

CROP SCIENCE GRADUATE PROGRAM HANDBOOK



CROP SCIENCE GRADUATE PROGRAMS HANDBOOK

Revised February 2009

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INTRODUCTION TO GRADUATE STUDIES IN CROP SCIENCE

Welcome to the Crop Science Department at NC State University! We are pleased that you have decided to continue your education within our Department. The Crop Science Department offers graduate educational opportunities designed to prepare students for leadership roles in research, extension and education. The Department offers instruction and research opportunities leading to the Master of Science (M.S.) and Doctorate of Philosophy (Ph.D.) degrees in the fields of plant breeding, genetics, and molecular biology; plant physiology and chemistry; sustainable agriculture and agroecology; crop, forage, and turf management; and weed science. Students seeking more general training may enroll in the non-thesis Master of Crop Science (M.C.S.) degree program. This program is particularly suitable for working professionals. In addition, students may also elect to pursue M.S. or Ph.D. degrees in Functional Genomics or a Ph.D. in Bioinformatics under the Genomic Sciences Program at NCSU. Students have an opportunity to study a diversity of crops, soils, climate and biotic factors found within the state's borders. Excellent laboratory and field research facilities exist to support these studies.

The policies, guidelines, and procedures described in this document are derived from the NCSU Graduate Catalog; the Handbook for Advising and Teaching; and the Graduate Administrative Handbook. You may access these documents via the NCSU and Crop Science Web-sites at the following URLs:

North Carolina State University Homepage: <http://www.ncsu.edu>

Crop Science Department Website: <http://www.cropsci.ncsu.edu/>

NCSU Graduate School Homepage: <http://www2.acs.ncsu.edu/grad/>

NCSU Graduate Catalog: http://www.fis.ncsu.edu/grad_catalog/catalog.htm

Handbook for Advising and Teaching: <http://www.ncsu.edu/provost/hat/current/>

Grad. Administrative Handbook: http://www.fis.ncsu.edu/grad_publicns/handbook/

The Crop Science Graduate Office stands ready to help you as you proceed down the path leading to your advanced degree. The Graduate Secretary is a key individual in addressing the questions that you may have and supplying you with the information that you need in order to be successful in Graduate School. The Director of Graduate Programs (DGP) is committed to provide you with guidance and advice. Please feel free to contact either of us at any time.

Remember, you are a member of the Crop Science family. If you need help or advice, come to see us or contact us in any manner.

CROP SCIENCE GRADUATE FACULTY

Spring 2009

<u>NAME AND RANK</u>	<u>GRADUATE FACULTY STATUS</u>
BOOKER, F., Associate Professor (USDA)	Associate
BOWMAN, D. C., Associate Professor	Full
BOWMAN, D. T., Professor	Full
BROWN-GUEDIRA, G., Professor	Full
BURKEY, K. O., Associate Professor	Full
BURNS, J. C., Professor (USDA)	Full
BURTON, J. W., Professor (USDA)	Full
CARDINAL, A., Assistant Professor	Full
CARTER, T. E., Professor (USDA)	Full
COOPER, R., Professor	Full
DANEHOWER, D. A., Associate Professor	Full
DEWEY, R. E., Associate Professor	Full
DUNPHY, E. J., Professor	Associate
EDMISTEN, K., Associate Professor	Full
FISCUS, E. L., Professor (USDA)	Full
FISHER, L. R., Assistant Professor	Full
GOODMAN, M. M., WN Reynolds Professor	Full
HAIGLER, C. Candace Hope, Professor	Full
HEINIGER, R., Associate Professor	Full
HOLLAND, J., Associate Professor (USDA)	Full
ISLEIB, T. G., Professor	Full
JOHNSON, S.E., Assistant Professor	Associate
JORDAN, D. L., Associate Professor	Full
KURAPARTHY, V., Assistant Professor	Associate
KWANYUEN, P., Associate Professor (USDA)	Full
LEWIS, R., Assistant Professor	Associate
LIVINGSTON, D. P., Associate Professor (USDA)	Associate
LUGINBUHL, J. M., Associate Professor	Associate
MARSHALL, D., Professor	Associate
MILLA-LEWIS, S., Assistant Res. Professor	Associate
MILLER, G., Professor	Full
MUELLER, J. P., Professor	Full
MURPHY, J. P., Professor	Full
PATTERSON, R. P., Professor	Full
PEACOCK, C. H., Professor	Full
QU, R., Associate Professor	Full
REBERG-HORTON, C., Assistant Professor	Associate
RICHARDSON, R., Assistant Professor	Associate
RUFTY, T. W., Professor	Full
SCHROEDER-MORENO, M., Assistant Professor	Associate
SMITH, W. D., Philip Morris Professor	Full
SPEARS, J. M., Professor	Full
STALKER, H. T., Professor	Full
TALLURY, S., Assistant Res. Professor	Associate

CROP SCIENCE GRADUATE FACULTY (continued)

Spring 2009

<u>NAME AND RANK</u>	<u>GRADUATE FACULTY STATUS</u>
WEISZ, P. R., Associate Professor	Full
WELLS, R., Professor	Full
WILKERSON, G. G., Professor	Full
YELVERTON, F. H., Associate Professor	Full

APPLICATION TO CROP SCIENCE GRADUATE PROGRAMS

The Crop Science Department considers applications as they arrive during the year. Requests for admission are reviewed by a committee composed of faculty in the prospective student's area of interest. Their recommendations are reviewed by the Director of Graduate Programs and the Department Head (where necessary) and then passed along to the Dean of the Graduate School. Criteria for the admission status of students are governed by Graduate School regulations.

Applications for admission must be accompanied by *two official transcripts* from all colleges and universities previously attended, *letters of reference* from at least three people who know of the student's academic record and potential for graduate study, a non-refundable *application fee of \$65 (\$75 for foreign applicants)*, a *career goal statement*, and an official statement of the student's *Graduate Record Examination scores*. Please note that applications are only sent to and considered by one department at a time. Requests can be made to transfer applications between Departments.

Applicants must have a baccalaureate degree from a college or university accredited by a regional or general accrediting agency. Applicants should have a "B" (3.0 on a 4.0 scale) average or better in the undergraduate major, graduate-level post baccalaureate studies (continuing education), or in the latest graduate degree program. Applicants must have at least a "B" average in their undergraduate major to be considered.

In order to be eligible for admission to the Graduate School all international applicants, ***regardless of citizenship***, must demonstrate proficiency in English at a level necessary to be successful in a graduate program at NC State. This requirement can be met for most applicants in one of the following ways; however, some programs may require additional evidence of English proficiency:

1. Provide [Test of English as a Foreign Language](#) (TOEFL) with a total score of ***at least 80*** on the [Internet-based Test](#) (iBT). Minimum test scores for each section:

Listening	18 points
Reading	18 points
Writing	18 points
Speaking	18 points - for admission to the Graduate School
	23 points - for TA appointment where TA has direct verbal interactions with students
	26 points - for TA appointment where TA presents lectures in the class or laboratory

NOTE: The current computer- and paper-based versions of the TOEFL test will be given until the iBT version is implemented in a particular location. Computer-based TOEFL scores must be 213 or higher (with at least 17 on three sections and no section score below 13). The paper-based test requires a score of 550 or higher (with scores of 50 on at least two of the three sections and no section score below 45).

2. Beginning with applications for the Spring 2009 semester, provide [International English Language Testing System](#) (IELTS) scores with an overall band score of **at least 6.5**. Minimum test scores for each section are listed below:

Listening	6.5
Reading	6.5
Writing	6.5
Speaking	6.5 for admission to Graduate School
	7.0 for TA appointment

3. be a citizen of a [country where English is an official language](#) **and** the language of instruction in higher education; or

4. have successfully completed at least one year of full-time study in a degree program at a four-year US College or university.

5. TOEFL or IELTS test date must be **no older** than two years (24 months) prior to the beginning of the requested entry term.

The Summer Institute in English for Speakers of other Languages The Department of Foreign Languages and Literatures and the Office of Continuing Education and Professional Development jointly sponsor a five-week, intensive English language institute for international students which operates concurrently with the second session of summer school. The Institute provides six hours of English language instruction each weekday including integrated oral and written communication skills, cross-cultural communication and language laboratory practice. There are also special short courses in, for example, TOEFL preparation and Business English, as well as trips to nearby historical and cultural sites and other organized events. Several University departments recommend that their incoming international students attend the institute before beginning their regular academic program in the fall. (See English requirements for incoming students.)

APPLICATION DEADLINES

TERM	US APPLICANTS	INTERNATIONAL APPLICANTS
Fall	June 25	April 1
Spring	November 25	August 15
Summer 1	March 25	March 15
Summer 2	May 10	January 15

Information on this program can be obtained from the Division of Lifelong Education or the Department of Foreign Languages at the following Website:

http://www.ncsu.edu/uap/hat/1996_97/ch08/10.html

Additional information: Department of Foreign Languages and Literatures, 120 1911 building, 515-2475; Office of Continuing Education and Professional Development, McKimmon Center, 515-2261.

All international students who score between a 550 and 590 on the TOEFL paper-based test or 213-243 on the computer-based exam must take the English Language Placement test. All students should check with Ms. Toby Brody, the Director of the FLE program, 219 Oberlin Rd, Raleigh NC 27695. Her phone number is 515-9299.

ADMISSION DEADLINES

TYPES OF ADMISSIONS

Full Admission

Full Admission requires a baccalaureate degree from a college or university accredited by a regional or general accrediting agency. Applicants must have at least a "B" average in their undergraduate major or in their last graduate degree program.

Provisional Admission

Provisional Admission *may* be granted to applicants with accredited bachelor's degrees who lack undergraduate work considered essential for graduate study in Crop Science. Course work at either the undergraduate or graduate credit may be required to make up deficiencies before admission to full graduate standing can be granted.

Applicants with bachelor's degrees from non-accredited institutions may be granted provisional admission when their academic records warrant. Additional course work *may* be required when deficiencies in previous training are apparent.

Full graduate standing is granted when the deficiencies resulting in provisional status are corrected. The student must have maintained a satisfactory academic record (3.0 GPA) on all course work taken in the provisional classification. A recommendation for full graduate standing must be sent to the Graduate School by the Department.

Students with overall baccalaureate GPAs that fall below 3.0 (on 4.0 scale). Students with bachelor's degrees from accredited institutions with scholastic records below the standards for full admission may be admitted provisionally when extenuating circumstances affected their undergraduate averages or when progressive improvement in their undergraduate work warrants. Students admitted provisionally under these circumstances can attain full graduate standing after completing nine graduate credit hours for credit with a minimum 3.0 average. Note: A graduate student is not eligible for appointment to an assistantship or fellowship while on provisional status.

Graduate-Unclassified status

Graduate-Unclassified status is a temporary classification. Students admitted to this status are not candidates for degrees. They may take courses for graduate credit, but may apply no more than 10 credits hours in this status to any program leading to an advanced degree in Crop Science. Unclassified graduate students must meet the same admissions requirements that apply to graduate students in full standing.

Post-Baccalaureate (PBS) Classification

Those who wish to undertake academic work beyond the Bachelor's degree, but are not currently admitted to a graduate degree program, may enroll under the Post-Baccalaureate Studies (PBS) classification. This classification is open only to US citizens, permanent residents, and international students who are sponsored by an agency of the US government or are married to an NC State student. Registration is through the [Division of Continuing Studies](#).

Rules for Participation in PBS

The following are university minimum requirements. Some departments may have more restrictive requirements.

1. All applicants must have a Bachelor's degree from an accredited institution of higher education.
2. All classes taken for credit by PBS students will be graded in the usual manner that applies for the particular course (A+ through F or S,U). All courses taken at NC State will appear on the student's transcript.
3. Registration is limited to a maximum of two courses per semester. Individuals who are employed full-time should limit their PBS registrations to one course per semester.
4. A graduate course that was completed while the student was enrolled in **PBS status at NC State University may be considered for transfer to a doctoral program provided that it is a 500- or 700-level course and that the grade is "B" (3.00 on a 4.00 scale) or better**. All PBS credits that are used to satisfy requirements of a specific doctoral degree must be earned before the student is admitted to that degree program. These courses must be evaluated and recommended by the student's advisory committee on the basis of appropriateness and currency of the course material. In such cases, the student's degree clock starts with the first of these courses approved for inclusion in a plan of work (POW). Final approval is given by the DGP upon submission of the POW to the Graduate School. A maximum of 12 credit hours taken while in PBS status may be transferred into a doctoral degree program.
5. The grade point average (GPA) of a graduate student who has credits in the PBS category will be based on all courses taken at the 400-800 level. However, no course taken six (6) years prior to graduation from a program

can be used to meet the requirements for a later graduate degree at NC State.

6. If a student's graduate degree program is terminated, he/she cannot use courses taken in PBS status after termination for credit toward the same graduate degree program.
7. The student's advisory committee must approve all course work accepted for degree credit. Requests for degree credit for courses completed in the PBS classification are considered after admission to a graduate degree program when the student's Plan of Graduate Work is filed with the Graduate School.
8. The PBS classification carries with it no implication that the student will be admitted to the Graduate School in any degree classification or that courses taken will be accepted for degree credit.
9. PBS students are required to familiarize themselves with Graduate School and departmental policies and to seek further advice or clarification as needed.

MASTER OF SCIENCE DEGREE (MS) PROGRAM

The Master of Science is a research-oriented degree requiring a thesis. Advanced study opportunities include weed science; plant breeding, genetics, and molecular biology; sustainable agriculture and agro-ecology; field crop, forage, and turf management; and plant physiology and biochemistry.

General Requirements for Master of Science (Highlights)

1. A minimum of one full academic year or its equivalent in residence as a graduate student at the University,
2. A minimum of 30 semester hours of graduate work on the Plan of Work including a minimum of 20 hours of 500-800 level course work, unless the Graduate Committee requires more hours,
3. No more than six hours of research (CS 695) in a minimum 30-hour program,
4. Completion of a thesis,
5. A comprehensive final oral examination,
6. A minimum of 1 hour of Crop Science Seminar (CS 601),
7. Enrollment in ST 511 and ST 512 (or equivalent),
8. Presentation of an Exit Seminar to the Department,
9. Courses taken for credit only (S/U) may apply towards degree if item (2) has been met,
10. 400 level courses cannot be taken for credit within Crop Science,

11. MS candidates in the Plant Physiology program must meet the core requirements for that program.
12. A maximum of 12 credit hours of graduate coursework may be transferred from other accredited U.S. institutions. Transfer credit must be from courses with "A" or "B" grades and cannot be from undergraduate classifications or by extension.

MASTER OF CROP SCIENCE DEGREE (MCS) PROGRAM

The Master of Crop Science (MCS) is a non-thesis degree program designed to address the needs of Agricultural Extension Agents and other professionals who are seeking an advanced degree, but are limited by time and/or location. Additional course work, reports, or special problems are required in place of a thesis. The M.C. S. degree program is considered to be a terminal degree program.

General Requirements for Master of Crop Science (Program Highlights)

1. A minimum of one full academic year or its equivalent in residence as a graduate student at the University,
2. A minimum of 36 semester hours of graduate work on the Plan of Work including a minimum of 20 hours of 500-800 level course work, unless the student's Graduate Committee requires more hours,
3. A minimum of 4 and no more than 6 hours of Special Problems (CS 590 or CS 620),
4. A minimum of 1 hour of Crop Science Seminar (CS 601),
5. Enrollment for 3 credit hours of Statistics (ST 511 or equivalent),
6. Presentation of an Exit Seminar to the Department,
7. A final oral examination may be required for the M.C.S. degree at the discretion of the student's Graduate Committee,
8. Courses taken for credit only (S/U) may apply towards degree if item (1) has been met,
9. No credit for CS695 (Research) may be counted towards the MCS degree,
10. 400 level courses cannot be taken for credit within Crop Science,
11. A maximum of 12 credit hours of graduate level work may be transferred from other accredited U.S. institutions. Transfer credit must be from courses with "A" or "B" grades and cannot be from undergraduate classifications or by extension.

DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMS

Candidates for a Doctoral degree in Crop Science must demonstrate an ability to conduct original research and scholarly work at the highest levels without supervision. The degree is not granted simply upon completion of a stated amount of course work but rather upon demonstration by the student of a comprehensive knowledge and high attainment in scholarship. Doctoral degrees at NC State University do, however, require a minimum of 72 graduate credit hours beyond the bachelor's degree. For a student with a Master's degree from another institution, a maximum of 18 hours of graduate credit from the master's degree may be applied toward this minimum, upon recommendation of the student's Graduate Committee. If a student completes a Master's degree at NC State and continues for a Doctoral degree without a break in time, up to 36 credit hours taken while in Master's status may be used to meet the minimum requirements for the doctoral degree.

Other requirements include:

1. Successful completion of preliminary comprehensive written and oral examinations
2. Completion of a thesis dissertation,
3. A final oral thesis defense,
4. Presentation of an Exit Seminar to the Department.

Note: Students seeking an exception to the continuous enrollment requirement (1) may obtain a Leave of Absence or an Exception in extenuating cases. Requests must be submitted in writing to the DGP who will then forward to the Graduate Dean. For further information see the Graduate School Web-site at:

http://www.fis.ncsu.edu/grad_publicns/handbook/chap4.htm#chap4_2

CROP SCIENCE CO-MAJOR

Students enrolled in graduate programs administered by other departments must satisfy all Crop Science requirements including the Crop Science seminar requirement, and any other appropriate requirements established for all Crop Science majors. Co-majors must have a Graduate Committee Co-Chair from Crop Science who is a member of the Graduate Faculty. The Director of Graduate Programs (DGP) of both majors must request permission from the Graduate School to co-major. The Crop Science DGP must be notified in writing when a student chooses to co-major in Crop Science. The student's Plan of Work must be signed by both DGPs and a hard copy must be submitted to the Graduate School.

CROP SCIENCE MINOR

Students with a minor in Crop Science must have a departmental representative from the Graduate Faculty on their Graduate Committee. The DGP must be notified in writing when a student chooses Crop Science as a minor. A minimum of 9 hours of Crop Science courses at the 400 level or above are required for the minor.

OUTSIDE MINORS REQUIRING APPROVAL OF THE DIRECTOR OF GRADUATE PROGRAMS FOR THE MINOR PROGRAM

Graduate students wishing to minor in Biotechnology, Plant Physiology, Statistics, or Water Resources at NC State must obtain written approval from that program's Director. Students wishing to minor in one of these four fields should obtain permission from that field's DGP at the onset of course work in the field so that they are able to meet any specific requirements in that minor well before the time they wish to schedule their final oral examination. The Minor is indicated in the Plan of Graduate Work.

MAJOR ADVISOR AND GRADUATE ADVISORY COMMITTEE

The Graduate Advisory Committee advises the student concerning all aspects of her/his program and monitors and evaluates the student's progress. The Committee's ultimate responsibility is to certify that the student has met the standards set for the graduate degree. The Graduate Advisor (Major Professor), in particular, is essential to the early planning and success of a graduate program. The major professor is usually the primary contact for a new student. Advisor input must be sought in choosing courses, developing the thesis problem, and other matters relating to development of the Plan of Work. If the advisor is unavailable for an extended period of time, member of the Committee and/or the Director of Graduate Programs can assist in these matters.

Other members of the Graduate Committee should be chosen with the assistance of the major advisor during the **first semester on campus**. These members will be helpful in advising on thesis research (or non-thesis problem for the MCS degree) and development of the Plan of Graduate Work. Should a student wish to obtain a Minor or Co-major, a representative from the minor or co-major department must be included on the Committee. Ongoing utilization of the Committee's expertise is critical to the success of the student's program. The Graduate Advisory Committee is recorded on the Plan of Graduate Work form. Once submitted, additions or substitutions of Committee members must be requested by writing to the Director of Graduate Programs. This request will be processed and submitted to the Graduate School for approval.

Master's Graduate Advisory Committee

The Master's Graduate Committee must have a minimum of three (3) graduate faculty members. The Chair (major professor) of the committee must have either Associate or Full Graduate Faculty status. At least one of the committee members must represent the supporting area (minor) and/or be from outside the department. Faculty with joint appointments between departments should not represent the supporting area (minor) unless their programs are largely based outside the department.

Doctoral Graduate Advisory Committee

The Doctoral Graduate Advisory Committee must have a minimum of four (4) graduate faculty members. The Chair (major professor) of the committee must have Full Graduate Faculty status. Associate Graduate Faculty may serve as a co-chair providing the other co-chair has Full Graduate Faculty status. One committee member must represent the supporting area (minor) and/or be from outside the department. Faculty with joint appointments between departments should not represent the supporting area unless their office and laboratory programs are largely based outside the department.

The Graduate School will appoint a member of the Graduate Faculty to each Doctoral Graduate Advisory Committee at the time the Plan of Work is approved. This representative will ensure that the preliminary and final oral examinations are conducted fairly and with high standards. The Graduate School Representative protects the interests of the student, the Advisory Committee, and the Graduate School. It is important for the student and Graduate Committee Chair to arrange examination schedules to accommodate the Graduate School Representative.

External Committee Members are occasionally asked to serve on Graduate Committee. An external committee member may be included *in addition* to the regular committee members. Requests to include an external committee member must be sent in writing to the Director of Graduate Programs with appropriate documentation of the individual's expertise (*CV - curriculum vitae*) for processing and Graduate School approval.

PLAN OF WORK

A Plan of Work (POW) should be submitted online by the student by the end of a graduate student's first semester. The POW will then show on my worklist in SIS and I will review it and either follow with you or approve it. The committee members will then be queried by SIS if they will serve on the committee.

The Graduate Student Training and Operations Manual for SIS can be found at:
<http://www.ncsu.edu/grad/faculty-and-staff/sis-resources.html>

Any Minors must be from approved NCSU graduate or interdisciplinary programs. Alternatively, an Interdisciplinary Minor may be chosen. An Interdisciplinary Minor consists of coursework from several departments. If an interdisciplinary minor is chosen and a committee representative is not from one of the departments in the minor, a justification should be attached to the Plan of Work. Co-majors are permitted between degree programs with similar requirements. Co-majors require the approval of both Directors of Graduate Programs, and must be indicated by their signatures on the Plan of Work. Co-majors must have representation on the Graduate Committee from each major. Co-minors at the doctoral level must have representation from each minor area. A student may choose not to declare a minor field of study. This should be indicated by writing "None" on the Plan of Work where the minor is normally entered.

Coursework should consist of a well-rounded, unified plan of study. The program should be divided between Crop Science courses and supporting fields (all other departments). A maximum of 12 credit hours of PBS course work can be counted toward the total requirements of a Master's or Doctoral program. A maximum of 6 credit hours of graduate level work may be transferred from other accredited U.S. institutions. Transfer credit must be from courses with "A" or "B" grades and cannot be from undergraduate classifications or by extension. Transfer credits may not be used to fill the requirements for a minimum of 20 hours of 500 and 600 level credits. Courses at the 400 (senior undergraduate) level counted toward the minimal 30-hour requirement for a master's program may not come from the major field. The semester during which each course is to be taken must be indicated on the Plan of Work. Courses taken during summer sessions should be designated either Summer I or Summer II. The specific semester(s) for research hour credits must be clearly identified.

A graduate course that was completed while the student was enrolled in PBS status at NC State University may be considered for transfer to a doctoral program provided that it is a 500- or 700-level course and that the grade is "B" (3.00 on a 4.00 scale) or better.

REGISTRATION AND RESIDENCE REQUIREMENTS

Permission to Register

The Office of Registration and Records must have authorization from the Dean of the Graduate School before a graduate student will be permitted to register for classes. Initial authorization will be sent to Registration and Records at the time the student is notified of admission for graduate study. All students attending classes must be registered for either credit or audit. The Office of Registration and Records furnishes grade records to students at the end of each scheduled school term. A block will be placed on Registration for students with outstanding bills (parking tickets, library fines, fees, etc.).

REQUIREMENT OF CONTINUOUS ENROLLMENT

After a student is admitted to the Graduate School and enrolls for the first time, she/he is required to maintain continuous registration, i.e., be enrolled each semester, excluding summer sessions, until she/he has either graduated or her/his program has been terminated. All students who graduate during the second summer session must be registered for either the first or second summer session. A student in good academic standing who must interrupt her/his graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, normally not to exceed one year. The written request should be made at least one month prior to the term involved. Requests must be approved by the student's Graduate Advisory Committee, the Director of Graduate Programs, and the Graduate School. The time spent on an approved leave of absence is included in the time allowed to complete the degree, i.e., 6 years for Master's and 10 for Doctoral programs. Graduate students whose programs have been terminated because of failure to maintain continuous registration and who have not been granted a leave of absence will be required to reapply for admission if they wish to resume their graduate studies at NC State.

Registration requirements for Fellows, Teaching, Research, and Extension Assistants

Students on Assistantship and working under the Graduate Student Support Plan (GSSP) must register for 9 hours (10 hours if a lab is taken) during the Fall and Spring semesters.

Summer Registration and Federal Withholding

In order to continue the exemption from Federal Withholding taxes that applies to graduate assistantships during the Fall and Spring semesters, students must enroll for one hour of CS696 - Summer Research during the summer. The student is responsible for the payment of the reduced tuition associated with this course unless other arrangements are made with his/her major professor.

RESIDENCE CREDITS

Master's degrees

Students engaged in a course of study leading to the Master of Arts, Master of Science or Master's Degree in a Designated Field are required to be on the NCSU campus

pursuing graduate work for a minimum of one full academic year or its equivalent. Some programs may be exempted from this policy. (See the following section)

Policy for On-Campus Master's of Designated Field and Option B Programs

For on-campus Master's programs, a minimum of 9 credit hours of the minimum 30 credit hours required for the degree must be taken while in residence on the NC State University campus as a master's degree student. The remaining 21 credit hours of the minimum 30 credit master's program may be taken by a combination of extension courses, NC State PBS courses, and transfer credits. The limits on PBS and transfer credits remain unchanged.

Doctoral degrees

A student working toward a doctoral degree is expected to register for graduate work at NC State for at least six semesters beyond the baccalaureate degree. The University has basic residence requirements, as defined below, but Colleges have the prerogative of establishing more restrictive requirements.

Earning residence credit in Doctoral programs

Residence credit is determined by the number of semester hours of graduate work carried during a regular semester. The following table can be used to calculate residence credits:

Semester Credits (Hours)	Residence Credits
9 or more	1
6-8	2/3
less than 6	1/3

At least two residence credits must be secured in continuous residence (registration in consecutive semesters) as a graduate student at the University, but failure to take courses in the summer does not break continuity. Summer course work, however, can be used in partial fulfillment of this requirement. A single summer session is equal to one-half of the corresponding amount for a regular semester. For example, six semester hours carried during a summer session will earn one-third of a residence credit; less than six credit hours will earn one-sixth of a residence credit.

COURSE REGISTRATION

Scheduling Courses in TRACS

All degree students must meet with advisors for an advising conference to obtain a Personal Identification Number (PIN) prior to registering each semester. A PIN number is automatically issued for a student and sent to the graduate program if that student was either just admitted or was registered for the previous semester. Students not registered for the preceding semester, after obtaining permission from the Graduate School, must go to Registration and Records to obtain a PIN number.

Enrollment (Registration) Guide

The links below will guide you through the Enrollment process. This enrollment information serves both degree seeking and non-degree seeking students. It contains general information and information specifically for each of the two groups of students. Please read carefully the information pertaining to you. Additionally, many of the links in this guide will open in a new browser window.



[General Information](#)

[Step 1 - Determine Course Requirements and obtain PIN](#)

[Step 2 - Plan your schedule and then register using](#)

[MyPack Portal](#)

[Step 3 - Make your payment](#)

[Additional Information](#)

This [2009 Spring Enrollment \(Registration\) Guide](#) (pdf) is also available for printing.

The electronic edition of the Graduate Catalog contains the most up-to-date descriptions of courses available and can be found at:

<http://www.ncsu.edu/grad/catalog/index.php>

Consent of the offering graduate program is required for all practicum and individual special topics or special problems courses as well as internships and thesis or dissertation research.

Courses at the 500- through 800-level are graduate courses. Courses at the 500 and 600 level are designed primarily for Master's level students while courses at the 700 and 800 level are indicative of more advanced courses. All graduate level courses are open to either MS or Ph.D. students. Courses at the 400-level are advanced undergraduate courses but may be used, with some limitations, in graduate programs of study. Students cannot use 400 level courses credit within their curriculum for graduate credit.

Adding courses

Courses may be added during the first week of a semester, via [MyPack Portal](#) alone, or during the second week, via *MyPack Portal* and with permission of the instructor. In a summer session, courses may be added during the first two days via *MyPack Portal* alone, and/or during the third and fourth days via *MyPack Portal* with permission of the instructor. To add a student to a course after the deadline for adding courses, an instructor must submit a [Schedule Revision Form](#) to the School/College and then to the Graduate Dean for approval. Schedule Revision Forms are available from departmental offices.

Dropping courses

All 500-800 level courses may be dropped through [MyPack Portal](#) without grades during the first eight weeks of a semester and during the first two weeks of a summer session. Students and advisors should consult the specific [Registration and Records calendar](#) for

drop deadlines. Students should make schedule changes as early as possible in the semester. The number of hours for which a student is officially enrolled and upon which tuition and fees are based is that number in which the student is enrolled at the end of the second week of classes of a semester and at the end of the fifth day of a summer session (the last day to withdraw or drop a course with a refund).

A [Schedule Revision Form](#) is required to drop a course after the deadline. No dropping of courses shall be allowed except for documented medical reasons or other verified, unforeseen grounds of personal or family hardship. Making such exceptions to policy requires the recommendation of the chair of the student's advisory committee, the DGP or Department Head, and the Dean of the Graduate School. Courses may not be dropped after the final grades have been submitted by the instructor and processed by Registration and Records.

All drops processed after the authorized drop period must be handled in person at the Department of Registration and Records.

Dropping minicourses

The drop date for a five-week minicourse is the last day of the third week of the minicourse. The drop date for a seven-week minicourse is the last day of the fourth week of the minicourse.

Instructors teaching minicourses (courses which last only a portion of the semester) should announce at the outset of these courses their appropriate drop deadlines.

Auditing courses

Graduate students wishing to audit a course must have the approval of their advisor and of the department offering the course. While auditors receive no course credit, they are required to attend class regularly. The degree to which an auditor must participate in class beyond regular attendance is optional with the instructor. Any auditing requirements should be clearly explained in writing to the student at the beginning of the semester. Should an instructor conclude that an auditor has failed to fulfill the stipulated requirements, the instructor is justified in marking "NR" (no recognition given for an audit) on the final grade report.

With the single exception of foreign language audits, all audit registration must fall within the maximum permissible course loads. Students registered for the 695 and 895 research course in their particular field must carry hours of credit and cannot be audited. [*Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 1/25/90.*]

Audits (AU) in subjects in which the graduate student has had no previous experience will be evaluated at full credit value in determining maximum semester course loads, but audits ***do not*** contribute towards fulfilling full-time registration since they carry zero credit hours. Audits taken as repetition of work previously accomplished are considered at one-half their credit value in calculating maximum semester course loads. While audit registrations are evaluated for purposes of determining permissible course loads in terms of the regulations of the Graduate

School, the [University Cashier's Office](#) considers all audits, except one permitted free of charge, in terms of full credit value in calculating tuition.

Registration procedures for students wishing to audit a course and deadlines for changing from credit to "AU" status can be found on the [Registration and Records website](#) (see also [Academic Calendar](#) for deadline information). The Dean of the Graduate School may approve exceptions to the given deadlines only on the grounds established for exceptions to the course drop deadline.

It is possible for a student who has previously audited a course to retake the course for credit with the approval of their advisor. Courses taken in this manner will be considered the same as any other course taken for credit in meeting degree requirements. A student, however, cannot audit a course and later receive credit for it by examination.

Students registered for the 695 and 895 research course in their particular field must carry hours of credit and cannot be audited. [*Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 1/25/90.*]

Course load

A full-time graduate course load is nine to 15 credits per semester (including audits) and three to six credits per summer session (including audits). Graduate students holding half-time (i.e. typical) assistantships are generally limited to taking 9-10 hours per semester.

Foreign students on F-1 and J-1 visas are required by the Immigration and Naturalization Service to carry a full-time course of study to remain in status. Full-time status may be achieved with a combination of course work and a research or teaching assistantship.

Assistantship classification	Semester course load	Length of appointment	Maximum annual credit hours
Full	3 hours	9 months 12 months	6 9
3/4	6 hours	9 months 12 months	12 16
1/2	9 hours	9 months 12 months	18 24
1/4	12 hours	9 months 12 months	24 30

PRELIMINARY AND FINAL EXAMS

All Master's and Doctoral examinations must be scheduled with the Graduate School through the Crop Science Graduate Programs Office (2210 Williams Hall) at least 30 working days prior to the examination. These exams must be requested by submitting a completed Request for Approval to Schedule Doctoral (or Master's) Oral Examination Form to the Director of Graduate Programs. Any changes to the Plan of Work not previously brought to the attention of the Director of Graduate Programs should be requested with the Request for Approval to Schedule Oral Exams Form. A request for scheduling the Preliminary Oral Examination must include a memorandum from the student's graduate advisory chair stating that the written preliminary examination has been successfully completed. A request for scheduling the final doctoral oral exam must include the complete title of the student's dissertation.

Forms for Request for Approval to Schedule Master's or Ph.D. Oral Examinations may be obtained from the Crop Science Graduate Office or they can be downloaded from the Graduate School Web-site at the following address:

<http://www2.acs.ncsu.edu:80/grad/gars/garsform.htm>

Master's Program Final Examination

A candidate for a Master's degree (MS or MCS) must pass a comprehensive oral examination to demonstrate to the advisory committee that he/she possesses a reasonable mastery of the subject matter of the major and minor fields and that this knowledge can be used with promptness and accuracy. A student must have completed or be currently enrolled in courses listed on his/her Plan of Work before a final oral examination can be held. It is the responsibility of the student and committee chair to contact committee members to establish a date and time convenient to each before officially requesting an examination. The request for permission to schedule the final oral examination is submitted to the Graduate School through the Director of Graduate Programs at least 30 working days prior to the desired scheduling date. A request for a permit may be made when all course requirements, except for those being taken in the current semester, are met. The Graduate School insures that the student's committee and courses meet Graduate School requirements and responds to the department within 20 working days of receipt of the request. If all Graduate School requirements are met, the Graduate School issues a permit to schedule the final oral exam. If requirements are not met, the Graduate School informs the department of the unmet requirement, the department works with the student to correct them, and, upon correcting, submits the request to schedule the exam as described above.

Upon receipt of the permit to schedule the final exam, the department schedules and conducts the exam and notifies the Graduate School of the result within 5 working days of the exam. (Published thesis and exam deadlines for a given semester must be met in order for the student to graduate in that semester, regardless of when the permit is issued by the Graduate School.) A unanimous vote of approval by the graduate advisory committee is required for passing the oral examination.

If the student receives an “unconditional pass” on the exam, the current process is followed, i.e., a final graduation checkout is conducted by the Graduate School after all courses are completed and the thesis, when required, is approved by the Graduate School. If the student receives a “conditional pass” on the exam, the department so notifies the Graduate School within 5 working days of the exam and then informs the Graduate School when the conditions of the pass have been removed. The date that the Graduate School is notified that the condition has been removed establishes the student's graduation date.

If the student fails the exam, his/her graduate program is terminated unless the department recommends that a second exam be given. If a second exam is approved by the Graduate School, the Graduate School will so notify the department by sending a second permit to schedule the oral exam. If the Graduate School denies the request, the student's program is terminated.

Doctoral Comprehensive Examinations

It is the responsibility of the student and their committee chair to contact committee members and (in the case of Doctoral students) the appointed Graduate School representative to establish a date and time convenient to each before officially requesting an examination and to provide the Graduate School representative with a copy of the dissertation 1 week before the final examination.

Written Preliminary Examinations cannot be scheduled earlier than the end of the second year of graduate study and not later than 1 semester (4 months) before the final oral examination. Questions may cover any phase of the course work taken by the student during graduate study and any subject logically related to an understanding of the subject matter in the major or minor areas of study.

Oral Preliminary Examinations cannot be scheduled before the successful completion of the written examinations and must be scheduled with the Graduate School through the Director of Graduate Programs' office (2210 Williams Hall). These exams must be requested by submitting a completed Request for Approval to Schedule Doctoral Oral Examination Form to the Director of Graduate Programs 30 working days before the date of the oral examination. This examination is designed to test the student's ability to relate factual knowledge with accuracy and promptness and to demonstrate that comprehension is not limited to facts learned in course work. A unanimous vote of approval by the members of the examining committee is required for a student to pass the preliminary oral examination.

A doctoral student is admitted to “Candidacy” by the Graduate School upon passing the written and oral preliminary examinations without conditions or after fulfilling any conditions specified by the advisory committee.

Doctoral Final Oral Examinations can be scheduled after the dissertation is complete, but not earlier than 1 semester (4 months) after admission to candidacy. Scheduling of the final oral examination must be requested by submitting a completed Request for Approval to Schedule Doctoral Oral Examination Form to the Director of Graduate Programs office 30 working days before the date of the oral examination. The examination consists of the candidate's defense of the methodology used and the

conclusions of the research as reported in the dissertation. A unanimous vote of approval of the advisory committee is required for passing the final oral examination.

GRADUATE SCHOOL REPRESENTATIVE FOR DOCTORAL EXAMINATIONS

The Graduate School Representative has a unique role on the doctoral examination committee. The Representative protects the interests of the student, the advisory committee, and the Graduate School. The Graduate School Representative is also an "unbiased person" to whom the Dean may turn for judgment and counsel.

[Recommended by the Administrative Board of the Graduate School and approved by the Dean of the Graduate School on 10/27/86.]

Appointment Process

If a doctoral graduate committee has no representation outside of the student's graduate program, a Graduate School Representative is *required*.

The Dean of the Graduate School chooses Representatives at random from the Graduate Faculty. Each member of the Graduate Faculty is expected to serve in this capacity. The Dean appoints the Graduate School Representative after the doctoral student's Plan of Graduate Work is approved. An effort is also made to make no more than two such assignments to a faculty member at any one time. It is the responsibility of the student to schedule preliminary and final examinations that are satisfactory to the Graduate School Representative and to provide the Representative with a copy of the dissertation one week before the final oral.

Responsibilities

The primary responsibility of the Graduate School Representative is that of an observer. Consequently, the Representative should be invited to participate in both the preliminary and final oral examinations, but should never take a dominant role in the exams. The Representative is expected to contribute to the scholarly atmosphere of the examination. Moreover, the experiences of faculty members who serve as Graduate School Representatives should improve the overall quality of graduate education.

The Graduate School Representative also signs the official examination form and may include comments. The Representative expected to express concerns (if they exist) and encouraged to note any exceptional strengths of the examination. The Graduate School Representative should:

1. Sign the form without comment;
2. Sign the form and note any specific comments; or
3. Sign the form and note that a letter to the Graduate School Dean will follow (with copies to the committee).

The Representative may wish to comment on:

1. the appropriateness of the committee;
2. the adequacy of the Plan of Graduate Work;
3. the appropriateness of the examination questions and procedures;

4. the quality of the student's performance; and/or
5. reservations about the dissertation.

A signature with no comments indicates that the Representative believes that the examination was properly conducted and does not take exception to the findings of the committee. The signature does not imply the Representative's approval of the substance of the examination or dissertation. In the event the Graduate School Representative indicates any substantive reservation, the Dean of the Graduate School will investigate and decide the course of action.

NOTE: Serving as a Graduate School Representative is a requirement of Graduate Faculty status. Exceptions are made only on an individual basis and in cases of emergency

ACADEMIC DIFFICULTY

Graduate students who have attempted 1 to 8 credit hours at or above the 400 level and have a GPA less than 3.0 are given an ***Academic Warning Notice***. If more than 9 credit hours but less than 18 credit hours have been attempted and the GPA is less than 3.0, the student is placed on ***Academic Probation***. Graduate study is ***terminated*** if 18 or more credit hours have been attempted at the 400 level or above and the GPA is less than 3.0. Registration is not possible while a student is in this classification. Under extenuating circumstances, the graduate advisory chair may petition the Director of Graduate Programs for reinstatement of a student. If reinstated, a student will need to obtain a reinstatement card from the Graduate School and then register during late registration.

SEMINARS

CS601/801 Seminar

The objectives of the Graduate seminar are to: (a) help students learn to make informative and effective scientific presentations (b) develop speaking skills, style and confidence through experience; and c) train students in Crop Science how to access up-to-date information necessary to their discipline. The Department of Crop Science encourages student involvement in ALL Departmental and Graduate Seminars.

One (1) credit hour of CS 601/801 must be obtained by registering for and presenting a seminar. One credit hour of Seminar is required per MS and MCS degree program. The approach used may vary among students. The requirements are outlined below.

- 1) The advisory committee will direct the seminar and it will be research based.
- 2) The seminar will be a public seminar coached by the committee and can be either a presentation at a scientific meeting (national or regional), grower's meeting, or given to an audience of sufficient size to fulfill the experience of a public scientific presentation.
- 3) The subject matter can be research results, proposed research, or some other research area deemed appropriate by the committee. An abstract will be expected and available at the time of the presentation.
- 4) The student will register for CS 601 or 801 in the semester that the presentation is made. CS 601 is required for the MS and MCS. Although CS 801 is not required for the Ph.D., it may be needed for some students.
- 5) The conference room will be reserved at the time of the present seminar class and will be available to students enrolled in the class. Presentations, however, may be made at any date and time during the semester of enrollment.
- 6) The exit seminar does not fulfill the seminar requirement.

Crop Science Exit Seminars

Presentation of a second "Exit" Seminar on the thesis research (or special problem for Master of Crop Science students) is required before graduation. This seminar will be scheduled through the departmental seminar committee chair, but the student should not register for CS 601/801. It is important for exiting graduate students to give ample notification to the Department of their Exit Seminar via posted Seminar notices. Final oral exams will not be scheduled until the Crop Science Graduate Programs Office has documentation from the seminar committee that the student has scheduled an Exit Seminar.

Departmental Seminar

Seminars provide an important mechanism for learning about new research and expanding one's knowledge concerning research both related and unrelated to their own interests. For this reason, attendance at departmental seminars is recommended for all graduate students. The departmental seminar is held on Thursday afternoons during the fall and spring semesters at 3:30 p.m. in Room 2405 Williams. In addition, special seminars may be scheduled at other times.

Seminar Policy Concerning Co-majors and Minors

Graduate students entered in a co-major program with Crop Science will be expected to meet the appropriate seminar requirements established for Crop Science majors. If the other department of the co-major or minor also has seminar requirements, these must be met separately. Students will *not* receive credit in CS 601/801 for a seminar presented in the other department. Students with a minor in Crop Science are encouraged, but not required, to complete CS 601/801.

THESES AND PUBLICATIONS

A thesis or dissertation is required for both the Master of Science and Ph.D. majors in Crop Science. A Special Problem project is required for a Master of Crop Science degree. A thesis is tangible evidence of the student's scholarship, scientific efforts and ability to effectively communicate research findings. It should contribute to the scientific literature in the chosen field of study.

Considerable flexibility is allowed in the organization and preparation of the thesis. The Graduate School publishes a manual to serve as a guide for the preparation of theses, and all students should obtain a copy at the student bookstore. Included in the manual is an option that permits portions of the research to be written for journal publication and included as chapters in the thesis. A thesis containing proposed journal articles should contain additional information in the appendix as a permanent record of research including, a thorough literature review, detailed materials and methods section, supplemental results, and an overall comprehensive summary of the work. The candidate should discuss the proposed thesis organization with the Advisory Committee early in the program. All costs of thesis preparation will be borne by the degree candidate.

A. Theses

In degree programs requiring preparation of a thesis, Master's students must undertake an original investigation into a subject that has been approved by the student's advisory committee and the Director of Graduate Programs (DGP). Information on form and organization of the thesis, in addition to other regulations, is presented in the University's on-line [Thesis and Dissertation Guide](#).

B. Dissertations

The doctoral dissertation must present the results of the student's original investigation in the field of primary interest. It must represent a contribution to knowledge, adequately supported by data, and be written in a manner consistent with the highest standards of scholarship. All doctoral students are required to submit a dissertation in accordance with the [Thesis and Dissertation Guide](#). Publication is expected and encouraged.

C. Submission Procedures for Theses and Dissertations

1. All members of the advisory committee review the thesis/dissertation and must give their approval prior to submission to the Graduate School. The thesis or dissertation must be formatted according to NC State required and optional formatting guidelines as provided in the [Thesis and Dissertation Guide](#);
2. After obtaining approval from his/her advisory committee, the student must submit the dissertation electronically to the Graduate School.
3. Submission of a thesis/dissertation to the Graduate School must take place at least four weeks prior to the last day of classes in the semester or summer session in which the degree is to be conferred. Specific deadline dates are published at least one year in advance in the [Graduate School Calendar](#).

There is an additional deadline each semester as follows:

Deadline to graduate but not to register for a semester. Student must pass the final oral exam unconditionally, or pass conditionally and clear the conditions, and also have the thesis review with the Thesis Editor by the last working day before the first day of class for that semester. If he/she does so, the student avoids registering for that semester or paying tuition for that semester.

4. **International students** must receive final Graduate School approval for their thesis or dissertation no later than [census day](#) for that semester. Otherwise, their immigration status could be in serious jeopardy. They should reconfirm their visa status with the [Office of International Services](#).
5. All theses and dissertations must be submitted through the [Electronic Theses and Dissertation system](#) (ETD). The rules and regulations in the [Thesis and Dissertation Guide](#) and the deadlines in the [Graduate School Calendar](#) are applicable for electronic submissions.
6. Students **CANNOT** submit their thesis/dissertation until they have contacted the Thesis Editor for a thesis review appointment. Submission is by appointment only and follows a detailed process. It is **IMPERATIVE** that all students be advised to obtain an electronic version of the [Thesis and Dissertation Guide](#) to avoid any misunderstandings or delays in processing their submissions.
7. At the time the thesis/dissertation is submitted to the Graduate School, the student is also required to submit:
 - o (a) the Survey of Earned Doctorate form (doctoral students only). The Survey of Earned Doctorate forms provide information for the Doctorate Records File supported by the National Science Foundation, the Department of Education, the National Endowment for the Humanities, and the National Institutes of Health;
 - o (b) a brief, standard questionnaire about his/her experience as a graduate student at NC State (both Master's and doctoral students).
8. The Graduate School will not authorize the release of the diploma to the student or inclusion of the statement of award of the degree on the permanent records from which transcripts are made until these forms have been completed and returned to the Graduate School.
9. The University also requires that all doctoral dissertations be microfilmed by University Microfilms International, Ann Arbor, MI, including the publication of the abstract in Dissertation Abstracts International. The student pays the cost of this service. A microfiche copy is available in the library.

D. Thesis and Dissertation Workshops

The Thesis Editor and Graduate School webmaster hold frequent Thesis and Dissertation Preparation Workshops for Master's and doctoral students to assist them in following the numerous administrative regulations in completing and submitting their theses and dissertations and to receive step-by-step instructions on ETD submission. The Workshop schedule is available on the [ETD website](#), and students may reserve a slot in one of the Workshops by following the directions outlined therein. Space is roughly limited to 30 students per workshop. It is highly recommended that students review the [Thesis and Dissertation Guide](#) website and attend the workshop if they feel they need additional instruction.

E. Publication in Compliance with Nondisclosure Provisions

Theses and dissertations containing disclosures of patentable discoveries may be held by the Graduate School for a maximum period of one year after disclosure. Holding a thesis or dissertation until a patent application is filed will not prevent a student from graduating on time.

GRADUATE ASSISTANTSHIPS AND OTHER FUNDING

The Crop Science Department offers Graduate Assistantships, Graduate Stipends, and Fellowships from a variety of funding sources to qualified students. Assistantships, Stipends, or Fellowships can only be awarded to students who have been fully admitted to the graduate program. Students placed on an assistantship must maintain a minimum GPA of 3.0 to be eligible for reappointment.

In order for graduate assistants to receive stipends or be placed on the NCSU payroll, the University requires certain information from each student. The following forms must be completed:

- a) Federal and State tax withholding status
- b) Selective Service Compliance
- c) Employment Eligibility Verification (I-9)
- d) Patent Agreement Form

The above forms can be obtained from the Crop Science Administrative Assistants office in Room 2205 Williams Hall. The Employment Eligibility Verification form requires two forms of identification (e.g., driver's license and social security card). International students are required to have two forms of identification also. These can be copies of a visa, valid passport, alien registration card, etc. This information, along with the Selective Service Compliance and Employment Eligibility forms, should be returned to the Graduate Programs office.

Departmental Graduate Assistantships

Graduate assistants play supportive roles in departmental research and teaching projects. The specific responsibilities of the graduate assistant will vary with the

assignment, i.e., half-time (typically) or three-quarter time. Thesis research may count as part of the obligation to the department, but the major advisor has every right to request the student's assistance on any research project over which he or she has jurisdiction. Though a half-time, i.e., 20 hours per week, arrangement is suggested, it is often more convenient for the student to spend less time on research during the academic year and to compensate with full-time employment during the summer months.

Graduate assistantships offer an excellent opportunity to develop special skills and a capacity for project leadership. They should be viewed as an opportunity rather than a departmental obligation. Graduate assistants (½ time) may enroll for up to 9 credit hours per semester and must be registered during the Fall and Spring semesters. Graduate assistantships are re-appointed annually on the basis of satisfactory progress towards the degree and funding availability. The time limit for assistantship awards is 2 years for Master's candidates and 3 years for Doctoral students. Written petitions for extensions, including a justification statement, should be submitted to the Director of Graduate Programs no later than 90 days prior to the start of the extension. The Crop Science Department may require any student on a departmental graduate assistantship to teach laboratory classes while they are seeking their advanced degree.

University Research Assistantships

There are several potential sources of graduate funding at both the Federal level and within the Graduate School. These change frequently and graduate students are directed to the Graduate School Website at:

http://www.fis.ncsu.edu/grad_fellows/applfund.html

GRADUATE WORK-STUDY PROGRAM

A graduate work-study program exists at NCSU. For more information see the Financial Aid Website at:

http://www.fis.ncsu.edu/Financial_Aid/gctv.htm

Further information can also be obtained by calling the Work-Study Coordinator at 515-2421.

Limitations on Stipends

It is the objective of the Department of Crop Science to provide financial support for graduate assistants for periods of time deemed adequate for the completion of the degree. The leisurely pursuit of graduate degrees by graduate assistants not only encourages inefficiency in the planning and conducting of the program, but it deprives other deserving students the opportunity for receiving financial support. In keeping with this philosophy, half-time departmental graduate assistants seeking a Master of Science or Master of Crop Science degree are limited to two years of financial support. Half-time doctoral students are limited to three years of financial support if the Master of Science

degree was received at another institution or a total of five years financial support when both degrees are sought at NCSU. Students on three-quarter time assistantships have limitations commensurate with their responsibility to the department. Where sufficient funds are available, extensions of assistantships may be granted on an individual basis, assuming the extension is not caused by negligence on the part of the student.

OUT OF STATE TUITION REMISSION, IN-STATE TUITION AWARDS AND THE GRADUATE STUDENT SUPPORT PLAN

All graduate student students who hold a Research, Teaching or Extension Assistantship or a Graduate Fellowship will be provided tuition remission and in-state tuition awards subject to the eligibility requirements and other conditions outlined at the website for the Graduate Student Support Plan.

http://www.fis.ncsu.edu/grad_financialService/

The Graduate Student Support Plan is a highly competitive support package used to attract top students to NC State. Under the Plan, students supported on a teaching or research assistantship or a fellowship of at least \$666.67 per month and who meet the minimum registration requirement, receive (at no cost to the student) health insurance and (for a [limited number of semesters](#)) tuition.

1. They must be appointed to a graduate teaching, research, or extension assistantship or fellowship, or some combination of the four, and earn \$3,000 or more per semester or \$8,000 or more on a 12-month appointment.
2. They must be registered for 9 hours or more each fall and spring semester until they complete all credit hour requirements for the degree, after which time they must be registered for 5 hours or more until they complete all requirements for the degree.
3. In-state tuition and tuition remission will be subject to the following limits:
 - a) Master's students who are residents of North Carolina will be awarded in-state tuition for a period of 4 semesters.
 - b) Doctoral students who are residents of North Carolina will be awarded in-state tuition for a period of 10 semesters if they do not hold an MS degree or 8 semesters beyond the semester in which they complete their Master's if they hold an MS degree. The total cannot exceed 10 semesters in cases where both M.S. and Ph.D. degrees are earned at NCSU.
 - c) Out-of-state students who are U.S. citizens or permanent residents will be awarded tuition remission for 2 semesters and in-state tuition for the following period of time:

M.S. students - 4 semesters

Ph.D. students who have a master's degree - 8 semesters
Ph.D. students who do not have a master's - 10 semesters

<http://www.ncsu.edu/grad/support-plan/pocket-chart.html>

Out-of-state students who are U.S. citizens are strongly encouraged to seek N.C. residency immediately upon arrival at NCSU. Refusal to change residency status will result in the out-of-state student having to pay out-of-state tuition.

Requirements to establish residency in NC are found on the following website:

<http://www2.acs.ncsu.edu/grad/students/current/resident.htm>

- d) International students who are not permanent residents will be awarded tuition remission and in-state tuition for the following periods of time:

M.S. students - 4 semesters

Ph.D. students who have a master's degree - 8 semesters

PhD students who do not have a master's - 10 semesters

Students and their major advisors may request extension of tuition remission beyond these time limits.

Summer Registration and Federal Withholding

In order to maintain their normal exemption from Federal Withholding taxes over the summer, US students must enroll for one hour of CS696/896 - Summer Research during the summer. The student is responsible for the payment of the reduced tuition associated with this course unless other arrangements are made with his/her major professor.

Fees

All graduate students are required to pay student fees to cover items such as use of the library, gym, infirmary, etc. These fees are approximately five hundred dollars a semester.

ESTABLISHMENT OF N. C. RESIDENT STATUS

<http://www.ncsu.edu/grad/future-students/resident.html>

North Carolina General Statute 116-143.1 reserves the in-state tuition rate for legal residents of the state of North Carolina. Under this law, "legal residence" means more than simply residing in the state. Specifically, you must prove that your presence in the state is for the purpose of establishing a domicile (permanent home of indefinite duration), and that you are not just temporarily residing in the state to attend school. To qualify for the resident tuition rate, you must have maintained your legal residency for one year from the start of the term for which you request the resident classification.

Requirements of Legal Residency

To Qualify as a Legal Resident You Must:

1. Have the legal and financial ability (capacity) to establish a domicile.
2. Demonstrate the intent to make North Carolina your permanent home.

Because you must be a legal resident of the state for at least a year prior to the term for which you request the in-state rate, both of the above requirements must also be true for a year. Therefore, in assessing your claim to the resident tuition rate, the Residency Officer will not only examine what you have done, but when you did it.

Capacity to Establish a Domicile

To have the capacity to establish a domicile, a student must:

1. Be legally of age to act independent of non-resident parents.
2. Be mostly financially independent from non-resident parents or guardians.
3. Be a US citizen, Permanent Resident, or hold another immigration status that allows him/her to establish a permanent home in the United States.

Intent to Establish a Domicile in North Carolina

There are many factors the Graduate School might exam to determine if you have demonstrated the intent to be a legal resident. Residency acts are the most common and easily documented demonstration of intent. In reviewing your residency status, the Residency Officer will examine where and when you have most recently done each of the following items that applies to you:

- Obtained a Driver's License
- Registered to Vote
- Voted
- Registered a Vehicle
- Owned a Home
- Held Non-student Employment
- Paid Property Tax
- Paid Income Tax

Filed an Income Tax Return
 Been called for Jury Duty

The Residency Officer may also consider:

- Where You Maintain Property
- Where You Spend Vacations
- Where You Maintain Organizational Memberships
- Where You Have Significant Relationships
- Anything Else You Wish to Explain About Your Situation

The Graduate School cannot tell you what you must do to support your claim to the in-state tuition rate. If you intend to be a legal resident of the state, consider what the sum-total of your behavior says about that intent. Consider your ties to North Carolina, and your remaining ties elsewhere. Does the preponderance of evidence show that your domicile is indeed in North Carolina? Does your behavior demonstrate that you have lived in the state as a legal resident for a year prior to the start of the requested term? If so, you will qualify for the resident tuition rate.

Specific Exceptions

North Carolina state law allows special tuition consideration for some specific employment circumstances, as well as an except for spouses of North Carolina legal residents. These benefits are:

1. **Members of the Armed Services Stationed in North Carolina**
 Members of the Armed Services who are on active military duty and stationed in North Carolina (and the dependents of these service members) are not required to be legal residents of North Carolina to receive the resident tuition rate. Dependents claiming the lower tuition rate through a service member must be a tax dependent of, and residing in the same home as, the service member.
2. **Full-Time UNC-System Employees, Their Spouses, and Their Dependents**
 Legal North Carolina residents who are UNC-System employees, their spouses, and their tax dependent children are eligible for the resident tuition rate regardless of the length of their legal residency. This benefit is a waiver of the 12-month requirement. The applicant still must demonstrate the capacity and intent to establish a legal residence in North Carolina.
3. **Full-Time North Carolina Public Schoolteachers**
 Legal North Carolina residents who are full-time North Carolina public schoolteachers may be eligible for the resident tuition rate regardless of the length of their legal residency. This benefit is a waiver of the 12-month requirement. The applicant still must demonstrate the capacity and intent to establish a legal residence in North Carolina. This benefit only applies to classes taken for the applicant's professional certification or professional development as an educator.
4. **Marriage Benefit**
 If you are legal North Carolina resident, and you are married to a North

Carolina resident whose legal residency is longer than your own, you are permitted to use your spouse's time in the state as your own to meet the requirements for the resident tuition rate. This benefit is a waiver of the 12-month requirement for the applicant, if the applicant's spouse meets the 12-month requirement. The applicant still must demonstrate the capacity and intent to establish legal residency.

International Students

International students may or may not have the capacity to establish a domicile. For those who have capacity, the requirements are the same as those for US citizens.

Examples of eligible immigration classifications are:

Permanent Resident, Pending Permanent Resident, H-1B, H-4, K-3, K-4, L-1, L-2, V-2 and V-3.

Those who do not have capacity cannot qualify as residents for tuition purposes, regardless of any other factors. Ineligible immigration classifications include: B, F, J, M, Some H visas, O-2 and TN.

This list is not comprehensive. If you are unsure if your immigration status gives you capacity, please contact the [Graduate School Residency Officer](#) for guidance.

The State Residence Committee is currently reviewing the Residency Manual that guides our tuition classification procedures. This revision may impact the immigration classifications that are and are not considered eligible to apply for the resident tuition rate. The revision should be complete by December 2008. The Graduate School will update this site once more information becomes available.

Applying for the Resident Tuition Rate

The information here only applies to students who are newly admitted or currently enrolled as non-residents. Graduate School applicants who believe they qualify for the resident tuition rate should complete the short residency form attached to the online admission application. If you are admitted, and the admitting official does not have enough information to grant you the resident tuition rate, your initial classification will be "non-resident." If that occurs, return to this section and follow the procedures for applying for reclassification.

Online Tuition Reclassification Application

All admitted or currently enrolled Graduate School students petitioning for a change in their tuition classification may apply online through the Tuition Reclassification Application, regardless of the method through which they claim the resident tuition rate. To apply online for the resident tuition rate, use the form located here: http://gradschool.acs.ncsu.edu/residency_dev/tr1.html. Access the form using your Unity ID and password. Once you are logged-in, choose "Create a New Application" to begin the application process. Complete all required fields and pages in the application, and submit the form.

You do not have to complete the entire application in one session. You may save your partially completed form and, later, re-access your saved information using the "View Form" link. You can alter the information within your saved application until you submit it. You may not alter information in a submitted application.

Once you have submitted your online form, you will receive a list of required documentation based on the information you provided. You must mail or bring this documentation to the Graduate School. Your application is not complete until the Graduate School receives both your submitted form and your required supporting documentation.

Tuition Reclassification Forms

Although the Graduate School prefers that you use the online Tuition Reclassification Application, you may choose to submit a paper version of the application. Choose the form below that best reflects your circumstances. Mail or bring your completed form and supporting documentation to the Graduate School Residency Officer. All international students must submit the Supplemental Form for Non-US Citizens with their tuition reclassification forms.

[Standard Tuition Reclassification Application](#) (most students)

[Military Form](#)

[NC Public School Teacher Form](#)

[UNC-System Employee Form](#)

[Supplemental Form for Non-US Citizens](#)

Additionally, some students who apply using the standard Tuition Reclassification Application may also be required to provide a Parent's Affidavit. You are required to provide this form if your parents have claimed you as a tax dependent within the past two years, or provided any financial support for you in the past two years. "Financial support" refers to funds your parents or guardians give directly to you, or any expenses they incur on your behalf. Consequently, you must provide this form if your parents are paying for your vehicle or health insurance, car payments, mortgage payments, cell phone service, etc. You can find the Parent's Affidavit here:

[Parent's Affidavit Form](#)

If you are required to provide this form, one of your parents must complete it, have it notarized, and mail or bring it to the Graduate School Residency Officer.

Application Deadlines

The application window for each semester is below. The final deadline for any given term is the last day of exams for that term. You should not wait until the final deadline to submit your completed form. The Residency Officer will need time to address any questions or problems with your application before the final deadline.

SEMESTER	WINDOW OPENS	WINDOW CLOSES
Fall 2008	June 1, 2008	Last day of exams for Fall 2008
Spring 2009	October 1, 2008	Last day of exams for Spring 2009
Summer Session I, 2009	March 1, 2009	Last day of exams for Summer Session I, 2009
Summer Session II, 2009	May 1, 2009	Last day of exams for Summer Session II, 2009

Application Decisions

You will receive an official letter announcing the results of your tuition reclassification review approximately two weeks after you submit your complete application packet. If there are errors, omissions, or other issues in your application or supporting documentation, the review process will be delayed.

Help

If you have questions regarding residency or the tuition reclassification process, please refer to the North Carolina Residency section of the [Graduate School's FAQs](#). If you do not find an answer to your question, please contact the [Graduate School Residency Officer](#). Be aware that the residency officer cannot advise you on the specifics of establishing legal residency or how to acquire the resident tuition rate.

WORKING HOURS

Graduate students on assistantship are employees of the Department and must carry out the duties assigned by the major professor and/or the Director of Graduate Programs (TAs). Students on half time Research Assistantships may be required to work 15-20 hours per week by their major professor on project work outside their thesis area.

Students on assistantships are expected to be working at all times, including Spring and Fall breaks. Vacations should be limited and must be pre-arranged with your major professor. Students must keep in mind that this is a period of professional training which requires dedication, time and effort.

VACATION AND SICK LEAVE

Graduate assistants on a half-time basis *have no official university status for either annual or sick leave*. However, the Department of Crop Science will permit annual leave and sick leave for graduate assistants with the permission of the student's major professor. All students are entitled to certain official holidays, as outlined by the Chancellor in the Official Bulletin.

The following *departmental policy* statements govern the vacation privileges and sick leave for graduate assistants employed on a 12-month basis with ½ time appointments or greater:

Annual Leave

- 1) Ten days is allowable for vacation annually.
- 2) 80 hours of accumulated leave can be carried from one calendar year to the next.
- 3) With the permission of his/her major professor, a graduate assistant will take his/her vacation at times most compatible with his/her graduate program and work responsibilities.
- 4) No terminal leave pay is allowable. Under no circumstances will any assistant be retained on the payroll after his/her last day of work.

Sick Leave

The department will permit ten (10) days of sick leave per year on a full-time basis. Graduate assistants on nine-month appointments or an hourly-work basis do not earn annual leave or sick leave.

HEALTH INSURANCE

Students on graduate research or teaching assistantships will receive *free health insurance as part of their benefits package*. Students wishing to cover their spouses or family may do so by paying for additional coverage. Contact Hill, Chesson and Wood Insurance by either phone, email or the Web at:

Telephone:

Chapel Hill: (919) 967-5900
 Raleigh: (919) 645-0240
 Everywhere Else: 1-800-579-8022

Email: email@hillchesson.com

Website:

<http://www.hillchesson.com/>

OUTSIDE EMPLOYMENT

Students who are on assistantships or fellowships should contact their departmental advisor before accepting outside employment. Graduate students on assistantships or fellowships may not receive wages from another source within the university.

SUPPORT FOR TRAVEL

All travel on state business whether in-state or out-of-state must be coordinated through your major professor. Routine travel expenses are charged to the major professor's project. You must have approval of your major professor before traveling.

Support for graduate student travel to scientific meetings results in important benefits to our College: (a) enhances the excellence in our graduate program, (b) increases visibility of the quality of our graduate education programs, and (c) improves our ability to recruit outstanding faculty and students. Therefore, the department will support travel for graduate assistants to professional meetings under the following provisions:

1. The student will present in an organized session of the meeting a paper or poster which the departmental faculty has judged to be of a meritorious nature and based on research conducted as a part of our departmental programs.
2. Travel support may be considered for students to attend one professional meeting during the M.S. and two during Ph.D. degree programs. Exceptions to this number may be approved with proper justification and strong productivity.
3. Every effort should be made to obtain travel support from extramural sources, (Graduate Student Association, Graduate School, Foundations, etc.). A student is eligible for travel funds from the GSA only once per degree. An abstract of the research to be presented must accompany the application. The maximum amount allocated is \$150.00. Detailed instructions and an application can be obtained in the Graduate Office (2210 Williams) or by contacting the GSA Travel Fund Administrator at the following address:

Graduate Student Association
Travel Fund Administrator
c/o NCSU Libraries
Box 7111
Raleigh, NC 27695-7111
515-3303

Departmental Support or Approval (Dean's Policy #16, 1987)

1. Partial or full support may be granted in accord with the provision of item 2 above, subject to the availability of funds, and the concurrence of the student's research advisor and department head.
2. Funds must be available to cover such travel from departmental resources, gifts, trust funds, or extramural sources.
3. Support for commercial transportation may be for partial or full costs. If travel is by state car, no transportation costs will be allowed. Subsistence and registration fees may be provided as indicated below.
4. Travel by state car is encouraged if two or more students are attending the same meeting and the distance to the meeting is one driving day or less.
5. Registration fees, in whole or in part, may be allowed for professional meetings.
6. Subsistence must not exceed in-state (Category B) rates.

Out-of-state travel authorizations must be approved through the Department Head for all graduate students who are on university assistantships, while traveling to professional meetings or on other authorized out-of-state trips in state-owned vehicles. The authorizations are essential, even when the student is receiving no travel support in order to provide for Workmen's Compensation coverage. The following Travel Authorization form should be filled out and **approved prior to** the travel.

Dept. of Crop Science Out of State Prior Approval Form

Traveler: _____

Start Date: _____ Return Date: _____

Destination: _____

Purpose: _____

Signature: _____ Date: _____
Traveler

Approved: _____ Date: _____
Department Head

KEYS

Approval of the major advisor is required for keys to his/her office and laboratory rooms. Departmental room keys require Department Head or Director of Graduate Programs approval. Keys require a cash deposit of \$5.00 each to ensure their return and can be obtained by contacting the Laura Massengill at 515-4056. Maintaining security of keys is important for safety reasons.

STATE VEHICLES

Because of insurance reasons, state vehicles may be driven only by students with a valid NC Driver's License and who are on the North Carolina State University payroll.

International students sponsored by institutions other than NCSU or students not on payroll cannot drive a state vehicle.

Students driving state vehicles must drive in a courteous manner, adhere to state and local laws (particularly the speed limit), and use vehicles only for state business. The public is quick to criticize employees who appear to misuse state vehicles. Instances occur where violations are reported to the highway patrol and the Governor's office. Students should follow the following guidelines:

1. Treat state vehicles as you would your own.
2. Park properly and only in assigned areas.
3. Borrowed vehicles should be returned to their original spot.
4. Do not leave credit cards in a parked vehicle anytime!
5. Return the vehicle clean, in good working order, and with 1/2 tank of gas.
4. Fill out the Trip Log properly.
5. Turn in gasoline tickets to the major professor at the end of each trip.
6. Non-state employees may accompany state employees in state cars only when they have business interest in the travel. Hitchhikers and family members are not permitted to ride in state-owned vehicles.

TAXABLE INCOME

Graduate students are responsible for understanding and complying with local, state, and federal tax laws as they apply to their individual circumstances. The following statements are provided as a reminder of some of the more common tax areas of concern for graduate students.

Graduate Assistantships

All graduate student stipends and assistantships are taxable and require tax withholding and W-2 reporting.

Scholarships and Fellowships - U.S. Citizens

The filing requirements and the exclusions from income are dependent on the academic status of a student and the service (work) requirements of the awards. Since another

section of the IRS code excludes Form 1099 reporting of payments to an individual when less than \$600, the university will not file a Form 1099 for these payments. It will, however, file a Form 1099 for the full amount when payments total \$600 or more. It should be noted that the lack of a report, or a Form 1099, will not excuse the student from reporting the scholarship or fellowship receipts as income, or deducting excluded items (up to the amount of the income), when filing his/her income tax return.

Scholarship and Fellowships - Non-resident Aliens

Scholarships and fellowship payments to non-resident aliens from university funds are taxable on the same basis as U.S. citizens. However, the law requires that 14% of any payments (beyond tuition and fees) made to non-resident aliens be withheld for potential federal income tax liability, unless excepted by the provision of a tax treaty between the United States and the student's home country.

Graduate Student Tuition Remission

As previously noted, stipend payments to graduate assistants for services rendered to the university will require tax withholding and will be reported as W-2 income. Since any tuition remission awarded to a graduate student (including teaching or research assistants) is a **non-service** fellowship, the amount of this tuition remission will be reported as income on Form 1099. This may be offset then by an equal amount of tuition expense by individuals on their return.

RECORD KEEPING SUGGESTIONS

The new tax law allows degree candidates to offset the scholarship, fellowship or tuition remission income either by tuition costs, or by tuition and fees and course-related expenses, depending on the service requirements of the award. However, the individual must be able to document these deductions should his/her return be audited by the IRS. This includes tuition and fee billings, plus receipts for course required books, supplies and equipment. For books, supplies and equipment, the student may be required to document that these items were required for his/her course work.

SAFETY AND HEALTH

Your health and safety are extremely important to us. Students on Assistantships or stipends are required to receive Hazard Communication Training early in their tenure at NCSU. You may also need training in DOT Shipping and Handling Regulations if you routinely package, receive, or handle hazardous materials. The Environmental Health and Safety Center Website at:

<http://www.ncsu.edu/ehs/>

can provide more information on the numerous safety and health courses available on campus.

NCSU Public Safety is responsible for the safety of campus students from criminal activity and fires. Public Safety also coordinates an escort service for students as they travel to/from their cars or between areas of the campus at night. Call 515-3333 to obtain assistance.

Crimes sometimes occur on and off campus. Please take prudent precautions to protect yourself and your work. Try and work with at least one other person in the lab or office. If you need to leave your office, be sure you secure your belongings before doing so. Be sure that all exterior doors are locked after 5:00 p.m. during weekdays and all day on weekends. Please report any concerns or suggestions about personal or building safety to the Graduate Program Director or the Department Head.

PLACEMENT SERVICES

The Crop Science Department and the College of Agriculture and Life Sciences consider Placement Services offer assistance to students *and to former students*. Several services exist on campus to help in finding employment following your studies at NCSU. Job opportunities are posted on a bulletin board across from the Graduate Office (2210 Williams). The CALS Career Services Office (111 Patterson Hall) also has job listings and can be of great assistance in looking for employment. Their Website is:

<http://www.cals.ncsu.edu/career/>

Job listings can also be found in professional society newsletters including the ASA Newsletter. The ASA has a Website with job listings and where job seekers can post resumes. This is found at:

<https://www.careerplacement.org/>

HOUSEKEEPING

Desk Assignment

Desks are usually assigned to students by the major advisor. Departmental desk space is assigned through the Graduate Programs Office, with priority given to students receiving an assistantship or fellowship who do not have desk space in the major advisor's office or laboratory facilities. Next priority is given to full-time students who are not on assistantship.

Mail

Graduate student mail will be distributed to the mailroom in the advisor's mailbox. Students' personal mail should not be received or sent out through campus mail.

Telephones

Telephones are for local use only. Long-distance calls are limited to work-related calls and should be approved by your major professor. You must dial 7 for local numbers outside of campus.

Fax

The departmental fax machine may be used for work-related business only. No personal faxes (incoming or outgoing) are allowed. The number is (919) 515-7959.

Office Work and Computer Access

Arrangements for typing, requisition of supplies or equipment, photocopying, and use of the telephone should be made with the student's major advisor and his secretary. Departmental Graduate Student computers and printers are distributed around the department for student use. Additional computing resources are available within individual programs. Please note that NCSU has strict policies regarding the unauthorized copying or use of computer software. You will be subject to disciplinary action that may include dismissal if you engage in such activity.

E-Mail

You will be assigned a personal UNITY computer account shortly after your arrival on campus. You will also have the option of having an email account on the Departmental Server (Cropserv). The Department routinely communicates with graduate students via E-mail, so it is important that you check your E-mail regularly.

Dress Code

Frequently, prospective parents and students gain their first impression of the Crop Science Department and NCSU by meeting graduate students. Please remember that you represent the department and dress accordingly.

Photocopying

The Department has Wolfcopy machines available for student and faculty use. One is located in 4220 Williams Conference Room. Be respectful of others who may be using the room for conferences. Your major professor should inform you about her/his policy regarding use of Wolfcopy Cards assigned to their program. Students are advised to get

their own Wolfcopy Card for personal photocopying needs. Wolfcopy Cards are available at University Graphics on Sullivan Drive. The Departmental photocopy machine in 2124 Williams (Mail Room) is for large volume classroom copying only.

Poster Printers

The Department has a poster printer in room 2409 Williams Hall. Please reserve use by signing the sign-up sheet located by the printer.

Supplies

The Department cannot provide supplies for personal use. All supplies for research purposes must be obtained through your major professor.

Requisitions and Purchase Orders

All requisitions for supplies or equipment must be made through your major professor. When ordering, please be sure to specify the following information on all orders.

Your "Ship To Address" should read:

Attention: Your last name/major prof's last name
NCSU Crop Science
Physical Location (e.g. 2210 Williams Hall)
Raleigh, NC 27695-7620

Your "Bill To Address" should read:

Attention: Crop Science Bookkeeping
NCSU Crop Science
Box 7620
Raleigh, NC 27695-7620
(919)-515-3867 (Telephone)
(919)-515-7959 (FAX)

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is an academic, political and social organization composed of all graduate students and governed by duly elected officials and representatives from departmental chapters. The GSA president is a full voting member on the Graduate School Administrative Board. Travel funds are provided by the GSA for students to present original research at professional meetings. The GSA co-sponsors, along with the Alumni Association, annual awards for outstanding merit among teaching assistants.

CROP SCIENCE GRADUATE STUDENT ASSOCIATION

There is also an active GSA within Crop Science. The present officers are:

Kristen Kump, President.....515-4087
Tom Seversike, Vice President.....515-3637
Allison Stark, Secretary.....(440) 724-7130
Hsiaoyi Hung, Treasurer.....515-4087

ON BEING A GRADUATE STUDENT: A BIBLIOGRAPHY

The following books are aids in the processes of studying for preliminary exams, choosing a dissertation topic, and selecting a dissertation committee.

DISSERTATIONS AND THESES

Mauch, James E. and Jack W. Birch. *Guide to the Successful Thesis and Dissertation*, New York, 1989. (second edition)

Sternberg, David. *How to Complete and Survive Your Dissertation*, New York, 1981.

How to get a grant or fellowship (and get off of department financial aid)
Coleman, William, *et al*, eds. *A Casebook of Grant Proposals in the Humanities*, New York, 1982.

Margolin, Judith B. *The Individual's Guide to Grants*, New York, 1983.

"The Grant-seeking Process" in *Grants for Graduate Students, 1986-1988*, Amherst, Mass., 1986, p. 8ff.

WRITING AND THINKING

De Bono, Edward. *Lateral Thinking: Creativity Step by Step*, New York, 1970. .

Elbow, Peter. *Writing With Power*, New York, 1981.

Howard, V. A. and J. H. Barton. *Thinking on Paper: Refine, Express and Actually Generate Ideas by Understanding the Processes of the Mind*, New York, 1986.

Murray, Donald. *Learning by Teaching: Selected Articles on Writing and Teaching*, n.p., Boynton/Cook, 1982. .

Payne, Lucille Vaughn. *The Lively Art of Writing*, New York, 1965.

Strunk, William, and E. B. White. *The Elements of Style*, 2nd ed., New York, 1972.

TEACHING

Deneef, A. Leigh, *et al*, eds. *The Academic's Handbook*, Durham, North Carolina, Duke University press, 1988.

Gullette, Margaret Morganroth, ed. *The Art and Craft of Teaching*, Cambridge, Mass., Harvard University Press for the Harvard-Danforth Center for Teaching and Learning, 1984.

Harris, Muriel. *Teaching One-to-One: the Writing Conference*, Urbana, Ill., The National Council of Teachers of English, 1986. D. H. Hill, PE 1404.

McKeachie, William. *Teaching Tips*, D. H. Hill, LB 1738.

Succeeding as a woman in graduate school.

Vartuli, Sue, ed. *The Ph.D. Experience: A Woman's Point of View*, New York, 1982. D. H. Hill, L. C. 1664. 03 P47, 1982.

PREPARING AND DELIVERING PAPERS

Kenny, Peter. *A Handbook of Public Speaking for Scientists and Engineers*, Bristol, England Adam Hilger, 1982. N. R. L. PN 4121.K427.

PROBLEMS RELATED TO GRADUATE SCHOOL

Bolles, Richard. *What Color is Your Parachute: A Practical Manual for Job Hunters & Career Changers*, Berkeley, CA, Ten Speed Press, 1994.

Burka, Jane B., and Leonora Yuen. *Procrastination: Why You Do It and What to Do About It*, Reading Mass., Addison-Wesley, 1983.

Loewenberg, Peter. *Decoding the Past: the Psychohistorical Approach*. New York, Knopf, 1983.

Rose, Mike, ed. *When a Writer Can't Write*, New York, 1985.

Woititz, Janet Geringer. *Home Away From Home: The Art of Self Sabotage, Dedicated to Adult Children of Alcoholics in the Workplace*, Pompano Beach, Florida, 1987.

GRADUATE SCHOOL FORMS

These forms are available at:

<http://www.ncsu.edu/grad/faculty-and-staff/forms-list.html>

Master's Forms

Master's Plan of Work ([PDF](#) / [MS Word](#))

Option B Graduation Checkout ([PDF](#) / [MS Word](#))

Request to Schedule Oral Exam ([PDF](#) / [MS Word](#))

Doctoral Forms

Doctoral Plan of Work ([PDF](#) / [MS Word](#))

Request to Schedule Oral Preliminary/Final Exam ([PDF](#) / [MS Word](#))

General Forms

Advisory Committee External/Consultant Appointment ([PDF](#) / [MS Word](#))

Advisory Committee Inter-institutional Member Appointment ([PDF](#) / [MS Word](#))

Advisory Committee Replacement or Substitution of Member ([PDF](#) / [MS Word](#))

Authorization to Release Information ([PDF](#) / [MS Word](#))

Change of Degree Status or Curriculum ([PDF](#) / [MS Word](#))
Diploma Order Request Card (DOR) ([PDF](#) / [MS Word](#))
Extension of Incomplete Grade ([PDF](#))
Extension of Time Limit ([PDF](#) / [MS Word](#))
External Minor Request ([PDF](#) / [MS Word](#))
Graduate Faculty Nomination Form ([PDF](#) / [MS Word](#))
Leave of Absence ([PDF](#) / [MS Word](#))
Patent Agreement ([PDF](#) / [MS Word](#))
Patent Agreement Acknowledgement (Non thesis) ([PDF](#) / [MS Word](#))
Recommendation/reference form ([PDF](#))
Schedule Revision Request ([PDF](#) / [MS Word](#))
Supplemental Data ([PDF](#) / [MS Word](#))
Termination of Graduate Status ([PDF](#) / [MS Word](#))
Transfer Credit ([PDF](#) / [MS Word](#))

Miscellaneous Items & Guidelines

Admission to Candidacy (Sample only) ([PDF](#))
Doctoral Final Oral Report Form (Sample only) ([PDF](#) / [MSWord](#))
Doctoral Preliminary Exam Report Form (Sample only) ([PDF](#))
Guideline for Processing Master's Oral Exam Request ([PDF](#) / [MS Word](#))
Master's Oral Exam Report Form (Sample only) ([PDF](#) / [MS Word](#))
Reinstatement Card (Sample only) ([PDF](#))
Departmental Checklist (Sample only) ([PDF](#) / [MS Word](#))