

Updated: August, 2009



University of Kentucky
College of Agriculture
Department of Animal and Food Sciences

Graduate Student Handbook

The information in this handbook is intended to assist *prospective and current* graduate students in the Department of Animal and Food Sciences at the University of Kentucky in the pursuit of their graduate programs and during the application process. It should be used as a supplement to the materials published in The Graduate School Bulletin and is subject to change in accordance with changes in policies of The Graduate School, Gillis Building, University of Kentucky, <http://www.research.uky.edu/gs/>.

Graduate study is generally an individualized process, so this handbook does not contain a rigid set of guidelines that apply to all students in all situations. Never-the-less, students are responsible for meeting all university program requirements. Graduate students are expected to consult with their mentors, graduate committee and the Director of Graduate Studies on issues for which guidelines are not explicit.

General Information

The degrees of Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) are available in both Animal Science and Food Science. Programs (M.S. and Ph.D.) in Animal and Food Sciences are divided into disciplinary areas of animal nutrition, nutritional physiology, physiology of reproduction and lactation. Special interests in beef cattle, dairy cattle, swine, poultry, sheep, horses and companion animals may be pursued within many of these disciplines. A Ph.D. program is also offered in wildlife biology through cooperation with faculty members in the Department of Forestry. Programs in Food Science offer specialization in dairy technology, food chemistry, food microbiology, food safety, meat biochemistry and meat processing.

Students interested in Graduate Study in the Department of Animal and Food Sciences are encouraged to consult the list of Graduate Faculty to identify faculty members with research areas of interest. There are approximately 25 faculty members in the Department of Animal and Food Sciences who serve as major advisors for graduate students. *Students are admitted to the graduate program in the Department of Animal and Food Sciences only after being accepted by a specific faculty member.* There are approximately 50 regularly enrolled graduate students in the Department at any one time. Most major advisors mentor 2 or 3 graduate students at a time, but some will have 5 or 6 graduate students in their program. The Graduate Student body is very diverse, and includes men and women from across the U.S. and a number of foreign countries.

Graduates of the M.S. and Ph.D. programs in Animal and Food Sciences find employment in many areas. Students completing the Ph.D. degree are employed by businesses in animal agriculture and food science as well as by universities. Many graduates pursue careers that involve research or teaching at a university. Because of their strong research training, Ph.D. graduates often work with the Cooperative Extension Service or other organizations to assist in

transfer of technology and application of research results to the animal and food industries. Many recent M.S. graduates are employed by agribusiness companies in technical service, product development or research roles. A number of M.S. graduates are currently teaching at 2 and 4 year colleges and others are employed as research assistants at universities. Finally, a significant number of M.S. graduates work with youth and 4-H, and adults through the Cooperative Extension Service. Approximately 50% of the students receiving M.S. degrees go on for additional education.

The Director of Graduate Studies

Within each department at the University of Kentucky, there is a faculty member that serves as the Director of Graduate Studies (DGS). The DGS provides information to prospective students, coordinates the application process, and works with the graduate school to make sure that current students and faculty are aware of all new rules or requirements. The DGS chairs the Graduate Activities Committee which meets several times a year to review graduate policies in the Department of Animal and Food Sciences and review fellowship candidates. The DGS does not "accept" graduate students. The DGS acts on requests by faculty for students they have "accepted" to work with them. It is imperative that students seeking admission work through faculty in their area of interest.

All prospective graduate students are encouraged to contact the DGS directly during the application process and to schedule a personal visit if possible. The DGS can help prospective students identify potential advisors. **All current students must provide the DGS with contact information (email, phone, office number and local address) to facilitate the flow of information related to deadlines and requirements.** Please see Ms. Robin Notton (7-7508) on the 9th floor of WP Garrigus to fill out an information form. Graduate students must work with the DGS to schedule qualifying exams (Ph.D. candidates) and final exams (M.S. and Ph.D. candidates). The Director of Graduate Studies for the Department of Animal and Food Sciences is: Dr. David L. Harmon, 814 WP Garrigus, University of Kentucky, Lexington KY 40546, 859-257-7516; email: anscidgs@uky.edu

Admission Information

The University of Kentucky is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, religion, sex, marital status, age, national origin or physical or mental disability. Students should indicate whether they are domestic (US) or international students in order to receive the correct application forms.

To be considered for admission to the graduate program in the Department of Animal and Food Sciences, students must:

- be in the process of completing, or have already completed, a 4-year degree (B.S., B.A. or equivalent) from an accredited institution of higher learning. Applicants for a Ph.D. program must be in the process of completing, or have already completed, an M.S. degree or equivalent.
- have a minimum grade point average of 2.75/4.00 (where an "A" =4) in undergraduate course work and 3.0/4.0 in any graduate course work.
- complete all the application forms required by the Graduate School and the Department of Animal and Food Sciences

Send to Graduate School

- ✓ Completed on-line Graduate School application form
- ✓ Payment of application fee
- ✓ Official transcripts (send ALL!)
- ✓ Official GRE scores
- ✓ Official TOEFEL scores
(international only)

**The Graduate School
University of Kentucky
Gillis Building
Lexington, KY 40506-0027**

Send to Animal and Food Sciences DGS

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> Completed personal data All official transcripts 3 letters of recommendation Resume Copy of GRE scores |
| <ul style="list-style-type: none"> ✓ | <ul style="list-style-type: none"> Copy of TOEFEL scores (international only) |

**Dr. David L. Harmon
814 W.P. Garrigus
University of Kentucky
Lexington KY 40546-0215**

Students must submit all application materials including transcripts, letters of reference, application forms and GRE scores before an admission decision will be made. Students should carefully follow all instructions on the application materials provided. Submission of complete application materials is the responsibility of the student and students should carefully read all materials to determine what should be submitted to the Graduate School and what should be submitted directly to the Department of Animal and Food Sciences. To maximize chances for admission in the Fall semester with funding, students should complete the application process for the Department of Animal and Food Sciences by January 15. For Spring admission all materials should be submitted by September 15.

Graduate School Application Deadlines are:

Domestic students: All materials received one month prior to semester you wish to enroll.

International students:	Fall Semester Deadline:	February	1
	Spring Semester Deadline:	June	15
	Summer Sessions Deadline:	October	31

Admission to the M.S. and Ph.D. degree programs in the Animal Science and Food Science areas is selective and competitive. Most students entering Graduate Programs in the Department of Animal and Food Sciences have academic credentials far above the minimum requirements. Selection criteria vary by discipline area with any or all of the following being important: grade point average, GRE score, references, strength of previous academic program (course work), evidence of research experience, etc. Some faculty may require students to

come for an interview, or they may conduct a phone interview. All prospective students are encouraged to visit the University of Kentucky. During a visit, prospective students can meet with potential advisors, the Director of Graduate Studies and current students. Prospective students should contact the Department of Animal and Food Sciences at least 2 weeks prior to their anticipated visit to make arrangements with specific faculty members and the Director of Graduate Studies.

Graduate students in the Department of Animal and Food Sciences come from a variety of undergraduate programs, including Animal Science, Food Science, Biology, and General Agriculture. Typically, successful applicants have completed a strong science-based program. Occasionally, students with strong academic records are not admitted to the Graduate Program in the Department of Animal and Food Sciences because all graduate student positions are already filled. The graduate school automatically sends rejection letters to all non-admitted applicants at the end of each semester. However, the Graduate School and the department both maintain your application and you may be considered for admission in subsequent semesters. It is best if you contact the Graduate School and the department to request that your application be considered for the following semester (or whatever semester you wish to be considered).

Under unusual circumstances, a student that does not meet the minimum admission requirements may be admitted on a provisional basis. Students that do not meet minimum admission requirements should consult with the Director of Graduate Studies for the Department of Animal and Food Sciences or a faculty member in their area of interest as to the best course of action.

Because most programs are somewhat individualized, neither the M.S. nor the Ph.D. programs have specific beginning or ending dates. Most students begin graduate programs at the start of the Fall semester, but students occasionally begin their programs in the Spring semester (January to May) or Summer (May to August). The expected period for completion of an M.S. degree is about 2-2.5 years (including summer session). The expected period for completion of a Ph.D. degree is 3-4 years (including summer session). Although graduate programs do not begin or end on a specific schedule, the time frame is not open ended. The Graduate School Bulletin describes the specific time limits for each degree.

Departmental Philosophy and Expectations Concerning Graduate Education in Animal and Food Sciences

Graduate programs are very different from undergraduate programs in the Department of Animal and Food Sciences. Undergraduate programs rely primarily on completion of a group of required and elective courses in a certain area. Graduate programs include course work requirements, but course work is only one facet of a graduate program. The primary focus of a graduate program in the Department of Animal and Food Sciences is the generation of novel and publishable research results. The level of self-motivation, dedication and responsibility required for success in a graduate program is much greater than what is required in an undergraduate program. Graduate study in the Department of Animal and Food Sciences requires a large individual commitment but offers an outstanding opportunity for personal and professional development. Every experience is different but graduate students frequently report that their graduate program has enhanced their confidence and ability to work independently, improved their time management and organizational skills, and increased their subject matter expertise.

The research component of a graduate program emphasizes skills in critical thinking, experimental design and scientific writing. Although it is common for students to assist with a variety of research studies during the course of their program, every student must conduct their own project(s), then write and defend a comprehensive thesis describing that research.

Graduate students work closely with their graduate advisor to design and implement an appropriate research project, then organize and publish the results. Most students will present their research at regional or national meetings in their area of expertise. The goal of the Graduate Program in the Department of Animal and Food Sciences is to develop animal and food science specialists who are able to succeed in a variety of sophisticated academic, industrial and professional settings. Thus, as part of their professional development, graduate students are encouraged to participate in all missions of the Department of Animal and Food Sciences, including teaching and extension. All students pursuing a Ph.D. are required by the Department of Animal and Food Sciences to participate in a meaningful teaching or extension activity. Throughout their graduate career, students are encouraged to interact with other students and faculty within and outside of their area of interest.

Graduate students are expected to take an active role in the implementation of their research projects. The Department of Animal and Food Sciences has extensive research facilities on campus and at the research farms with an excellent technical support staff. However, graduate students are commonly responsible for sample collection, sample analysis, assay development (especially Ph.D. candidates), maintenance of cell cultures or microbial cultures and daily care of their research animals. Animal research is frequently time-sensitive; that is, certain measurements can only be made when animals are in a particular physiological state (at calving or foaling, during estrus, during lactation, at weaning, etc.) and these physiological states commonly occur at the convenience of the animal, not the researcher. Furthermore, animals require daily care, at a minimum, and constant monitoring during some types of experiments. Consequently, research projects in all disciplines require work on weekends, nights and holidays.

A graduate program in Animal and Food Sciences is a full-time commitment. Most students will spend about a third of their time in class or studying, and the remainder in research-related activities. During intensive research studies, it is not uncommon for graduate students to work more than 60 h/wk. Although graduate students assist with some teaching and extension activities, the time commitment is variable (usually less than 5 h/wk). Students should expect the distribution of their time to change during the course of their graduate program. Particularly in Ph.D. programs, course work is concentrated in the first few semesters so the student can devote more time to research and writing of their dissertation towards the end of their program.

The Department of Animal and Food Sciences at the University of Kentucky is dedicated to ensuring that every student makes choices that are best suited to his/her educational and professional development. The decision to pursue a graduate degree should be made only after deliberate consideration of every aspect of the program. Before applying to a graduate program in the Department of Animal and Food Sciences, we encourage every student to ask themselves three important questions:

“Am I committed to Animal or Food Science as a career choice?”

“Am I willing to make the personal commitment in time and effort that will be needed to successfully complete a graduate program?”

“Is a graduate program at the University of Kentucky the best one for me?”

Types of Financial Support

A graduate program is a full-time commitment and most graduate students in the Department of Animal and Food Sciences receive some type of financial support. The University of Kentucky

offers a small number of fellowships through the Graduate School. A fellowship is a non-service award made to superior students to assist in the pursuit of an advanced degree. Some fellowships are very restricted in terms of eligibility and all are very competitive. In order to be considered for most Fall Semester Fellowship opportunities, all admission materials (application, transcripts, references, GRE scores) must be received by the Department of Animal and Food Sciences by January 15.

Unlike many departments at the University of Kentucky, the Department of Animal and Food Sciences offers few Teaching Assistantships for graduate students. Instead, graduate students may be eligible for Research Assistantships. The Graduate School defines an assistantship as an appointment to specified teaching or research duties. A Research Assistantship offers a modest stipend that is intended to assist the student in meeting financial obligations during the graduate program. An assistantship is not a scholarship and students are expected to participate in the missions of the Department in exchange for this funding. In general, students receiving a half-time assistantship should expect to devote at least 20 hours a week to activities associated with research, extension or teaching, which may or may not be related to their thesis or dissertation. These activities may include (but are not limited to): general laboratory work, animal care, data collection, statistical analysis, library research not associated with course-work, assisting with classes or laboratories, grading exams or quizzes, and helping with 4-H or Extension activities. Typically, students will find that their activities will vary from week to week. Students that receive financial support from the Department of Animal and Food Sciences must complete payroll forms. These forms are available through the Office of the Chair of the Department of Animal and Food Sciences (Room 908).

Graduate students must be in good academic standing (GPA \geq 3.0) and maintain 9-12 hours per semester in order to receive an assistantship. Some assistantships may be associated with a specific activity or project and thus may be available for a limited period. Continuation of support is always contingent on academic performance as stated in the Graduate Student Academic Staff Notice of Appointment (GSAS) student contract, and acceptable programmatic progress in regard to research and other responsibilities associated with completion of a student's degree.

All graduate research assistants receive paid tuition.

A couple of points:

- Any semester your cumulative (at least 9 hours) GPA falls below 3.0, you become responsible for tuition until it increases to \geq 3.0
- If you are a non-resident you must pay non-resident tuition
- Students are responsible for tuition if they need to enroll in the summer
- Graduate School will no longer pay charges for withdrawal or drop below full time for funded students

Students can be accepted into the graduate program with or without financial support. The amount and source of financial support varies from program to program. Some financial support may be tied to a specific research project and the amount of support will be determined within that project. Typically, graduate students admitted with support will receive a letter from their major professor detailing the amount of funding they will receive.

Some students may be accepted to the Graduate Program in the Department of Animal and Food Sciences without a promise of financial support. Students accepted without financial support are considered to be "self-supporting". Students that do not receive support from the Graduate School or the Department of Animal and Food Sciences are not relieved of responsibility in regard to research, teaching or Extension activities. These activities are considered an essential component of graduate education regardless of an individual's financial situation.

Tuition and Fees

Kentucky residents (those not receiving a fellowship or assistantship) currently pay \$4,389/semester in tuition and fees. Non-Kentucky residents (US and international) pay approximately \$9,045/semester. **All** full-time graduate students are charged (and are responsible for paying) a mandatory health fee and a mandatory recreation fee (approximately \$230 per semester). These fees entitle the student to use the Student Health Service and some of the athletic and recreational facilities at the University of Kentucky. The student health fee is separate from Student Health Insurance.

All graduate research assistants, fellowship recipients and teaching assistants are provided with health insurance at no cost to the student (see: <http://www.research.uky.edu/gs/fellowship/healthcoverage.html>). Non-funded graduate students may be eligible to purchase health insurance. International students that are funded through assistantships or fellowships will receive health insurance at no cost (as described above). Non-funded international students will be charged for health insurance. The charge will appear as part of fees due for the semester.

Degree Requirements:

Master of Science (M.S.)

The Master of Science (M.S.) degree in Animal and Food Sciences requires:

- at least 24 credit hours of course work with at least 2/3 of the course work in regular classes (not special project, independent study, etc.) and at least 12 hours must be at the 600 or 700 level (excluding thesis credit)
- a minimum 3.0 grade point average for all course work
- Successful completion of ASC 771 (Animal Science Seminar)
- Successful completion of a final exam*
- Submission of an approved thesis** to the Graduate School

* The final exam includes presentation of the thesis research and is scheduled after the thesis is complete. At least one month prior to the expected exam date, the student should consult with the Director of Graduate Studies regarding procedures for scheduling the exam through the Graduate School. All requests for exams must be completed at least 2 weeks before the exam date. In most cases, the complete thesis must be provided to the committee at least 2 weeks prior to the final exam. Exams may not be scheduled within the 8-day period preceding the end of a semester or during periods when classes are not in session. The final exam follows an oral presentation of the thesis research and is conducted by a committee of at least three faculty members. Typically the student's advisor chairs the committee. Students should consult with their advisor regarding the selection of committee members and scheduling of the exam.

Students must file an **Application for Degree** card (actually 2 cards signed by DGS) in the Graduate School within 30 days after start of semester (15 days into 8-week summer semester) in which the student wishes to graduate. These are good for one year.

** Under unusual circumstances the Department of Animal and Food Sciences may agree to waive the requirement for a thesis by substituting additional course work or other requirements.

Doctor of Philosophy (Ph.D.)

According to the Graduate School, the Ph.D. degree represents "documentation of

independent and comprehensive scholarship in a specific field. Such scholarship must be manifested by both the student's mastery of subject matter and capacity to do research." Therefore, the requirements and expectations for completion of a Ph.D. are greater than those associated with an M.S. degree.

The Ph.D degree in Animal and Food Sciences requires:

Effective fall 2008, doctoral students no longer have to follow Models I, II or III to meet the prequalifying residency requirement. Students must simply complete the requirement of 36 credit hours of graduate coursework* within five years of entry into the doctoral program.

An awarded master's degree from the University of Kentucky or from another accredited school may satisfy 18 of this 36 hour pre-qualifying requirement.

Students first enrolled in a doctoral program in the fall 2005 semester and beyond will be required to enroll in a new 2 credit hour course after successfully completing the qualifying examination, 767, Dissertation Residency Credit. They will be charged at the in-state tuition rate plus mandatory fees. Students will remain continuously enrolled in this course every fall and spring semester until they have completed and defended the dissertation. This will constitute full-time enrollment, as registered in SIS, IRIS, or later student information systems. As with 769, students will be required to complete two semesters of 767 before they can graduate.

- Successful completion of ASC 771 (Animal Science Seminar)
- A minimum 3.0 grade point average on all course work
- Successful completion of the Qualifying Exam**
- Successful completion and defense of the Ph.D. dissertation in the Final Exam***
- Submission of the approved dissertation to the Graduate School and payment of dissertation fees

* During the student's first or second semester, they should consult with their advisor concerning the selection of an Advisory Committee (minimum of 4 members: advisor is chair and one member must be outside the department). The Advisory Committee serves to assist the student in selection of courses, design of experiments, development of techniques and preparation of the dissertation. The Advisory Committee also administers the Qualifying Exam and the Final Exam.

**The Qualifying Exam determines that the student has sufficient mastery of the subject matter in their field. The Qualifying Exam is usually scheduled after the second year of a student's program. The Qualifying Exam must be scheduled through the Director of Graduate Studies. The Graduate School must approve the exam at least 2 weeks prior to the beginning of the exam. The format of the Qualifying Exam is determined by the Advisory Committee and may have written and oral components.

***The Final Exam includes defense of the dissertation and any other components determined to be appropriate by the Advisory Committee. The final exam must be scheduled according to the following process: At least 30 days prior to the proposed date for the exam, the student will distribute the dissertation to the Advisory Committee. At that time, the student's advisor will inform the Director of Graduate Studies that the dissertation has been distributed and the Director of Graduate Studies will advise the Graduate School of the intent to examine the student. *Effective for all doctoral Final Examinations to be scheduled after the 2002 Fall Semester, the lead-time for submitting the "Notification of Intent to Schedule a Final Doctoral Examination" form has been changed to a minimum of 8 weeks prior to the anticipated date of your defense.* The Dean of the Graduate School will then appoint an outside examiner to the Advisory Committee and the student may proceed to schedule the exam. The exact time, date and location of the exam must be scheduled at least 2 weeks prior to the exam. The Dissertation

Approval Form, along with an acceptable copy of the dissertation must be presented to the graduate school at the time the exam is scheduled. It is intended that the Advisory Committee should have the opportunity to make suggestions to the dissertation in the period between its distribution and the scheduling of the exam. The final exam must take place during a regular semester/summer session and may not be scheduled in the last 8 days before the end of a semester/session. The final exam is a public event. Students should note that there is a compulsory minimum period between when the Qualifying Exam is passed and when the Final Exam may be scheduled (see Residency Requirements on previous page).

Graduate Courses and Course Loads

The only course required of all students is ASC 771 (Animal and Food Sciences Seminar). All students are required to take other classes, but the selection of the courses and the order in which they are completed will vary with the student's program. For M.S. students, classes are selected in consultation with the student's advisor. For Ph.D. students, classes are selected in consultation with the advisor and the Advisory Committee. A full course load for a graduate student is considered to be 9 credit hours per semester (fall or spring). **However, unless you are required to be enrolled full time, e.g. to meet visa requirements or for student loans, you can take less than 9 hours and students are encouraged to do this whenever possible.** The Department of Animal and Food Sciences offers a variety of graduate level courses. Graduate students in Animal and Food Sciences and Food Science also take courses offered by many other departments including (but not limited to): Agronomy, Biochemistry, Statistics, Clinical Nutrition, and Biology. Graduate students may receive graduate credit for Animal Science (ASC) or Food Science (FSC) courses listed at the 500, 600 or 700 level. They may also receive graduate credit for some 400-level courses offered by other departments. Graduate students only receive credit for courses completed with a grade of "C" or better. Students that do not maintain a 3.0 grade point average are subject to academic probation and dismissal.

University and Departmental Resources Available to Graduate Students

The Department of Animal and Food Sciences maintains a wide variety of Research Facilities. These facilities are also used for teaching activities. The Beef, Sheep and Swine Research Units are located at the Animal Research Center in Woodford County. The Poultry and Dairy units are located in Fayette County on Coldstream Farm. The Horse Unit is on Maine Chance Farm in Fayette County. All of these animal units are within 30 min. driving distance from campus. The Garrigus Building houses all of the laboratory facilities for the Department of Animal and Food Sciences as well as a Meat Processing Facility and several animal research rooms. Additional facilities are located at the Princeton and Edenshale research stations.

The University of Kentucky has excellent library and literature searching capabilities for students and faculty. Most students use resources located in the W. T. Young Library, the Agricultural Learning Center or the College of Medicine Library, which are all located within easy walking distance from the Department of Animal and Food Sciences.

Within the Department of Animal and Food Sciences, graduate students are expected to share offices, but each graduate student will have their own desk. Graduate students will be issued keys for their office and the Garrigus Building. They may also be issued keys to other areas (laboratories, animal units) as necessary.

The Department of Animal and Food Sciences has a number of computers available for graduate student use, but many students prefer to use their own. In addition, the Agricultural Learning Center has laptop computers available for loan for brief periods. Graduate students

have access to a telephone for work-related use. These phones should not be used for long distance calls. Every student should discuss with their advisor the appropriate use of clerical services and equipment in the department, including fax and copy machines. These machines should be used only for Departmental activities. Fax and copy machines are not available for personal use. Personal use includes copying notes or other materials for courses a student is taking, duplicating a thesis, copying papers to be used in course work, copying term papers, etc. Preparation of theses and dissertations are at the student's expense.

Many graduate students travel to regional and national scientific meetings in conjunction with their graduate program. When students are giving presentations at scientific meetings, support for travel may be available through the Graduate School or through the Department of Animal and Food Sciences. Graduate students should work closely with their advisor in making travel plans related to their graduate program. The University of Kentucky requires that all out of state and international travel be approved in advance. In addition, there are some restrictions on graduate student drivers of University-owned vehicles under certain conditions.

Travel: If you travel to a meeting to present a paper, the Graduate School will provide \$400 per year in travel support. This must be applied for in advance and is the responsibility of the student. The deadlines are as follows:

<u>Meeting date</u>	<u>Deadline for request</u>
June-July	May 1
August-September	July 1
October-November	September 1
December-January	November 1
February-March	December 15
April-May	March 1

For information see:

<http://www.research.uky.edu/gs/fellowship/studentssupportguidelines.html>

Other costs associated with meeting or other official travel are at the discretion of your major professor and are not the responsibility of the department. However, any official travel requires:

- Submission of Travel Request prior to travel
- Receipts for all expenses with the exception of meals
- Submission of Travel Voucher upon completion of travel

Animal Sciences Student Checklist (Masters)

- Enroll in the semester for which you were accepted.
 - Must be enrolled EVERY Fall and Spring semester until you complete your degree
- Establish a course curriculum with your advisor.
- Outline and conduct research.
 - Notify DGS when you qualify for “zero hours” (after course requirements are complete) to save tuition
- Determine an examining committee.
- Complete your thesis.
- (ON LINE)** Fill out the Application for Degree on the graduate school forms page listed below. [[Graduate School Application for Degree](#) Click on Student Services / myRecords / Graduate Degree Application]. This must be done no later than the first six weeks of the semester you wish to graduate. (During the 8-week summer session, cards must be submitted no later than 15 days into the session.)
- (FORM)** Fill out the "Final Exam Recommendation" form to schedule the final exam for your master's degree. This form must be submitted to the Grad School no later than two weeks prior to the final exam date.
- (FORM)** Fill out and submit the Thesis Approval Form along with a copy of your thesis to the Grad School.
- Maintain a copy of the thesis that was checked by the Grad School.

Please note the following requirements of the Masters Program:

Graduate students are eligible to take regular courses which meet as organized classes and independent-study or research courses in which each student carries on investigations independent of class meetings. Independent study or research courses must not duplicate thesis work; thesis work must be done in addition to the minimum course requirements. At least two-thirds (16 of 24) of the minimum requirements for the master's degree must be in regular courses, and at least half of the minimum course requirements (excluding thesis, practicum, or internship credit) must be in 600- or 700-level courses (12 of 24). Exceptions to this rule may be made only with the approval of the Graduate Council.

The above requirements in summary:

A total of 24 hours
At least 12 hours at the 600-700 level
At least 16 hours must be in formal class work
No grade of "I" or "S" in 790-793

Forms can be found at www.rgs.uky.edu/gs/gsforms.html
For additional information please see the Graduate Bulletin on line at the
Graduate School web page.
www.rgs.uky.edu/gs/gradhome.html

Animal Sciences Student Checklist (PhD)

- Enroll in the semester for which you were accepted.
 - Must be enrolled EVERY Fall and Spring semester until you complete your degree (continuous 2 hours of ASC 767 after qualifying)
- (ON LINE)** Decide on an advisory committee by the end of the first year. Fill out and submit a Formal Appointment of Advisory Committee. **This must be submitted before completing 18hours of course work as per the Graduate Bulletin.
- With Committee input:**
 - Develop and approve your plan of study.
 - Design and approve your research plan.
 - Carry out research and periodically update the committee on your progress.
- (ON LINE)** Fill out and submit the “Schedule Qualifying Exam” no later than two weeks prior to exam date (generally end of second year)
- Enroll in ASC 767 (2 hours) continuously following qualifying exam
- Complete your dissertation.
- Prepare your publications.
- (ON LINE)** Fill out the Application for Degree on the graduate school forms page listed below. [[Graduate School Application for Degree](#) Click on Student Services / myRecords / Graduate Degree Application]. This must be done no later than the first six weeks of the semester you wish to graduate. (During the 8-week summer session, cards must be submitted no later than 15 days into the session.)
- (ON LINE)** Fill out and submit an “Application of Intent to Schedule Final Doctoral Exam”. **Must be done 8 weeks in advance of the week of the dissertation.
- (ON LINE)** Fill out and submit the “Schedule Final Doctoral Exam” form.
- Fill out and submit a “Dissertation Approval” form. Both the Schedule Final Doctoral Exam form and the Dissertation Approval form must be hand-delivered by the student to the Grad School along with a copy of the dissertation.

Forms can be found at www.rgs.uky.edu/gs/gsforms.html

For additional information concerning deadlines and credit requirements, please see the Graduate Bulletin on line at the Graduate School web page.

www.rgs.uky.edu/gs/gradhome.html



University of Kentucky
College of Agriculture
Department of Animal and Food Sciences

FREQUENTLY ASKED QUESTIONS ABOUT GRADUATE STUDY:

What programs are offered?

Both the M.S. and Ph.D. degrees in Animal Science are offered. To be eligible for admission to a Ph.D. program, a student must already have a M.S. degree or equivalent. Students may concentrate in the areas of animal nutrition, reproductive physiology, microbiology, food science, digestive physiology and animal management. The Department of Animal Science maintains horses, sheep, poultry, beef cattle, dairy cattle, dogs and swine for research purposes.

How do I apply?

Students interested in applying to the Graduate Program in the Department of Animal and Food Sciences should contact Dr. David L. Harmon, Director of Graduate Studies, Department of Animal and Food Sciences, 814 WP Garrigus, University of Kentucky, Lexington KY 40546, 859-257-7516 (or 257-7508); email: anscidgs@uky.edu for application materials. Students should indicate whether they are domestic (US) or international students in order to receive the correct application forms. Students may also request application information through the UK website at www.ca.uky.edu/animalscience/instruction/grad/ or <http://www.uky.edu/Ag/AnimalSciences/grad/prosgrad.html>

Students should identify their primary areas of interest when they apply. In the Department of Animal and Food Sciences, students are accepted by specific faculty members who serve as the student's advisor throughout their program. To find out which faculty advise students in your area of interest, consult the list of Faculty Interests via <http://www.uky.edu/Ag/AnimalSciences/index.html>

What careers are available after graduation?

Graduates of the M.S. and Ph.D. programs in Animal and Food Sciences find employment in many areas. Many graduates pursue careers that involve research or teaching at a college or university. Some graduates work with the Cooperative Extension Service or other organizations to assist in transfer of technology and application of research results to the animal and food industries. Graduates are also employed by agribusiness companies in technical service, product development or research roles. Approximately 50% of the students receiving M.S. degrees go on for additional education.

How much does it cost?

Beginning Fall 2002, all graduate research assistants and fellowship recipients will receive paid tuition. Kentucky residents not receiving financial support currently pay about \$4,180/semester in tuition and fees. Non-Kentucky residents (US and international) pay approximately \$8,614/semester. Non-residents with a ≥ 3.25 GPA are eligible for a Kentucky Graduate Scholarship whereby they pay only in-state tuition. (See: <http://www.rgs.uky.edu/gs/KGS.html>).

Is it hard to get into graduate school?

Admission to the M.S. and Ph.D. degree programs in the Animal Science and Food Science areas is selective and competitive. Most students entering Graduate Programs in the Department of Animal and Food Sciences have academic credentials far above the minimum requirements. The median undergraduate GPA of domestic students enrolled in the Department of Animal and Food Sciences is currently 3.1; median GRE percentiles for the verbal and quantitative segments of the exam for currently enrolled domestic students are 46% and 56%, respectively. **Your opportunity is greatly enhanced by contacting faculty in your area of interest!**

If I don't get into Veterinary School, what is the deadline for applying to graduate school?

The official admission deadline to be considered for fall semester is in July. However, most admission decisions are made much earlier than that. To maximize chances for admission in the Fall semester, students should complete the application process for the Department of Animal and Food Sciences by January 15. The Department of Animal and Food Sciences has a limited number of openings for new students each year. Consequently, students applying after January 15 may not be admitted to the Graduate Program in the Department of Animal and Food Sciences because all open positions for new graduate students have already been filled.

What courses will I be required to take?

Because each graduate program is somewhat individualized, course selection is made in consultation with your advisor, or in the case of a Ph.D. student, with the Advisory Committee. All students are required to take ASC 771: Animal Science Seminar. Graduate credit is given for classes at the 600 and 700 level in Animal and Food Sciences and for some classes at the 400-level that are offered by other departments. The Department of Animal and Food Sciences offers a wide variety of graduate courses. A full course load for most graduate students is 9 hours with 12 hours being the maximum.

Can I complete my degree by taking a few classes at a time?

Course work is actually a fairly small portion of a graduate program. The primary focus of a graduate program in the Department of Animal and Food Sciences is the generation of novel and publishable research results. Graduate students are expected to take an active role in the design and implementation of their research and to write a thesis describing their studies.

Graduate students are also expected to have a high level of interaction with other students and faculty and to participate in all of the missions of the Department of Animal and Food Sciences including teaching and extension activities. In general, graduate study is a full-time commitment.

Is a graduate program in Animal and Food Sciences right for me?

Before applying to a graduate program in the Department of Animal and Food Sciences, we encourage every student to ask themselves three important questions:

“Am I committed to Animal or Food Science as a career choice?”

“Am I willing to make the personal commitment in time and effort that will be needed to successfully complete a graduate program?”

“Is a graduate program at the University of Kentucky the best one for me?”

If you can comfortably answer “Yes!” to these questions, then we encourage you to apply!

Is there any way I can prepare myself for graduate study?

In a recent survey, current graduate students indicated that the best preparation for graduate school included: taking science-based courses, participating in activities that developed self-reliance and time management skills and getting some research experience as an undergraduate.