



Graduate Student Handbook

HANDBOOK FOR GRADUATE STUDENTS IN PLANT PATHOLOGY

North Dakota State University
Fargo, North Dakota

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FOREWORD

The department of Plant Pathology offers programs of study leading to M.S. and Ph.D. degrees. Advanced degrees may involve specialized training in the following areas of faculty expertise: Host-parasite genetics, molecular biology, epidemiology, soil and seed-borne diseases, microbial ecology, mycology, integrated disease management and physiology of bacterial, fungal, nematode, and viral diseases. Student research and academic programs are tailored to individual needs and interests.

Jack B. Rasmussen, Professor and Department Head

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GRADUATE RESEARCH ASSISTANTSHIPS

Research assistantships are available to support candidates for the Master of Science or Doctor of Philosophy degree in Plant Pathology, in all areas of Plant Pathology. Research assistants are assigned to specific research projects.

Currently, tuition is waived for all students. Beginning in the Fall of 2024, tuition will be waived for students up to a maximum credit count. Such that a M.S. student has 32 credits waived, a Ph.D. student with a Masters has 62 credits waived, and a Ph.D. student without a Master's degree has 92 credits waived. Credits taken past these limits are the responsibility of the student. Students are responsible for paying additional fees (technology fee, student fee, ConnectND fee, and NDSA fee) on a per credit basis. Health insurance is also the responsibility of the student.

Six credits are considered a full-time graduate load. Graduate students must maintain a minimum of 6 credits per term. Registration during the summer is not necessary. However, summer registration is required if a graduate student is a new F-1/J-1 student starting in the Summer term or if the Summer is the last term before graduation. Additional information regarding credit minimums for international students can be found [here](#).

M.S. FROM THE PLANT PATHOLOGY DEPARTMENT

THESIS OPTION

Credit Requirements:

16 credits

2 credits

6-10 credits

30 semester credits (minimum)

Didactic credits: 601-689, 691; 700-789, 791; 800-889

790 Seminar (Required each semester)

798 Thesis and Research

COMPREHENSIVE STUDY (PAPER) OPTION

Credit Requirements:

21 credits

2 credits

2-4 credits

30 semester credits (minimum)

Didactic credits: 601-689, 691; 700-789, 791; 800-889

790 seminar (Required each semester)

797 Thesis and Research

Although minors are not recognized in Masters graduate programs, courses from more than one department may be included in the major. Graduate credit for any course taken more than seven calendar years before the final examination may not be used to satisfy degree requirements.

Committee has responsibility for the completion of Master's degree programs. Have 7 years to complete. Graduate students must make steady progress and normally complete the degree within the time limitation of the Graduate School (seven consecutive years). If a student needs to leave Graduate School for an extended period of time, they must write a letter to the Dean of the Graduate School to formally withdraw. This will allow them to be reinstated without the consecutive enrollment requirement. This form can be found [here](#).

Requirement for Annual Committee Meeting. Need to create form and state that in here

Ph.D. FROM THE PLANT PATHOLOGY DEPARTMENT

Credit Requirements:

27 credits

3 credits

27 credits

60-90 semester credits (minimum)

Didactic credits: 601-689, 691; 700-789, 791; 800-889

790 (3 seminars)

899 Thesis and Research

The Ph.D. degree should be completed by a full-time student within approximately five years beyond the M.S. degree. If not completed, the committee should write a defined plan for completion. The assistantship appointment and stipend may be terminated if the student does not complete the degree as scheduled. Part-time graduate students must make steady progress and normally complete the degree within the time limitation of the Graduate School (ten consecutive years). If a student needs to leave Graduate School for an extended period of time, they must complete a leave of absence form and submit it in DocuSign. This will allow them to be reinstated without the consecutive enrollment requirement. Graduate credit for any course work, not included in the master's degree, which is more than ten calendar years old at the time of the final examination may not be used to satisfy degree requirements.

Only 30 (semester) credits (20 course work and 10 thesis) earned for a M.S. degree from another institution will be accepted by the Graduate School toward the Ph.D. degree at NDSU. All graduate credits earned at NDSU for a M.S. degree, apply toward the Ph.D. Sixty credits must be earned from NDSU of which only 20 may be PPTH 899.

CERTIFICATION PROGRAMS

A list of certifications can be found [here](#).

PLAN OF STUDY

A Plan of Study which lists the courses to be taken by the student during their graduate studies will be prepared by the student with guidance from their advisor and graduate committee. The Plan of Study must be submitted through DocuSign by the end of the first semester of enrollment. ***If the Plan of Study is not completed in time, the student will no longer be eligible for tuition waivers and the tuition cost will be the responsibility of the student.*** The Plan of Study is a listing of planned and/or required academic courses, credits, grades attained in courses already completed, and credits for thesis and research. If the student should need to change your Plan of Study for any reason, a Request for Change must be submitted through DocuSign. These forms can be found [here](#).

Thesis and research (PPTH 798 or 899) credits may not exceed 10 for an M.S. or 20 for a Ph.D. The initial thesis and research credits for PPTH 798-899 should deal with thesis planning, related literature review, preparation of the thesis proposal, and Plan of Study. Later credits should deal with thesis research progress and thesis writing and completion. An incomplete or unsatisfactory grade may be given if satisfactory progress is not made, and deadlines are not met.

For students, up to 10 credits may be transferred from a previous graduate institution in the U.S. The courses must meet the eligibility requirements outlined in the [Graduate Catalog](#). Transfer of credit is completed at the time a student submits their Plan of Study. Once the Plan is approved, the transcript(s) are sent to registration and records to add the credit to the NDSU record.

CREDIT LIMITATION

Beginning in Fall of 2024, credit limits will be applied to both domestic and international GRAs.

MS = 32 credits

Ph.D. with a completed M.S. = 62 credits

Ph.D. w/o a completed M.S. = 92 credits

Graduate students can enroll for more credits beyond the maximum tuition waiver limit, but these extra credits will not be covered by the tuition waivers. The additional credits will be charged at the in-state rate and can be funded by the student or other sources, such as grants.

In exceptional circumstances, students may be granted a tuition waiver for credits beyond the maximum tuition waiver limit. The petition to waive tuition on additional credits must be submitted by the mentor of the graduate student, and it must be approved by the leader of the academic unit that houses the graduate program and the Associate Dean of CAFSNR.

Students are required to enroll in a minimum of 6 credits during the fall and spring semesters, unless they are graduating in that semester, in which case fewer than 6 credits are acceptable. Summer credits are not required by the Department of Plant Pathology. If students would like to register for additional credits, they must discuss with their advisor prior to enrolling.

TIME LIMITATION FOR COURSE WORK

At the time of the final examination, any graduate credits more than seven years old for a M.S. degree or ten years old for a Ph.D. cannot be used to satisfy degree requirements. The Final examination must be retaken if the approved disquisitions are not delivered to the Office of Graduate Studies within one (1) year of the date of the final examination.

GRADUATE COMMITTEE SELECTION

For a M.S. degree, the selection of a minimum of three committee members should be completed by the end of the first year.

For a Ph.D. degree, the selection of a minimum of four committee members should be made by the end of the third semester. One of the four committee members must be from outside the Department of Plant Pathology. If any committee member is not a member or affiliate of the NDSU faculty, please include

- a memo from the program/department chair indicating the chair and department's support for this person to be on the committee and list the expertise this person brings to the committee
- copy of the person's current curriculum vitae (CV)

Annual committee meetings are required to keep the committee aware of progress and changes in the student's plan of study and thesis research topic; this will help avoid problems later.

If you are thinking of utilizing an off-campus committee member, the guidelines are in Appendix 3. USDA committee members are considered off-campus. Approval from the Graduate School is needed in DocuSign. This is in place to protect the graduate student and ensure complete communication among all parties involved. Off-campus expert supervisory and advisory committee members will have power and responsibilities equal to those of NDSU graduate

faculty supervisory and advisory committee members. By NDSU Policy, each committee must have at least three members from NDSU graduate faculty.

ANNUAL EVALUATION

Students will be expected to perform annual evaluations with their major advisor. These evaluations will help to track student's progress.

DEPARTMENT COURSE REQUIREMENTS

The following is a list of courses offered by the Plant Pathology Department. Many related courses offered by other departments may be taken toward your degree. Your final program of study will be determined by you, your advisor, and your committee. Obtain a course catalog to determine the year and specific semester courses are offered.

Courses Offered by Department of Plant Pathology

- **PPTH 324: INTRODUCTORY PLANT PATHOLOGY or equivalent**, 3 credits (every fall) – students must take this course within the first year of their Ph.D. program. Students may request exemption from this course if credit was earned for a similar course at a different institution. This requires the student to provide a syllabus for the previously taken course to the curriculum committee and an exemption may be granted by this committee.
- **PPTH 654: DISEASES OF FIELD AND FORAGE CROPS**, 3 credits (spring of even years)
- **PPTH 655: PLANT DISEASE MANAGEMENT**, 3 credits (spring of odd years)
- **PPTH 657: LANDSCAPE PATHOLOGY**, 3 credits (spring of odd years)
- **PPTH 660: FUNGAL BIOLOGY**, 3 credits (fall of even years)
- **PPTH 751: PHYSIOLOGY OF PLANT DISEASES**, 3 credits (spring of odd years)
- **PPTH 754: PLANT DISEASE EPIDEMIOLOGY**, 3 credits (fall of even years)
- **PPTH 758: BACTERIAL, NEMATODE, AND VIRAL DISEASES OF PLANTS**, 4 credits (fall of odd years)
- **PPTH 759: HOST-PARASITE GENETICS**, 3 credits (spring of even years)
- **PPTH 760: FUNGAL GENETICS**, 4 credits (fall of odd years)
- **PPTH 767 EFFECTOROMICS**, 3 credits (fall of odd years)
- **PPTH 790: GRADUATE SEMINAR**, 1-3 credits (fall and spring) – students must take this course in two different semesters for presenting a research proposal and for exit seminar.
- **PPTH 792: TEACHING PRACTICUM**, 2-3 credits (fall and spring) – students must participate in assisting the teaching of PPTH 324 prior to obtaining candidacy. Students may elect to assist teaching a different course at the prior permission of the curriculum committee.

The following variable credit courses are also offered:

793 Individual Study	1-3 credits
795 Field Experience	1-15 credits
796 Special Topics	1-5 credits
797 Master's Paper	1-3 credits
798 Master's Thesis	1-15 credits
899 Doctoral Dissertation	1-15 credits

PARTICIPATION IN RESEARCH PROJECT OF MAJOR ADVISOR

All GRAs in Plant Pathology are expected to be on campus every working day except those on annual leave approved by their major advisor, holidays, or weekends. The major advisor and the GRA have responsibility for the project participation time by the student. The participation time may vary among projects, or among students within a project, depending on the size and complexity of the project or other factors. Graduate students not on a GRA may also be expected to participate extensively in project activities unrelated to their thesis. It is expected that GRAs work 20 hours per week on research during the fall and spring semesters. This expectation can increase to 40 hours per work week during spring break, winter break, and the summer semester.

ACADEMIC PERFORMANCE

Graduate students in the department of Plant Pathology must follow the academic standards below:

1. Graduate School requires each student to maintain a 3.0 accumulated grade point average to remain in good standing.
2. If the academic average of the graduate student falls below 3.0, they are on academic WARNING and the major advisor and the student's committee should evaluate the situation and make suggestions or take appropriate action. The student should improve the GPA to 3.0 or better in the next semester of course work or they are placed on academic PROBATION. A student on academic PROBATION is not eligible for a graduate assistantship or tuition waiver. A third semester of academic deficiency will result in termination of graduate candidacy and assistantship or fellowship.

The assistantship or fellowship may be terminated earlier than the graduate candidacy. Assistantships may be terminated at the discretion of the Advisor and Department Head for lack of adequate progress in thesis and research, or non-participation in project activities.

GRADUATE SEMINAR REQUIREMENTS

This course is designed to assist students within the Department of Plant Pathology in developing skills for successful presentation of scientific information to a variety of audiences. Presentation of seminar is a mechanism by which the student hones and practices all aspects involved in developing, preparing, and giving a scientific presentation. Additionally, observation and evaluation of the actions of other presenters and the content of the presentation facilitates student learning with an overall goal of improving presentation skills.

Students are not required to give a seminar during their first academic semester. For example, if a student starts during the summer or fall semester, their first seminar will be delivered in the following spring semester. If a student starts during the spring semester, their first seminar will be delivered in the fall.

All full-time graduate students are required to present a seminar each academic year.

Part-time students (during their tenure) are required to give two (for M.S.) or three (for Ph.D.) seminars, with one being an exit seminar. Part-time students are only required to enroll during the semester they give a presentation, and they will be graded the same as full-time students. In the semesters not registered for seminar, part-time students are encouraged to attend as many seminars as possible.

The Head of the Department of Plant Pathology will manage the scheduling of seminars. Priority is given to exit seminars followed by the random assignment of student seminars (non-exit). If a non-exit seminar date conflicts with a student's schedule, it is up to the student to remedy the situation. In other words, a non-exit seminar student must identify and switch presentation dates with another student who is giving a non-exit seminar. Once the switch occurs, the Department Head must be notified via email.

Students that will be giving an exit seminar must work with the Department Head to select a date in advance. This can be done either the semester prior to graduation or at the beginning of the graduating semester. For students anticipating graduation during the summer semester, they must select a time to present during the spring semester.

Non-exit seminars can include topics such as a research update, literature review, or other relevant topics to plant pathology or agriculture. If you have a question pertaining to your seminar topic, please direct those towards the seminar instructors.

An exit seminar must be given by every graduate student in the Department of Plant Pathology. The exit seminar needs to cover materials of your thesis or dissertation. A student can present an exit seminar with mostly complete objectives, methods, results, and discussion.

Oral Presentations Guidelines:

Up to three presentations will occur each available Friday. This will consist of either non-exit seminars (one, two, or three) or one exit seminar.

For non-exit seminars, students will have 10-12 minutes to deliver their presentation with 3-5 minutes for questions. Time will be strictly enforced, and instructors (or moderators) will stop you if you exceed your time limit (2-minute warning will be given). This style of presentation prepares students for oral presentations often given at professional meetings.

For exit seminars, students will have 30-35 minutes to deliver the presentation with 15 to 20 minutes for questions. Similar to above, the time limit will be strictly enforced and you will receive a 5-minute warning. This style of presentation prepares students for presentations routinely given during academia and industry interviews.

Grading for Presenters

*This section is intended for students who deliver a seminar in a given academic semester.

Grading is based on four areas: the abstract and announcement (10%), practice presentation (20%), final presentation (60%), and attendance and evaluation (10%). Rescheduling a seminar will only be considered in EXTREME circumstances.

Abstract and Announcement (10% of the grade): Abstracts are to be written in American Phytopathology (APS) style in one paragraph limited to 1,490 characters including spaces (approximately 250 words). Citations are NOT to be included in the abstract, but you MUST provide a list of three to four key references used in the development of your presentation in APS format. Abstract must be submitted via email to both seminar instructors five business days prior to your seminar. Additionally, all abstracts MUST BE REVIEWED by major advisor(s) prior to submission to seminar instructors. Your final abstract is due two business days prior to giving you seminar. Abstracts will be graded based on timely submission, spelling and grammar, content and length, and organization. Students are expected to work with Administrative Assistants in the Department to develop an announcement (PP template will be provided). Announcements need to be sent out three business days prior to your seminar.

Practice Seminar (20% of the grade): Seminar instructors will host one practice session for each student delivering a non-exit seminar. Seminar instructors will not host a practice session for exit seminars. Time and location of practice seminar

will be determined at the beginning of each semester. Students are expected to come with a complete version of their presentation with previous approval from their major advisor. Each student will have a 25-minute timeslot to deliver their presentation, receive feedback, and ask any questions they may have concerning the seminar.

Presentation (60% of the grade):

- The presentation will be evaluated by faculty and students using a seminar evaluation form (digital form). Points given will be proportional to the percent of total points obtained on the evaluation form (30%).
- Seminar instructors will provide an assessment of professionalism (ie: being punctual for seminars, receptiveness to constructive criticism, etc.) for each student (30%).

Attendance and Evaluation (10% of the grade): Attendance and evaluation (other than your own) of all seminars is required. You will be expected to attend (in-person) at least 70% of the student seminars each semester. If you are unable to attend at least 70% of the seminars, you must contact the seminar instructors and provide rationale for failing to meet attendance expectations. Seminar instructors will review each case individually to determine the appropriateness of absences from seminar. Digital forms will be provided and students are expected to complete 'check boxes' for each presentation.

Grading for Exit Seminar Presenters: *This section is intended for students who deliver an exit seminar in a given academic semester.

Grading is based on three areas: the abstract and announcement (10%), final presentation (80%), and attendance and evaluation (10%). Details on the grading in each category will follow that described above for Section 02 presenters.

Grading for Non-Presenters:

*This section is intended for students who DO NOT deliver a seminar in a given academic semester.

Attendance and Evaluation (100% of the grade): Attendance and evaluation (including questions and suggested areas of improvement) are required for all seminars. The students will be expected to attend (in-person) at least 70% of the seminar dates each semester. Students unable to attend at least 70% of the seminar dates must contact the seminar instructors and provide a rationale for failing to meet attendance expectations. Seminar instructors will review each case individually to determine the appropriateness of the excessive absences from seminar.

Students must provide a minimum of two questions and two suggested areas of improvement for each seminar presenter. These must have direct relevance to the seminar and using the same questions/suggestions each time for each seminar is not allowed. Students are also highly encouraged to ask questions 'live' during the allotted question time following each seminar. A student who asks a 'live' question can add that same question to the written evaluation form to obtain full credit.

A digital evaluation form will be made available and will include space for questions and suggested areas of improvement.

For any seminar not attended in person, including students who have a conflicting class schedule (asynchronous participation), you are required to join via zoom or view the zoom recording, complete the online evaluation form (including providing the minimum of two questions and two suggested areas of improvement) for each presentation. Attendance via zoom or viewing the recording do not count towards the 70% in-person attendance requirement unless special arrangements are made with the seminar instructors.

Students enrolled in Seminar but not presenting will earn either a pass or fail grade.

Grading for Part-time Students:

Grading of part-time students will follow that of full-time students when they are registered for Seminar (presenting or exit seminar).

COMPLETING THE PH.D.

PRELIMINARY EXAMINATIONS FOR THE Ph.D. DEGREE

The preliminary examination should be completed at least six months prior to the final examination, unless due to extenuating circumstances.

PRELIMINARY EXAM COMMITTEE (PEC)

The Preliminary Exam Committee (PEC) is an essential component of the NDSU Department of Plant Pathology's examination process. The primary function of the PEC is to oversee the entire preliminary examination process, ensuring its fairness, transparency, and adherence to established guidelines. The PEC is composed of three faculty members who serve on a voluntary basis, with a one-year rotation. It is recommended that the three faculty have diverse appointments if possible e.g. basic, applied, and Extension. The three members of the PEC will designate one member to serve as the PEC Chair. The Chair will direct the committee and answer questions from students and faculty members. The chair will hold one orientation session with the Ph.D. students taking the exam to review the preliminary exam guidelines and explaining the role of the PEC in the preliminary exam process.

Preliminary Exam Committee Responsibilities:

Orchestrating the Examination: The PEC is responsible for planning and organizing the logistics of the preliminary examination. This includes setting the examination dates, communicating with students, and arranging examination rooms.

Ensuring Fairness: The PEC is committed to maintaining fairness throughout the examination process. This involves developing clear evaluation criteria and ensuring that all students are provided with equal opportunities.

Documentation: The committee is responsible for maintaining records and documentation related to the examination process. This documentation ensures transparency and accountability.

Providing a Proper Environment: Creating a conducive and respectful examination environment is another key responsibility of the PEC. This includes proctoring the examinations and addressing any issues that may arise during the examination period.

Special Accommodations: The PEC is sensitive to the diverse needs of students and is tasked with handling special accommodations for those who require them, ensuring that every student has an equitable opportunity to succeed.

Receiving and Distributing Exams: After students complete their examinations, the PEC receives the completed exams and manages their distribution to faculty members responsible for grading. This process will be assisted with help from office staff.

Reporting Results: Once the examinations have been graded, the PEC compiles the results and reports them to the Department Head for distribution to the student, student's academic advisor, and Ph.D. committee. The PEC will take no further role in determining the consequences of the student's outcome

In summary, the Preliminary Exam Committee serves as a vital component of the preliminary examination process, working diligently to create a fair, transparent, and supportive environment for students. Their dedication and efforts ensure that the examination process aligns with the department's standards and objectives, ultimately contributing to the success of the students in their pursuit of becoming proficient plant pathologists.

THE WRITTEN EXAMINATION

The exam will be composed of case studies. Each faculty (including prelim committee members) will contribute two case studies. The cases should be prepared to test the students' critical thinking skills and their ability to use the knowledge learned from classes to solve real world problems. The ad hoc prelim exam committee may ask a faculty to revise his/her cases to improve its fit to the criterion. The pool of cases will be split into the following four categories:

- A. Biology of plant pathogens
- B. Plant - pathogen interactions
- C. Epidemiology and disease management
- D. Others

The prelim exam will consist of seven cases that will be drawn by the ad hoc prelim exam committee. Case studies may have multiple questions. Of the seven cases, two will be selected from each of the first three categories (A, B, and C), and one from category D. The students will be required to answer six case studies.

The preliminary exam will take place twice each academic year, one in the spring semester and one in the fall semester. Each exam lasts 2 or 3 days. The students should write the answers on a paper clearly without scribbling. If a desktop computer or laptop is used, no internet and WiFi are allowed during the exam.

The faculty whose question is selected for the exam will develop a grading rubric based on a total of 100 points. An example of a grading rubric is presented below:

Cleanliness of writing:	10%
Critical factors/points are identified:	35%
The answer conveys adequate and accurate information:	40%
The answer contains adequate supporting evidence:	15%

Grading will be conducted by the faculties who submit the cases selected for the exam and the grades should be returned to the ad hoc committee within two weeks. The students will be informed of their grades within three weeks without knowing who gives the case study question and grades the exam.

Students who obtain a grade $\geq 80\%$ for at least five of the six questions and have an average grade $> 80\%$ for the six questions will be considered passing the exam.

If a student does not pass, the student's entire graduate committee and the Plant Pathology Department Head will meet to determine the next steps. If they collectively agree to administer a re-examination, the second exam will be administered by the PEC during the same academic year (before the start of the spring semester for fall exams or before graduation for the spring exam). The student taking the exam for the second time, will only answer a similar number of case study questions from the category(ies) they fail. For example, if the students failed one question from category A and one from category C, the PEC would draw one question from each of these categories. If the student fails the second exam ($< 80\%$) as graded by the graduate committee and Department Head, the students graduate assistantship will be terminated and the student will be excused from the department.

Students can appeal the results of their first preliminary exam to the Department Head, who will take appropriate steps to respond to the students in observance of the Graduate Student Appeals section of the NDSU Graduate College

Policies. For students who fail the exam for the second time, the decision of the student's advisory committee and Department Head will be final.

THE ORAL PRELIMINARY EXAMINATION

This exam is to be scheduled 120 days after the student has completed a satisfactory written examination. The oral examination covers coursework taken at NDSU and elsewhere. The examination is scheduled for approximately three hours. The examining committee consists of the candidate's Advisory Committee, but the Dean of Agriculture, the Chair of Plant Pathology, and any member of the Graduate faculty may be in attendance. The student must prepare a list of courses taken, with instructor and grade received, to distribute to the Advisory Committee prior to the examination. If the student fails the oral examination, a second one must be rescheduled within 6 months, but must wait at least one month from the first exam. The Department Chair may participate in the second oral examination. If the second oral examination is failed, the student is dismissed from the Graduate School.

FINAL ORAL DEFENSE EXAMINATION:

When a student has completed their research and has written the dissertation, the student is responsible for scheduling the final oral examination. At least seven days prior to the oral examination, the student must submit a [Notification of Scheduled Examination](#). The student is also required to submit the written dissertation to their committee two weeks prior to their examination. The oral examination covers the written dissertation and the general field of the major and minor studies. Within 14 days of the student passing the examination, the student must submit a [Report of Final Defense](#). If significant dissertation revisions are requested, the committee may wait for these revisions to be completed prior to signing the warrant. The candidate may not take the final oral examination until all other requirements for the degree have been satisfied.

The student will have one year from the date of the final examination to complete the Graduate School dissertation review process and all other degree requirements. Should the dissertation not receive final approval or any other degree requirements not be completed within this time limit, the student must repeat the final examination. If two years or greater lapses before the final copies are submitted, the student must reapply to the Graduate College, retake the final examination, register for a minimum of two credits.

A degree posts at the end of the semester in which all degree requirements are completed, including the approved of the disquisition formatting.

DISSERTATION FORMATTING:

The Department of Plant Pathology does not have specific formatting requirements that differ from the guidelines specified by the Graduate School. Students should follow the Graduate School's requirements, which can be found [here](#).

FINAL DEPARTMENT REQUIREMENTS FOR GRADUATION:

Exit Seminar: After the completion of the oral defense, each student must give an exit seminar to the department covering the materials of their dissertation.

Exit Interview: After the final M.S or Ph.D. exam, each student must schedule a meeting with the Department Head to discuss their graduate experiences.

DEPOSITING THE DISSERTATION:

Students should submit their dissertations following the Document Submission guidelines as outlined by the Graduate School. Graduate students will be charged \$175 for submitting.

The Graduate School does not arrange for the production of bound copies of the dissertation. Bound copies of the dissertation may be made through the Espresso Book Machine at the [NDSU Bookstore](#) or through ProQuest (dissertations only). Additional bound copies of the dissertation are available for purchase.

COMMENCEMENT:

Graduate students may participate in the commencement ceremony in the semester of their final defense or the semester in which the degree requirements are completed. Summer graduates are eligible to participate in the spring ceremony or the fall ceremony in the same year in which you graduate.

THESIS PRESENTATION

It is the student's responsibility to carry out the process of thesis presentation and defense. The process should be in concert with the student's major and minor advisor(s). Instructions from the Graduate School should be followed explicitly. In general, the first draft of the thesis/dissertation should be submitted to the major professor three months before the planned examinations period. In all cases, the major advisor must be allowed to read and edit all materials to that advisor's complete satisfaction before the student can take the thesis/dissertation to the reading committee or schedule a final exam. At completion the student should send the thesis/dissertation to their committee two weeks prior to their defense date. All forms and information can be found [here](#).

STYLE

The candidate should request from his or her major advisor instructions regarding form and style that should be used in the preparation of the thesis/dissertation. Different fields of study have different procedures and requirements.

Four major points should be considered:

1. English Composition
2. Consistency of style
3. Professionalism
4. Thorough literature review

GENERAL FORMAT

This is a general format only, and many variations are acceptable. The overall format may be as follows:

1. Title Page (example in Appendix 3)
2. Abstract
3. Approval Page
4. Acknowledgments
5. Table of Contents
6. List of Tables
7. List of Figures

The above pages should be numbered in lower case Roman numerals. No page number is used for the Title Page, but succeeding pages are numbered starting with ii. Page numbers should be centered at the bottom of each page.

8. Introduction
9. Literature Review
10. Materials and Methods
11. Results and Discussion (these may be separate sections)
12. References
13. Appendix

The major headings, i.e., Introduction, Materials and Methods, etc., are typed in Capital letters and centered on the page. Start a new page with each section. Secondary headings should be centered and only major words capitalized. Tertiary headings should start at the normal paragraph positions with major words capitalized and the complete heading underlined. Page numbers for the Introduction and other major headings listed above should be centered at the bottom of the page. Other pages should be numbered in the upper right-hand corner of the page.

ILLUSTRATIVE MATERIAL

Maps, figures, tables, and graphs must be prepared with attention to details equivalent to that required in manuscripts submitted for publication. Thus, legends and numbers on many figures and graphs should not be typed but inserted using computer graphics. It is suggested to use tiff files when inserting all figures. Illustrative material requiring more space than a letter-size page with appropriate margins should be avoided if possible. If necessary, photo reduction of such material would be preferable. If a fold-out page cannot be avoided, the folding should be positioned such that bindery trimming of the page would not cause damage.

DISQUISITION COMPLETION FEE

All students submitting a disquisition must satisfy the [Disquisition Payment](#).

Graduate students who are submitting a disquisition are charged \$175. This payment includes the costs for:

- Graduate writing workshops.
- Format review of the disquisition.
- Writing and formatting consultation services with the Center for Writers.
- Publication services to the ProQuest database for doctoral dissertations and master's theses and to the NDSU Institutional Repository for master's papers.
- Degree posting services.

The Graduate School does not arrange for the production of bound copies of the dissertation. Bound copies of the dissertation may be made through the Espresso Book Machine at the [NDSU Bookstore](#) or through ProQuest (dissertations only). Additional bound copies of the dissertation are available for purchase.

PUBLICATION OF THESIS

It is encouraged to present a thesis that is worthy of publication. It will be a plus for the student's career to be able to refer to a publication of his or her own.

The student and major advisor usually will be senior and junior author, respectively. A paper may be written by the major advisor upon failure of the graduate student to submit a paper. Acknowledgment should be given for major aid or counsel on research or analysis of data, provision of facilities, and financial assistance.

FINAL EXAMINATION FOR THE M.S. AND PH.D. DEGREES

The exam must be scheduled by the Graduate School at least two weeks prior to taking the exam. A "Request to Schedule Examination" form must be completed and submitted to the Graduate School to schedule the exam. Forms can be obtained from the head secretary in the main office. After the proper signatures are obtained, the student must take the form to the Registrar's Office. They will check your Program of Study to make sure all requirements have been met. It is best to make an appointment with the Registrar. An example of this form is in Appendix 3.

If you plan to go through either winter or spring commencement, you must complete the final examination prior to graduation and all course work must be completed. You must also fill out a “Graduate Student Application to Participate in Commencement” copy in Appendix 3.

The thesis must be presented to the student’s examining committee in a finished form one week before the scheduled examination. It is the responsibility of the student and his/her advisor to incorporate valid suggestions and reconcile conflicting opinions. The examination committee has the obligation to see that necessary changes in the text are made. These changes, unless there is a major difference of opinion, should usually be minor in nature. The thesis should be finished for the department chair’s signature and the signature of the major professor no later than three weeks after the final examination.

Below is a list of suggestions which may help you prepare for the examinations.

- Questions are not always clear, so be sure you understand the question and its intent. Request restatement or clarification if in doubt. The student may consult the person asking the question.
- If you know the answer, think a moment to formulate a good beginning, then answer as briefly and accurately as possible.
- Indicate that you cannot answer a question if you cannot, but of course “I don’t know” cannot be your answer to many questions.
- Know the plants with which you worked, including something of their morphology, taxonomy and close relatives, life history, etc.
- Know basis procedures.
- Know the chemicals used in your research.
- Know the design of your experiment and a few others.
- Know about the calculation and interpretation of your data, and the aspects of any conflicting data.
- Know something about agriculture in North Dakota, the United States, the world.
- Know equipment and instruments you need—and possible substitutes.
- Know hormones, enzymes, the tropisms, etc.
- Think about and know some applications of results of your thesis and other research.
- Be broader than just your special interest—at least topics discussed in PP seminar. You may get questions on seminar presentations.
- In your answers, do not use words or concepts you do not understand, or could not discuss in some detail.
- Avoid adding uncertain or incorrect statements to an already correct answer to a question.
- If you are sure of a correct answer or viewpoint, defend it calmly and logically.
- Knowledge of both details and principles is important—know as much of each as possible.

EXIT SEMINAR

An exit seminar must be given by each graduate student after passing the final oral exam and it must cover the final materials of the thesis.

SUBMISSION OF DISSERTATION

After the final examination, the student incorporates all revisions into the disquisition as required by the supervisory committee. Once the corrections are made, students must submit the following items to the Graduate School:

- Signed approval page
- IRB/IACUC/IBC Compliance Notification
- Disquisition
- Disquisition processing fee

The student will have one (1) year from the date of the final examination to complete the Graduate School disquisition review process and all other degree requirements. Should the disquisition not receive final approval, or any other degree requirements not be completed within this time limit, the student must repeat the final examination. If a period of time two (2) years or greater lapses before the final copies are submitted, the student must reapply to the Graduate College, retake the final examination, register for a minimum of two (2) credits.

A degree posts at the end of the semester in which all degree requirements are completed, including the approved of the disquisition formatting.

MISCONDUCT AND GRIEVANCE PROCEDURES

If a student feels unfairly treated or aggrieved by any faculty, staff, or another student, the University offers several avenues to resolve the grievance. Any concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable directly contacting the individual(s) involved, the student should contact the Department Head (Dr. Jack Rasmussen, jack.rasmussen@ndsu.edu) or the Department Office Manager (Darla Bakko, darla.bakko@ndsu.edu). For more information see the [University Grievances Options](#).

PROCEDURES FOR PROPER ACCOUNTING OF STUDENT GRIEVANCES:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should an unsatisfactory resolution not occur, the student should contact the Department Head, Dr. Jack Rasmussen, jack.rasmussen@ndsu.edu or the Departmental Office Manager, Darla Bakko, darla.bakko@ndsu.edu to discuss the grievance. Any of the above people will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found at the following offices.

Contact	Phone	Address
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NDSU Title IX Coordinator Office	701-231-7708	Old Main 103
Student Affairs and Enrollment Management Office	701-231-7701	Old Main 100
Equal Opportunity and Title IX Compliance Office	701-231-7708	Old Main 201
NDSU Counseling Center	701-231-7671	Ceres Hall 212
Office of Sexual Assault Prevention and Advocacy	701-231-7331	Wallman Wellness Center 102
NDSU Student Health Services	701-231-7331	Wallman Wellness Center 102
Ombudsperson	701-231-5114	Main Library, Lower Level, 20C
University Police	701-231-8998	1523 12 th Ave. N., Fargo

3. Other campus resources:

- If the issue is not resolved to the student’s satisfaction, the student can submit the grievance to the Department Head or Departmental Manager in writing, within 60 calendar days of the alleged unfair treatment.
 - On receipt of a written complaint, a faculty committee will be convened by the Department Head to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
4. The faculty committee will determine a decision regarding the grievance. The Department Head will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
 5. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the _____ Academic Affairs Office.
 6. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

GENERAL INFORMATION

BANKING/CREDIT UNION

Many banks are located throughout Fargo. U.S. Bank has an office in the Memorial Union. The Northland Educators Federal Credit Union is located at 1404 12th Ave. N, and graduate students may borrow or deposit money. The [Financial Aid Office](#) also has short term loans available. Loans from commercial banks may be equally accessible and advantageous.

BULLETIN BOARDS/EMAIL LIST

Bulletin boards outside of graduate student offices in Walster Hall are for graduate student use. All announcements concerning students will be posted through the Graduate Student email listserv. Please let the office know if you are not receiving these emails.

CAR INSURANCE

Every driver in North Dakota must have “liability” coverage. International students must have a driver’s license and “liability” insurance BEFORE driving. If no “liability” coverage is secured, you must be able to show financial responsibility, e.g., \$50,000.

STATE FLEET

Before driving a State Fleet vehicle, all graduate students should read the [State Fleet Policy Manual](#). All graduate students must also take the [Defensive Driving Course](#). Online option for DDC. Anyone who drives a State Fleet vehicle also needs to fill out the [State Fleet Driver Agreement](#). Vehicle reservations are made through the office with funding from your advisor.

CAR LICENSE

All drivers must have a valid driver’s license, either from the United States or international.

COMPUTERS

For convenience, the Plant Pathology Department has computers for graduate student use only located in Rooms 314 and 320 of Waster Hall. Your advisor should also provide a computer for you if these computers are not available for your use.

Ethernet connections are located at each graduate student desk. All students are required to read and follow [NDSU Acceptable Use Procedure](#). The computer use policy applies to use of personally owned computers as well as departmental computers. **Be very aware** that P2P file sharing is discouraged and in many cases this violates NDSU policy. If excess bandwidth is detected, your machine will be blocked from internet use. Blocked machines must be reformatted prior to reconnection to the internet.

The department has a number of older machines that faculty have provided as they replace their office equipment. The machines have a Windows operating system, Office Productivity Suite, and Adobe Reader. Connection to suite printers must be approved by your advisor. Any class printing **must be done** at your home or at an open computer cluster. Printing on the department printers should be limited to research and thesis work. Additional free licensed software (SAS, etc.) can be installed by the department computer support team.

Any software required that has a cost must be approved by your major advisor. All machines are provided with only a user account (unless the advisor provides the machine) with only the computer support team having administrative rights. Graduate students will not be able to install programs on departmental machines. Please provide the Department Head’s administrator with requests for assistance with your computer.

PLANT PATHOLOGY ORGANIZATION (PPO)

The Graduate Student Association is the governing body of Plant Pathology graduate students. See a copy of the constitution in Appendix 3 for further information.

DEPARTMENTAL LIBRARY

Phytopathology, Can J. Plant Path, Plant Disease, and some reprints, etc., are available in the departmental library located in Walster 302. Reprints should only be used in Walster or Loftsgard Hall, signed out on the Honor System, and returned to Walster 302 promptly. Books can be signed out and cards handed into Walster 306 or placed in the box for library cards in Walster 302 with a two-week time table.

DESK ASSIGNMENT

New graduate students will be assigned a desk by the Administrative Secretary in the office of 306. Senior students will get first choice of the desks they want when they become available.

GREENHOUSE

Greenhouse space is provided by the student's advisor. All questions regarding the greenhouse management should be directed to Julie Hochhalter, the AES-Greenhouse Complex Manager at Julie.hockhalter@ndsu.edu. Any use of chemicals, e.g., insecticides, fungicides, herbicides, etc., that might affect plant material being grown by another person should be cleared with your advisor prior to use. These chemicals are to be applied only by a Certified Pesticide Applicator. Your advisor may provide funding for becoming certified if necessary for your project. Plant Pathology hires a person to apply all chemicals in the greenhouses. At the AES-Greenhouse Complex and USDA greenhouses, pesticide applications are performed in the afternoons of Monday and Thursday. As a result, all greenhouse work must be completed prior to this time.

HEALTH INSURANCE

Domestic graduate students may purchase health insurance through the [Student Health Service](#). The Student Affairs Office (Old Main 100) is an additional source of information regarding health insurance. Please check with the Student Health Service (701-231-7331) or the Student Affairs Office (701-231-7701) regarding any questions you may have, necessary dates, and other requirements. Options for family insurance plans are available. International students should see the health insurance requirements for the [Office of International Programs](#). Please contact the Office of International Programs (701-231-7895) for assistance in obtaining the required insurance.

Any registered student is entitled to medical care on campus at the Student Health Service in Wallman Wellness Center. Payment of student fees covers the cost of office visits; students are charged reasonable fees for laboratory services, medications, and treatments.

The Student Health Service is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Limited services are provided during the summer session. Health care is available by appointment with a physician or nurse practitioner by calling 701-231-7331. Pharmacy services are available by calling 701-231-7332.

HOSPITALS

Sanford Medical Center
5225 23rd Ave S

(701) 417-2000
Emergency Dept. (701) 417-2000

Essentia Health
3000 32nd Ave. Fargo, ND
Fargo, ND
(701) 364-8000
Emergency Dept. (701) 364-8400

HOUSING (ON-CAMPUS)

Graduate students may live on-campus in residence halls or apartments. You can start the process of securing housing at [NDSU Resident Life](#), where you can learn about the various possibilities and rental rates. You can also apply for housing online via this same website. The demand for on-campus housing generally exceeds the supply depending on your requirements. You can add your name to the waiting list via the website, but a deposit is required to be placed on the waiting list. This deposit will be returned to you if you decide to remove your name from the waiting list or decide to not accept the housing opportunity when offered. If you do accept the housing when offered, the deposit will be used as part of your first monthly payment.

HOUSING (OFF-CAMPUS)

If one choose to live off-campus, sources of apartment vacancies include websites such as [ApartmentGuide](#), [Zillow](#), local newspaper (Forum), or campus newspaper (Spectrum).

KEYS/KEY CARDS

Keys to all offices and labs will obtained from the head secretary (main office). Permission from Major Advisor is needed for a key to their office. All keys must be returned to the head secretary when the student leaves. If you have a desk key, please leave it in your desk when you leave NDSU. If keys are lost, there will be a charge of \$10/key from Facilities Maintenance, to your project. Key card access to the building and the autoclave room is obtained from the main office. Time-slip employees will not be given key card access without a legitimate reason.

MAIL

A shared mailbox is provided for graduate students in the main office. The address is:

Department of Plant Pathology

NDSU Dept. 7660

PO Box 6050

Fargo, ND 58108-6050

Mail arrives and departs once daily, about 10am.

PARKING ON CAMPUS

An annual parking permit is required for parking on campus. This permit costs \$185.00 and needs to be renewed every year in August. Lots are determined by the Traffic Dept. A permit, available from [Parking and Transportation Services](#), is required for parking on campus. Graduate Research Assistants are required to use student lots; Graduate Research Fellows can obtain a parking permit for the AR (faculty/staff) lot. Park & Ride permits are also available for the Fargodome parking lots for \$60.00/year.

PHOTOCOPYING

Use of the departmental copier by graduate students is limited to project-related materials (ask your advisor or the Department Head's administrator). To reduce waste and lower printing costs, NDSU has a Responsible Printing Initiative that manages printing in computer labs, including the PLSC Learning Center. This initiative allows each NDSU student to print a fixed number of pages at these computer labs with no charge. Your Bison card will be charged when this printing allocation is exceeded. The Copy Shop in the Memorial Union is also available for all students.

PUBLIC TRANSPORTATION

The bus runs by NDSU at five minutes before each hour and 25 minutes after the hour. Metro Area Transit (MAT) operates Monday through Saturday, offering many routes to provide transportation to key points in Fargo and Moorhead, including the NDSU Downtown Campus: Richard H. Barry Hall, Klai Hall, or Renaissance Hall. The best way to get to and from the Downtown Campus is Metro Area Transit (MAT). All buses are wheelchair-accessible. Members of the NDSU community ride these buses for free. Swipe your NDSU ID after entering the bus; no monetary value will be removed from your Bison ID. Please see <http://www.matbus.com/> for bus routes and schedules, hours of operation, and much more. Metro Area Transit can also be reached by phone at 701-232-7500.

PURCHASES

Consult your advisor regarding purchase of supplies. Certain procedures must be followed for all purchases and those involving on-campus purchases are very specific. All receipts should be given to the Department Secretary immediately after purchase with names and funding. Any orders the office places should be on the Purchase Requisition Form, signed by your advisor and have funding.

RESEARCH FACILITIES

Laboratory, greenhouse, growth chamber, and field space for the research or teaching purposes are available to all students within reasonable limits, although certain equipment or space may be restricted to certain work or projects. Equipment, vehicles, etc., in general are available to all. Most items are used primarily by specific projects but may be available when not in use by the project. The major advisor and project leader responsible for the equipment should be consulted regarding its use, and the equipment should be maintained in good condition. Equipment owned by the USDA should not be used without the permission of the USDA scientist concerned.

SICK LEAVE

If a student is feeling ill or needs sick leave, communication with their major advisor. If any extenuating circumstances occur, further communication and planning with their major advisor may be needed.

SMOKING

NDSU is a smoke-free campus. Smoking is prohibited on the North Dakota State University grounds and in University buildings, residence halls, apartments and enclosed structures. In addition, smoking is not permitted in any State Fleet vehicle.

SUPPLIES

Notebooks, photocopying, and other materials required for course work are personal expenses. Laboratory supplies for research may be purchased through your advisor's project account, and, of course, requires permission by your advisor.

TIME-SLIP PAYMENT

Graduate students with GRA appointment, will not ordinarily be paid by time-slip for any work done in the department. Graduate students without a GRA, may be employed at the discretion of the project leader and with approval of the Department Chair, if funds are available, up to one-half time during the summer crop season or at busy times, i.e., planting, harvesting, etc. Payment will be on an hourly basis. International students are expected to have financial support prior to their acceptance at NDSU.

TRAVEL REGULATIONS (PROJECT RELATED)

You must keep track of your own travel on a green sheet obtained from the office. Remember to put down place, time you left, and the time you returned. Receipts should be paper clipped to this green sheet and they should be turned in at the end of the month. Receipts are required for lodging and most other special items except food. You must be gone for four (4) hours before you can get any reimbursement for travel. You must leave before 7:00am and return after 6:00pm to be able to claim breakfast and dinner. Reimbursement is made by direct deposit within two weeks after the travel voucher is submitted. Funding is needed for all travel expenses.

Travel authorization forms must be completed for each trip farther than 50 miles outside of the North Dakota border. All out-of- state authorization forms must be submitted at least two weeks prior to travel. All international travel authorizations must be submitted one month prior to travel

TRAVEL TO PROFESSIONAL MEETINGS

All travel funds for GRAs to regional or national meetings must be from Project Grant or Gift sources. Approval is dependent upon approval of NDSU administration, and University or state policy on out-of-state travel which may change at any time. Travel policy interpretation or approval may vary at times depending on the number of travel requests to a single meeting or conference, availability of funds, justification for attending, etc. The Department Chair

must provide a priority list of those requesting travel based on justification. The Dean and Director then must act on the request and justify the recommendations to the President.

A state automobile is available to GRAs for travel (with the approval of the department head) if feasible and if three or more ride per vehicle. Other graduate students may accompany the GRAs.

Tourist air travel may be approved for GRA students for national meetings if the student is presenting a paper and/or interviewing for a job and if advisor and Department Chair agree. Funds must come from Grant or Gift money.

Subsistence at 50% of the estimated faculty cost, or as approved by NDSU administration, will be requested for one-half time GRAs. Graduate students (and faculty) are expected to claim only actual costs, and students are to use student room rates and registration fees for travel out of North Dakota.

Registration fees will be paid on Society membership basis if approval is obtained from NDSU administration on the travel request. (Society membership fees are a personal responsibility.)

VACATION/ANNUAL LEAVE

Vacation/annual leave needs to be approved by the student's major advisor.

INTERNATIONAL STUDENTS

The Plant Pathology Department is interested in attracting international students with strong academic ability and above average English language proficiency. Admission will be granted to applicants who are able to provide credentials that meet the standards for admission set by the University.

ACADEMIC STANDING

To be considered for admission to the Graduate School, an applicant must hold a baccalaureate degree from an educational institution with recognized standing before beginning graduate studies. However, applications will be accepted and processed in advance of graduation when the amount of undergraduate work to be completed is not more than 15 semester hours. Undergraduate work should be equivalent to a B average.

ENGLISH LANGUAGE PROFICIENCY

All graduate applicants must demonstrate proficiency in the English language before consideration for admission to the Department of Plant Pathology. Applicants must satisfy one of the following requirements:

- Been raised in a recognized country where English is the official language.
- Earned a bachelor's degree or higher from a recognized institution in a country where English is the only official language
- Achieved a satisfactory TOEFL, IELTS, or Duolingo score. The test date must be within two years of the application date to the Graduate School. The minimum scores are:
 - o Test of English as a Foreign Language (TOEFL): 71 (internet-based)
 - o International English Language Testing System (IELTS): 6.0 (academic version)
 - o Duolingo: 105 (internet-based)

Further information can be found [here](#).

FINANCES

Certification of adequate financial support from all international applicants other than permanent residents of the U.S., parolees, refugees, U.S. trust territory applicants, or immigrants is required. Admission will not be granted until proof of

funds for the duration of study has been submitted. A special NDSU International Student Financial Form must be completed and returned before admission is granted.

VACCINATION RECORDS

To register, all students must bring with them original or certified copies of their records of vaccination for communicable diseases (diphtheria, measles, rubella, whooping cough, tetanus, polio). Questions concerning this requirement should be directed to the Student Affairs Office, Ceres Hall.

HEALTH INSURANCE

In compliance with the North Dakota Board of Higher Education Policy, North Dakota State University requires all international students to purchase medical insurance approved by the Commissioner of Higher Education for their protection in case of accident or illness. Failure to provide proof of insurance will result in cancellation of registration for students who are pre-registered or a hold on registration for those not pre-registered.

CREDIT LOAD REQUIREMENT

International graduate students are required by U.S. immigration law to carry a full course of study. By NDSU rules, full-time means a minimum of 9 credit hours per semester for graduate students for Fall and Spring Semesters and 6 credit hours for a 1/2-time assistantship. However, there are exceptions. For example, a student who has completed all other course work and has only the research thesis remaining may register for only one credit but is considered "full-time". The Department Head or major advisor may need to send a letter to verify "full-time" status. Failure to comply with this requirement will result in loss of student status as defined by the Immigration Service. Out of status students are not eligible for benefits such as practical training and can be deported by the Immigration Service.

U.S. ENTRY FOR F-1 STUDENT

International students who use the I-20 issued by the University to enter the U.S. and fail to register within 60 days will be reported to the Immigration and Naturalization Service (INS). Students are responsible for knowing their visa status as defined by the U.S. Immigration and Naturalization Service.

EMPLOYMENT

Because of employment restrictions, international students on F-1 visas should not expect to work for compensation outside the university. (Off-campus work permits can be requested through the U.S. Office of INS only in emergency cases and are never granted the first year.)

International students may be employed on campus provided their employment does not displace a U.S. citizen from working and they are in good academic standing. Such on-campus employment is limited to no more than 20 hours per week. On-campus employment for first-year students is also difficult to obtain.

Under no circumstances may a dependent or spouse of an F-1 student (F-2) be employed. J-1 students may seek sponsor approval to work on or off campus. A dependent or spouse of a J-1 student (J-2) may work only with the approval of the U.S. Office of Immigration. In most cases, work authorization is difficult to obtain.

TRANSFER OF FUNDS

There are often difficulties in transferring funds from foreign countries to the United States. Students are responsible for knowing their government's requirements for foreign currency exchange permission and for requesting and submitting appropriate documents required for transfer of funds from their countries to the United States.

INTERNATIONAL STUDENT GROUPINGS

There are different categories of international graduate students based on the sponsoring agents.

1. Sponsored by NDSU
 - a. Research Assistants
 - b. Teaching Assistants
2. Sponsored by outside organizations
 - a. Home Government
 - b. U.S. Government
 - c. International Agencies
3. Private Sponsors
 - a. U.S. Nationals
 - b. Foreign Sponsors
4. Personal and Family Funds

INTERNATIONAL STUDENT ORGANIZATIONS

The following is a list of organizations for international students: International Student Association, African Student Union, Chinese Student Association, Hong Kong Student Association, India-America Student Association, Islamic Society, Korean Student Association, Kurdistanian Student Association, Latin American Student Association, Malaysian Student Association, Singapore Student Association, Tri-College Christian Fellowship, Union of Chinese Students and Scholars, and International Wives Club (off campus).

INTERNATIONAL STUDENT ADVISOR

The University maintains an Office of International Programs. The office activities include international student orientation, interpretation of immigration regulations, advising of international students, and various record keeping functions. The Director of International Programs is the university person who is assigned the responsibility of signing all immigration forms. International student concerns and questions should be directed to:

Mailing address:

Office of International Programs
North Dakota State University
Dept. 4620 - P.O. Box 6050
Fargo, ND 58108 U.S.A.

Courier address (express mail):

North Dakota State University
1401 Administration Ave
Memorial Union 116
Fargo, ND 58102 U.S.A.

Telephone: 1-701-231-7895; **Fax:** 1-701-231-1014

E-mail: ndsui@ndsu.edu

GENERAL SAFETY

These are general safety guidelines. For more specific information, contact the NDSU Safety Office at 231-7759 or http://www.ndsu.edu/police_safety/



1. If an emergency does occur:
 - a) Call 911 and report the nature of the emergency.
 - b) Do NOT move any injured person unless they are in further danger. Keep them warm.
 - c) If chemicals have been spilled on someone, get the person under a shower and wash the affected area thoroughly. If a person's clothing is on fire, wrap the person with a fire blanket or get them under a shower.

2. If you are injured and seek non-emergency medical care, a reporting process must be followed. The process involves notifying your supervisor and NDSU's Worker's Compensation Claims Specialist (231-6740), and obtaining necessary medical care from a designated medical provider (DMP). Our DMP is Sanford Health Occupational Medicine Clinic, 3838 12th Ave N. (234-4700). Please become familiar with this process, which is explained in detail on Employee/Supervisor Incident Report and Near Miss Report forms kept in the Plant office and available at the link below. Incident/Injury forms must be filed with the Safety Office within 24 hours of the incident and are available at: http://www.ndsu.edu/police_safety/incident/

3. Safety training is required for all new students and periodically thereafter. Be sure to discuss the training necessary for your specific activities with your supervisor/advisor. Check with the Safety Office for times and dates of regular classroom training or complete online training if available.
 - a) Annual completion of Baseline Safety Training is required. (http://www.ndsu.edu/police_safety/training/)
 - b) Those working in a laboratory setting must also complete Lab and Chemical Safety Training. (http://www.ndsu.edu/police_safety/training/)
 - c) All students conducting fieldwork or who otherwise may work around pesticides are required to complete Worker Protection Standard (WPS) pesticide training unless they are otherwise certified. This training is provided each spring by the Pesticide Program Training Specialist, or may be provided by another certified commercial/public applicator. (<http://www.ag.ndsu.nodak.edu/aginfo/pesticide/pesticide.htm>)
 - d) Additional specialized training may be required depending on specific activities. Such additional training may include Radiation Safety, Recombinant DNA, and Defensive Driving.

4. Smoking is prohibited on the NDSU grounds, in university buildings, and state vehicles. Smoking is an obvious fire hazard and has a synergistic injurious effect when combined with exposure to many chemicals, especially if inhaled. Drinking, eating, and storage of food/beverages in the laboratory and chemical storage areas is forbidden because of the possibility of chemicals getting into the mouth or lungs.

5. Become familiar with the NDSU Chemical Hygiene Plan and Hazard Communication Program
 - a) Chemical Hygiene Plan:
http://www.ndsu.edu/fileadmin/policesafety/docs/chem_2009NDSUChemPlan.pdf
 - b) Hazard Communication Program:
http://www.ndsu.edu/fileadmin/policesafety/docs/chem_HazardCommunicationProgram.pdf
6. Each project in the Plant Pathology Department has Safe Operating Procedures (SOP) specific for the work encountered on that project. Your supervisor should discuss these protocols with you before you begin work. General SOPs can be found at:
https://www.ndsu.edu/police_safety/environmental_health_and_safety/chemical_safety/
7. Always check material safety data sheets (MSDS) and SOPs prior to using new chemicals. Hazards of use, personal protective equipment (PPE), and proper cleanup and disposal are listed. A large number of common substances are acute respiratory hazards and should be used under a fume hood in a well-ventilated room.
8. Learn the flammability, reactivity, corrosiveness, and toxicity of materials before using them. This is important for proper use and waste disposal. Consult the hazard label found on each chemical container and the MSDS. Links to additional information concerning the safe use of chemicals can be found at https://www.ndsu.edu/police_safety/environmental_health_and_safety/chemical_safety/
9. Most chemicals are harmful to people and other animals/organisms to some degree, depending on dosage. Direct contact should be avoided with any chemical substance considered "safe" today which may in the future be found to cause unsuspected long-term disorders. Many substances are absorbed readily into the body through the skin and through inhalation. It is especially important to keep your hands and face clean.
10. The NDSU Chemical Hygiene Plan requires that you be informed of all potential hazards to yourself in the workplace. In turn, you must inform those around you of any possible dangers such as harmful vapors, residual radiation, and carcinogens that you are using. To minimize exposure to others, keep laboratory doors closed when using highly toxic substances or carcinogens, and work in a fume hood when appropriate.
11. Control or restrain long hair and loose clothing when in the laboratory. A protective lab coat and long pants must be worn when working with hazardous materials. Appropriate gloves, eye protection, and shoes must also be worn (see the Chemical Hygiene Plan).
12. Mouth suction should never be used to fill pipettes, start siphons, etc.
13. Laboratory areas, including chemical storage areas, must be secured from access by unauthorized persons. Lock all laboratories and storage areas when unattended.
14. Before leaving the laboratory:
 - a) Return all chemicals and other materials to their proper storage place.
 - b) Turn off all services not in use such as water, electricity, gases, and vacuums. c) Lower all hood sashes to the lowest practical level.
 - d) Turn off lights in the fume hoods and laboratory.
 - e) Ensure that office and laboratory doors are locked.

15. Chemical reactions that are left to run unattended (especially overnight) are prime sources for fires, floods, and explosions. Equipment such as power stirrers, hot plates, heating mantles, and water condensers should not be left on overnight. Unattended reactions should be checked periodically. Always leave a note with a phone number where you can be reached in case of emergency.
16. Know the location of emergency exits, phones, blankets, fire extinguishers, first aid kits, etc.
17. Hazardous wastes require special handling, storage, and disposal. Please consult the Safety Office or Chemical Hygiene Plan for proper procedures.
- The Safety Office requires records to be kept in each lab as wastes are generated. The paperwork associated with the campus disposal procedure is designed to ensure the safety of those people moving and incinerating the wastes.
 - Liquid wastes should be stored in glass or plastic 2.5 gallon containers (available from the Safety Office), and containers must be closed when not in use.
 - Waste Disposal Request forms can be obtained from the Safety Office, department Safety Officer, or lab supervisor. If you are in doubt about disposal of any chemical, please consult with these people. Tyvek tags are also available for labeling of waste containers.
 - Persons working with radioactive materials have more restrictive use and disposal procedures and should be aware of these before beginning their research. Radiation Safety Training is conducted on campus and must be attended by new students conducting research with radioactive materials.

Mandatory Training

<https://kb.ndsu.edu/page.php?id=110568>

Please check with your program to determine if additional training is required. Check websites for face to face options for training sessions and contact information.

Topic	Who?	How often?	Online	More Information	Policy*
Baseline Safety	All Graduate Students	Annually	Yes	University Police and Safety Office	166
Harassment training – Harassment and Sexual Harassment	All Graduate Students	First year should include all training Sexual harassment training – annually	Sexual Harassment	Office for Equity Diversity and Global Outreach	100, 100.1, 100.2, 103, 154.1, 156, 158, 162, 162.1, 163, 163.1, 168, 606
Defensive Driving	Those who drive State Fleet vehicles	Once every four years	No	ND Department of Transportation	166

	or NDSU leased vehicles				
Institutional Biosafety Committee (IBC)	Those who work with infectious agents or recombinant DNA	Must be completed and documented prior to starting research or teaching. One time training.	Yes	Institutional Biosafety (IBC) University Police and Safety Office	166, 166.1, 347
Laboratory & Chemical Safety	Those who will be using hazardous chemicals in a laboratory, greenhouse, or field site	Annually. Should be completed prior to working in a laboratory.	Yes	University Police and Safety Office	166, 166.1, 711
Radiation Safety	Those who work with radioisotopes	Annually. Should be completed prior to working in a laboratory.	No	University Police and Safety Office	166, 166.1, 711
Responsible Conduct of Research (RCR)	Those for whom any aspect of their work is funded by NSF or NIH (<i>recommended for all Graduate Students doing research</i>)	CITI modules should be completed and documented prior to starting research.	The CITI modules are, but face to face training is still required – check with program	NDSU Policy 348	166, 348
Institutional Review Board (IRB)	Those whose research will involve human subjects	Must be completed and documented prior to starting research or teaching. Once every three years.	Yes	Institutional Review Board (IRB)	166, 345
Institutional Animal Care and Use	Those whose research will involve	Must be completed and documented	Yes	Institutional Animal Care and Use	166, 346

Committee (IACUC)	vertebrate animals	prior to starting research or teaching. Refresher every three years.		Committee (IACUC)	
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*Become familiar with policies in the [NDSU Policy Manual](#)

Institutional Biosafety Committee (IBC)

IBC Office, NDSU Office of Research and Creative Activity - (701) 231-8908 or ndsu.ibc@ndsu.edu (IBC review)

Biological Safety Officer, NDSU Office of Safety and Environmental Health - (701) 231-6299

IBC department member: Dr. Thomas Baldwin

Definitions

Recombinant DNA: DNA molecules formed outside living cells by combining DNA segments, either natural or synthetic, that can replicate within a living cell, including any molecules resulting from such replication.

Infectious Agents: Any agent with the potential to cause infection in humans, plants/environment, or animals.

Frequently Asked Questions for Graduate Students

What Projects Require IBC Review?

All research and teaching projects involving recombinant or synthetic DNA, infectious agents, or human blood, bodily fluids, or tissue, conducted by graduate students at NDSU, must be reviewed and approved by the NDSU IBC.

Examples of experiments that need an IBC protocol:

- Application of recombinant nucleotides (RNA and DNA) to whole plants
- Transformation of bacteria, viruses, fungi, and nematodes with foreign DNA
- Transformation of plant with foreign DNA
- Receiving recombinant mutants or seed from outside partners
- Inoculation of recombinant mutants on whole live plants

How to Submit an IBC Protocol for Review?

Submit IBC Protocols via Novelution through your PI. If you require an IBC protocol, your PI needs to have one in place. Do not start recombinant experiments without ensuring your PI has an IBC protocol in place.

All of the laboratory rooms, equipment, and personnel that are being used for the experiment need to be on the IBC protocol. To be on an IBC protocol, you need to complete the following training requirements.

Training Requirements are found at www.citiprogram.org.

1- Biosafety/Biosecurity

APPENDIX I

IMPORTANT TELEPHONE NUMBERS

24-hour emergency number 911

Other Emergency Numbers:

Poison Information System 234-5575

Fire Department 241-1540

Police Department (City of Fargo) 241-1437

Police Department (Campus) 231-8998

Other Telephone Numbers:

International Student Advisor 231-7895

Counseling Center (NDSU) 231-7671

Suicide Prevention Center & Crisis Line 1-800-273-8255

Hot Line 232-4357

Fargo Transit (Metro Area Transit) 232-7500

Legal Advisor (Campus) 231-7215

Help Line Crisis & Referral 211

APPENDIX 2

WHERE TO GO FOR INFORMATION:

<u>If you want information on...</u>	<u>Then contact...</u>	<u>At...</u>	
Career Information	Career Center	1-7111	Ceres 212
Computer Information	ITS	1-8685	QBB 150
Course Add/Drop/Audit	Graduate School	1-7033	Putnam 106
Financial Information	Financial Aid Office	1-7533	Ceres 202
Food Service	Director	1-7005	Auxiliary Enterprises
Graduation Requirements	Graduate School	1-7033	Putnam 106
Health Service	Health Services	1-7331	Wellness Center
Housing	Univ. Housing Center	1-8023	Auxiliary Enterprises
Non-credit courses	Individual Departments		
Other Universities (bulletins)	Library	1-8876	Library
Registration	Registrar's Office	1-7981	Ceres 110
Residence Classification	Registrar's Office	1-7981	Ceres 110
Student Organizations	Student Activities	1-7787	Memorial Union 360
Tri-College Program	Tri-College University	1-8170	Eng & Tech 209
University Rules & Regulations	See Current NDSU Bulletin		
Veterans Information	Registrar's Office	1-7981	Ceres 110
Withdrawal from School	Counseling & Personal Growth Center	1-7671	Ceres 110

APPENDIX 3
PLANT PATHOLOGY ORGANIZATION (PPO)

1. Name of Organization:

This organization shall be known as the Plant Pathology Organization (PPO)

2. Purpose:

To advance the needs and knowledge of the graduate student within the Plant Pathology Department, while at the same time, enabling students to learn more about each other's cultures, customs, and countries through interaction. This association is an informal grouping of graduate students who meet when issues concerning graduates should arise. This may be for any issue of positive or negative effect needing graduate student input.

3. Membership:

Membership is open to anyone who is a graduate student within the Plant Pathology Department.

4. Elections:

No official elections are held. However, one person is selected by their peers as a spokesperson for PPO. This person will act as the liaison between the graduate association and the plant pathology administration. The spokesperson remains such until he/she has graduated or until the association selects new representation.

5. Meetings:

Official meetings will be held twice a year, posted notices of future meetings appear in the departmental graduate office. Informal gatherings take place bimonthly in an informal social setting away from the academic area.