

**HANDBOOK
FOR GRADUATE STUDENTS AND ADVISORS
In the Department of Crop Sciences**

February 2007

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ASK EARLY, ASK OFTEN...Please ask if you have any questions!

This booklet is designed to inform graduate students and their advisors about degree requirements, policies, practices of the department, and other matters of importance. The information contained in this handbook is for general guidance on matters of interest to faculty, staff, and students in the Crop Sciences Department at the University of Illinois at Urbana-Champaign. The handbook summarizes campus/university policies as a convenient reference tool. However, information on campus and university policies contained herein is for information purposes only and is subject to change without notice. For the most current information, please see the official campus/university versions of these policies as posted on official web sites. These can be accessed through the Campus Policy and Procedures home page at the following url: http://www.uiuc.edu/admin_manuals.html There is also a Handbook for Graduate Students and Advisors at: <http://www.grad.uiuc.edu/gradhandbook/default.htm>

Administrative Personnel in the Department are:

		<u>Room</u>
R. G. Hoeft	Head	AW-101
M. J. Plewa	Associate Head & Interim Graduate Coordinator	AW-101
J. P. Horton	Assistant to the Head, Administration	AW-101
Carol Phillippe	Secretary to Head	AW-101
Marcia Johnson	Secretary to Assistant to the Head	AW-101
Sue Panepinto	Secretary IV, Graduate Secretary	AW-101
Linda Ingram	Secretary IV	AE-106
Tracey Malkovich	Secretary III	AW-101
Donna Downen	Account Tech II	AW-101
Julie Price	Account Tech I	AW-101
Anna Tammen	Staff Clerk	AW-101

Academic Integrity. Graduate students are expected to adhere to the highest standards of academic integrity in all areas of their training. Typical areas in which graduate students have concerns about infractions of academic integrity [called academic misconduct] include honesty in the classroom and laboratory, fabrication or falsification of data, plagiarism, lack of compliance with research regulations, allocation of credit, authorship of publications, and priority of discovery. Plagiarism is often a sensitive issue because many world cultures do not have the legal restrictions of the U. S. on the unacknowledged use of the work of others. Questions on academic integrity should be directed to your faculty advisor.

You are responsible for knowledge of, and compliance with, University of Illinois policies on academic integrity. These policies are stated in the "Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students" available on-line at <http://www.admin.uiuc.edu/policy/code/> and in the pamphlet "Policy and Procedures on Academic

Integrity in Research and Publication"[September 1991]. Please contact your faculty advisor or the department office if you do not have copies of these publications.

Background reading on issues of academic integrity is highly recommended to all graduate students and faculty advisors. Discussion of academic and research standards between graduate students and their advisors is strongly encouraged. Start with **On Being a Scientist**, reproduced [with permission] for your information included in your new student packet.

Accidents and Injuries. Graduate students injured during the course of discharging University duties are requested to report promptly to either the Carle Occupational Medicine Department or the Christie Occupational Medicine Department, or to the respective emergency rooms when the departments are closed. Although students may see their personal physicians, the University will only pay "usual and customary" charges in these situations. Students who go first to the occupational medicine department at Christie or Carle will have all charges paid (including referrals) for compensable on-the-job injuries. Personnel who receive a work deferral for more than 3 days that is not issued by either of the occupational medicine departments must schedule a follow-up appointment with one of the two departments as soon as practical. It is the sole responsibility of injured personnel to keep their department and the Claims Management Office (810 South Sixth Street, 333-1080) informed of any work deferrals. Adapted from Graduate Student and Advisors Handbook.

Affirmative Action & Nondiscrimination. The department abides by the affirmative action and nondiscrimination policies of the University, a summary of which follows.

The commitment of the University to the most fundamental principles of freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law. Its nondiscrimination policy applies to admissions, employment, and access to and treatment in University programs and activities. Among the forms of invidious discrimination prohibited by University policy but not by law is sexual orientation. The University recognizes its responsibility to facilitate the participation in its educational and employment processes of qualified individuals who seek to partake of the institution's resources and opportunities. It is the stated policy of the University that appropriate qualifications for and the performance of specific duties are the basic criteria for the employment and promotion of all University academic personnel and employees. Equal opportunity shall be provided in the hiring, retention, training, transfer, promotion, compensation, and upgrading of all employees, without discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, status as a disabled veteran or veteran of the Vietnam era, except as specifically exempted by law.

Appointments. Students holding assistantships for 25-67% time are exempt from tuition and the service fee, but not from the hospital-medical-surgical fee. The exemption does not apply if the appointment is not held for three-fourths of the semester (91 days). Students who are appointed after one fourth of the semester is passed or who resign their assistantship with more than one fourth remaining are not exempt. The exemption will apply if the student (a) withdraws from the University on the same date as the resignation or (b) deposits a thesis within one working week following the date of resignation. Other questions about your appointment (tax withholding, benefits, check delivery, W-2 forms, etc.) should be referred to Marcia Johnson in AW-101.

Area Secretaries. Each student is assigned to an area secretary. You will pick up mail and telephone messages in her/his office. Please introduce yourself to the secretary in your area. Area secretaries do secretarial work for **full-time academic members only**.

Building Hours. Turner Hall is open 7 a.m. to 5 p.m. Monday through Friday. The Annex doors are open until 10 p.m. Monday through Thursday to permit access to the Statistics and Quantitative Methods Instruction Laboratory site in N-120. All other doors are locked at 5 p.m. The building is closed on Saturday and Sunday. If you enter or leave the building when the doors are locked, be sure the door is locked behind you. It is wise to keep your office or laboratory locked when unattended.

Building Maintenance. In case of a problem requiring building maintenance, inform Sue Panepinto or John Horton in AW-101.

Bulletin Boards. The main department bulletin board is located on the second floor just opposite W-209 Turner Hall. In addition, several area secretaries maintain bulletin boards for their particular area. There is also a Crop Sciences Graduate Student Organization bulletin board on the second floor across from W-209.

Coffee. Coffee is available in AW-101 from 8:30 a.m. to noon, then 1:00 to 4:00 p.m. at 25¢ per cup (no credit, please).

Computer & Statistical Support Group. The Computer and Statistical Services Group provides computer support, network administration, web development, and statistical consulting for faculty, staff and students on university owned computers. This service is supplemental to those provided by Computer and Communication Services (CCSO), AITS, the University Library and so on. Useful technical support materials and links can be found at <http://www.cropsci.uiuc.edu/csg/> and various forms on the intradepartmental web site <https://www-s.cropsci.uiuc.edu/>. In addition, the group is responsible for the computer lab in N-120 Turner Hall. Most work is by appointment and you are encouraged to use email (csmyth@uiuc.edu) or a web-based form. The group is located in M-103 Turner Hall.

Credit-No Credit Option. Over the entire course of a degree program, a student must earn at least 32 hours of graded (A-D) course work for each 16 hours of credit-no credit course work. In any one semester, a student may take no more than 16 hours on credit-no credit basis. Hours transferred from another university cannot be used as part of the "graded course work". If a student is admitted on limited status, or if a student falls below the Department minimum GPA of 3.0 and is placed on limited status, he or she will not be allowed to register for credit-no credit course work for hours of credit until the GPA has been raised to the minimum and the limited status designation has been removed. [A student entering with full standing may take a course on credit-no credit basis his or her first semester.]

Data, Laboratory and Field Notebooks, and Other Records of Research. According to University of Illinois Statutes, the University owns the results of research or development carried out by students, faculty, employees, or other users of its facilities that is funded by the University or supported by funds controlled by the University. Since the results of research may lead to patents, licenses, or other forms of intellectual property protection, graduate students are requested to adopt

standardized procedures for recording data, observations, and interpretations. Please consult your faculty advisor for information on the preferred procedures for recording data and interpretations. All **original** copies of your research **data**, laboratory and field notebooks, and other records of research **are the property of the University** and must be delivered to your faculty advisor before you graduate and leave the campus. To facilitate completion of unfinished manuscripts after graduation, graduate students are encouraged to make photocopies or electronic copies of any data or records needed for the publication process. Graduate students are encouraged to prepare advanced drafts of manuscripts arising from their theses before departing from the University.

Degree Requirements and Policies. Specific requirements of the Crop Sciences Department are stated in the following pages of this Handbook. For general university regulations of the graduate program, graduate students should refer to *A Handbook for Graduate Students and Advisers*, found at: <http://www.grad.uiuc.edu/gradhandbook/>

Department of Crop Sciences Policy on Graduate Student Academic Stipends. Each year the department develops a standard value for the academic stipend for a M.S. or Ph.D. level graduate student. This establishes what is referred to as the 50% time appointment. An academic stipend is a payment of money, in addition to the tuition waiver, to assist the student in completing their graduate degree. An academic stipend is not a salary contracted for work performed. The stipend may be funded by a research assistantship, supported by a research project, gift funds, fellowship or from a combination of these sources. It is departmental policy that all sources of funding are integrated into the academic stipend for the student. Receiving a fellowship is recognition of honor and the department reflects this achievement by increasing the total academic stipend. For a student who is awarded a fellowship their academic stipend is increased by \$1,100. Beginning with AY 2007-2008 a student receiving a fellowship will have their total academic stipend increased by \$1,500.

Directories. Each year a Crop Sciences Department Personnel Directory is prepared. Each staff member and each graduate student should receive a copy. University Student-Staff Directories and Champaign-Urbana phone directories are also issued in the fall, one for each lab/office phone.

Fellowships. The Graduate College produces a more comprehensive, searchable *Fellowship Bulletin* listing for students and graduate program faculty and staff. It can be found on the Graduate College website at <http://www.grad.uiuc.edu/fellowship/>.

Financial Assistance (Emergency). Students who encounter financial problems and need to obtain an emergency loan should apply to the Office of the Dean of Students, 130 Student Services Building (Fred H. Turner Building). International students should apply to the Office of International Student Affairs, 331 Student Services Building (Fred H. Turner Building).

Fires. If a fire occurs, call the fire department (9-911). Fire alarm stations are located in main corridors. Learn their location now. If you call the fire department, wait at the main entrance to direct them to the fire. Everyone should evacuate the building when the fire alarm sounds.

Grade Point Average. A graduate student in Crop Sciences must maintain a grade point average of 3.00. Under current Graduate College regulations, a student who has an overall graduate GPA below the degree program's minimum at the end of any semester of enrollment will be placed on probation. Once a student has been placed on probation, he or she will have one semester in which

to raise his/her overall graduate GPA to his/her program's minimum. Failure to do so will result in dismissal from the Graduate College. The graduate student petition process may be used to appeal this dismissal.

Grievance Procedures. A policy on grievance procedures for graduate students has been adopted and a copy is included in this handbook. We hope that no situations arise in which a student has a grievance. However, if a need should arise, the procedure stated in the policy statement will apply.

Intellectual Property Policies. Intellectual property is a type of personal property derived from the work of the mind. University of Illinois intellectual property embodies discoveries and inventions arising from the creative activity of University employees or non-employees using University facilities and funds. Nearly every original scholarly or scientific activity creates new intellectual property; new crop varieties or germplasm; computer software; equipment or apparatus for the field or laboratory; DNA constructs; seed, tissues, cells, or DNA of experimental lines of plants; novel methods or procedures; artwork; music; poetry; and publications, just to name a few.

According to the General Rules of the University, the University owns discoveries and inventions made by its employees, graduate students or by users of its facilities, equipment, and funds, and has the right to protect valuable intellectual property embodied in discoveries and inventions with utility patents, licenses, contracts, plant patents, trademarks, plant variety protection certificates, or copyrights. The University has clear and generous policies on sharing revenue obtained from protection of its intellectual property with its personnel.

Another University policy states that University personnel, including graduate students, do not have the authority to release the University's intellectual property to other individuals or organizations. The Board of Trustees of the University, through the Office of the Vice Chancellor for Research, is the only entity that has legal authority over intellectual property.

Graduate students are requested to notify their faculty advisor if they receive requests for samples of seed, cell lines, DNA constructs, probes, expression cassettes, tissue cultures, parts of plants, novel physical, chemical or biological agents, or for loan of specialized equipment or apparatus, from a person at another University, agency, or private industry. These requests are often appropriate to honor if the University is able to protect its intellectual property from unauthorized use, e. g. by executing a "materials transfer agreement" before exchanging materials. Contact your faculty advisor for additional information.

Background reading on intellectual property policies is highly recommended to all graduate students and faculty advisors. Start with **Office of Technology Management/UIUC Policies**, included in your new student packet. Additional information is available from the Office of the Vice Chancellor for Research, 4th Floor, Swanlund Administration Building.

Job Opportunities. Job opportunities that come to the attention of the Department are summarized in a "Job Opportunity Listing" about once a week. A notebook in AW-101 contains the actual job descriptions. The Biotechnology Center Placement Office (103 Observatory) also has information about companies, job openings and contact people. You may also register with the Center by contacting Rhonda Lipking at 333-1695.

Keys. Keys for Turner Hall should be checked out from the business office in AW-101. All keys require a \$5.00 deposit (\$10 max.) which will be refunded when you return the key(s) at time of graduation or appointment termination.

Mail. Personal mail **should not** be mailed to your office address. We don't mind scientific magazines, e.g., Journal of Biological Chemistry, Plant Physiology, Agronomy Journal, etc., but magazines such as Time, Newsweek, Sports Illustrated, etc. should be mailed to your home address. Official mail is distributed through the boxes in your area secretary's office. Outgoing mail (campus or U.S.) may be handled through your area secretary. Please use the correct mailing address for the department on all correspondence. The address for Turner Hall is: **Department of Crop Sciences, University of Illinois, XXX Turner Hall, 1102 South Goodwin Avenue, Urbana, IL 61801.** The U.S. Post Office does not deliver mail without a street address. Campus mail should include the street address and/or mail code (MC-046 for Turner Hall, MC-051 for ERML and MC-637 for NSRC) which is given in the Faculty Staff directory. The address for Edward R. Madigan Laboratory is: **Department of Crop Sciences, University of Illinois, XXX ERML, 1201 West Gregory Avenue, Urbana, IL 61801.** The address for the National Soybean Research Center is: **Department of Crop Sciences, University of Illinois, XXX National Soybean Research Center, 1101 West Peabody Drive, Urbana, IL 61801.**

More Information on Department Programs. To learn more about the total portfolio of department research, extension, and teaching programs, visit our Home Page at: <http://www.cropsci.uiuc.edu/>

Online Career Development Resources. The Career Services Office has a wealth of resources online at: www.grad.uiuc.edu/careerservices

Probation Policy. A new probation policy is in effect for graduate students beginning Fall 2004. The policy is posted at: <http://www.grad.uiuc.edu/Policies/probation.htm>

Registration Procedures. Graduate students can use Web Self-Service to register or add classes until the 10th day of instruction. For four weeks after the 10th day of instruction, graduate students may register for classes at the Office of Admissions, without special permission. Full time enrollment for graduate students is: Fall and Spring terms 12 hours minimum, Summer term to be determined. Beginning with Summer 2005, there will be one term, from May until August. Details on tuition and hours to be determined. Fellowship holders should contact Carol Phillippe for registration requirements for specific fellowships.

Resignation Procedures. Frequently, students complete their work and leave to take a job before the end of the contract period for their assistantship. In this case the assistantship must be resigned. Inform your advisor/supervisor as far in advance as possible when you plan to resign and/or complete your study. Letters of resignation should be sent to the Department Head one month in advance. The letter should state that you are resigning and give the exact date. If you have any questions concerning the resignation procedures, contact Marcia Johnson in AW-101. If your employment is to be terminated by the University, you should be informed well in advance. Keys must be turned in to AW-101 for return of your deposit and other University property in your possession must be turned over to an appropriate person before you leave. Your desk and office area should be vacated and left in an orderly condition. Leave a forwarding address with your area secretary and in AW-101.

A student who resigns his or her appointment before serving for at least three-fourths of the term (91 days during the regular semester; 41 days during summer term 2) will be assessed tuition and fees unless the student either withdraws from the University at the same time or before the appointment becomes void, or deposits a thesis within seven calendar days following the resignation date.

Responsibilities as University Personnel. Graduate students who hold assistantships have duties to the department. Attendance at department staff meetings is encouraged. Research assistants often spend time on projects which contribute or are related to their thesis research. Duties to the department and personal thesis research, therefore, sometimes overlap. We think this arrangement is to the advantage of both the department and the student. However, students will be called on for duties which are not related to their personal research as required by their supervisor. Research assistants in the Department of Crop Sciences assist in research on their supervisor's projects, conduct independent research related to thesis requirements, and perform other related duties as directed by supervisors.

Room and Desk Assignments. Incoming graduate students may have to wait for a desk to become available, such as when a graduate student deposits. Please let us in AW-101 know when you have moved into an available desk.

Safety. Safety is everyone's business. Be careful in all you do. There is a special hazard if you are working alone. In an extreme emergency, help may be summoned by the fire alarm station. An emergency telephone is available in W-209; the room can be opened with your outside door key.

Security. Security in the building is a problem at any time. Do not leave valuables and easily stolen (portable) items (e.g., cameras, laptop computers, purses) where they are accessible and untended. Report "suspicious" strangers lingering in hallways or labs to AW-101.

Sexual Harassment. Sexual harassment is a specific type of insidious and intolerable behavior. This behavior has a specific legal definition, and includes any unwanted sexual gesture, physical contact, or statement which is offensive, humiliating, or an interference with required tasks or career opportunities at this University. Sexual harassment can be overt or covert, physical or nonphysical, spoken or unspoken, and directed at persons of either gender. Whatever the form and wherever the setting, sexual harassment is illegal and will not be condoned by this University. The University has specific regulations and procedures for dealing with sexual harassment. Concerns about sexual harassment should be brought, in confidence, to the department head.

Supplies. Limited office supplies are available to graduate students for use on research projects only. Check with your area secretary to obtain supplies. Notebooks and other materials required in your coursework are personal expenses. Lab supplies may be requisitioned through your advisor's project account; consult your advisor on procedures for this. If you need supplies, equipment, greenhouse, or South Farm facilities for your research project, check with your advisor. All supplies must be charged to a project designated by your advisor. This includes materials obtained from the general chem stores or other campus supply sources.

Survival Guide. There is a comprehensive resource designed for new graduate students, but is also useful for returning students, faculty, and staff. It can be found at: <http://www.grad.uiuc.edu/survivalguide/>

Telephone Usage. Personal use of the telephones (for local calls) should be held to a minimum; personal long-distance calls should be charged to your home phone.

Thesis. Preparation of your thesis, including typing, production of illustrations, and duplication are personal expense responsibilities. Sometimes illustrations can also be used in manuscripts for publication. In those cases, the cost of duplication for the manuscript may be a project expense. Your advisor will make that determination. Thesis format should be checked before final printout by the Department of Crop Sciences and by the Thesis Office in 204 Coble Hall. Please note that the Thesis Office is only open from 1-4:45 p.m. More detailed information is outlined on page 24 in this Handbook. Original data remains in the custody of your major professor.

Thesis Publications. Please check in *Handbook for Graduate Students Preparing to Deposit* in regards to using previous published work.

TOEFL Requirements. All non-native English speaking applicants to the Graduate College who are offered admission on the basis of their academic credentials but who score below 590 paper based; 213 on the computer administered test; 79-80 internet based on the TOEFL, or fail to submit a required TOEFL score, will be admitted on Limited Status and required to take the EPT upon their arrival. They will be informed by letter of the reason for their having been placed on Limited Status, the significance of this action (one cannot receive a degree while on Limited Status), and how to progress from Limited to Full Status (a) by making an acceptable score on the EPT, or (b) by successfully completing courses prescribed on the basis of the EPT. The minimal TOEFL for admission to the department is 570 paper based; 230 computer administered; 88-89 internet based tests.

Travel. Official travel must be approved by your advisor and submitted for department and higher approval in accordance with University regulations.

Vacation and Sick Leave. Research assistants are appointed on a 9-month academic year basis, and do not accumulate annual leave. Most research assistants have a 2-month summer appointment. **(Please note that this means research assistants will NOT receive a paycheck on August 16.)** Research assistants are paid on the 16th of the month from September through May for the academic year appointment and on June 16 and July 16 for the summer appointment. Research assistants are expected to be on duty on all days except official all-University holidays. Specifically, periods when classes are not in session, such as the period between the end of the first semester and the beginning of the second semester, are not holiday periods for those holding research assistantships. Graduate students with assistantships are allowed 13 days of sick leave per year and it is non-cumulative. Any absence at any time should be approved in advance by the student's advisor. Students who do not hold assistantships are expected to inform their advisors when they plan to be absent.

MINIMUM REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN CROP SCIENCES

1. Candidate must complete at least 32 hours of credit. There are two options available for candidates for the M.S. degree and the 32 hours of credit for the two options are comprised of the following:

Thesis Option.

- A. A minimum of 20 graded hours of formal coursework in Crop Sciences, Plant Pathology, Agronomy, or closely related sciences approved by an Advisory Committee. This must include 1 hour of Crop Sciences 598 with a letter grade (A-C), or another approved seminar.
- B. At least 4 hours of graded coursework at the 500-level other than Crop Sciences 599 (thesis research) and at least 12 hours (total) credit at the 400 level.
- C. No more than 12 hours of Crop Sciences 599 (thesis research) may be counted toward the 32 hour requirement.

Note: A booklet entitled "Instructions for Preparation of a Thesis" is available from the Thesis Office, The Graduate College, 204 Coble Hall, 801 S. Wright St., University of Illinois, Champaign, IL 61820 (217-333-6278).

- D. At least 16 hours must carry residence credit (except for Off-Campus M.S. students).

Non-Thesis Option.

- A. A minimum of 32 graded hours of formal coursework in Crop Sciences, Plant Pathology, Agronomy, or closely related sciences approved by an Advisory Committee. The non-thesis option does not require Crop Sciences 598.
- B. At least 12 of the 32 graded hours of graduate study must be at the 500-level. Crop Sciences 598 can be used, if the student presents a seminar and receives a letter (A-C) grade. Credit in thesis research (Crop Sciences 599) cannot be counted toward a degree unless a thesis is submitted.
- C. **No more than 4 hours may be for Crop Sciences 593**, Independent Study, under the supervision of a member of the Crop Sciences faculty. Independent study may consist of a field or laboratory, or a library research problem, or some combination of these depending on the interests of the student and the availability of facilities. The non-thesis option is most often selected by students in the Off Campus Master of Science Program (OCMS) or by students not intending to continue towards a Ph.D. program.
- D. At least 4 units must carry residence credit (except for Off-Campus M.S. students).

2. Select an Advisory Committee (see section on Graduate Student Advisory Committees, p. 13) and complete FORM A. Also complete a Graduate Student Plan for Coursework, FORM B. These forms should be completed by the student with approval of his/her advisor **during the first year** of study. Copies of these forms are included in this Handbook.
3. Pass an oral examination. Decisions of the Committee on the examination must be unanimous. If the student fails the examination, the Committee has the same option as prescribed by the Graduate College for failure of a Ph.D. examination (see Graduate College *A Handbook for Students and Advisers*). Results of the final examination must be recorded on FORM C.
4. Complete FORM C. This form must be signed by the student's advisor and deposited in the Main Office before a student's name will be placed on the Crop Sciences degree list for the M.S. degree. A copy of this form is included in this Handbook.
5. A master's degree candidate must complete all degree requirements, under normal circumstances, within five calendar years of his or her first registration in the Graduate College.

MINIMUM REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY DEGREE IN CROP SCIENCES

1. Admission to the Doctoral program by the Graduate Applications Committee, even if the M.S. was completed within this department. **If the M.S. degree is being completed in this department, the student desiring admission to the Ph.D. program should submit a new statement of interest, an unofficial transcript, and three letters of reference (one from current advisor, two from other faculty members that are in close contact currently) to the Graduate Application Committee. Once approved, a petition will be sent to OAR.**
2. An approved M.S. degree. Note: Upon approval by the Graduate Applications Committee, a student may be admitted to the doctoral program without completing the M.S. However, to be eligible to continue in the program, students will be required to pass a qualifying examination following completion of 20 hours of graded coursework. Passing this exam requires a unanimous vote of the student's Advisory Committee and must be recorded on FORM D. The qualifying exam does not substitute in any way for the preliminary examination required of all Ph.D. students. Stipends for students admitted into the Ph.D. program without an M.S. will be at the M.S. level until successful completion of the qualifying examination and deposit of FORM D.
3. A total of 96 hours (including up to 32 hours counted for the M.S. degree) are required for the Ph.D. degree. All doctoral candidates, regardless of transfer credits or an M.S. degree completed elsewhere, must complete 64 hours, including thesis credit, in courses meeting on the Urbana-Champaign campus, the Chicago campus, the Springfield campus, or in courses meeting in other locations which have been approved by the Graduate College. These 64 hours must include the following:
 - A. A minimum of 32 graded hours, in addition to the 20 graded hours required for the M.S., at the 400-500 level of formal coursework in Crop Sciences, or closely related sciences approved by an advisory committee. This must include 1 graded (A-C) hours of Crop Sciences 598, or another approved seminar with a letter grade (A-C).
 - B. Not more than 6 hours may be taken credit/no credit.
 - C. At least 12 hours beyond the B.S. must be at the 500 level or equivalent including Crop Sciences 598 with letter grade of A-C.
 - D. The cumulative GPA must be at least 3.000.
 - E. Thesis research requirement - Maximum of 32 hours beyond the M.S. will be credited toward the total of 96 hours required for the Ph.D.
4. Select an Advisory Committee (see section on Graduate Student Advisory Committees) and complete FORM A. Also complete a Graduate Student Plan for Coursework, FORM B. These forms should be completed by the student with approval of his/her advisor and the Department Representative **during the first year** of study. Copies of these forms are included in this Handbook.

5. Language Option - The Crop Sciences Department does not require foreign languages. However, the graduate advisor or Committee may require proficiency in one or two foreign languages. If so, up to 12 hours of the formal course requirement may be waived upon approval by the student's Committee and the department head, for demonstrating proficiency in two foreign languages (6 hours per language).

Four semesters of college French, German, Russian, or Spanish will be accepted in lieu of 1 language each if the grades are A or B. The following scores on Educational Testing Service Exams are acceptable to the Graduate College:

German	470
French 485	
Spanish	485

The native language of foreign students, if other than English, will fulfill the requirement for one foreign language. English proficiency will **not** substitute for the second foreign language.

6. Pass a preliminary examination to test knowledge in the major field of study usually after completion of most coursework requirements in the doctoral program. Although the examination is generally oral, in certain circumstances it may include a written portion. Individual members of the Advisory Committee may also give written examinations before the oral examination. The outcome of the preliminary exam will be determined by the Preliminary Examination Committee on the date approved by the Graduate College for the exam. The student's advisor will request that the department approve the preliminary committee by completing FORM E (Final Course Plan), and the Graduate College form, "Request for Appointment of Doctoral Committee" (available on-line). This request must be submitted to the Graduate College at least 4-6 weeks **prior to** the preliminary examination. Students must notify the Committee at least **30 days in advance** of the preliminary examination. The major professor may serve as chairperson of the Committee for the preliminary examination.
7. Submit an acceptable dissertation based on independent research on some topic connected with the major field of study.
8. Pass a final oral examination concerned primarily with research work as embodied in the dissertation and major subject as a whole. The student's advisor will request that the department approve the final examination committee by completing the Graduate College form, "Request for Appointment of Doctoral Committee." This request must be submitted to the Graduate College at least 4-6 weeks **prior to** the final examination.
9. Guarantee the publication of the thesis in one of the ways prescribed by the Graduate College.
10. A doctoral candidate who does not obtain an M.S. degree must complete all requirements within 7 years of his or her first registration in the Graduate College. A candidate for the doctoral degree who has received an M.S. degree must complete the requirements within 6 years of his or her first registration in the doctoral degree program on this campus.

Further information concerning time limits can be found in the Graduate College A *Handbook for Graduate Students and Advisers*.

GRADUATE ADVISORY COMMITTEES

FOR M.S. DEGREE:

A graduate student Advisory Committee composed of at least **three** members of the graduate faculty will be appointed for each M.S. candidate, with the major advisor as chairperson. The major advisor and student will identify suitable members of the committee. The student will ascertain whether each Committee member is willing to serve if appointed. **FORM A should be completed and sent to the Administrative Office (AW-101) for approval and inclusion in the student's file during the first year of classes.** FORM C must be completed by the student, approved by the advisor, and sent to the Administrative Office (AW-101) upon completion of the M.S. degree. Decisions of the Committee on the final oral examination must be unanimous.

FOR Ph.D. DEGREE:

Student Advisory Committee:

The major advisor and student will identify at least **four** suitable members of the graduate faculty for the graduate Advisory Committee. The student will ascertain whether each Committee member is willing to serve if appointed. **FORM A should be completed and sent to the Administrative Office for approval and inclusion in the student's file during the first year of classes.** The student should expect to consult with Committee members during the course of study as needed to plan and carry out a program adequate to meet the student's educational objectives and standards of the University. Whether the Committee meets as a group with the student, and the frequency of such meetings will be determined by the major advisor and the Committee.

When the student completes the required coursework and prior to requesting appointment of a preliminary examination committee, FORM E should be completed by the student, signed by the major advisor, and submitted to the Administrative Office.

Preliminary and Final Examination Committees:

The Dean of the Graduate College appoints doctoral committees at departmental request to administer preliminary and final examinations. Decisions of committees for both preliminary and final examinations must be unanimous.

One to 6 months before the preliminary exam the student must complete (**must be typed**) a Committee Appointment Form (on-line at: <http://www.grad.uiuc.edu/forms/appointdec.htm>), and turn into Sue Panepinto, in AW-101, who will obtain the designated signature and forward to the Graduate College. Copies will be provided to the student and the major advisor. A graduate student preliminary committee will be composed of at least four members of the graduate faculty, **two of whom must be tenured**, with at least one member from outside the department or discipline, and the candidate's major advisor may serve as chairperson. The Committee

Appointment Form officially requests a preliminary committee be appointed by the Graduate College. Graduate College appointment **must** be in place **before** the preliminary exam. The results of the preliminary examination will be forwarded by the advisor to the Administrative Office which will inform the Graduate College of the results of the exam.

The committee for the final exam may differ from the preliminary exam committee, but will still be composed of at least **four** members of the graduate faculty, **two of whom must be tenured**, with at least one member from outside the department or discipline. This committee should be appointed as soon as possible following the preliminary examination. To appoint the committee, the student must complete a Committee Appointment Form for the Graduate College (same form as for the preliminary committee), again to Sue Panepinto, who will obtain the designated signature and forward to the Graduate College. Copies will be provided to the student and the major advisor. The final exam committee must be appointed by the Graduate College **before** the final exam.

Masters, preliminary, and final doctoral examination committees, when appointed, may or may not be identical with the graduate student advisory committee. The preliminary and final doctoral examination committees shall consist of at least four members of the graduate faculty. At least one member shall be from outside the department or discipline of the student's research.

Each student must develop a plan for course work (FORM B) and submit it for approval by the major advisor before the end of their first year. The plan may be modified as required as the student proceeds in graduate study. A copy of the plan and of any changes will be filed in the Administrative Office. A plan for thesis research should be developed and submitted to the advisory committee as soon as the student understands the field well enough to define a suitable problem, but not later than their second semester of enrollment. Ph.D. students are strongly encouraged to develop a written research proposal for their thesis project and have it reviewed by their advisory committee.

CROP SCIENCES SEMINAR

Candidates for the M.S. and Ph.D. degrees in Crop Sciences are **required** to register each semester for 1 hour credit in one of the three sections (crops, genetic engineering, or plant protection) of Crop Sciences 598. A student may be exempted from seminar for the semester or register for a seminar other than Crop Sciences 598 only upon the recommendation of his/her advisor and approval of the graduate coordinator. Approval should be obtained prior to registration. **All students are required to present a seminar on their thesis research during the last semester of their M.S. and Ph.D. programs.** Students will provide the editor of the department newsletter the time, date, location, and title of the seminar at least one week in advance. Seminar chairpersons should solicit seminars by faculty in the Crop Sciences and other UIUC departments, and a budget should be available from the Crop Sciences department for inviting several outside speakers for each of the three sections. Chairpersons will solicit student input in the selection of speakers.

Grading Policies for Crop Sciences 598

1. Regular attendance at seminars in the section of Crop Sciences 598 for which the student is enrolled is expected of all students.
2. **Students who will present a seminar should enroll in the LCD section and will receive a letter grade (A-F). Students not presenting a seminar should enroll for the DIS section and will receive an S/U grade.**
3. Students who do not present a seminar during the semester in question will be graded on an S/U basis. To receive a grade of S, a student may not be absent from more than two seminars during the semester without excuse from the instructor.
4. Students who present a seminar during the semester will be graded on a letter-grade basis (A, B, C, D, F). Grades will be assigned based on the quality of the research presentation and will not be based on research accomplishments. Criteria for grading will include rationality of organization, clarity of oral delivery, preparation of suitable slides or other audio-visual aids, and overall effectiveness of the presentation. Grades will be based on evaluations from at least three persons present at the seminar. Preferably, two faculty members and two students from a given course section will be designated at the start of the semester and charged with evaluation of all student presentations given in that section during the semester. Regular attendance at other seminars presented during the semester is expected and will also be a factor in grading. The faculty member formally assigned to teach the section will assume final responsibility for grading. For all sections of the course, grades will be assigned as single letters without "+" or "-" modifiers.

Evaluation of Seminars in Crop Sciences 598

The student shall be evaluated in a manner consistent with other University classes which require oral delivery as the primary product/output of a student's effort. Both student and other faculty input is welcome to assist the seminar chairperson who shall assign the grades.

POLICY ON ATTENDANCE AT SCIENTIFIC MEETINGS

Attendance at scientific meetings is desirable for individuals and for the Department. Graduate advisors having grant, trust, or contract funds available may use them for reimbursement of graduate student travel at the faculty member's discretion consistent with the purposes for which the funds were allocated or awarded. Level of funding for students is subject to the same restrictions as for faculty traveling to scientific meetings. Limited funds for graduate student travel are available from a gift to the Department. These are awarded annually on a competitive basis. In addition, limited funds for graduate student travel are available from the Graduate College and deadlines will be announced in the department newsletter.

POLICY AND PROCEDURES ON GRIEVANCES BY GRADUATE STUDENTS IN THE DEPARTMENT OF CROP SCIENCES

I. INTRODUCTION

All members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching (Guiding Standards for Faculty Supervision of Graduate Students, March 31, 1997). In a large and heterogeneous scholarly community however, problems may arise. Thus the University articulates its policies and provides effective informal and formal procedures for resolving these problems involving graduate students.

The purpose of this policy is to protect the interests of graduate students in the Department of Crop Sciences by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a department policy. Any graduate student in the Department of Crop Sciences may informally pursue or formally file a grievance when s/he believes that a decision or behavior adversely affects his/her status as a graduate student.

This Policy and Procedures on Grievances by Graduate Students in the Department of Crop Sciences specifies the policy and describes the procedures to be employed to resolve grievances by graduate students in this department. It was approved by the Graduate College on May 30, 2000. This policy does not apply in cases of academic misconduct. Breaches of academic integrity in research and publication are handled under the campus's Policy and Procedures on Academic Integrity in Research and Publication. Similarly, this policy does not apply to cases that arise under the Code of Policies and Regulations Applying to All Students ("Code"), such as capricious grading in a course (Section 26) or academic integrity (Section 33). The policies and procedures described in this document do not override or supersede any other policies as established in the University *Statutes* and campus policies.

II. SCOPE AND COVERAGE

A. Definition of a Grievance

A grievance may arise when a graduate student believes that his/her status as a graduate student, or University appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior. Examples include, but are not limited to the following:

2. inappropriate application of a department or University policy;
3. being unfairly assessed on a preliminary examination;
4. being required to engage in excessive effort on assistantships;
5. being improperly terminated from student-based University appointment (teaching or research assistantships, etc.);
6. being improperly terminated from a program;
7. being required to perform personal services unrelated to academic or assistantship duties;
8. being required to meet unreasonable requirements for a graduate degree that extend the normal requirements established by the campus or by the department and are inconsistent with the scholarly standards in the discipline;
9. being the subject of retaliation for exercising his/her rights under this policy; or
10. being the subject of professional misconduct by a student's graduate supervisor or other faculty or staff member.

Practices or actions by a student's supervisor, other faculty member, or other member of the University community that seriously deviate from ethical or responsible professional standards in the supervision of graduate student work may constitute professional misconduct in violation of University policy.

III. INFORMAL PROCEDURES

University policy strongly encourages all students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating a formal grievance. Students in Crop Sciences are encouraged to discuss the issue with the faculty or staff member with whom the problem has arisen. If a satisfactory solution is not forthcoming, the student should discuss the issue with his or her adviser, the director of graduate studies, or the Head of the department, who shall attempt to find a resolution acceptable to both parties. The student may also consult with the Graduate College, the Office of the Dean of Students, the Ombuds Office, the Office of International Student Affairs, or other sources.

IV. FORMAL PROCEDURES

A. Identification of the Grievance Committee

The Graduate Student Policy and Grievance committee shall serve as the department Grievance Committee. This committee consists of two graduate students and nine faculty members. The committee and its chair are appointed by the Head. The chairperson of this

Committee is listed in the department's *Handbook of Policies and Procedures*, available in AW-101 Turner Hall or from the student's advisor. When serving as a grievance committee, the chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the Head.

B. Procedures

1. A student in the department of Crop Sciences may file a formal grievance with either the department Head or directly with the Graduate College, as the student elects. A formal grievance should be filed promptly and must be filed in writing within 180 calendar days of the decision or behavior resulting in the grievance, regardless of whether the department procedure or Graduate College procedure is used. The written grievance should indicate the parties involved, the action or decision being contested, any applicable university, campus or unit policy, an explanation of why the action or decision is inappropriate, and the remedy sought.

2. The Head shall define the subject matter and scope of the issues related to the grievance in a written charge to the grievance committee. The primary involved parties shall receive a copy of the charge.

3. Any participant to the grievance may challenge any member of the grievance committee if there is a perceived conflict of interest. The challenge should be made in writing to the Head of the department. If the objection is prompt and reasonable, the Head shall replace the person with one who meets the stated criteria. The decision of the Head as to whether the challenge is prompt and reasonable as to the acceptability of the replacement selected may be a basis for appeal of the grievance committee's recommendation.

4. The grievance committee's investigation shall include a review of written materials presented and seeking information from the primary parties in writing or in person.

5. Within 30 calendar days of the filing of the grievance, the chair of the grievance committee shall report its recommendations in writing to the department Head. The Head may grant an extension of the time limit for good cause. The committee's report shall contain:

- a. a summary of the grievant's contentions and relief sought
- b. the response of the individual against whom or department against which the grievance was filed
- c. a general description of the investigative process
- d. a citation of relevant policies
- e. an explicit finding of fact based on the preponderance of the evidence with respect to each grievance included in the investigation panel's charge
- f. a listing of the evidence relevant to each finding
- g. an indication of whether there was a reasonable basis in fact and honest belief for the allegations in the investigated grievance
- h. a recommendation of appropriate redress for the grievant(s) and
- i. any recommended changes in policies and procedures to minimize the probability of recurrence.

6. Within 7 calendar days of receipt of the committee's report, the Head shall determine the disposition of the case and communicate the decision to the primary involved individuals. If the Head determines that the grievance has not been proved or has no merit, the Head will notify all involved parties and all persons who have been interviewed or otherwise informed that the grievance has been dismissed.

If the Head concurs with the committee's conclusion that the grievance has been sustained and has merit, the Head will proceed in accordance with the University statutes and relevant University rules and regulations. The Head may, after consultation with appropriate campus officers, prescribe redress for the grievant. In addition, the Head may initiate modifications of department policies or procedures. The Head shall notify the relevant primary involved individuals (grievant, respondent, grievance committee members) of actions taken.

7. Within 10 calendar days of receipt of written notification of the Head's determination, appeals may be made to the Graduate College as specified in the Graduate College grievance policy. This appeal can be based only upon demonstrated specific deficiencies in the application of this department grievance procedure to the student's grievance.

8. After completion of a grievance review and all ensuing related actions, the Head shall return all original documents and materials to the persons who furnished them. The department shall destroy the grievance file on a date 5 years beyond the grievant's time limit for completion of the degree. A report of the nature of the grievance and the primary involved parties shall be forwarded to the Graduate College.

V. GENERAL PROVISIONS

A. Coverage

This policy and these procedures apply to all graduate students and members of the academic and administrative staffs in the Department of Crop Sciences. This policy also applies to former graduate students, provided they meet the timeliness requirements specified in the procedures above.

B. Oversight Authority and Responsibility

1. The Head has responsibility, under the policies and procedures of the Graduate College, for the management of Department of Crop Sciences graduate programs and related policies and procedures.

2. The Head shall have the primary responsibility for administering campus procedures detailed herein. All information and items furnished will be made available to the grievance committee. During the course of an investigation, the Head will provide information about the status of the proceedings to the primary involved individuals. Subsequent to the grievance committee's reporting, the Head will maintain a file of all documents and evidence, and is responsible for the confidentiality and the security of the file. The Head shall make the complete file available to the associate dean of the Graduate College on the appeal of a grievance outcome to the Graduate College.

C. Confidentiality

All persons involved in administering these procedures will make diligent efforts to protect the reputations, privacy, and positions of all involved persons. These persons include those who file grievances, persons who are alleged in a grievance to have taken inappropriate actions or activities, and department administrators. All of the procedures and the identity of those involved should be kept confidential to the extent permitted by law. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false and in particular if dissemination is necessary to protect the reputation of individuals or units falsely accused. Making public the fact that a grievance has been deemed false or unproved is not considered retaliation against the grievant. Protection of confidentiality does not preclude disclosures necessary to redress actions leading to a grievance.

D. Standards of Evidence

In reviewing grievances and in following the procedures mandated herein, a decision or behavior challenged in a grievance, especially a professional judgment of student performance, is presumed to be acceptable until proven otherwise by a preponderance of the evidence.

E. Academic Freedoms and Rights of the Parties

1. It shall be a prime concern of all persons who implement this policy and these procedures to protect the academic freedoms fundamental to the academic enterprise. Among other things, this includes the professional judgments of student performance that are an essential part of the graduate education process. Academic freedom, however, affords no license for the mistreatment of graduate students.

2. The rights of the primary involved individuals shall be specified in the form of a written notice or letter from the Head. The primary involved individuals have the following rights:

- a) To receive notice of the identity of the members of the grievance committee.
- b) To receive a written statement of the charge including the subject matter being considered by the grievance committee. If additional information emerges during the committee's evaluation that substantially changes the subject matter, the parties shall be informed promptly in writing.
- c) To submit statements in writing and to meet with the committee to present information.
- d) To consult private legal counsel, or another person who may provide advice at the meeting with the committee. Prior notice of the presence of an advisor must be given and any other primary involved party may request a delay of up to 5 calendar days to arrange for the presence of an advisor.

e) To review and respond to the grievance committee's final report.

3. Any of the parties responsible for the implementation of this policy may consult University Legal Counsel at any time during the informal or formal processing of a grievance.

F. Conflict of Interest

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any participant who has a conflict of interest in a dispute under this procedure, or a concern about a conflict on the part of another, shall report it to the Head who shall take appropriate action. If the Head has such a conflict, the Head will inform the Associate Dean of the Graduate College who will, in consultation with the dean of the academic college, decide how to address the situation.

G. Timeliness and Procedural Changes

All procedures prescribed in this document should be conducted expeditiously. The Head for good cause may extend any of the time periods and may make other reasonable alterations of these procedures, provided that the alteration does not impair the ability of a grievant to pursue a grievance or the respondent(s) named in the grievance to defend him/herself. Any alterations of these procedures must be communicated to all pertinent parties.

H. Withdrawal of a Grievance

The grievant may submit a written request to withdraw the grievance at any time. The Head shall decide whether to approve the request. A request to withdraw shall be approved only if both parties to the action agree to terminate the proceedings. If the withdrawal request is approved, the Head shall notify the primary involved parties and the files shall be destroyed. If the withdrawal request is denied, the grievance shall continue to be processed to a conclusion according to the above procedures.

I. Termination of University Employment

The termination of University employment of any of the primary involved individuals in a grievance, by resignation or otherwise, after initiation of procedures under this policy shall not necessarily terminate these proceedings.

J. Malicious Charges

Bringing unfounded charges in bad faith is a violation of this and the Graduate College grievance policy. If the grievance committee determines that the allegation(s) in the grievance or the testimony of any person was unfounded and motivated by bad faith, that finding shall be communicated by the Head to the Dean of the Graduate College and the dean of the academic college. After consultation with the Provost, the deans may inform the Head of such a finding. Such finding may be the basis for disciplinary action or other personnel decision in accordance with University rules and regulations.

REGISTRATION IN CROP SCIENCES 593

Crop Sciences 593 is to be used as an individual topics course only under special conditions. One of the conditions is that the registration be approved by the Crop Sciences Teaching Coordinator.

Graduate students enrolling in Crop Sciences 593 must obtain a call number from the advisor who will supervise their work. Advisors will not agree to work with any student, undergraduate or graduate, in Crop Sciences 593 (whether individually or in a class) unless the student has his/her registration officially approved by the Crop Sciences Teaching Coordinator, F. L. Kolb in AE-120 Turner Hall.

At the beginning of each semester, the Crop Sciences 593 roster will be checked. If a student's name appears in the roster who has not cleared with the Teaching Coordinator his/her name will be dropped from the roster.

If you have any questions concerning registration in Crop Sciences 593, you should contact Dr. F. L. Kolb, Crop Sciences Teaching Coordinator for further clarification.

TURNING IN THE THESIS

M.S. Degree:

If you are ending graduate study at the M.S. level and have finished coursework, domestic students do not have to be registered to take the M.S. exam or turn in the thesis. **International students must be registered until they deposit.**

If you are continuing for a Ph.D., you should maintain continuous enrollment

After completion of your exam the completed thesis should be taken to **AW-101 Turner Hall** for format check, department approval and signature. **Once department approval has been secured, take one copy of the thesis to the Graduate College Thesis Office (204 Coble Hall) for a final format check.** After it has been approved and final corrections have been made, you should deposit two (2) copies in the Graduate College and three (3) copies in AW-101, with Sue Panepinto. The three copies to AW-101 will be bound and one sent to you, one to your advisor, and one will be kept for the Department.

Ph.D. Degree:

Ph.D. candidates must be registered the semester they take their final exam. If you have not registered for a fall or spring semester prior to your final exam, you will have to fill out an application form to be readmitted. An exception to this rule: if a student registers for the summer session and takes the final exam and deposits the thesis by October degree conferral date, this person does not need to register for the fall semester (*A Handbook for Graduate Students and Advisers*, chapter 3). **International students must be registered until they deposit.**

The Graduate College needs a minimum of 7 to 10 days to process appointing the committee for your final exam. The student's advisor must request that the department approve the final exam committee by completing the Graduate College form, "Request for Appointment of Doctoral Committee" in time for the form to be sent to the Graduate College. The final exam certificate will then be received by the advisor in time for the exam.

After completion of your exam the completed thesis should be taken to **AW-101 Turner Hall** for format check, department approval and signature. **Once department approval has been secured, take one copy of the thesis to the Graduate College Thesis Office (204 Coble Hall) for a final format check.** After it has been approved and final corrections have been made you should deposit two (2) copies in the Graduate College and two (2) copies in AW-101 Turner Hall, with Sue Panepinto. The ones turned into the Department will be bound and returned to you and your advisor. The Department will receive a copy from the Graduate College after microfilming is completed.

A **new Handbook for Graduate Students Preparing to Deposit** is on the Graduate College Web site at <http://www.grad.uiuc.edu/thesis/thesishandbook/>.

**ADDITIONAL COMMENTS AND SUGGESTIONS FOR PREPARING A THESIS AND
MAINTAINING EVEN A SEMBLANCE OF SANITY**

A new paragraph at the bottom of a page must have at least two full lines of type or it should begin the next page. The page may be short to allow this. You should always carry at least two lines to the top of the next page. (In other words, don't divide three line paragraphs.)

Be sure words are hyphenated correctly. The last word on the page should not be hyphenated. The line should be short of the margin and the whole word typed on the following page.

Make sure typing of the outline is consistent. For instance, if you start headings all in caps and centered, continue the same way. If you start with initial caps and underscored, continue that way, and so on.

Be consistent in citing a list of references within the text. This preferably is done by year, such as "Jones, 1962; Brown, 1964; Smith, 1970; Brown, 1973, etc.

Two or more small tables or figures may be grouped together on a single page--however, no text should be on the same page.

The bottom of a table or figure usually faces the lower edge of the page on which it appears; however, if because of its size and format it requires horizontal placement, the bottom of the table or figure faces the outer edge of the page.

Table headings are part of the text and should not be reduced. If tables are reduced, table headings and page numbers should be added after reduction.

Know the meaning and use of similar sounding words, such as:

principal vs. principle;	compliment vs. complement;
council vs. counsel;	imminent vs. eminent;
affect vs. effect;	sit vs. set.
<u>Also</u> , species is plural and singular, not specie.	

A spell checker will not identify misuse of these terms.

Regarding conversion between measurement units:

Don't magnify precision, e.g.,
17 inches = 43 cm, not 43.18 cm;
100 bu. corn = 2.54 MT, not 2.542;
40 inches = 1.02 m or 102 cm, not 101.6 cm.

ABOVE ALL, BE CONSISTENT THROUGHOUT THE THESIS!!

FORM B. GRADUATE STUDENT PLAN FOR COURSEWORK*

* This plan to be submitted by the student during the first year of graduate study and modified as required.

Name of Student _____

Degree Sought [M.S. _____] [Ph.D. _____]

Major Advisor _____

Expected Date of Degree _____

Expected Area of Research _____

Committee Members: (Minimum of 3 members of graduate faculty for the M.S. and 4 members of the graduate faculty for the Ph.D.)

COURSE PLAN:

The course plan for the student should be developed by the graduate advisor in consultation with the graduate committee.

M.S.--must total 32 hours (20 graded hours for thesis or 32 graded hours for non-thesis)

Ph.D.--must total 96 hours (32 graded hours + 32 hours for the M.S. degree + Crop Sciences 599 [research])

Course Number	Hours	Course Number	Hours
A. Graded Coursework at 500 Level			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
B. Other Graded Coursework			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
C. Crop Sciences 598			

D. Crop Sciences 599			

E. Hours Credited for M.S. Degree (maximum of 32 if seeking a Ph.D.)			

		Total Hours	_____

APPROVED: _____ Student's Signature _____ Date

_____ Major Advisor _____ Date

_____ Department Representative _____ Date

FORM C. FORM TO BE COMPLETED BY ADVISOR TO DETERMINE THAT THE STUDENT HAS COMPLETED THE REQUIREMENTS FOR THE M.S. DEGREE IN CROP SCIENCES

This form must be on file in AW-101 Turner Hall before a student can be certified for the Crop Sciences M.S. degree list.

Name of Student _____ Advisor _____

Semester and year enrolled in Graduate College _____

Anticipated conferral date of M.S. degree (Semester and year) _____

REQUIREMENTS FOR THE MASTER OF SCIENCE DEGREE IN CROP SCIENCES: (please check)

Thesis Option

- ____ 1 hour of letter graded Crop Sciences 598
- ____ Minimum of 20 graded hours including Crop Sciences 598
- ____ At least 4 hours of graded coursework at the 500 level other than Crop Sciences 599
- ____ 12 hours of credit at the 400 level
- ____ Minimum of 32 total hours with no more than 12 hours of Crop Sciences 599
- ____ At least 16 hours of residence credit (residency requirement waived for OCMS program)
- ____ Thesis satisfactory to committee
- ____ Passed oral examination by unanimous vote of committee. Date of Exam _____

Non-thesis Option

- ____ Minimum of 32 graded hours
- ____ 12 hours of credit at the 400 level
- ____ No more than 4 hours of Crop Sciences 593
- ____ At least 16 hours of residence credit (residency requirement waived for OCMS program)
- ____ Passed oral examination by unanimous vote of committee. Date of exam _____

COURSE	Credit (Hours)	COURSE	Credit (Hours)
Crop Sciences 599 _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TITLE OF THESIS

Approved by Advisor _____ Date _____ Department Representative _____

FORM D. Results of the qualifying examination for students admitted directly to the doctoral program without completing a M.S.

The qualifying examination should be completed as soon as practical after students admitted directly to the doctoral program have completed 20 hours of graded coursework. Successful completion of the examination and deposit of this form makes a student eligible for Ph.D. assistantship rates.

Name of Student _____

Checklist

_____ Student was admitted directly into the Ph.D. program without completion of M.S.

_____ Student has successfully completed 20 graded hours listed below.

Course	Hours	Course	Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Date of Qualifying Examination

_____ The student has unanimously passed the qualifying examination by the Advisory Committee.

Advisor

Date

Department Representative

Date

FORM E. FINAL COURSE PLAN TO ACCOMPANY REQUEST FOR PRELIMINARY COMMITTEE. THIS FORM IS TO BE COMPLETED BY THE STUDENT AND ADVISOR.

Name of Student	Date First Enrolled in Graduate College	Advisor
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NUMBER OF HOURS COMPLETED TO DATE. Minimum requirement to be eligible for preliminary examination is 64 hours, including up to 32 hours taken elsewhere. If the M.S. was obtained at another institution, the 32 hours accepted must include at least 20 hours of formal graduate-level coursework. These 64 hours can include up to 12 hours for demonstrating proficiency in a maximum of two foreign languages (6 hours per language) (See Crop Sciences Graduate Student Handbook).

_____ graded hours completed at the University of Illinois, Urbana-Champaign for the Ph.D. program

_____ hours accepted from M.S. studies at _____

The Ph.D. degree requires at least 32 hours of formal graduate coursework (beyond the M.S. degree) in Crop Sciences or closely related sciences. Not more than 6 hours can be taken for pass/fail. List below courses and number of units the student has completed to satisfy these requirements. Courses in which the student is currently enrolled should be listed and indicated by an asterisk. Courses to be taken later should be designated with a double asterisk.

Course Number	Hours	Course Number	Hours
A. Graded Coursework at 500 Level			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
B. Other Graded Coursework			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
C. Crop Sciences 598			
_____	_____	_____	_____
D. Crop Sciences 599 already taken			
_____	_____	_____	_____
Crop Sciences 599 hours to be taken later			
_____	_____	_____	_____
E. Hours Credited for M.S. Degree			
_____	_____	_____	_____

- over -

E. Language Hours (credit for completed language) _____

Total Hours (must be at least 96) _____

APPROVED:

Student's Signature Date

Major Advisor Date

Department Representative Date

NOTE:

Upon submission of this form the student should complete the Graduate College form "Request for Appointment of Doctoral Committee" (available at <http://www.grad.uiuc.edu/forms/appointdec.htm>), print it and bring it to AW-101 Turner Hall for department signature. This request must be 4-6 weeks in advance of the preliminary or final examination.