
AS 850 Food and International Agriculture (Su)	5 credits
AS 890 Seminars	1 credit
AS 810.02 Endocrinology of Reproduction (W)	5 credits
AS 810.03 Immunology and Immunogenetics (Sp)	5 credits
AS 830 Advanced Studies in Nutrition	3 credits
ECON 711 Production and Consumption (A)	4 credits
ECON 712 Finance and Risk Management (W)	4 credits
ECON 713 Public Policies and Market Regulations (Sp)	4 credits
FS 611 Cheese and Fermented Foods (W)	4 credits
FS 636 Food Microbiology (A,Sp)	5 credits

FS 736 Advanced Food Microbiology	3 credits
FS 761 Advanced Nutritional Utilization I (W)	5 credits
FS 762 Advanced Nutritional Utilization II (Sp)	5 credits
VBS 716 Diseases of Poultry and Game Birds (A,W)	3 credits
BIOCHEMISTRY	
Biochem 511 Introduction to Biological Chemistry (A,W,Sp,Su)	5 credits
Biochem 613-615 Biochemistry and Molecular biology (AU, WI, SP)	4 credits
Biochem 708 Proteins (S)	4 credits
Biochem 761 Advanced biochemistry of proteins (AU)	3 credits
Chemistry 661 Biochemistry (A,W)	3 credits
BIOMEDICAL ETHICS	
VBS 751 – Professional and Ethical Issues in Biosciences (SU)	1 credit
Surgery 814 Responsible Conduct of Research: Human Participants and Use of Animals in Biomedical Research.	2 credits
ENTOMOLOGY	
ENT 661 Medical Entomology (W)	5 credits
ENT 694 Group Studies	2-5 credits
ENT 795D Special Topics	1-3 credits
ENT 870 Medical Veterinary Acarology (Su)	4 credits
ENVIRONMENTAL HEALTH	
PHEPI 713 Epidemiology in Environmental Health (A)	4 credits
PHENV 731 Principles of Environmental Health (W)	4 credits
VPM 796.05 Environmental Sanitation (Sp)	3 credits
M 634 Water Microbiology (W)	3 credits
EPIDEMIOLOGY	
VPM 780 Veterinary Epidemiology (W)	3 credits
VPM 810 Principles of Epidemiology (W)	2 credits
PHEPI 711 Epidemiology I (W)	4 credits
PHEPI 712 Epidemiology II (Sp)	4 credits
PHEPI 713 Epidemiology in Environmental Health (A)	4 credits
IMMUNOLOGY	
MB 701 Cellular and Molecular Immunology (A)	5 credits
IBGP 703.02 Host Defense	3 credits
VBS 717 Current Topics of Veterinary Immunology	3 credits
MB 723.01 Molecular Immunology (W)	3 credits
MVIMG 833 Current Immunological Techniques (W)	4 credits
LABORATORY ANIMALS	
MCB 781 Animal Models of Human Disease (AU)	1 credit

VBS 693	Laboratory Animal Medicine (Niewiesk's section)	2 credits
MG 700	Systems of Genetic Analysis (AU)	3 credits
Animal Sciences 868	Molecular Bio Techniques (SU)	5 credits

MICROBIOLOGY

M 509	Basic and Practical Microbiology (A,W,Sp,Su)	5 credits
M 520	General Microbiology I (A,Sp)	6 credits
M 521	General Microbiology II (W)	6 credits
M 522	Immunobiology (W)	5 credits
M 524.01	Mechanisms of Microbial Disease (Sp)	4 credits
MVIMG 600	Evolution of Emerging Viruses (Sp)	2 credits
M H610	Bioinformatics & Molecular Microbiology (Sp)	5 credits
M 632	Cellular Aspects of the Immune Response (A)	6 credits
M 634	Water Microbiology (W)	5 credits
M 636	Food Microbiology (A, Sp)	5 credits
M 647	Eukaryotic Pathogens (A)	3 credits
M 649	Introductory Virology (W)	5 credits
M 655	Animal Cell Culture Techniques (A)	5 credits
M 661	General Physiology (W)	5 credits
M 664	Medical Ecology (A)	3 credits
M 665	Environmental Microbiology (Sp)	3 credits
MB 680	Advanced Microbial Genetics (W)	3 credits
M 701	Cellular and Molecular Immunology (A)	5 credits
BC 710	Molecular Biology Laboratory (Sp)	5 credits
M 720	Microbial Biodiversity (A)	4 credits
M 723	Molecular Immunology (W)	3 credits
M 724	Molecular Biology of Bacterial Pathogens (Sp)	5 credits
MG 770	Molecular Genetics of Animal and Plant Viruses (S)	3 credits
M 799	Colloquim (A,W,Sp)	1 credit
M 832	Advanced Cellular Immunology (W)	3 credits
VBS 754	Fundamental Virology	5 credits
VBS 841	Viral Pathogenesis and Oncogenesis	5 credits
IBGP 795	Host/Pathogen Interaction Research Seminar (A,W,S)	1 credit

ONCOLOGY/CANCER GENETICS

MG 500	General Genetics (A,W,Sp,Su)	5 credits
MG 605	Molecular Genetics I (W)	4 credits
MG 606	Molecular Genetics II (S)	4 credits
MG 607	Cell Biology (A)	3 credits
MG 608	Genes and Development (W)	3 credits
VBS 640	Fundamentals of Oncology (W)	4 credits
BC 702	Molecular Genetics (W)	3 credits
MG 715	Developmental Genetics. (S)	3 credits
MG 733	Human Genetics (S)	3 credits
MVIMG 734	Cancer Genetics: High throughput Technologies (S)	4 credits

MCB 831 Eukaryotic Genome (W) 3 credits

PATHOLOGY

VBS 810-812 (813-815) - Advanced Systemic Pathology 3-5 credits
VBS 718 - Advanced Gross Pathology 1-5 credits
VBS 815 - Veterinary Surgical Pathology 3-5 credits
VBS 739 - Laboratory Medicine 1-10 credits
VBS 800 - Seminars in Veterinary Pathology 1-2 credits
VBS 795 - Seminars in Diagnostic Veterinary Medicine 1-10 credits

PHARMACOLOGY

Phar 600 - General Pharmacology 3 credits

PUBLIC HEALTH COURSES

BIO 701 Design and Analysis of Studies in The Health Sciences I (A) 4 credits
BIO 702 Design and Analysis of Studies in The Health Sciences II (W) 4 credits
BIO 703 A Problem Orientated Approach to Biostatistics (Sp) 4 credits
BIO 794 Group Studies in Biometrics 2-5 credits
EPI 711 Epidemiology I (W) 4 credits
EPI 712 Epidemiology II (Sp) 4 credits
EPI 713 Epidemiology in Environmental Health (A) 4 credits
EPI 815 Infectious Disease Epidemiology (Sp) 4 credits

VETERINARY CLINICAL SCIENCES COURSES

VCS 720.02 Medical Photography 2-3 credits
VCS 724 Advanced Nutrition 1-2 credits
VCS 751 Feline Internal Medicine 3 credits
VPM 785 Biological Research 3 Techniques 3 credits
VCS 790-792 Pharmacology of Cardiac Drugs, 3 credits
VBS 790 Cardiovascular physiology 1 credit
VCS 791.01 Advanced Theriogenology 3-4 credits
VCS 792 Equine Theriogenology Studies 1 credit
VCS 793 Advanced Theriogenology and Laboratory 1 credit
VCS 796.01 Clinical Theriogenology 1 credit
VCS 796.01 Advanced Topics in Equine Surgery - soft tissue 1 credit
VCS 800 Advanced Topics in Equine Surgery – Musculoskeletal 2 credits
VCS 800 Research Methods 2-3 credits
VCS 811 Advanced Veterinary Clinical Pharmacology
VCS 822: Advanced Veterinary Medical Sciences Courses coordinated by the Graduate Studies Committee
VCS 822.01 Diagnostic methods in Veterinary Internal Medicine 3 credits
VCS 822.02 Gastroenterology Johnson & Sherding 1 credit
VCS 822.03 Respiratory medicine 1 credit
VCS 822.04 Neurologic and muscular disease 2-3 credits
VCS 822.05 Cardiovascular Medicine 2-3 credits

VCS 822.06 Nephrology and Urology	2-3 credits
VCS 822.07 Medical Oncology and Hematology	2-3 credits
VCS 822.08 Hepatology	2 credits
VCS 822.09 Dermatology	2 credits
VCS 822.10 Ophthalmology	2 credits
VCS 833 Sequence Advanced Veterinary Surgical Sciences - 833 Courses coordinated by the Graduate Studies Committee	
VCS 833.01 Anesthesia and Critical Care	2 credits
VCS 833.02 Gastrointestinal Surgery	2-3 credits
VCS 833.03 Respiratory and Thoracic Surgery	2-3 credits
VCS 833.04 Neurosurgery	2-3 credits
VCS 833.05 Cardiovascular & Hemolymphatic Surgery	2-3 credits
VCS 833.06 Renal, Urinary, & Reproductive Surgery	2-3 credits
VCS 833.07 Musculoskeletal Surgery	2 credits
VCS 833.08 Reconstructive Surgery	2 credits
VCS 833.09 Selected Surgical Topics	2 credits
VCS 850 Sequence Seminars in Veterinary Clinical Sciences - Coordinated by the Graduate Studies Committee;	
VCS 850.01 Anesthesia Conference	1-2 credits
VCS 850.02 Cardiology Conference	1-2 credits
VCS 850.03 Hematology - Oncology conference	1-2 credits
VCS 850.04 Internal Medicine Conference (CPC-Small Animal)	1-2 credits
VCS 850.05 Journal review: Feline Internal Medicine	1-2 credits
VCS 850.06 Journal review: Hematology & Oncology	1-2 credits
VCS 850.07 Large Animal Internal Medicine Conference	1-2 credits
VCS 850.08 Neurology Conference	1-2 credits
VCS 850.09 Surgery Conference	1-2 credits

VETERINARY PREVENTIVE MEDICINE COURSES

VPM 700 Molecular Epidemiology (Sp)	3 credits
VPM 715 Veterinary Public Service (A)	3 credits
VPM 721 Epidemiology of zoonoses and diseases common to animals and humans (A)	4 credits
VPM 722 Food-borne diseases, food animal production systems and food safety (W)	4 credits
VPM 723 Biosecurity, environmental health and other veterinary public health topics (Sp)	4 credits
VPM 780 Veterinary Epidemiology (W)	3 credits
VPM 796.02 Prevention of Communicable Diseases (A)	3 credits
VPM 796.06 Disease Control in Dairy Cattle (A)	4 credits
VPM 796.12 Literature of Production Medicine (A,W)	1 credit
VPM 796.13 Applied Dairy Nutrition (W)	3 credits
VPM 796.18 Bovine Theriogenology (A)	2 credits
VPM 810 Principles of Epidemiology (W)	2 credits
VPM 850.02 Seminar in VPM-Student Presentation (A,Sp)	1 credit

Appendix D: CVM Graduate Faculty

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Appendix E: MPH Course Information

Veterinary Public Health Specialization

An area of specialization identified as Veterinary Public Health is available in the Graduate Program of Veterinary Preventive Medicine, which could be pursued by students in either the Master of Science or Doctor of Philosophy degree programs. The specialization program would require the student to become proficient in the areas of epidemiology, biostatistics, diseases important to veterinary public health, and veterinary public service by completing the required courses listed below. In addition, the student will complete an internship of three academic quarters in a public health agency, dealing with veterinary public health concerns. The student will also be required to meet all the department's and university's degree requirements.

Required Courses:

Year 1:

Veterinary Preventive Medicine		
VPM 715	Veterinary Public Service	3 credits
VPM 796.02	Prevention of Comm Dis	3 credits
VPM 721	Epidemiology of Zoonoses and diseases common to animals and humans (A)	4 credits
VPM 722	Food-borne diseases, food animal production systems, and food safety (W)	4 credits
VPM 723	Biosecurity, environmental health, and other veterinary public health topics (Sp)	4 credits

School of Public Health		
PH 701	Design and Analysis	4 credits
PH 702	Biostatistics	4 credits
PH 711	Epidemiology I	4 credits
PH 712	Epidemiology II	4 credits

Electives (see listings in Department Guide, Appendix A) 10 credits

Year 2:

Veterinary Preventive Medicine		
VPM 796.01	Public Health Organizations	1-8 credits/qtr
Electives (optional or finish above requirements plus graduate degree requirements)		

Appendix F: Leave Guidelines:

Leave of Absence guidelines and expectations for Graduate Students in the College of Veterinary Medicine

In a rare circumstance over the course of a graduate degree program, a graduate student may encounter a serious personal health condition that requires a leave of absence to care for themselves or a dependent, immediate family member with a serious condition.

A graduate student who has completed three out of four consecutive quarters may be considered for a LOA of up to 6 weeks not more than once in the course of graduate study.

The expectation by the Program is the graduate student and advisor design a tractable plan to protect the graduate student's academic progress during the LOA. Diligent effort is expected to maintain the Graduate student's appointment and stipend support.

Medical documentation is required for a leave of absence for medical/family reasons.

Graduate Students in staff positions are also bound by the leave balance that they have accumulated and are required to submit OSU leave forms.

Residents are also bound by the leave policies established by their residency program.

Graduate School Resource

<http://www.gradsch.ohio-state.edu/appendix-d.html>

Leave Form for Graduate Students

SECTION I. TO BE COMPLETED BY THE STUDENT AND SUBMITTED TO APPOINTING UNIT SUPERVISOR

Student's Name (Print): _____

Student's Appointing Unit: _____ Student's Graduate Program: _____

Student's Appointment Type (check one):

- Graduate Associate (GTA, GRA, GAA)
 - Fellow
 - Trainee
-
- Short-term absence (generally one to three days; may be up to two weeks in rare circumstances)
 - Personal illness/injury
 - Death in family
 - Other (explain): _____
-
- Leave of absence (See definitions on page two; attach appropriate documentation in support of the request.)
 - Personal serious health condition
 - Care for an immediate family member with a serious health condition
 - Childbirth or adoption

Dates of Requested Absence: From _____ To _____

I certify that the information provided as part of this request is true, accurate, and complete. I understand that a person who, knowingly and with intent to defraud, requests leave using materially false information is guilty of fraud, which may result in disciplinary action, including action under the *Code of Student Conduct*.

Signature/Date – Student: _____

SECTION II. TO BE COMPLETED BY APPOINTING UNIT SUPERVISOR

Note: In the case of a leave of absence, the following signatures are required: the appointing unit supervisor; the student's advisor; and the student's graduate studies committee chair. **Once a decision has been made, a completed copy of the form should be returned to the student requesting leave.**

Action

- Approved.
 - Not approved.
 - Comments (or attach explanation):
-

Signature/Date - Appointing Unit Supervisor: _____

Signature/Date (required for leave of absence) - Student's Advisor _____

Signature/Date (required for leave of absence) – (Janelle) _____

SECTION III. DEFINITIONS

Serious health condition – an illness, injury, impairment, or physical/mental condition that meets any one of the following:

- Involves inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.
- Continuing treatment by a health care provider that consists of a period of incapacity that also involves treatment multiple times by a health care provider, or treatment at least once by a health care provider that results in a regimen of continuing treatment and continuing incapacity.
- Chronic conditions – episodic incapacity (e.g. diabetes, epilepsy), permanent/long-term conditions (e.g. Alzheimer’s, cancer) or multiple treatments (e.g. chemotherapy, dialysis)

Immediate family – spouse, domestic partner, mother, father, sister, brother, daughter, son, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law, grandchild-in-law, or corresponding relatives of the graduate student’s partner, other persons for whom the graduate student is legally responsible, and anyone who stood *in loco parentis* to the graduate student as a child. To use a leave of absence for the care of a domestic partner or for the corresponding relative of the partner, a completed Affidavit of Domestic Partnership for Funded Graduate Students’ Leaves of Absence must be on file with the Graduate School.

Childbirth/Adoption:

- Birth mother – a female who gives birth to a child.
- Father – a male who is legally responsible for child rearing as the male spouse or domestic partner of the birth mother.
- Domestic partner – a same- or opposite-sex adult partner who has met the requirements of and has a completed Affidavit of Domestic Partnership on file with the Graduate School.
- Adoptive parent – a parent who has taken a child into one’s family, through legal means, to raise as one’s own child

SECTION IV. APPOINTING UNIT TRACKING REQUIREMENTS

By category of GA, trainee, or fellow, appointing units will periodically be asked for the information listed below in order to assess the program; therefore, appointing units should develop procedures and identify personnel to track this information in order to be prepared to respond to these data requests.

- The number of leaves of absence approved and reason for the leave (personal illness, family illness, or childbirth/adoption)
- The length of the approved leaves of absence
- The number of leaves of absence not approved and reasons why

Appendix G: Useful Links

<http://www.buckeyelink.osu.edu/> For students, a one-stop destination for essential Ohio State resources and services

<https://www.gradsch.ohio-state.edu/> The Graduate School homepage: links to many forms & policies necessary as students work towards their degrees

<http://www.gradadmissions.osu.edu/> The Office of Graduate Admissions

<http://www.ureg.ohio-state.edu/ourweb/more/content/bigcal.html> Academic Calendar

<http://oie.ohio-state.edu/> Office of International Affairs

<http://www.rf.osu.edu/> OSU Research Foundation

www.ets.org Registration information for GRE and TOEFL exam

<http://www.vet.ohio-state.edu/research.htm> CVM Office of Research and Graduate Studies

Appendix H: CRITERIA TO WAIVE GRE REQUIREMENT

The purpose

The purpose of this policy is to provide an admission opportunity to individuals who hold a veterinary medicine degree and have tremendous potential for graduate studies. The individual will have identified an adviser among the CVM faculty who is committed to directing his/her graduate program, and who will generate an academic plan for and with the student prior to a final admission decision.

This policy addresses the situation that the applicant fulfills the Graduate Program admission requirements with the exception of the GRE scores. This policy allows for a petition from the CVM advisor to the Council for Graduate Studies requesting an exemption to the requirement that the GRE be taken by the applicant.

Eligibility criteria

In order to be eligible to apply for the exemption the applicant must meet at least one of the following criteria:

- 1) The applicant has documented professional experience in the field of study he/she desires to pursue, (e.g., a record of employment for minimum of 2 years with exceptional accomplishments that are documented in a letter from previous supervisor(s).)
- 2) The applicant already has earned the Master of Science degree from an accredited university and has first or senior authored publication(s) in peer-reviewed international journals which can be accessed via PubMed or other research databases (e.g. CAB abstracts)

The faculty advisor will submit the exemption request to the chair of the Council for Graduate Studies. The Council will review the request and inform the faculty member of the final decision. If the GRE exemption is approved by Council for Graduate Studies, conditional admission will be recommended to The Ohio State University Graduate School. The conditionally-admitted student is expected to achieve a minimum grade of B in at least 15 credits within the initial 2 quarters in the Program (or 10 credits in the initial 2 semesters) of his/her course work.

This policy will be reevaluated on a 3-year interval by metrics including number of exemptions granted; GPA of this population of students; number of publications generated by these students; time to graduation.