

Graduate Program Guidelines

**A Supplement to the LSU Graduate Catalogue
Intended for Use by PBS Graduate Students and Faculty**

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Approved by PBS Graduate Faculty on July 29, 2005

**DEPARTMENT OF PATHOBIOLOGICAL SCIENCES
SCHOOL OF VETERINARY MEDICINE
LOUISIANA STATE UNIVERSITY
BATON ROUGE, LOUISIANA**

**DEPARTMENT OF PATHOBIOLOGICAL SCIENCES
GRADUATE PROGRAM GUIDELINES**

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1. DEPARTMENTAL PHILOSOPHY ON GRADUATE EDUCATION

The faculty of the Department of Pathobiological Sciences (PBS) are involved in research on the pathogenesis of diseases of man and animals. Research projects may identify the unique properties of the infectious agents, characterize host immune responses, and devise improved means of diagnosis, prevention, and control. Animal models of human diseases, as well as diseases of livestock, companion animals, and aquatic species are investigated. Molecular mechanisms of disease are explored using modern biotechnological approaches. Other areas of expertise include epidemiology and pathology. The research direction of the PBS faculty members is illustrated by the titles of the research projects currently supported through intra- and extramural funding (see <http://www.vetmed.lsu.edu/pbs/>).

Graduate students who follow this option can focus on any aspect of the complex biology of disease. Graduate study programs will be tailored to satisfy the interests of individual students by providing guidance for formal instruction and experimental investigations pertinent to the student's chosen area of study under the supervision and guidance of their mentor and advisor committee.

2. RESPONSIBILITIES IN THE GRADUATE PROGRAM

Graduate education within the department is guided by the Graduate School, the PBS Graduate Advisor (GA), the departmental graduate faculty, and the Graduate Program Committee (GPC). The principal responsibility for an individual graduate student's study plan and research rests with that student, guided by the student's Graduate Research Mentor (GRM) and a responsible Graduate Advisory Committee (GAC). The Graduate Admissions Coordinator assists the GA and DH with the admissions process. The role of each of these individuals and committees is defined below.

2.1 The PBS Graduate Advisor

The GA is a tenured member of the PBS graduate faculty who acts as the administrator for the PBS graduate program. The Department Head (DH) appoints this individual from a pool of nominees forward from the PBS faculty to a renewable, 4-year term.

The GA oversees the departmental admission process. The GA acts as a contact for potential students, receives copies of completed application packets from the Graduate Admissions Coordinator and the Graduate School, and determines if the applicant meets the minimum requirements for acceptance into the program. The GA contacts the graduate faculty to review folders when available, then presents a summary of the potential graduate candidate's folder evaluation to the PBS faculty at a PBS graduate faculty meeting. The GA collects a vote on the acceptance of applicants and informs the DH of the faculty decision.

The optimal time of completion for a Ph.D and a Master of Science are 4 years and 2 years respectively. The GA is responsible for annually (start of fall semester) monitoring the graduate school milestones for each graduate student using the PBS checklists (see Appendix B through E), thus assuring the student's timely progression through the

program. The GA will inform the mentor of any problems identified on annual review of each student's checklist. In addition, the student degree progress reports prepared annually by the mentor and student will be filed with the GA.

As the liaison with the Graduate School, the GA is responsible for implementation of changes in the graduate program as recommended by the Graduate Program Committee and participates as a non-voting* member on that committee.

The GA serves as coordinator for assignments and grading of the laboratory rotation program (see Section 8.4).

The GA serves as the first mediator in resolution of disputes between students and faculty with regards to the PBS graduate program. In the event that the GA is unable to mediate an accord, the parties may take their grievance through the LSU chain of responsibility: PBS DH, SVM Associate Dean of Research, Dean of the Graduate School.

* In the event of a tie, the GA will cast the tie-breaking vote.

2.2 The Student

The student has the ultimate responsibility for the success of his or her graduate program. The student is responsible for initiating contacts in order to identify a GRM and the members of his/her GAC whose academic interests and research programs coincide with the student's goals. He/she is responsible for writing the proposed plan of study and conducting the research necessary to successfully complete the degree requirements. Continued updating of the advisor and the GAC of the research progress is the responsibility of the student. The student shall organize a GAC meeting on an annual basis to discuss the student's progress. The student will meet with his/her Research Mentor so that an annual, written report on the student's degree progress can be prepared and submitted to the GA. The student must follow the PBS checklist of degree requirements (see Appendix B through E) and meet annually at the start of fall semester with the GA to update his/her status in completing the appropriate checklist. Time limits outlined by the LSU Graduate School must be followed

2.3 The Graduate Research Mentor (Major Professor)

The GRM must be a member of the PBS graduate faculty. He/she acts as mentor and is responsible for guiding the student through the graduate program on a daily basis. The GRM advises the student on the membership on the student's GAC. The GRM evaluates the student's research, chairs the student's graduate examinations, and acts as a liaison between the Graduate School and the student. It is the mentor's responsibility, with the cooperation of the student and the GAC, to identify and help rectify any coursework deficiencies pertinent to the student's degree. The GRM shall provide a written report on the student's degree progress to the GA annually.

2.4 The Graduate Advisory Committee

The GRM and the graduate student, together, should propose the membership of the GAC, which must be approved by the DH and the Dean of the Graduate School. The members may be from any department pertinent to the student's area of concentration. The specific make-up of the committee for PhD and MS degrees is outlined below.

The student and the GAC are responsible for formulating the study plan. The study plan for students should be based on the student's academic background, area of specialization, and recommendation of the GAC. The GAC is chaired by the student's GRM and bears responsibility for planning the student's study plan, for monitoring the student's progress through that program, and for determining whether or not the student has met the standards of the department and the university for the degree. It is the obligation of each member of a GAC to insist on an adequately designed and rigorous program for the MS and PhD student.

The membership of the GAC and the Study plan for students in both the MS and PhD programs should be submitted to the DH and GA within the time frames outlined in Appendices B through E.

2.5 The Graduate Program Committee

The GPC consists of four PBS faculty who are members of the graduate faculty. The GPC members are appointed by the DH for staggered four-year terms. The most senior member will serve as chair. Members in the third and fourth years of their term on the committee will also serve as the departmental representatives to the SVM Graduate Academic Studies (GAS) Council. Members may serve for a maximum of 8 consecutive years (two terms). The GA serves as an *ad hoc* member but may cast a tie-breaking vote.

The duties of the GPC include:

1. Create, implement and update a plan of active recruitment of graduate students.
2. Coordinate advertisement of the PBS Department through annual reports, flyers and pamphlets, web-based opportunities to promote local, state, national and international recognition of the department and its faculty and graduates.
3. Research graduate stipends nationally to assure that stipends offered by the PBS Department are competitive and equitable.
4. Annually review the PBS Graduate Guidelines to determine if adjustments are necessary and present these changes to the graduate faculty.
5. Evaluate and make recommendations on admission of students under special circumstances.
6. Organize the graduate student orientation program (see Sections 7.1, 8.1)
7. Report ongoing activities to the PBS faculty.

2.6 The Department Head

The DH, a full-member of graduate faculty, may serve as a GRM and as a member of a GAC. To avoid potential conflicts, the DH may not serve as the GA or serve on the GPC or as a departmental representative to the GAS Council.

The specific responsibilities of the DH are as follows:

1. The DH will appoint the GA from a pool of nominees forwarded from the PBS faculty to a renewable, 4-year term.
2. Based on information provided by the GA, the DH will inform students by letter of their acceptance into the department and of the awarding of stipends (if applicable).
3. The DH will keep the GA current on the availability of stipends.
4. The DH must approve the selection of the Graduate GRM and membership of GAC.
5. The DH must approve all requests for part-time status in the MS and Ph.D programs.
6. In the event that the GA (as the first mediator in resolution of disputes between students and faculty) is unable to mediate an accord, the parties may take their grievance to PBS DH.
7. The DH appoints members of the GPC.

2.7 Graduate Admissions Coordinator

The responsibilities of this position are as follows:

1. This person will maintain the official application packet for each applicant to the PBS graduate program. Graduate faculty will have access to a copy of this information throughout the application process.
2. This person will serve as a contact for applicants who are requesting information about PBS or the application process. These requests may be handled by the graduate admissions coordinator or passed on to the DH or GA.
3. This person will monitor the status of each application packet, and contact applicants regarding missing items in their application packet (e.g. GRE scores, letters of recommendation).
4. This person will pass copies of the completed applications packets to the GA who will present these applicants to the Graduate Faculty for decision on admission.

3. ACCEPTANCE INTO THE PBS GRADUATE PROGRAM

Students must meet the acceptance criteria outlined by the LSU Graduate School and the following the PBS requirements (GPAs are rounded to nearest tenth):

GPA >3.0 AND a minimum score of 1200 on GRE, **OR**, GPA >3.2 AND a minimum score of 1000 on GRE

A good “fit” of mentor and student is a departmental priority and thus strong consideration is given to the student’s stated professional goals. It is important that this document state their as clearly as possible. Applicants are expected to have an adequate understanding of biology, chemistry, biochemistry, and microbiology. After evaluation of the application by the faculty, the student will be informed of acceptance into the program in a timely manner. Applicants seeking stipend support should submit their application by February 15 for matriculation in the fall semester.

A faculty member may appeal to the PBS Graduate Faculty at a scheduled meeting for the admission of a student who does not meet the acceptance criteria. After discussion of the student’s application, the PBS graduate faculty will vote on admission of that student and the decision will be final.

4. GRADUATE STIPENDS

The PBS graduate program should be considered by the student to be a full-time effort. Every attempt will be made by the department, and should be made by the student, to obtain stipend support for the student’s graduate program; however, stipend support cannot be guaranteed by the department and students should be aware that acceptance in

the PBS graduate program is independent of stipend support. A limited number of stipends are available.

Part-time students are discouraged in both the MS and PhD programs. Under special circumstances part-time students may be admitted into the program. This requires the student to have identified a GRM and to obtain approval by the GA, the GPC and the DH. Part-time students may not receive graduate stipends and must be self-supporting. The programs of part-time students require close supervision by the GRM and GAC to ensure completion in a timely manner.

5. RESIDENCY PROGRAMS FOR VETERINARIANS

The Louisiana State University School of Veterinary Medicine offers residency programs for veterinarians in a number of areas. Two of these programs, Pathology and Laboratory Animal Medicine, normally require students to complete a graduate program. Acceptance into the residency programs is separate from acceptance into the graduate program and potential residents must apply to and be accepted in a graduate program.

Residents are encouraged to explore all the options available through the School of Veterinary Medicine before choosing their graduate program. Following arrival at LSU, students should meet with and discuss the graduate opportunities available with each of the graduate faculty in PBS as well as the Department of Comparative Biological Sciences.

The faculty recognize that time demands on residents are different than on full-time graduate students and that the time line must be adjusted accordingly. Appendix D and E outline guidelines for students in combined Resident-MS and Resident-PhD programs, respectively.

6. THE PBS GRADUATE PROGRAM CORE REQUIREMENTS

Graduate students will receive a degree in Veterinary Medical Sciences through the Department of Pathobiological Science. The departmental requirements for graduation are as follows:

6.1. Required Courses

A graduate of PBS is expected to have an adequate basic understanding of the biological basis of the host response to infectious agents and the analysis of scientific data. To this end, the GAC must assure that each student has the content knowledge of the following courses or their equivalents prior to graduate for MS or prior to general examination of PhD students. Incoming students who have successfully completed (within the previous 5 years) upper-level courses are exempt from required courses of the corresponding subjects. All exemption(s) must be applied for in writing and approved by the GPC or the resident mentoring committee. The required courses eligible for exemption are immunology, BIOLS4121; cell biology, BIOL4550; and statistical applications, PBS7312. Individual sections (1 credit each) of PBS 7417 can also be exempted: pathology, bacteriology, virology, and/or parasitology.

Students in PBS are required to take the following courses:

- A. VMED7004 Introduction to Research (2 credits) Fall.
- B. BIOL4123 Immunology (3 credits) Fall.
- C. VMED8900 for laboratory rotations (3 credits) Fall. (MS students are exempt)
- D. BIOL4550 Molecular Regulation of Eukaryotic Cell Function (3 credits) Fall.
- E. PBS7312 Concepts in Epidemiology (3 credits) Fall.
- F. PBS7417 Host Response to Infectious Agents (1 to 4 credits, course encompassing pathology, bacteriology, virology, and parasitology) Spring.
- G. PBS7004 Current Literature in Pathobiological Sciences
MS students must take 2 credits
PhD students must take 4 credits

6.2 PBS Graduate Student Symposium

A day-long event that will focus on graduate student presentations of proposed research or progress reports of their thesis and dissertation research. Invited speaker(s) on topics related to graduate student issues (e.g. career opportunities, job search skills)

could be included. Graduate students are expected to participate in this event. The symposium and related social function will be organized by PBS graduate students and

DH. It will be open to all faculty, staff, and graduate students. This event will be scheduled annually, between the end of Spring semester and start of summer intersession.

6.3. Minor in PBS

Students in other departments who declare a minor in the Veterinary Medical Sciences PBS option will be required to take 9 credits of PBS courses, 7002 or above.;

7. MASTER OF SCIENCE DEGREE

The MS program in PBS is designed to further develop the scientific knowledge and problem solving abilities of the student. In this degree program students expand their knowledge of infectious or parasitic diseases, immunology, epidemiology, pathology and related sciences through advanced courses and seminars, while learning to apply the scientific method to the study of a specific research problem. A hypothesis-based thesis on the student's original research is required.

7.1 Graduate Student Orientation

All incoming MS and PhD graduate students, including residents in graduate programs, are required to attend an orientation session. This orientation will be held prior to start of fall semester classes (a spring semester orientation could also be scheduled, if needed). The orientation will include a tour of departmental facilities and other areas of school that pertain to their training. In addition, PBS faculty will present an overview of their current research, as well as available stipend support for graduate students. The orientation will provide contact opportunities to graduate students who will participate in the laboratory rotation program.

7.2. Graduate Advisory Committee (GAC)

The GAC for the degree of Master of Science consists of a minimum of three faculty members, one of whom must be a full member of the graduate faculty. The GRM serves as the chair of the GAC. Membership must be approved by the DH and the Dean of the Graduate School. The GAC should be composed of those faculty members best qualified to direct and evaluate the student's study plan and research. Responsibility for nominating the committee members lies with the student in consultation with his/her GRM. The student must inform the GA of the committee membership.

7.3. Study Plan and Research

The MS study plan involves course work in the student's area of specialty and completion of an original research project resulting in an acceptable thesis. The study plan and research proposal should be submitted to the student's GAC by the end of the second semester. The plan consists of courses taken, grades received in these courses, courses planned to finish the degree program, and a brief research proposal as outlined in Appendix F. The emphasis should be on a clear, concise document. This plan will be discussed, amended (if necessary) and approved by the GAC.

7.4. Course Work

Minimal course loads are determined by the student with the approval of the GAC and to meet Graduate School requirements, but must meet the following requirements:

- A. Minimum of 30 hours of credit beyond the baccalaureate or professional degree in courses numbered 4000
- B. Minimum of 6 hours must be in VMED8000
- C. Minimum of 24 hours must be in courses other than Thesis Research (VMED 8000)
- D. Minimum of 12 hours must be in courses numbered 7000 and above of VMED 8000 (*Thesis Research*)
- E. Limit of 6 hours of *Research Techniques* (7002) (any department) and 8 hours of *Special Topics* (7003) (any department) may be used toward any graduate degree.
- E. Students must fulfill the PBS Basic Core Requirements which includes the following courses (see section 6.2) The only exceptions to these requirements are outlined in Section 6.2.
 - i. VMED7004 *Introduction to Research* (2 credits)
 - ii. BIOL4123 *Immunology* (3 credits)
 - iii. BIOL4450 *Molecular Regulation of Eukaryotic Cell Function* (4 credits)
 - iv. PBS7312 *Concepts in Epidemiology* (4 credits)
 - v. PBS7417 *Immune Response to Infectious Agents* (1 to 4 credits)
 - vi. PBS7004 *Current Literature in Pathobiological Sciences* (2 credits)
- F. Maximum of 12 semester hours of transfer credit from other schools and/or credit taken while classified as an LSU extension or non-matriculating student may be used in a master's degree program if approved by the GAC, DH, and the Dean of the Graduate School.

7.5 Seminars

PBS graduate students are required to attend all PBS-sponsored seminars. In addition, MS candidates are required to present two seminars to the department on their thesis research. Both seminars will be announced and open to all PBS faculty and graduate students. The time and date of these seminars will be determined by the candidate and their graduate advisory committee.

a. Seminar presenting the proposed thesis research project. The target dates for presenting this seminar would be the first year of MS program and second year of residency/MS program. This seminar could be presented at the annual PBS Graduate Student Symposium.

b. Thesis defense seminar. This seminar could be presented at the PBS seminar series.

7.6. Thesis

The MS student will submit to his/her GAC a well written, technical thesis based upon original research. The form of the thesis must be in accordance with the instructions in the pamphlet *Preparation of Theses, Dissertations and Monographs*, available in the

Graduate Records Office of the Graduate School. A minimum of two hard copies on cotton paper are to be submitted to the PBS department for archival in the department and the SVM library.

7.7. Examination

Final Examination and Thesis Defense. A comprehensive final examination will include an open presentation and defense of the thesis followed by an oral examination by the GAC. In order to pass this examination, there may not be more than one dissenting vote.

7.8. Duration of Course of Study

Full time MS students should complete their study plan and research within two academic years with an accumulation of 30 semester credit hours (see recommended timetable, Appendix B). Students combining a MS in PBS with a DVM residency program should complete their study plan and research within three academic years (see recommended timetable, Appendix E). All students must complete their MS degree within five calendar years after matriculation.

7.9. Recommendation for Direct PhD Study Plan and Research

A student enrolled in the MS program may request that the MS degree be bypassed and that the student be allowed to pursue a PhD program. The GAC will evaluate the performance and progress of the student to determine if the request is justified by the student's performance. If so, the student's GRM should inform the GA and the PBS DH in writing. This privilege cannot be extended to a student without successful completion of two semesters in the graduate program.

8. DOCTOR OF PHILOSOPHY DEGREE

The emphasis in the doctoral program is placed on original and creative research. The aim of this program is to enable the student to become a self-educating scholar and researcher.

8.1 Graduate Student Orientation

All incoming MS and PhD graduate students, including residents in graduate programs, are required to attend an orientation session. This orientation will be held prior to start of fall semester classes (a spring semester orientation could also be scheduled, if needed). The orientation will include a tour of departmental facilities and other areas of school that pertain to their training. In addition, PBS faculty will present an overview of their current research, as well as available stipend support for graduate students. The orientation will provide contact opportunities to graduate students who will participate in the laboratory rotation program.

8.2 Graduate Advisory Committee (GAC)

The PhD GAC consists of at least 4 graduate faculty members, two of whom must be from PBS. The GAC should be composed of those faculty members best qualified to direct and evaluate the student's study plan and research; however, the committee must have two full members of the Graduate Faculty, of which at least one must be from PBS. The GAC must be approved by the DH and the Dean of the Graduate School and the membership forwarded to the GA. Should the student declare a minor, one member of the committee must be in that field or department. Responsibility for selecting the committee lies with the student in consultation with his/her GRM. The Dean's representative of the committee shall be selected by the Graduate School prior to the general examination (see below) and will serve on the student's general and final examinations.

It is the responsibility of the student to keep the GAC informed of his/her academic and research progress. The student should schedule regular GAC meetings; the committee must meet at least annually in addition to the general exam meeting.

8.3. Study Plan and Research

Each PhD student should receive exposure to the basic area of knowledge necessary for his/her future performance as a well trained Doctor of Philosophy: adequate knowledge in biological and physical sciences and in-depth knowledge in the selected areas of specialization. The research emphasis will be directed towards properties of infectious agents and the biological, immunological, genetic, molecular or ecological mechanisms of diseases including basic biology, detection, prevention, and treatment.

In order to ensure a timely progression to graduation, a study plan and research should be submitted to the student's GAC by the start of second year. In addition to the *Program of Study for a Doctoral Degree* form required by the Graduate School, students

must provide an outline of the courses taken, grades received in these courses, future courses, and a research proposal as outlined in Appendix F. The emphasis should be on generating a clear concise document. This plan will be discussed, amended (if necessary), and approved by the GAC.

8.4. Course Work

Minimal course loads are determined by the student with the approval of the GAC and to meet Graduate School requirements, but must include:

- A. 54 credits (the equivalent of three years of course work = 9 credits/semester x 6 semesters) in courses numbered 4000 and above. Must include 24 hours of credit earned outside of Research Courses (VMED 8900 and VMED 9000)
- B. Students must fulfill the PBS Basic Core Requirements which includes the following courses (see section 6.2). The only exceptions to these requirements are outlined in Section 6.3.
 - i. VMED7004 *Introduction to Research* (2 credits)
 - ii. BIOL4123 *Immunology* (3 credits)
 - iii. BIOL4450 *Molecular regulation of eukaryotic cell function* (4 credits)
 - iv. PBS7312 *Concepts in epidemiology* (4 credits)
 - v. PBS7417 *Immune response to infectious agents* (1 to 4 credits)
 - vi. PBS7004 *Current literature in Pathobiological sciences* (4 credits)
 - vii. VMED8900 for laboratory rotation (3 credits)
- C. If the student declares a minor, the student must fulfill the requirements as defined by the minor department in addition to the PBS requirements
- D. Maximum of 6 hours of 7002 (any department) and 8 hours of 7003 (any department) may be used.

8.5 Laboratory Rotation Program

PhD-candidate graduate students with stipends supported by PBS or SVM funds are required to rotate through the laboratories of 3 PBS investigators during the Fall semester of first year. Each rotation will last 6 weeks. Students will select laboratory assignments from the investigators who offer this opportunity at the graduate student orientation. Students are expected to be active participants in the laboratory, working on either independent projects or on-going studies, gaining insight into both laboratory techniques and experimental design. Graduate students funded by grants obtained by PBS faculty are exempt from this requirement, but are welcome to participate (requests for stipend support from department will be based on availability of funds). Residents in PhD program will complete this requirement during the first 2.5 years of their residency program. Course credit (minimum of 3 semester credits) for this requirement will be achieved by enrollment in VMed 8900 (*Pathobiological Sciences Pre-dissertation Research*), with the PBS Graduate Advisor as coordinator

8.6 Seminars

PBS graduate students are required to attend all PBS-sponsored seminars. In addition, PhD candidates are required to present two seminars to the department on their dissertation research. Both seminars will be announced and open to all PBS faculty and graduate students. The time and date of these seminars will be determined by the candidate and their graduate advisory committee.

a. Seminar presenting the proposed dissertation research project. The target dates for presenting this seminar would be the first year of PhD program and second year of residency/PhD program. This seminar could be presented at the annual PBS Graduate Student Symposium.

b. Dissertation defense seminar. This seminar could be presented at the PBS seminar series.

8.7 Dissertation

A well-written dissertation based on the student's original research is part of the requirement for a PhD. The dissertation must demonstrate a contribution to the student's major field of study and a mastery of research techniques. The format of the dissertation must be in accordance with the instructions in the pamphlet *Guidelines for the Preparation of Theses, Dissertations and Monographs*, available in the Graduate Records Office or on the LSU Web Site. A minimum of two hard copies on cotton paper are to be submitted to the PBS department for archival in the department and the SVM library.

8.8. Examinations

8.8.1. Qualifying Examination: PBS does not require a qualifying examination; however, students may be required to take a qualifying examination at the discretion of the student's GRM and/or GAC.

8.8.2 General Examination: Students become eligible to take the general examination after demonstrating adequate academic and professional aptitude to the GAC. The general examination should be scheduled soon after completion of course work, preferably before the start of the student's third academic year but must be passed by the end of the third academic year. At least two full semesters in residence must be fulfilled between the general examination and the final examination.

Passage of the general examination demonstrates the student has acquired a broad-based scientific knowledge, a detailed understanding of their area of expertise, and can formulate a hypothesis and design an experimental approach to address the problem.

The general examination is open to the members of the GAC only. The specific format of the examination will be determined by the GAC; however, the examination must include both written and oral portions. The oral portion of the examination may not be taken during a period in which LSU is not in session.

Failure of the general examination requires more than one dissenting vote. Based on the results of the general examination, the GAC can recommend additional course work. In the event that the student fails the general examination, he/she may retake the general

examination. Should the student choose to retake the general examination, the examination must be completed within six calendar months. Should two members of the GAC again fail the student, the student will be dismissed from the PBS Graduate Program.

8.8.3. *Final Examination and Dissertation Defense*: At least three weeks prior to the scheduled date of the examination, the request for the student's final examination must be submitted by the graduate student to the GA who will forward the application to the Graduate School. The final examination and dissertation defense examines the procedure, content and student's understanding of the work presented in the dissertation. This examination may extend into subject matter related to or distant from the dissertation.

The final examination must be advertised and both the presentation and the oral examination are open; however, the evaluation portion is closed and non-members will be asked to leave the room during the discussion. Failure of the final examination requires more than one dissenting vote.

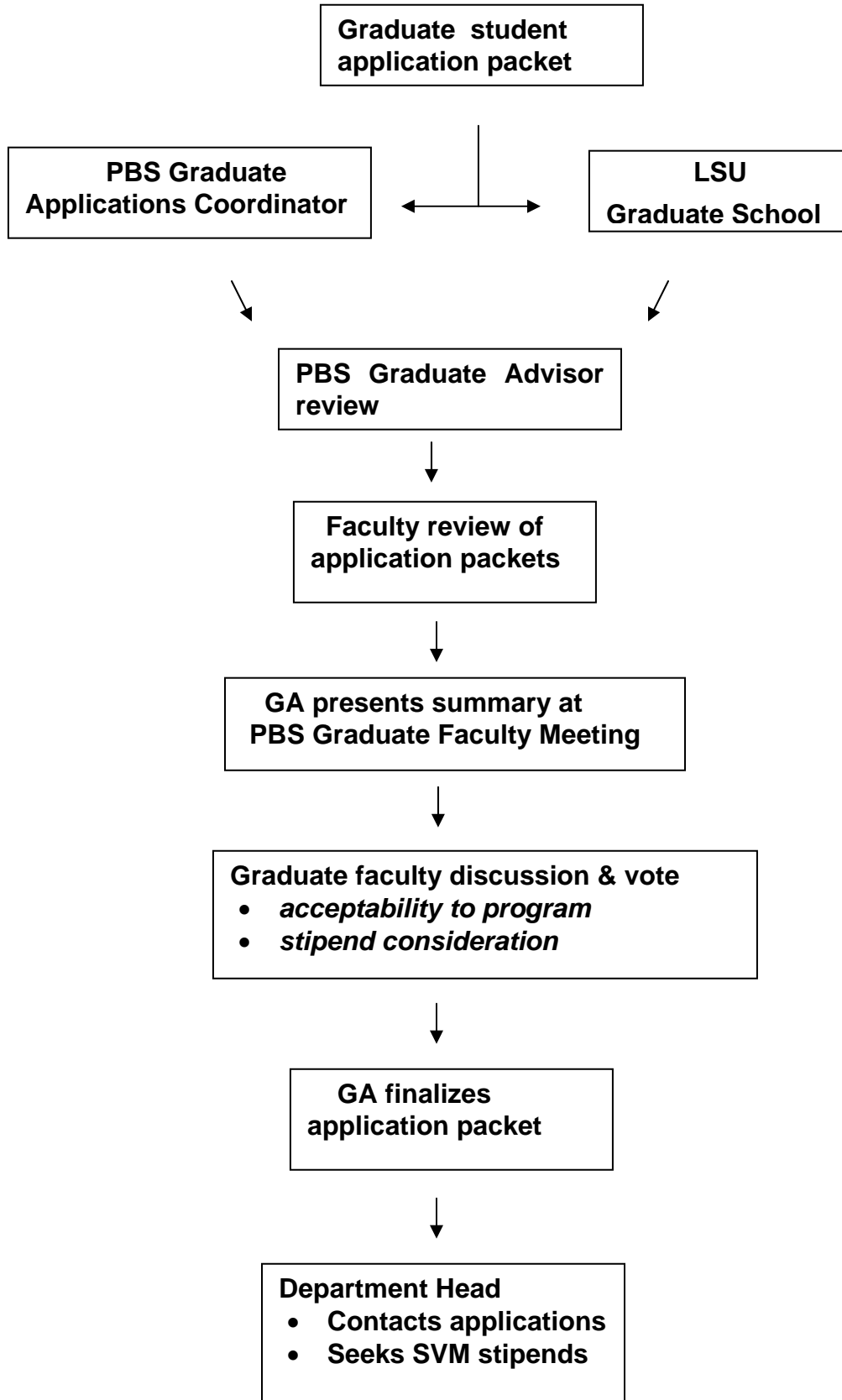
8.9. Duration of Course of Study

It is recommended that full-time PhD students complete their study plan and research within four academic years (see Appendix C). Students combining a PhD in PBS with a DVM residency program should complete their study plan and research within five academic years (see recommended timetable, Appendix E). All students must complete their PhD degree within seven calendar years after matriculation.

8.10. Teaching Requirements

All candidates for the PhD degree must demonstrate/gain teaching experience. This experience may be gained by 1) teaching in a laboratory course related to their discipline specialty, 2) presenting lectures to veterinary and/or graduate students or 3) completion of a didactic course on the theory and/or practice of classroom teaching. If the student participates in classroom or laboratory teaching, the GRM will provide an assessment of these efforts to the GAC. Students are strongly urged to participate in the University Teaching Series for Faculty Development at LSU.

**APPENDIX A
FLOW CHART FOR PBS GRADUATE STUDENT ADMISSION PROCESS**



**APPENDIX B
CHECKLIST FOR COMPLETION OF
DEGREE REQUIREMENTS FOR MASTER OF SCIENCE
(BASED ON A 2 YEAR COMPLETION)**

MATRICULATION DATE: _____

TO MEET PBS GUIDELINES:

BY THE END OF MONTH 2

_____ Choose GRM

_____ Student sends a written request to the DH and informs the GA of formal GRM assignment.

BY THE END OF SEMESTER 1

_____ Choose GAC

_____ Student sends a written request to the DH and informs the GA of formal GAC assignment.

BY THE END OF SEMESTER 2

_____ Identify a research problem

_____ Prepare a research proposal

_____ File a study plan with the GAC

_____ Have research proposal approved by GAC

_____ Present seminar of proposed research, preferably at Graduate Student Symposium

COMPLETION OF CORE REQUIREMENTS:

BIOL4123 (semester): _____

BIOL4550 (semester): _____

VMED7004 (semester): _____

PBS7312 (semester): _____

PBS7417 (semester): _____

PBS7004 (semester): _____; _____

SEMINARS (dates): _____; _____

ANNUAL MEETINGS WITH GAC (dates): _____; _____

APPENDIX B, continued

TO PREPARE FOR GRADUATION:

CHECK WITH THE GRADUATE SCHOOL FOR DATES AND TIMES OF DEADLINES:

Deadline for application for degree: _____

Deadline for request for final examination: _____

Deadline for Examination Report and Submission of Approved Thesis: _____

Graduation: _____

GRADUATION CHECKLIST:

- _____ Complete course work and get approval from GAC and the Graduate School
- _____ Complete research project
- _____ Set date for final examination with GAC
- _____ Set date for final seminar with PBS Seminar Coordinator
- _____ File *Application for Degree* with the Graduate School
- _____ File *Request for Final Exam* with DH and the Graduate School
- _____ Complete thesis and distribute to members of GAC three weeks before examination
- _____ Present Thesis Seminar
- _____ Defend thesis
- _____ Make all thesis corrections and submit thesis and *Committee Examination Report* to the Graduate School
- _____ Submit two bound copies of thesis to PBS and SVM Library

APPENDIX C
CHECKLIST FOR COMPLETION OF
DEGREE REQUIREMENTS FOR DOCTOR OF PHILOSOPHY
(BASED ON A 4 YEAR COMPLETION)

MATRICULATION DATE: _____

TO MEET PBS GUIDELINES:

BY THE END OF SEMESTER 1

_____ Choose GRM

_____ Student sends a written request to the DH and informs the GA of formal GRM assignment

BY THE END OF MONTH 12

_____ Identify a research problem

_____ Choose GAC

_____ Student sends a written request to the DH and informs the GA of formal GAC assignment

_____ Prepare study and research proposal and have both approved by GAC

_____ File a *The Program of Study for the Doctoral Student* form with the Graduate School

_____ Present seminar of proposed research, preferably at Graduate Student Symposium

BY THE END OF MONTH 24 to 32

_____ Complete course requirements

_____ Submit "*Request for General Examination*" to DH 4 weeks prior to examination date

_____ Schedule General Examination

Note: The Graduate School requires that the General Examination be taken within 36 months of matriculation and at least 2 semesters prior to graduation. Check with the Graduate School for deadlines.

COMPLETION OF CORE REQUIREMENTS:

BIOL4123 (semester): _____

BIOL4550 (semester): _____

VMED7004 (semester): _____

PBS7312 (semester): _____
PBS7417 (semester): _____
Laboratory Rotation as VMED8900 (semester): _____
PBS7004 (semester): _____; _____: _____; _____

APPENDIX C, continued

SEMINARS (dates): _____; _____:
ANNUAL MEETINGS WITH GAC: _____; _____; _____; _____

TEACHING REQUIREMENT:

TO PREPARE FOR GRADUATION:

CHECK WITH THE GRADUATE SCHOOL FOR DATES AND TIMES OF DEADLINES:

Deadline for application for degree: _____

Deadline for request for final examination: _____

Deadline for Examination Report and
submission of Approved Dissertation: _____

Graduation: _____

GRADUATION CHECKLIST:

- _____ Complete course work and get approval from GAC and the Graduate School
- _____ Complete research project
- _____ Set date for final examination with GAC
- _____ Set date for final seminar with PBS Seminar Coordinator
- _____ File *Application for Degree* with the Graduate School
- _____ File *Request for Final Exam* with DH and the Graduate School
- _____ Complete dissertation and distribute to members of GAC three weeks before examination
- _____ Present Dissertation Seminar
- _____ Defend dissertation
- _____ Make all dissertation corrections
- _____ Submit dissertation and *Committee Examination Report* to the Graduate

School

_____ Submit two bound copies of the dissertation to PBS and SVM Library

APPENDIX D
CHECKLIST FOR COMPLETION OF DEGREE REQUIREMENTS FOR
MASTER OF SCIENCE IN COMBINATION WITH A DVM RESIDENCY PROGRAM
(BASED ON A 3 YEAR COMPLETION)

MATRICULATION DATE: _____

TO MEET PBS GUIDELINES:

BY THE END OF YEAR 1

_____ Choose GRM (written request to both the DH and the GA for assignment of a GRM.)

BY THE END OF THIRD SEMESTER

_____ Identify a research problem

_____ Choose GAC (inform both the DH and the GA of the GAC membership in writing)

_____ Prepare a research proposal

_____ File a Program of Study with the Graduate School

_____ Have research proposal approved by GAC

_____ Present seminar of proposed research, preferably at Graduate Student Symposium

COMPLETION OF CORE REQUIREMENTS:

BIOL4123 (semester): _____

BIOL4550 (semester): _____

VMED 7004 (semester): _____

PBS 7501 (semester) _____

PBS7312 (semester): _____

PBS7417 (semester) _____

PBS7004 (semester): _____; _____

SEMINARS (dates): _____; _____

ANNUAL MEETINGS WITH GAC (dates): _____; _____

APPENDIX D, continued

TO PREPARE FOR GRADUATION:

CHECK WITH THE GRADUATE SCHOOL FOR DATES AND TIMES OF DEADLINES:

Deadline for application for degree: _____

Deadline for request for final examination: _____

Deadline for Examination Report and submission of Approved Thesis: _____

Graduation: _____

GRADUATION CHECKLIST:

- _____ Complete course work and get approval from GAC and the Graduate School
- _____ Complete research project
- _____ Set date for final examination with GAC
- _____ Set date for final seminar with PBS Seminar Coordinator
- _____ File *Application for Degree* with the Graduate School
- _____ File *Request for Final Exam* with DH and the Graduate School
- _____ Complete thesis and distribute to members of GAC three weeks before examination
- _____ Present Thesis Seminar
- _____ Defend thesis
- _____ Make all thesis corrections
- _____ Submit thesis and *Committee Examination Report* to the Graduate School
- _____ Submit two bound copies of the dissertation to PBS and SVM Library

APPENDIX E
CHECKLIST FOR COMPLETION OF DEGREE REQUIREMENTS
FOR DOCTOR OF PHILOSOPHY IN COMBINATION WITH A DVM RESIDENCY
(BASED ON A 5 YEAR COMPLETION)

MATRICULATION DATE: _____

TO MEET PBS GUIDELINES:

BY THE END OF THE YEAR 3

- _____ Choose GRM (written request to both the DH and the GA for assignment of a GRM.)
- _____ Identify a research problem
- _____ Choose GAC (inform both the DH and the GA of the GAC membership in writing)
- _____ Prepare a research proposal
- _____ File a Program of Study with the Graduate School
- _____ Have research proposal approved by GAC
- _____ Present first seminar

BY THE END OF YEAR 4

- _____ Complete course requirements
- _____ Submit "Request for General Examination" to DH 4 weeks prior to examination date
- _____ Schedule General Examination

Note: The Graduate School requires that the General Examination be taken 2 semesters prior to graduation. Check with the Graduate School for deadlines.

COMPLETION OF CORE REQUIREMENTS (Pathology concentration):

VMED 7004 (semester): _____

BIOL4123 (semester): _____

BIOL4550 (semester): _____

PBS7501 (semester): _____

PBS7502 (semester): _____

PBS7312 (semester): _____

PBS7417 (semester): _____

Laboratory Rotation as VMED8900 (semester): _____

PBS7004 (semester): _____; _____: _____; _____

SEMINARS (dates): _____; _____

ANNUAL MEETINGS WITH GAC: _____; _____; _____; _____ ...

APPENDIX E, continued

TEACHING REQUIREMENT:

TO PREPARE FOR GRADUATION:

CHECK WITH THE GRADUATE SCHOOL FOR DATES AND TIMES OF DEADLINES:

Deadline for application for degree: _____

Deadline for request for final examination: _____

Deadline for Examination Report and
Submission of Approved Dissertation: _____

Graduation: _____

GRADUATION CHECKLIST:

- _____ Complete course work and get approval from GAC and the Graduate School
- _____ Complete research project
- _____ Set date for final examination with GAC
- _____ Set date for final seminar with PBS Seminar Coordinator
- _____ File *Application for Degree* with the Graduate School
- _____ File *Request for Final Exam* with DH and the Graduate School
- _____ Complete dissertation and distribute to members of GAC three weeks before examination
- _____ Present Dissertation Seminar
- _____ Defend dissertation
- _____ Make all dissertation corrections
- _____ Submit dissertation and *Committee Examination Report* to the Graduate School
- _____ Submit two bound copies of the dissertation to PBS and SVM Library

APPENDIX F FORMS

The current version of the following forms referred to in the Checklists (Appendix B to E) should be available on the LSU and PBS websites or from the PBS departmental secretary or the Graduate School.

1. *PBS Student Evaluation Form* - 4 copies - white
2. *Request for Master's Examination* - 2 copies - yellow
3. *Program of Study for Doctoral Degree* - 2-sided - 2 copies - blue
 side 1 - Program of Study
 side 2 - Probable Further Coursework
4. *Request for Change in Program of Study* - 2 copies - blue
5. *Request for Doctoral General or Final Examination* - 2 copies - blue
6. *Application for Degree - Diploma Page* – white

Student Evaluation Form

Student Name: _____

Research Mentor: _____

Date: _____

Degree Sought: _____

Overall Progress (Circle one):

Satisfactory

Needs Improvement

Unsatisfactory

Academic Progress:

Research Progress:

Presentations Given:

Teaching Experience:

Student

Major Professor

PBS Graduate Advisor

Department Head