Introduction

The purpose of this Handbook is to outline policies which are relevant to graduate students in the Department of Animal & Veterinary Sciences (AVS) at Clemson University. The AVS Department is in the College of Agriculture, Forestry and Life Sciences. Accordingly, the AVS Department is one of the largest and most diverse of the departments in the College.

The AVS Department was created in the mid to late 1990’s by the successive merging of the former Departments of Animal & Veterinary Sciences, Dairy Science and Poultry Science. As a result, the faculty, facilities and fields of expertise are quite varied. The faculty and staff are dedicated to the three College mission areas of teaching, research and extension. Graduate students in the department may pursue MS. and Ph.D. degrees in Animal and Veterinary Sciences with emphasis in several disciplines including genetics/breeding, immunology, nutrition, physiology, and meats/products.

Multiple university farms and laboratories are associated with AVS to implement research projects and to assist with teaching and extension programs. The farms are the LaMaster Dairy Farm located at 800 Old Stone Church Road, Clemson, SC; the Morgan Poultry Center located at 224 Old Cherry Road, Clemson, SC; the Starkey Swine Center located at 201 West Queen, Pendleton, SC; the Simpson Beef Cattle Farm located at 1649 Cherry Street, Pendleton, SC; and the Equine Unit located at 815 West Queen, Pendleton, SC.

This handbook has been prepared to outline the rules of conduct agreed upon by the faculty for all graduate students in the AVS Department. Within your own work setting, additional rules may apply as determined by your graduate advisor and Graduate Advisory Committee. Usually the student’s advisor is responsible for informing graduate students of policies to be followed when in the laboratory or working at the various farms. University policies which pertain to graduate students and additional information about degree programs can be obtained by consulting the Graduate School Office or by referring to the Graduate School Announcements (updated annually).
Student Responsibility

Graduate students are subject to the same University procedures and regulations in forced at the time of their enrollment as listed in the general catalog used for all students, the Clemson University Undergraduate Announcements, except for those policies that pertain specifically to undergraduates.

It is the students’ responsibility to become acquainted with all academic requirements of both the University and his/her specific graduate program. Further, the responsibility rests with the individual student for fulfilling all degree requirements within prescribed deadlines and time limits, Graduate advisors, the Department Chair, and the Dean are available to help the student understand and arrange to meet all requirements. If requirements are not met at the end of the course of study, the degree sought will not be awarded. The Graduate School’s deadlines may be viewed at: http://www.grad.clemson.edu/deadline.htm

Admission Procedures and Requirements

Admission to graduate studies in the Animal & Veterinary Sciences Department begins with submission of an official application to the Clemson University Graduate School. Electronic application forms may also be submitted via the internet. Further information is available at the Graduate School’s web site: http://gradspace.editme.com/admissionsindex.

Upon receipt of all admission materials, the application will be forwarded to the AVS Department and the Chair of Graduate Studies for review. Applicants must meet all admission requirements of the Graduate School and the requirements of the AVS Department and specific graduate program before official acceptance will be granted. Refer to the Graduate School Announcements for specific entrance requirements. Students should have a minimum 3.0 GPA in all undergraduate coursework or successfully completed a MS. degree at another accredited university. In general, the Graduate Record Examinations (GRE) is required for applicants for the MS, and PhD degrees including the verbal, quantitative and written portion. The GRE scores are used in conjunctions with GPA and references to evaluate the application package. Unless waived, students where English would be their secondary language, the Test of English as a Foreign Language (TOEFL) is required.

Selecting a Major Advisor

Every graduate student must have an assigned major advisor at the time of the application submission before they can be accepted into the AVS Department. The choice of the graduate advisor may impact the educational experience since there is a daily interaction and learning process involved between the student and their advisor. The
major advisor serves as a graduate mentor and as the day-by-day supervisor of the research program. Often, the availability of a graduate assistantship may affect the choice of major advisor. Research focus and areas of study are usually dependent upon the major advisors current research interests. In order to facilitate this process, all applicants are required, in addition to the application requirements of the Graduate School, to submit a one-page written statement of interest, which will help guide the admissions committee in their evaluation of applicants.

Students may change advisors during their study with approval of the Department Chair and all parties involved. Final decisions on approving a change in advisors may be based on the availability of financial support, responsibilities of the current or desired future major advisor, or other extenuating circumstances. If the change in major advisor results in a request to enter into a different degree program, then the student must be accepted by the program they are requesting to join.

It is the responsibility of the major advisor to acquaint new graduate students with the AVS Department, its employees, and facilities. The major advisor will assist the student in choosing courses for enrollment. The student must seek the advisor’s prior approval for enrollment in all courses. Courses obviously outside the scope and nature of the degree program are discouraged. It is forbidden for a student on assistantship to enroll in a course without the approval of their advisor. All graduate students are encouraged to inform their major advisor and advisory committee of the courses which they are taking.

The major advisor will advise the student of responsibilities and requirements for the assistantship and/or degree program. The major advisor also will provide information concerning research, laboratory procedures, laboratory and/or farm safety protocols, work schedule, etc. Graduate Students must become familiar with safety regulations (consult your major advisor). It is mandatory that all students working with animals be given training concerning animal welfare regulations. Mandatory vaccinations (such as for tetanus or hepatitis B) may be required in certain circumstances if graduate students work closely with animals. Contact your graduate advisor concerning these requirements.

The graduate student should provide the major advisor with his/her phone number, address, and e-mail address. The name and phone number of a family member who is to be contacted in case of emergency must also be provided. This information must be kept updated so that the major advisor can contact the student whenever necessary or locate a family member in case of emergency. Major advisors should provide the graduate student with a phone number where they may be contacted in case of emergency.
Graduate Assistantships

Graduate assistantships are available on a competitive basis dependent on availability of funding. Assistantships provide the student with reduced tuition costs; however, assistantships are taxable as income for services rendered. Application for an assistantship begins with submission of the Financial Assistance Application Form at the time of application to the Graduate School. No financial support will be granted to a student until admission to the Graduate School is official (see Admission Procedures and Requirements above). Students already enrolled in the department may request consideration for an assistantship from the Department Chair. Graduate students receiving assistantship stipends may be eligible for waiver of tuition fees (refer to Graduate School Announcements).

Funds for graduate teaching assistantship are provided by the departmental teaching budget. Some faculty members within the department may have a limited number of research assistantships available from extramural grants they have been awarded. Most “departmental” assistantships are granted as “halftime” and require 20 hours per week work in the department (“quarter-time” assistantships require 10 hours per week and “three-quarter time” assistantships require 30 hours per week). The type of employment dictated by the assistantship is dependent upon the major advisor. The purpose of the assistantship is not to pay the student to conduct his or her graduate research project; the employment requirement is in addition to the student’s research program. However, employment should bear a recognizable relationship to the student’s major field of study. Graduate assistants work on the same calendar as faculty with 12-month appointments. The Graduate School considers graduate students on assistantships to be part-time employees of the University. University regulations state that part-time employees do not accrue sick leave or annual leave. However, if a student must be absent, the major advisor should be notified in advance to assure that departmental responsibilities are met. If a student becomes unexpectedly ill, the major advisor should be notified as soon as possible.

Some faculty members have contractual arrangements with the University such that they are employed for only nine-months annually. This may mean that these faculty members may not be present on a daily schedule during the summer months (generally from May 16 until August 15). However, graduate students receiving assistantship support are required to be present during this time, usually to work on their research projects or to prepare to present their research results at scientific meetings. Graduate students who have departmental assistantships and are absent during the summer months may be considered remiss in their job responsibilities and may be reprimanded. The severity of the penalty will be decided by the graduate advisor and Department Chair and may include dismissal. Some vacation time is generally offered to employed graduate students, usually not to exceed two weeks, as decided by the graduate advisor and approved by the Department Chair. The student’s graduate advisor should
outline expected duties to be performed during the summer months when the advisor plans to be absent. A copy of the summer’s plan of work for a given student should be given to the Department Chair and kept on file in the main departmental office. If a graduate student seeks employment outside of the department, the major advisor and Department Chair must be informed of this employment. **Graduate students on assistantship who accept substantial outside employment may be subject to removal of their assistantship support as decided by their graduate advisor and/or Department Chair.**

The graduate stipends for “departmental” graduate assistantships are currently $14,500 per year for Master of Science candidates and $15,500 per year for Doctor of Philosophy candidates (subject to change). Stipends for graduate assistantships derived from grants or other sources may vary in amount. Once awarded, graduate stipend support will continue at the same level or higher unless performance is deemed unsatisfactory or due to budgetary constraints including termination of grants, outside contracts, etc. At the discretion of the major advisor, graduate stipends may be supplemented from his/her grants and other funds.

Departmental graduate stipends are limited to two years for the Master of Science degree and three years for the Doctor of Philosophy degree. For students pursuing both the Master of Science and Doctor of Philosophy degrees in sequence, the total length of financial support will be five years. For exceptional students who have been granted permission by their major advisor and advisory committee to skip the Masters degree in pursuit of a Ph.D. degree, the total length of financial support will be five years. Under extenuating circumstances, with the approval of the major advisor and Department Chair, financial support may be extended provided that adequate progress is being made towards the degree and funds are available. In such cases, the final decision to extend financial support will be made by the Department Chair.

To be eligible for graduate assistantship support, a graduate student must satisfy University minimum enrollment requirements (nine hours in a regular semester; and at least three hours in a summer session). Both the University and AVS Department reserve the right to withdraw the appointment at any time because of failure to meet university or departmental requirements. An appointment may be withdrawn at any time for failure to maintain a satisfactory academic status including adequate grades and/or research progress as determined by the major advisor in consultation with the advisory committee. Termination of graduate assistantships shall be conducted in accordance with university regulations for progressive discipline.

**Advisory Committee**

The Graduate Advisory Committee serves as an advisory board for the graduate student. The Committee also approves the student’s curriculum, supervises the graduate
research program, administers the final oral examination, and initiates the recommendation for the awarding of the degree. The Committee also may administer preliminary examinations for doctoral candidates. While a preliminary exam is not required, the AVS Graduate Advisory Committee is required to administer an exam prior to the filing of the GS2 (Ph.D. degree only). The purpose of this exam is to aid the Graduate Committee in developing a course of study for each individual student and may result in the recommendation to take remedial courses. The Advisory Committee, at the discretion of the Department Chair and graduate student, may also serve as a mediating board in cases of disputes. Consult the Graduate School (http://gradspace.editme.com/academicRegulationsIndex) or Graduate Student Government (http://hubcap.Clemson.edu/GSG/) for information on how to handle grievances in accordance with University Policy.

In accordance with Clemson University regulations, the final composition of the committee is selected by the student (http://gradspace.editme.com/academicRegulationsIndex). However, the major advisor and department chair or Graduate Studies Chair will be responsible for ensuring that departmental and university regulations are met by the composition of the Committee. Normally, the student, in consultation with the major advisor, should carefully select potential members of the Advisory Committee, then the student should ask the selected faculty if they will serve on the Committee. It recommended that the Advisory committee be selected as early in the course of study as possible, preferably prior to the end of the first regular semester of residence. Two summer sessions are considered as one regular semester in recommendations for selection of the Advisory Committee. If a member of the Advisory Committee must be added or replaced after a completed GS2 form has been submitted to the Graduate School, the graduate student should consult with the major advisor for advice on selection of a replacement member.

A minimum of three faculty members shall be selected for a student seeking a Master’s degree of which one is to be outside the AVS Department, and a minimum of four faculty members shall be selected for a student seeking a doctoral degree of which one is to be from outside the AVS Department. The majority of the Advisory Committee, including the major advisor, must be comprised of Clemson University faculty who hold full-time, tenure-track positions. In some cases, it may be possible to have part-time and visiting faculty on the Committee (check with the Graduate School).

It is recommended that the Advisory Committee meet informally with the student at least once a year, but preferably each semester. The major advisor will serve as the chair of the Advisory Committee. The student is responsible for ensuring that Advisory Committee meetings are called and Advisory Committee members notified. It is recommended that a brief written progress report or proposal be supplied to all Committee members before each meeting.
Curriculum
Doctor Of Philosophy/Education Degree,
Coursework, Length (Interim Policy)

At Clemson University, a minimum of 30 credits past the masters and 60 credits past the bachelor of science degree are required for the doctoral degree. The 30 course credits must include 1 credit of AVS 820 seminar. Further, whether taking AVS 820 for a credit or not, all students are mandated to participate each semester the course is offered. A minimum of 18 hours of doctoral research is required. Coursework leading to the Doctor of Philosophy/Education degree is planned to give the student a comprehensive knowledge of his/her field of specialization and a mastery of the methods of research. The degree is not awarded solely on the basis of coursework completed, residence, or other routine requirements. The final basis of granting the degree is the student's grasp of the subject matter of a broad field of study, competence in planning and conducting research, and ability to express him/herself adequately and professionally orally and in writing. Therefore, for the Doctor of Philosophy degree in AVS each student is required to present at a professional meeting and have one (1) first author publication in press prior to graduation (unless waived due to the proprietary nature of the data).

Master's Degree, Credits Required

**Master of Science, thesis option.** A minimum of 24 hours of graduate credit and six hours of master's thesis research (891). At least one-half of the total graduate credit hours required by the advisory committee, exclusive of thesis research, must be selected from courses numbered 800 or above which includes 1 credit of the mandated AVS 820 Seminar. Further, whether taking AVS 820 for a credit or not, all students are mandated to participate each semester the course is offered. Prior to graduation, each student is required to have presented at a professional meeting and have submitted one (1) first author publication.

**Master of Science, non-thesis option.** Each program includes a minimum of 30 hours of graduate credit, none of which may be master's thesis research. At least one-half of the total graduate credit hours required by the advisory committee must be selected from courses numbered 800 or above which includes 1 credit of the mandated AVS 820 Seminar. Further, whether taking AVS 820 for a credit or not, all students are mandated to participate each semester the course is offered.

The graduate plan of study or curriculum (Form GS2) is an individualized program of study established for each student by the major advisor and Advisory Committee. Each graduate program has recommendations concerning courses which should be completed. At the first meeting of the Advisory Committee, a plan of study or
curriculum should be formulated for the student. Prior to this meeting, the graduate student should provide each Committee member with a transcript of all college courses taken, a listing by semesters of desired courses to be taken for the degree sought, and a statement of the student’s desired career goals. As per university regulations, a graduate degree curriculum (Form GS2) must be filed with the Graduate School by all students who are in degree programs in the AVS Department. Supplemental courses, carrying undergraduate or graduate credit and chosen to broaden the student’s academic experience, are not required on the Form GS2. Fifty percent or more of the coursework (not including research hours) must be chosen from courses listed as 800 level and above, Transfer credit appearing in the curriculum must be approved by the Advisory Committee, the Department Chair, the Dean of the College of Agriculture, Forestry and Life Sciences and the Graduate School in accordance with the regulations concerning transfer credit promulgated by the Graduate School. The GS2 is required to be reviewed and initialed by the AVS Graduate Coordinator prior to the signature of the Department Chair to ensure the outlined plan of study is consistent with AVS and University requirements. The graduate degree curriculum (GS2) is forwarded to the dean of the college for approval and then submitted to the Graduate School. If it becomes necessary to change the graduate degree curriculum, a revised Form GS2 must be filed. The revised form must be submitted with all necessary signatures.

It is recommended that the GS2 form be submitted, at the latest, by the middle of the second semester. It is totally unacceptable for a graduate student to take all of the courses they and their advisor have agreed upon, appoint an Advisory Committee, then ask for approval of courses already completed. A primal responsibility of a graduate Advisory Committee is to help students plan their proposed coursework and research. Waiting “until the last minute” to appoint or meet with a graduate committee to accomplish this task usurps the authority of the Committee and again, is unacceptable. Both the graduate student and the major advisor are responsible to see that this situation does not arise.

Although Form GS2 is accepted through the deadline dates listed at: http://www.grad.clemson.edu/deadline.htm, students are encouraged to submit this form within the time frame suggested above. The filing dates are deadlines for forms carrying all required signatures to be in the Graduate School Office. A $25 late fee is assessed to a student whose G52 is submitted after the deadline dates and increases at the rate of $5 per day thereafter (excluding Saturday, Sunday or University holidays).

**Admission to Candidacy for a Degree**

Admission to the Graduate School does not qualify a student as a candidate for an advanced degree. All students desiring admission to candidacy must have received full status admission to the Graduate School, have a satisfactory academic standing, and have on file an approved graduate degree curriculum (Form GS2).
Doctor of Philosophy

To be accepted into candidacy for the Doctor of Philosophy degree in AVS each student must complete the requirement of comprehensive examination. These exams in two part: written and oral. The student schedules time with each committee member to take a written exam of which the content, type and duration is determined by each committee member. Following completion of all Graduate Committee members written exam the student schedules an oral exam. The student then files the GS5D form upon satisfactory completion of the exam. The time span from the beginning to the end of the examination must not exceed 12 months. Typically, the written exams are taken over a 1 month period and then the oral examination is schedule within two to three weeks of the last written examination. Should the student fail to pass the comprehensive examination, he/she may be given a second opportunity if so recommended by the examining committee; however, failure of any portion that negates further examination will be reported as a failure of the examination. A second failure will result in the student being declared ineligible to receive the PhD or EdD degree at Clemson University in any program; that is, the student will not be eligible to transfer nor apply to a different doctoral program at Clemson University.

Master's Degree

Master of Science, thesis option. Each student must pass a final examination consisting of an oral presentation of their thesis and oral questioning following the presentation. The student is required to submit his/her thesis to the Graduate Committee 2 weeks prior to the scheduled examination which must occur at least three weeks before the degree is to be awarded, each candidate for the master's degree must pass a final examination. Within 5 days of the exam the GS7-M form is filed with the Graduate School informing them of the results. A student who fails a final examination may be allowed a second opportunity only with the recommendation of the advisory committee. Failure of the second examination will result in dismissal from the Graduate School.

Master of Science, non-thesis option. Each student must pass a final examination consisting of an oral presentation of a written paper covering the research topic approved by the committee at the time of submitting the GS2 form and oral questioning following the presentation. The student is required to submit his/her paper to the Graduate Committee 2 weeks prior to the scheduled examination which must occur at least three weeks before the degree is to be awarded, each candidate for the master's non-thesis degree must pass a final examination. Within 5 days of the exam the GS7-M form is filed with the Graduate School informing them of the results. A student who fails a final examination may be allowed a second opportunity only with the recommendation of the advisory committee.
Application for Graduation and a Diploma

Admission to candidacy also requires the acceptance by the graduate dean of a written request. A formal application for graduation and a diploma is made by the student simultaneously when he/she completes and files the GS4 form. The order is submitted to the Graduate School and must be resubmitted should the student not graduate on the anticipated date. A $25 late fee is assessed a student whose Form GS4 is submitted after the deadline dates and increases at the rate of $5 per day thereafter (excluding Saturday, Sunday or University holidays).

Thesis/Dissertation

The thesis/dissertation should be reviewed by the major advisor and all mutually agreed upon changes incorporated. After all initial changes have been made, the thesis/dissertation must be released by the major advisor before it can be distributed to the remaining Committee members for review. It is recommended that theses and dissertations be submitted for review to the Advisory Committee a minimum of two weeks prior to the scheduled defense. If a thesis or dissertation is extremely long or detailed, students should recognize that it will take reviewers additional time to read it, and therefore, should provide the document to the Committee earlier than the above recommendations. Graduate students should consult with the policy of the Graduate School concerning what constitutes adequate time for an advisor or Advisory Committee member to read and correct a thesis or dissertation.

Patent and Copyright Ownership

Clemson University and the Animal & Veterinary Sciences Department retain full ownership rights to any inventions, discoveries, developments and/or improvements, whether or not patentable (inventions), which are conceived, developed or reduced to practice, or caused to be conceived, developed or reduced to practice by graduate students during the course of their research activities conducted as part of any Graduate School curriculum. Any such invention will be handled by the University in the same manner as set forth in The Faculty Manual of Clemson University.

The student will retain copyright ownership of his/her thesis or dissertation. However, the right to publish research will be maintained by the AVS Department. Copyright ownership of any research publications will be determined by University policy and by the policies of organizations responsible for publishing or distributing copyrighted materials.
All graduate students should keep a formal notebook for recording research procedures and results. Students are urged to study the recommendations for maintaining proper research records that are listed at: http://hubcap.clemson.edu/IPC/patentpolicy.html.

All data, research notebooks and related materials (slides, pictures, graphs, publication reprints, etc.) generated by any graduate student within the AVS Department are the property of the Department and will remain in the Department after the student’s graduation/departure. All students must collect these materials and submit them to the major advisor before graduation/departure. The major advisor will have final authority on the disposition of any or all of these materials.

**Responsibilities of AVS Graduate Students**

As stated in the Clemson University General Student Regulations: “Clemson University believes students are the product of their own experiences and they should assume certain responsibilities for their own conduct and that of their fellow students.”

All graduate students who are receiving assistantship support, and most who are employed in other ways with the University (through the AVS Department) are expected to maintain office/lab/farm/working hours. Graduate students who are not receiving financial support through the Department are not required to be present at scheduled times during normal working hours. However, it should be kept in mind that a significant time commitment has to be given in order for a graduate student to complete their coursework and research requirements. Graduate students not receiving financial support should have an agreement with their major advisor concerning the work schedule they will keep in order to fulfill their research and academic requirements. Office space will be provided to each student in accordance with availability. Some desks or locations are considered more desirable than others. When a student leaves, his/her desk may be assigned according to seniority (in terms of length of graduate study in the Department of Animal & Veterinary Sciences). Consult with the Department Chair or AVS Graduate Committee concerning procedures for the assignment of desks.

**Travel**

Graduate students are encouraged to attend professional meetings and present research papers and posters. If funds are available, partial travel support will be provided for students presenting papers at meetings. However, this is dependent on budgetary constraints of the department at the time of the travel. If grant money is available, it may be used at the discretion of the major advisor for complete or partial reimbursement of graduate student travel expenses. Agreements for travel reimbursement should be discussed with the major advisor before travel plans are made. Where required, travel must be preapproved by the Department Chair so that agreed upon travel reimbursement is available.
arrangements will be binding upon the faculty and so that students will not be surprised by unexpected, nonrefundable travel costs.

**Dress Code**

On December 3, 1969, the Board of Trustees of Clemson University delegated the power to the student body of Clemson University to recommend rules that regulate student conduct on campus. Clemson University does not have a dress code beyond that defined by local, state and federal laws. Consequently, beyond enforcing dress appropriate to the occasion for safety purposes, the AVS Department does not regulate dress codes. However, the faculty of the Department strongly urges graduate students to dress appropriately for scientific meetings and special occasions. Being poorly or improperly dressed for an occasion may impair your future success in obtaining employment. You are representing yourself, your major advisor, your department and your university when you attend professional meetings, seminars, guest lectures, etc. Accordingly, a graduate student should consider how they will present themselves at all professional occasions. Graduate students are expected to abide by all guidelines pertaining to appropriate safety regulations including dress for laboratories and farm environments. If you are unsure of the guidelines, please ask your major advisor, laboratory technicians, farm managers or the Department Chair for advice.

**Use of Departmental Facilities and Supplies**

The following regulations concerning use of departmental facilities, equipment and supplies apply to ALL graduate students within the AVS department including graduate assistants and departmental employees taking coursework.

Departmentally purchased supplies such as pens, pencils, paper and notebooks are available for use in research projects, data collection and teaching assignments ONLY. Graduate students should contact their major advisor or Department Chair for these supplies. Graduate students may not obtain departmental supplies for their personal use and/or coursework.

The photocopy machines are for research and/or teaching related copying ONLY. Students may not use the photocopy machines for copying personal papers, class notes or other class materials. Graduate students may not grant permission to use the departmental photocopy machines to undergraduate students and/or people not affiliated with the Department.

Departmental FAX machines may not be used to obtain materials for personal use nor for obtaining excessive amounts of literature and/or data for term papers and other coursework.
Departmental secretaries have assigned duties to perform for the AVS Department. These duties normally do not include typing term papers, reports, and/or theses or dissertations for graduate students. However, if students need technical assistance with course material, or need help in preparing for AVS departmental seminars or other presentations, secretarial assistance may be available. Research or teaching-related typing should be arranged through the major advisor or Department Chair.

Secretarial equipment such as computers, printers, etc. are not to be used by graduate students without prior written consent of the secretary and/or Department Chair. After permission has been granted, equipment may be used at the convenience of the secretaries.

Use of Telephones and Mail

Personal long distance phone calls are not to be charged to the department. Long distance charges for personal phone calls are the responsibility of the individual. If you need to make a long distance call pertaining to research or teaching needs, please contact your major advisor or Department Chair. In order to reduce excessive long distance charges, students are encouraged to make use of email systems for conducting as much business as possible.

Postage may not be charged to the AVS Department for personal mail. If you need to mail a letter pertaining to research or teaching needs, please place it in the outgoing mail bin in the mailroom using a letterhead or properly labeled envelope. Please contact your major advisor for assistance in shipping packages via FedEx or UPS.

Security and Policy Concerning Who is Authorized to be in the Work Area

Students should assist in maintaining departmental security. All lab and office doors should be locked after hours. Keys should not be loaned to anyone outside of the department without the major advisor’s or Department Chair’s consent. For liability reasons, friends and family members, who are not Clemson University employees or students, should not be allowed to be present on University property or to use departmental facilities, such as laboratories and farms, unless given official permission by the graduate advisor or Department Chair. The presence of children (12-year-old or younger) in the laboratories or other areas where hazards exist is strictly prohibited. Children must not be allowed to be present and unsupervised while the graduate student works in the laboratory or elsewhere (especially at night). Students should not allow their pets into the building as this may endanger others and bring microbial contaminants into the work area. To do so is to violate both a departmental and University regulation.
Statement of Understanding

Graduate students in the Department of Animal & Veterinary Sciences must abide by all policies outlined in this *Graduate Student Handbook* unless agreed upon in advance in consultation with the major advisor and the Department Chair. In such instances, variations from these policies must be written and signed by the student, the major advisor and the Department Chair. Copies of these changes are to be retained in the main office of the AVS department until the student graduates and/or leaves the department.

Your signature below affirms that you have read and understand all of the guidelines listed in the Graduate Student Handbook of the Department of Animal & Veterinary Sciences.

Graduate Student’s Signature: ___________________________ Date: ________________

Major Advisor’s Signature: ___________________________ Date: ________________

Department Chair’s Signature: ___________________________ Date: ________________

PLEASE RETURN THIS DOCUMENT TO:

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AVS Graduate Coordinator  
Animal and Veterinary Sciences  
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