BAE GRADUATE HANDBOOK

2022-2023

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Kansas State University

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Table of Contents

INTRODUCTION

This handbook outlays the policies and procedures for the graduate program of the Carl and Melinda Helwig Department of Biological and Agricultural (BAE) Department at Kansas State University (KSU). All graduate students should refer to this handbook as a reference throughout their graduate study. Keep in mind that this handbook is not a replacement for the current KSU Graduate Handbook (k-state.edu), which contains the most updated information on graduate program requirements, thesis/dissertation guidelines, and deadlines. In case a discrepancy exists between this document and the University Graduate Handbook, the University Graduate Handbook supersedes this document. Also, keep in mind that the information in this handbook and other University catalogs, publications, and announcements is subject to change without notice. University offices provide current information about possible changes, and students should visit the KSU Graduate School (k-state.edu) website for the most updated information.

GRADUATE PROGRAM ORGANIZATION

Graduate Committee

The mission of the BAE Graduate Committee is to maintain excellence of the departmental graduate program. The Committee consists of four faculty members, including the Graduate Program Director (GPD), who are appointed by the Department Head. The Graduate Committee reviews applications and approves admissions to the graduate program. The Committee also deals with program policies and student concerns. The GPD leads the activities of the committee, signs student forms, and consults with the Department Head regarding Graduate Teaching Assistant (GTA) and Graduate Research Assistant (GRA) assignments.

Major Professor

Each graduate student must have a major professor. It is also permissible to have two co-Major Professors. Major professors advise students regarding course work and general academic requirements, and guide students through their chosen research program. For supervisory committees having two co-Major Professors, one of the co-Major Professors must be residing on the Manhattan campus to supervise the student's course work. A student's Major Professor serves as the chair of the student's Supervisory Committee.

Supervisory Committee

Each graduate student should assemble a Supervisory Committee during the second semester of study to assist the student in developing a Program of Study that is compatible with the goals of the student and the Major Professor. In addition, the Supervisory Committee will monitor the progress of the student and provide consultation when problems arise during the program. The Supervisory Committee ultimately functions to ensure that the student reaches a satisfactory level of academic and research achievement.

Only KSU Graduate Faculty members can serve on Supervisory Committees. Experts with terminal degrees from outside KSU can be appointed for Special Graduate Faculty membership to serve on Supervisory Committees with the approval of the Dean of the Graduate School.

M.S. PROGRAM

Thesis, Report, and Course-only Options

For a Master's student taking the thesis option, a thesis for 6 to 8 credit hours (BAE 899) should be completed as a part of the degree program. Students on Graduate Assistantships (GRA or GTA) are required to elect the thesis option.

For a Master's student taking the report option, a written report for 2 credit hours (BAE 898) on research or on a problem in the major field should be completed as a part of the degree program.

The course-only option for an M.S. program is not permissible in the BAE Department.

Accelerated Program

The BAE Department offers courses of study leading to both a B.S. degree in Biological Systems Engineering (BSE) or Environmental Engineering (ENVE) and an M.S. degree in Biological and Agricultural Engineering (BAE). The program is open to qualified students who are seeking a B.S. degree in BSE or ENVE. The Bachelor degree component of the accelerated degree is being awarded when the student completes all the bachelor degree requirements, whereas the master degree component of the accelerated degree is being awarded when the student completes all the master degree requirements. Both degrees are awarded by the BAE Department. The master component of the program has both thesis and report options (Appendix I).

Supervisory Committee

The Supervisory Committee of a Master's student must include a Major Professor and at least two other Graduate Faculty members.

On Supervisory Committees having two co-Major Professors, at least one of the co-Major Professors must be a regular Graduate Faculty member, and the Committee should have at least one more Graduate Faculty member. Both co-Major Professors should have the same duties, rights and responsibilities.

A Master's Supervisory Committee may include one or more Special Graduate Faculty member as long as the Committee includes at least two regular members of the Graduate Faculty and one of the regular graduate faculty members must act as the sole or co-major professor for the Committee.

Program of Study

Every Master's student must file with the Graduate School a Program of Study

https://www.k-state.edu/grad/about/forms/#, which is a formal list of the courses the student intends to take to fulfill the degree requirements. The Program of Study should consist solely of courses directly related to the Master's degree. Full-time students must file their Program of Study before the end of their second semester of graduate study, and part-time students must do so upon completion of 9 credit hours. The student should prepare the Program of Study in consultation with the Supervisory Committee. All Supervisory Committee members and the GPD must indicate their approval by signing the Program of Study form provided by the Graduate School. At the final step, the Program of Study is approved by the Dean of the Graduate School. Subsequent changes to the Program of Study require approval of all members of the Supervisory Committee and the GPD, and if changes are made, a Program/Committee Change https://www.k-state.edu/grad/about/forms/# form should be submitted to the Graduate School and approved before graduation.

<u>Courses</u>

At least 30 credit hours beyond the bachelor's degree are required for the Program of Study of a Master's student.

Course Level

a. Master's students should earn a significant majority of their credit hours in courses numbered 700 or above. Therefore, of the 30 credit hours required for the master's Program of Study, at least 18 hours should be at the 700 level and above, including the thesis/research (BAE 899) and the report/problems hours (BAE 898) required by the thesis and report options, respectively.

b. Courses at the 600-level may be included, but 500-level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500-level supporting courses in Master's programs is therefore restricted as follows:

(1) No course in the student's major area may be at the 500 level, and

(2) No more than 6 credit hours may be at the 500 level.

Research/Report Hours

Master's students in the thesis option should enroll in BAE 899 for their thesis hours required for the M.S. degree.

Master's students in the report option should enroll in BAE 898 for their report/problem hours required for the M.S. degree.

Problem Courses

No more than 3 hours in problems or other individualized courses may be applied in a 30-hour program. No more than 6 hours in problems or other individualized courses may be applied in a program of more than 30 hours.

Graduate Seminar

A Master's student must enroll in BAE Graduate Seminar (BAE 815) at least two times during graduate study, but only one credit hour can be used in the Program of Study.

(Note: The Department is currently working on revision of the structure and content of the Graduate Seminar course. This policy will change once the revision is approved.)

Final Examination

A final oral examination is required for an M.S. degree. The examination takes the form of a defense of the thesis or report.

To schedule the defense, the candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the Supervisory Committee and the GPD. When the examination has been scheduled, the Graduate School will send a final examination ballot and an Electronic theses, dissertations, and reports (ETDR) ballot to the Major Professor and notify all members of the committee in writing regarding the time and place.

Final examinations should be scheduled so as to give the Supervisory Committee at least two weeks to review the thesis/report. Preference is for final examinations to be given on the Manhattan campus. However, arrangements can be made for the student and the Supervisory Committee to conduct the defense via video conference using University approved software.

At least 2/3 of the Supervisory Committee must approve the candidate's performance before the student is deemed to have passed the final examination. A refusal to vote by the Major Professor or any member of the Supervisory Committee shall be recorded as a negative vote. A candidate who fails a Master's examination may take a second examination, with permission of at least 2/3 of the Supervisory Committee, at least two months after but not more than 15 months after the failure, unless the Dean of the Graduate School grants an extension. A third defense is not allowed.

Electronic Theses, Dissertations, and Reports (EDTR)

All K-State graduate students are required to submit an electronic version of their thesis, dissertation, or report. The Graduate School does not accept paper copies.

The ETDR must follow specific formatting guidelines. The ETDR Handbook outlines these requirements. The [ETDR Handbook (PDF)](#), the [ETDR Formatting Checklist](#), and other tools and resources in this site demonstrate how to correctly format the ETDR to meet Graduate School requirements. ETDR submission and other requirements must be completed by specific deadlines for students to graduate and participate in commencement with a designated term. Refer to the [Graduation and](#)

commencement checklists at the beginning of the term in which you intend to graduate to make a plan for completing all requirements on time.

At least 2/3 of the members of the Supervisory Committee must sign the final ETDR before the ballot can be processed and the thesis or report can be submitted to K-REX.

Continuing for Ph.D. Study

Students currently completing an M.S. degree in BAE can continue study towards a doctoral degree in the same curriculum. The student must submit an Application form for "Admission to Doctoral Program for Currently Enrolled K-State Master's Student" intl-continuing-application.pdf (k-state.edu). The form must be approved and signed by the GPD or Department Head with the Major Professor for the Ph.D. program assigned. International students must file out the Affidavit of Financial Support form at http://www.k-state.edu/grad/admissions/application-process/international.

Ph.D. PROGRAM

Supervisory Committee

The Supervisory Committee of a Doctoral student must include a Major Professor and at least three other Graduate Faculty members. One member of the Supervisory Committee must be a graduate faculty member from outside the BAE Department.

For Supervisory committees having two co-Major Professors, at least one of the co-Major Professors must be certified to direct dissertations and at least one of the co-Major Professors must be a regular Graduate Faculty member. The Supervisory Committee should have at least two more Graduate Faculty members. The two co-Major Professors have the same duties, rights and responsibilities.

A doctoral Supervisory Committee may include one or more Special Graduate Faculty members so long as the Committee includes at least three regular members of the Graduate Faculty and one of the regular graduate faculty members must act as the sole or co-Major Professor for the Committee.

Program of Study

Every doctoral student must file with the Graduate School a Program of Study https://www.k-state.edu/grad/about/forms/#, which is a formal list of the courses the student intends to take to fulfill the requirements of the degree. The Program of Study should consist solely of courses directly related to the doctorate. Full-time students are encouraged to file their Program of Study before the end of their second semester of graduate study, and part-time students are encouraged to do so upon the completion of 9 credit hours. The student should prepare the Program of Study in consultation with the Supervisory Committee All Supervisory Committee members and the GPD must indicate their approval by signing the Program of Study form provided by the Graduate

School. Subsequent changes to the Program of Study require approval of all members of the Supervisory Committee and the GPD https://www.k-state.edu/grad/about/forms/#. If changes are made, a revised Program of Study must be filed with the Graduate School and must be approved by the Dean of the Graduate School before graduation.

<u>Courses</u>

The Ph.D. requires at least three years of full-time study beyond the bachelor's degree, equivalent to at least 90 semester hours of course work and research credits. Students who hold a master's degree may request transfer of up to 30 hours of that degree toward their doctoral degree. Students with an M.S. degree in an area different from BAE may expect to transfer fewer than the maximum 30 credit hours allowed.

Course Level

a. Of the 24 to 30 hours of course work credit hours beyond the master's degree normally required, 15 credit hours should be at the 800-level or above, in addition to doctoral research credit hours (BAE 999)

b. For course work beyond the Master's degree, no more than 6 credit hours of 500-level courses are permitted in a doctoral program. 500-level courses in the student's major field of study (BAE) cannot be applied to the Program of Study.

c. For students who bypass the master's degree, the Program of Study must include at least 15 credit hours at the 800-level or above, in addition to doctoral research credit hours (BAE 999). No more than 12 credit hours of 500-level courses are permitted in a doctoral program. 500-level courses in the student's major field of study (BAE) cannot be applied to the Program of Study.

Research Hours

Doctoral students should enroll in BAE 999 for their research hours towards the Ph.D. degree.

Problem Courses

No more than 6 hours of problems or other individualized courses should ordinarily appear on the Program of Study for a Ph.D. program.

Graduate Seminar

A Doctoral student who did not earn an M.S. degree in the BAE Department at KSU must enroll in BAE Graduate Seminar (BAE 815) at least four times during the Ph.D. study, but only two can be used in the Program of Study.

A Doctoral student who earned an M.S. degree in the BAE Department at KSU must enroll in BAE Graduate Seminar (BAE 815) at least two times during the Ph.D. study, but only one credit hours can be used in the Program of Study.

(Note: The Department is currently working on revision of the structure and content of the Graduate Seminar course. This policy will change once the revision is approved.)

Dissertation

A dissertation is required of all candidates for the Ph.D. degree. Its purpose is to demonstrate the candidate's ability to conduct significant original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the Supervisory Committee. The dissertation should represent a scope of work of at least 30 research credit hours (BAE 999).

Preliminary Examination

A Doctoral student must be given a written preliminary examination, which may be supplemented by an oral examination as prescribed by the Supervisory Committee. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the Supervisory Committee.

The examination may be scheduled after the Program of Study is filed and at a time deemed appropriate by the Supervisory Committee. The preliminary examination must be completed at least 7 months before the final oral examination.

Once the Supervisory Committee and the student decide when the examination is to be taken, the student should notify the Graduate School one month before the scheduled date.

The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the Supervisory Committee voted to approve candidacy. In case of failure of the first preliminary examination, the Supervisory Committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. The composition of the Supervisory Committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program.

Final Examination

The final examination is given to the student by the Supervisory Committee. Final examinations should be scheduled so as to give the Supervisory Committee at least two weeks to review the dissertation.

At least three-fourths of the Supervisory Committee, including substitutes appointed by the Dean of the Graduate School, must approve the candidate's performance before they are deemed to have passed. A refusal to vote by the chairperson or any other member of the Supervisory Committee shall be recorded as a negative vote. With the

permission of at least three-fourths of the committee, a failed oral examination may be retaken no sooner than three months from the date of the failure.

The Major Professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the Major Professor indicates that they have reviewed and approved the final PDF file of the dissertation for electronic submission.

<u>Electronic Theses, Dissertations, and Reports (EDTR)</u>

The requirement for Doctoral students on EDTR is the same as that for the Master's students. Please refer to the M.S. Program Section on this subject.

<u>Direct Ph.D. Option</u>

Students having a B.S. degree can apply directly for the Ph.D. program. Only exceptional applicants will be considered for this option by the Graduate Committee. It is expected that the exceptional applicant has outstanding grades, prior research experience, and superior letters of reference. When students are considering applying for the direct Ph.D. program, they are recommended to upload their research articles, reports, abstracts, conference proceedings, awards, recognitions, etc. in their application package. When students are currently pursuing a M.S. degree and want to switch to the direct Ph.D. program, they will need to submit the following to the Department Graduate Committee: (1) an updated curriculum vitae, (2) a letter of recommendation from the Major Professor, (3) a current transcript, and (4) a letter of intent stating why they would like to switch to the Ph.D. program. The final decision will be made by the Graduate Committee in consultation with the Major Professor.

<u>Recommended 800-level Courses</u>

The following 800-level courses are recommended for BAE Doctoral students to meet the 800-level course requirement for their Programs of Study:

BAE 811, Advances in Particle Technology (3)
BAE 815, Graduate Seminar in Agricultural Engineering (1)
BAE 820, Topics in Green Stormwater Infrastructure Design (3)
BAE 840, Measurement Systems (3)
BAE 842, Advanced Biomass Thermochemical Conversion (3)
BAE 865, Advanced Ecological Engineering Design (3)
BAE 869, Advanced Watershed Modeling (3)

AGRON 816, Soil Physics (3)
AGRON 840, Crop Physiology (3)
AGRON 845, Reproducible Research and Scientific Computing (3)
AGRON 893, Agricultural Simulation Modeling (4)

BIOL 818, Advanced Aquatic Ecology (3)

CE 807, Applied Geostatistics (2)

CIS 830 Current Topics in Artificial Intelligence (3)

ECE 840, Computer Engineering Methods for Analysis, Simulation, and Design (3)
ECE 861, Applied Probability Theory and Random Process (3)
ECE 949, Advanced Topics in Computer Engineering (3)

GEOG 850, Topics in Environmental Geography (3)
GEOG 880, Spatial Data Analysis and modeling (3)
GEOG 890, Advanced Spatial Analysis Techniques (3)

GRSC 830, Physical Properties of Cereal Polymers (3)
GRSC 850, Grain Protein Chemistry and Technology (3)
GRSC 901, Starch Chemistry and Technology (3)
GRSC 902, Carbohydrates in Food (3)

HORT820, Quantitative Agricultural Remote Sensing (3)

IMSE 805, Management of Research and Engineering (3)
ISME 806, Engineering Project Management (3)

STAT 850, Stochastic Processes (3)
STAT 860, Linear Models 1 (3)
STAT 861, Linear Models 2 (3)
STAT 880, Time Series Analysis (3)
STAT 870, Analysis of Messy Data (3)
STAT 903, Statistical Methods for Spatial Data (3)

GRADE REQUIREMENTS

Graduate work is graded as A, B, C, D, F, credit/no-credit, pass/fail, incomplete, or withdrawn. For graduate credit, the grade in a course must be C or higher. To remain in good standing, a student must maintain a cumulative GPA of 3.0 or higher.

To be awarded a graduate degree, the student (1) must not be on probation, (2) must have a cumulative GPA of 3.0 or higher on graduate coursework and on coursework on the Program of Study, (3) must meet all the requirements of the Graduate School, the student's academic program, and the student's Supervisory Committee, and (4) must be enrolled during the semester in which the degree requirements are completed.

PROVISIONS AND DEFFICIENCY COURSES

A graduate student may be provisionally admitted due to deficiency course requirements and a low score in an English proficiency test (international students only). The provisional status

must be removed by successful completion of the deficiency courses (with grades of B or above) and successful completion of English courses required by the English Language Program at Kansas State University.

The policy on deficiency courses is given in Appendix II.

ACADEMIC HONESTY

All academic activities at Kansas State University are governed by honor, fairness, trust, and a readiness to give appropriate credit for the intellectual endeavors of others when credit is due. K-State's policy on academic dishonesty assures due process and provides guidelines for action in instances where the proper academic relationships and attitudes have broken down. Any student enrolling at K-State implicitly accepts the University's stipulations concerning academic honesty and the procedures they entail. The K-State Honor & Integrity system operates with the belief that college students are still developing in integrity. Students who are reported and found in violation are given educational sanctions in hopes of helping those students become better citizens in their professions.

Honor System

K-State has an Honor System based on personal integrity, which is presumed to be sufficient assurance in academic matters that one's work is performed honestly and without unauthorized assistance. All full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning, by registration in those courses, acknowledge the jurisdiction of the Honor System.

Faculty and students report violations of the Honor Pledge to the K-State Honor and Integrity System Director by filling out the Honor and Integrity System Violation Report form available at http://www.kstate.edu/honor/. Reports must be submitted within twenty (20) class days of the violation or of the discovery of the violation. When a report is submitted by a student, the GPD will consult with the faculty member who is the instructor of the course about filing the Honor and Integrity System Violation Report. Faculty members are urged to report the alleged violation when:

1. The faculty member alleges a violation and imposes an academic sanction (an academic sanction is any action that would lower a student's grade on an assignment); or

2. The faculty member alleges a violation and requests an investigation. The case investigation concludes once a decision has been made as to whether there is sufficient information to proceed to the adjudication stage.

Plagiarism

Plagiarism, is taking credit for someone else's ideas, intellectual work, or words by presenting it as your own. In a university setting, it means submitting academic, scholarly, or literary work in which you either claim or imply the material to be your

own, when that is not the case. Borrowing another's term paper, handing in a paper purchased from an individual or agency, or submitting papers from living group, club, or organization files are all considered plagiarism and punishable as such. The standard for attribution and acknowledgment of literary indebtedness is set by each discipline. Students should consult with their department or with recognized handbooks in their field. The guidelines apply to research assistants in their possible use of students' and colleagues' research and ideas, as well as to students' use of source materials and authorities, and student use of other students' ideas and work.

Other Forms of Academic Cheating

Other forms of academic dishonesty subject to penalties include, but are not limited to, unauthorized consultation of books, library materials, or notes during a test; use of hidden notes during an examination or looking at another student's answers; having another person supply questions or answers from an examination to be given or in progress; having another person take an exam or other graded activity in your place;

The Honor Council is the adjudicating body of the K-State Honor & Integrity System. The standard sanction for an Honor Pledge violation is the assignment of an XF on the student's transcript. The XF denotes failure in the course due to academic dishonesty – an Honor Pledge violation. If a sanction includes and XF, the Director of the K-State Honor & Integrity System shall contact the Registrar's office and authorize the grade of XF. The Hearing Panel may deviate from the XF grade sanction and consider any of the following sanctions for violations of the Honor Pledge:

1. A failing grade for the assignment in connection with which the violation of the Honor Pledge occurred;

2. A requirement to compete the Development and Integrity course prior to receiving a final grade in the class in which the Honor Pledge violation occurred;

3. Recommendation to the Provost that the student be suspended from the University;

4. Recommendation to the Provost that the student be expelled from the University; or

5. Other appropriate education sanction such as community service.

PROBATION AND DISMISSAL

Probation

Students may be placed on probation as a condition of their admission to graduate programs, if warranted by their academic record. In addition, students who fail to make satisfactory progress in their graduate programs will be placed on probation. Either of the following conditions will warrant probation:

1. A grade point average lower than 3.0,

2. The recommendation of the Major Professor or student's Supervisory Committee

that the student's progress is unsatisfactory.

Removal from Probation

Students on probation as a condition of admission will acquire good standing if they achieve a cumulative GPA of 3.0 in the first 9 credit hours of graduate level course work.

Students placed on probation for deficient grades will be restored to good standing if they achieve a cumulative GPA of at least 3.0. This must be achieved within 2 semesters for full-time students and within 12 credit hours for part-time students.

Students placed on probation may be restored to good standing upon the recommendation of the Major Professor and Supervisory Committee.

Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

1. Failure of a student, who is admitted on probation, to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate coursework, or failure of a student to meet other conditions specified in the admission letter.

2. Failure of a student, who is placed on probation for deficient grades, to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students.

3. Failure to meet published departmental or University requirements.

4. Failure to maintain satisfactory progress in research.

5. Failure in the final degree examination(s).

6. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.

7. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission or when the second period is a condition of reinstatement.

8. A recommendation for suspension or expulsion by the Honor Council.

Reinstatement

Student who has been denied continued enrollment may petition for reinstatement to the same program or for admission to a different one. The procedures for reinstatement are described the Graduate Student Reinstatement Procedure in the KSU Graduate Handbook.

Students whose petitions are granted are readmitted on probation as a condition of

readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the student who has been reinstated must satisfy conditions for removal from probation.

GRADUATE RESEARCH ASSISTANTSHIP

When granted a research assistant position, students are given the privilege of being a University staff member. Graduate research assistants must follow all rules and regulations of the University. If there are questions about the rules and regulations of the University, the Major Professor or the Department Head can answer those questions.

All graduate research assistants are appointed on a 9-month basis. A graduate research assistant may be reappointed during summer months with the recommendation of the Major Professor. Please note that summer appointments are not automatic. The recommendation on assistantship renewal will be based according to the annual review of the student report form conducted by the Major Professor and reviewed by GPD and/or department head. The student annual report form is provided below.

An assistantship is not a scholarship. A graduate research assistant is expected to work on research projects and to assist his/her Major Professor for 16 hours per week with a 0.4 time appointment, and 20 hours per week with a 0.5 time appointment. At the discretion of the Major Professor, work assignment may or may not be related to the research project for which the student is writing their thesis or dissertation about.

Graduate students are expected to work during academic holidays such as spring break, semester break, and so on (i.e., whenever the University is open) in the same manner as the support staff. The University offers no vacation benefit for graduate students.

International students must obtain a work permit to be eligible to work on campus. To obtain a permit, contact the office of International Student and Scholar Services.

Termination

A Research Assistantship may be terminated, with a written notice given to the student at least 30 days in advance, if project funds are depleted or if performance of the research assistant in research work or course work is considered unsatisfactory by the Major Professor.

At the end of the first semester a graduate student with a research assistantship is enrolled, a term review is conduct by the Major Professor and the GPD to evaluate performance of the student in courses and assigned work. An unsatisfactory performance may lead to termination of the research assistantship for the next semester. In this case, a written notice should be given to the student by the Major Professor at least 15 days in advance.

Resignation

A graduate student with a research assistant appointment should give a written notice to the Major Professor or the Department Head at least 30 days in advance, if the student decides to resign from the position.

Duration of Support

Students are expected to make effective progress toward completion of their degrees and research projects. Only under special circumstances will Graduate Research Assistantships be extended beyond 24 months for Master's students and 36 months for Doctoral students.

Leave

All Graduate Research Assistants are appointed on a 9-month basis and, thus, are not eligible for annual leave. A graduate student should inform the Major Professor in advance when planning to take a short period of leave. The Major Professor and the student should arrive at an agreement such that the student's and the Department's needs are both accommodated.

MINIMUM ENROLLMENT

Minimum Credit Hour Requirement for Domestic Students

For domestic students there is no minimum requirement. However, to be considered full-time:

1. If not on an assistantship, 9 credit hours per semester (Fall/Spring) and 6 credit hours for Summer (if starting in Summer).

2. If on an assistantship, 6 credit hours per semester (Fall/Spring) and 1 credit hour for Summer (if starting in Summer).

Minimum Credit Hour Requirement for International Students

For International students, the minimum requirement is:

1. If not on an assistantship, 9 credit Hours per semester (Fall/Spring) and 6 credit hours for summer (if starting in Summer).

2. If on an assistantship: 6 credit Hours per semester (Fall/Spring), 1 credit hour (if starting in Summer).

For I-20/Visa purposes, an international student starting in Fall or Spring is not required to enroll in Summer.

Graduate students should coordinate their enrollment and dropping/adding courses with their Major Professor.

REDUCED ENROLLMENT

The Reduced credit hour load is offered to International students who are having academic difficulty, medical reasons, or in their final semester. This permits study below the required minimum enrollment noted in the "Minimum Enrollment" section. The student must have a prior approval from an International Student Advisor in the International Student and Scholar Services (ISSS) Office, and must submit The Reduced Course Load Approval Form to the ISSS Office prior to the beginning of the semester the student intends to be in less than a full course of study.

Reduced Enrollment for Academic Difficulty and Medical Reasons

1. For academic difficulties, the student is allowed to enroll in a minimum that is equivalent to half-course load (5 credit hours if not on an assistantship and 3 if on an assistantship). This enrollment reduction can be approved only once during the degree program.

2. For medical reasons, the student is allowed to enroll for a minimum credit hour (can be as low as 0) determined by the medical representative. This can be done for a maximum of two semesters.

Reduced Enrollment for Final Semester

For international students, an exception can be made by the Graduate School and the ISSS to allow them to enroll in less than the six-hour requirement and be assessed resident tuition based on their employment status during their last semester.

During their final semester, graduate students may be employed on a graduate student appointment (GRA, GTA or GA) and enroll in less than six hours if the appointment ends by November 17 (fall semester) or April 17 (spring semester). The number of hours enrolled determines the length of employment on a graduate appointment during the final semester as noted in the table below.

Hours Enrolled	Fall Appointment Ends by	Spring Appointment Ends by
5	November 17	April 17
4	October 31	March 30
3	October 15	March 13
2	September 30	February 28/29
1	September 14	February 14

To have tuition assessed at the resident rate while enrolled in less than six hours for the semester, the student must meet the following conditions:

1. Be in their last semester,

2. Complete all degree requirements by the deadline (https://www.k-

) specified by the Graduate School, and

3. Graduate in the respective semester.

The form must be signed by the student, Major Professor, and Department Head. If the student does not complete degree requirements and graduate as stated on the form, they will be reassessed at the non-resident rate and will have to pay that amount following the semester for which the waiver was granted.

MANUSCRIPT PREPARATION

Policies on manuscript preparation as a part of degree requirements for graduate students in the Department of Biological and Agricultural Engineering are as follows:

1. For a M.S. degree candidate: A draft of at least one manuscript is required before scheduling the final oral examination and a final draft of the manuscript should be submitted to the Major Professor before the student's final thesis is approved.

2. For a Ph.D. degree candidate: Drafts of at least two manuscripts are required before scheduling the final oral examination and final drafts of the manuscripts should be submitted to the Major Professor before the student's final dissertation is approved.

ANNUAL REPORT

All graduate students are required to submit an annual report to their Major Professor at the end of the Spring semester.

The annual report will be reviewed by the Major Professor and the GPD. A decision on continuation of the GRA or GTA support for the next academic year will be made based on the review.

The form for Annual Report for Master's and Doctoral students can be found in Appendices III and IV, respectively.

GRADUATE STUDENT OF THE YEAR AWARD

Each year, a Graduate Student of the Year Award is given to an exceptional BAE graduate student in recognition of outstanding academic performance, research accomplishments and overall contribution to the department and profession. The award is open to BAE graduate students who are enrolled in the BAE M.S., accelerated M.S., or Ph.D. program during the current academic year. A student may receive the award only once for each degree.

The Graduate Committee will select the awardee. The criteria and procedure of the

selection are given in Appendix V.

BAE GRADUATE STUDENT ORGANIZATION (GSO)

The BAE GSO is open to all enrolled graduate students (full- or part-time) in the Department of Biological and Agricultural Engineering at Kansas State University. BAE GSO plans numerous activities throughout the semester, such as graduate seminars, sports competitions, and social events, which enable graduate students to network, communicate, exercise, and relieve stress from academic work.

The missions of the BAE GSO are:

1. To represent the graduate student body in the BAE Department.

2. To provide a forum for graduate student opinion.

3. To voice graduate student opinion in all matters of mutual interest to graduate faculty and students.

4. To promote professional interest and fellowship among graduate students.

More information about the BAE GSO can be found in OrgCentral.

MISCELLANEOUS INFORMATION

KSU Graduate Handbook

The University Graduate Handbook provides answers to general questions about the policies and procedures of the University and the Graduate School. The Handbook can be found on the Graduate School's Web site (http://www.ksu.edu/grad/handbook/). It is your responsibility to know the Graduate School policies and procedures.

Graduate School Forms

Most Graduate School student forms can be submitted electronically. You will be prompted to login with your K-State eID and password to access these forms. Electronic forms cannot be saved and must be completed in one session. The following forms can be found at https://www.k-state.edu/grad/about/forms/#:

- Program of Study
- Program and Committee Change
- Approval to Schedule Final Examination
- Request for Preliminary Examination Ballot
- Request for Proxy for Final Examination
- Request to Retake a Graduate Course

- Graduate Certificate Completion
- Commencement Participation (Master's Only)

For faculty and staff:
- Nomination for Graduate Faculty Membership and/or Certification ([DOC](), [PDF]())
- Nomination for Non-Graduate Faculty to Teach Graduate Courses ([DOC](), [PDF]())
- [One-page CV template]() for graduate faculty nominations

For Master's students:
- Final Examination Course Revalidation ([Word]()) ([PDF]())
- Program of Study Course Revalidation ([Word]()) ([PDF]())
- Current K-State Master's Student Continuing for a Doctoral Degree in the same curriculum (Domestic student [PDF](), International student, [PDF]())
- [Graduate School Exit Survey]()

For Doctoral students:
- Program of Study Course Revalidation ([Word]()) ([PDF]())
- [Survey of Earned Doctorates]()
- [Graduate School Exit Survey]()

Miscellaneous:
- [Special Enrollment Access Request Form]() - Undergraduate students requesting to take courses for graduate credit and graduate students requesting to take courses for undergraduate credit.
- Request for Non-Resident Tuition Waiver - Graduate Assistantship Terminating Prior to End of Student's Final Semester ([PDF]())
- Notice of Grievance ([Word]()) ([PDF]())
- Certificate of Translation ([PDF]()) - A request to have official documents translated
- Graduate Student Parental Leave Academic and/or Employment Accommodation Application ([Word](), [PDF]())
- Academic Accommodation Frequently Asked Questions ([PDF]())
- Employment Accommodation Frequently Asked Questions ([PDF]())

Graduate Student Office Space

Students are provided with an office area that includes a desk and access to a computer for use in performing academic duties and for routine study purposes. A BAE office professional will assist with assigning an office and requesting a computer.

Computer Network

The Engineering Computing Services (CECS) manages the computers and network for the Department and provides information technology support to the students, faculty, and staff of the entire College. Contact CECS (support@engg.ksu.edu) if you need help in any computer-related issues. You may also contact the University IT Service Desk by visiting support.ksu.edu on Web, calling (785) 532-7722 or (800)

865-6143, or visiting their office in person in Hale Library, 2nd floor.

Printers

Graduate students do not have access to the main office (Seaton 1016) printers. Printer access is available in the student computer room (Seaton 1029) and the graduate student office (Seaton 0016).

Telephone

There are no graduate student office phones available.

Office Refrigerator/microwave

Refrigerators are available in the graduate student offices in Seaton 0016 and Seaton 0007. Microwaves are available in Seaton 0007 and Seaton 1044.

Copy Machine

The copy machine is for copying project and research related materials with the approval of your Major Professor. Copies of your thesis/dissertation for Graduate Committee members may be made with no charge. Personal copies can be made at the Union or off-campus copy centers.

Fax Machine

There is a Department Fax machine available for your use in the main BAE office of Seaton 1016 on research and other Department businesses. Personal faxes are not allowed.

Mail

There is a mailbox in the workroom of Seaton 1057 with your name on it. This mailbox is available for you to receive University-related business mails. You are expected to check your mailbox on a regular basis. Please have your personal mail sent to your home address.

You may use the following address as your business address:

Biological & Agricultural Engineering
Kansas State University
920 N. Martin Luther King Jr. Dr.
1016 Seaton Hall
Manhattan, KS 66506
Phone: (785) 532-5580
Fax: (785) 532-5825

Conference Rooms

The Department Conference Rooms (Seaton 1021and Seaton 1044) are available for oral examinations and Graduate Committee meetings. You may reserve the conference room by checking with Department staff in Seaton 1016.

Office Staff

The Department office staff in Seaton 1016 is available to assist you in preparing and formatting papers, posters, and proposals with the permission of your Major Professor. You are responsible for typing your own Program of Study. The office hours are from 8 a.m. to noon and from 1 p.m. to 5 p.m., Monday through Friday.

Paychecks

For those on payroll, biweekly paychecks are sent to your home or your bank every other Friday. If the paycheck is mailed to your bank, you will receive a notification the day before your check is received by your bank. Your paychecks are subject to tax depending on various international treaties. If you are receiving tuition in lieu of salary, you will also be taxed on the benefit on your tuition being covered. Human Capital Services spreads this tax out on 6 pay periods in the fall and spring semesters and 4 pay periods in the summer semester depending on the amount of tuition being covered by the Department that specific semester. Please note that you **cannot** begin receiving compensation for your work until you have requested a social security number (international students) and completed the required hiring paperwork (all students).

Health Insurance

Graduate students appointed to a 0.5 graduate teaching assistantship (GTA), graduate research assistantship (GRA), or graduate assistantship (GA), or any combination of the three are eligible for the GTA/GRA/GA option of the student health insurance plan. You also have the option to purchase dental and vision insurance.

For on-campus, domestic graduate students who are not on a 0.5 GTA, GRA, or GA appointment may be eligible to enroll in the Kansas Board of Regents Student Insurance Program contracted through United Healthcare Student Resources. You also have the option to purchase dental and vision insurance.

Issuance and Use of Keys

As a graduate student, you will be issued an office key that gives you access to your graduate office by an office professional in Seaton 1016. If access to certain labs or other areas of the Department is needed, your Major Professor must contact an office professional to give permission. Once completed, the office professional will give the graduate student instructions on when and how to pick up the key(s).

Keys are not transferable from person to person. You are responsible for replacing lost or stolen keys. Lost keys represent serious Department security problems. Keys must be returned when you no longer need them or when you leave the University.

NOTE: Graduate students, staff, and faculty are urged to contribute to the security of the department by seeing that laboratories and offices are locked.

Use of Departmental Vehicles

Departmental vehicles are available for official purposes only. On a yearly basis, August 1 to July 31, all graduate students must sign and return the vehicle authorization form (Appendix VI) with their Major Professor's signature as this gives permission to utilize a Department vehicle. They also need to read and sign the department's state vehicle checklist (Appendix VII) before they can drive any of the state vehicles.

When a graduate student needs to use a departmental state vehicle, he/she must come to the department main office in Seaton 1016 to check out a vehicle and ask for the logbook to record the destination, driver, mileage and the account number to charge the mileage for the trip.

Purchasing

Only charges directly related to a research project can be made on Department accounts. Every purchase must be approved in advance by the principal investigator of the project. Before you place an order, please see the Department Accountant for instructions regarding requisitions and the ordering process. Requisitions must be obtained from the Department Accountant for all purchases on campus, with the exception of Office Supplies, the K-State Union Bookstore, and Hale Library. Office Supplies and the Union will give you an invoice, which must be promptly submitted to the Department Accountant with a detailed description of the item and the project to be billed. If you need to make copies at Hale Library, obtain authorization from your Major Professor and notify the Department Accountant so that your name can be added to the list of authorized names. Local purchases can be made only when the items you need are not available on campus. Requisitions or purchase orders are not required for local purchases. However, you need to check with the Department Accountant to see if the Department has an account established and if any written authorization is required for purchase. A Purchase Order issued by the Department Accountant is required for all telephone or Internet orders. Check with the Department Accountant for procedures for any orders over $500, as special purchase procedures may apply. You must turn in receipts for all purchases you make to the Department Accountant. Each receipt should show your full name, your Major Professor's name, and the project number from which the purchase will be paid.

Graduate Student Travel

Graduate students are encouraged to attend selected professional/scientific conferences and industry/commodity sponsored meetings. Reimbursement will be dependent upon availability of funding. The student will be responsible for making

hotel and travel arrangements within the Kansas State University/State of Kansas guidelines.

Graduate students with limited or no travel funding may apply for partial travel funding from the KSU Graduate Student Council (GSC) through a formal application process. Additional information regarding eligibility and applications can be found [here](#).

Machine Shop and Laboratory Facility Use

The Department has a machine shop and several laboratory facilities for research use. These facilities are to be used for Department-related projects only.

The use of machine shop is restricted to 8 am – 5 pm on weekdays. To use the machine shop, check with and report to the shop manager and your Major Professor. You must have prior training for the safe use of tools or equipment before using them. If you have not had the training, ask the shop manager for instructions or help. Report any broken items or safety problems to the shop manager. All tools and equipment used should be returned to their original locations. If a tool or a piece of equipment is needed at your work area, check with your Major Professor about its operational procedure. Clean premises thoroughly after each use.

For use of laboratory facilities other than your assigned facility, be sure to check with and report to your Major Professor and the faculty member in charge of the facility. Do not remove tools, instruments, or equipment from a laboratory facility without permission from the faculty member in charge. Be sure to return all items to their original locations and to clean the area after each use.

Check List for New Graduate Students

After arriving at Manhattan, you should go through the following steps to start your life and study at KSU:

1. Check in with the Graduate School

   Bring your original transcripts and diploma showing previous coursework and degrees earned. The Graduate School will matriculate your record, allowing you to enroll in classes.

2. Check in with the International Student and Scholar Services (ISSS) (for international students only)

   Have your immigration documents scanned and saved for uploading purposes. Documents include passport (pages with photo and expiration date), I-94, I-20, or DS-2019. You will upload these documents in the ISSS check-in survey.

3. Get access to K-State systems

If you are brand new to K-State, set-up your eID soon after accepting your admission offer. Your eID is your K-State user name and the first part of your email address (your_eID@k-state.edu). Your eID is used to access University software and labs, enroll in classes, accept financial aid, sign in to K-State e-mail, view online paychecks, and much more. You will use your eID to complete many "getting started" tasks online even before you arrive to campus.

4. Obtain the K-State ID card

   Visit the ID Center website or visit the office in person in the K-State Student Union for instructions on how to obtain an ID card. There is a $25 fee for a new card, but if you have been appointed to a graduate assistantship, you can get an ID card for free!

5. Check in with the Department office staff to

   - Obtain Department keys.

     If you are a new graduate student, you must bring your Wildcat ID to the Department office, along with permission from your Major Professor, to get electronic or physical keys to your office and whatever laboratories and areas your Major Professors wants you have access to.

   - Locate the office space and computer assigned to you.

   - (For GRA and GTA) Obtain work permit from the Department accountant to apply for Social Security number (for international students only)

   - (For GRA and GTA) Work with the Department Accountant to establish payroll.

6. Fulfill the University health requirements

   As part of K-State's comprehensive and proactive approach to encourage students to stay safe and healthy, K-State requires all new students to complete the web-based Alcohol and Sexual Assault Prevention Program (ASAP). After enrolling for classes, you will receive an email invite from *Get Inclusive* to complete the program. You will have 20 days to complete the training.

7. Attend welcome and orientation sessions

   Prior to each fall and spring semester, the Graduate School and other K-State units coordinate informational sessions and community building activities to welcome new students and help them launch their new educational career.

8. Plan for enrollment and program curriculum

   Consult with your GPD or Major Professor about the courses in which you should enroll your first semester. Once you know what classes to take, login to KSIS to enroll.

9. Prepare for research, scholarly, and creative activities

   If you will be engaging in research, scholarly, or creative activities as part of your graduate program, consult with your graduate program director or faculty advisor about any required training or other steps you need to take to prepare for these activities.

10. Enroll in classes

   - For U.S. citizens/permanent residents: As long as enrollment has opened for your term of admission you can enroll in classes as soon as you have been admitted. Refer to K-State's [Academic Calendar](#), which outlines dates for when enrollment opens.
   - For Non-U.S. citizens: You must first arrive to campus and check in with the Graduate School. Our admissions staff will matriculate your student record, and then you will be able to enroll in classes.

11. Sign up for K-State Alerts

   K-State Alerts is Kansas State University's emergency notification system that gives campus authorities the ability to communicate emergency information quickly to the University community. Alerts are automatically sent to K-State email addresses, but you can also sign up to receive alerts by text or phone.

12. Purchase parking permit or bicycle permit

   If you plan to park a vehicle on campus, visit K-State's [Parking Services website](#) for information about parking permits and to order your parking permit through "K-State Online Parking."

   If you will be using a bicycle on campus, visit Parking Services to obtain a free bicycle permit. You should also [register your bicycle](#) with Parking Services and make sure you are familiar with [bicycle regulations](#).

Check List for Leaving Campus

If you are on the payroll, you will need to complete a Clearance Certificate to receive your last paycheck. Please pick up this form from the Department Accountant in the main office at least two working days before your departure from the University. The Clearance Certificate must be hand carried around campus in order to obtain signatures from Hale Library, I.D. Card Center, Facilities Key Control, and Parking

Services. Please leave a forwarding address with the Department accountant and office staff.

The graduate student check-out procedure is summarized as follows:

1. Complete Exit Interview Form

2. Make appointment with Department Head for Exit Interview

3. Exit Interview

4. Return Department keys to office staff

5. Return all books to Major Professor and Department library

6. Give office staff forwarding address

7. Complete the change of address forms with Postal Service for any mail that is delivered to Department. If this is not done, your mail will not be forwarded

8. Clean laboratory facility used and return all equipment or tools to their proper places.

9. Submit a list of inventory items that you used and their locations to your Major Professor

10. Clean out your graduate office space

Exit Interview

Before leaving the University, the Department Head requests that you complete an Exit Interview form and visit with them to discuss your experiences with K-State and the BAE Department. Please notify the office staff when you are planning to leave campus.

LIST OF ABBREVIATIONS

ASAP: Alcohol and Sexual Assault Prevention Program

BAE: Biological and Agricultural Engineering

BSE: Biological Systems Engineering

B.S.: Bachelor of Science

CECS: College of Engineering Computing Services

CV: Curriculum Vitae

EDTR: Electronic Thesis, Dissertation, and Report

eID: Electronic identification

ENVE: Environmental Engineering

GA: Graduate Assistant

GPA: Grade Point Average

GPD: Graduate Program Director

GRA: Graduate Research Assistant

GSO: Graduate Student Organization

GTA: Graduate Teaching Assistant

ISSS: International Student and Scholar Services

IT: Information Technology

KSIS: K-State Student Information System

K-REX: K-State Research Exchange

KSU: Kansas State University

M.S.: Master of Science

Ph.D.: Doctor of Philosophy

APPENDIX I, ACCELERATED PROGRAM

Accelerated program in Biological and Agricultural Engineering

The Department of [Biological and Agricultural Engineering](#) (BAE) of Kansas State University (KSU) offers courses of study leading to a (B.S./M.S.) in engineering. A student that successfully completes this program will receive both a B.S. BSE and an M.S. BAE degree from the Biological and Agricultural Engineering Department (BAE). The bachelor degree component of the accelerated degree is being awarded when the student completes all the bachelor degree requirements, whereas the master degree component of the accelerated degree is being awarded when the student completes all the master degree requirements. This program has thesis and report formats.

Admission Requirements:

A student must petition Kansas State University's Graduate School to be admitted into this program. The following requirements must be met before an individual can be admitted into this program.

The student must be seeking a B.S. BSE degree from the Department of Biological and Agricultural Engineering (BAE).

The student must have completed at least 80 credit hours of his/her undergraduate degree.

The student's cumulative undergraduate GPA must be at least 3.25.

The student must have a member of KSU's Graduate Faculty in the BAE department agree to be his/her major professor (this professor can be changed in accordance to KSU's policies.)

The student must be accepted to this program before receiving his/her B.S. BSE degree.

Program Formats and Guidelines:

Since there is some overlap between undergraduate and graduate study, some graduate courses will satisfy the degree requirements for the undergraduate degree. A maximum of 9 graduate credit hours from the M.S. BAE degree can be counted toward the B.S. BSE degree. Some additional conditions are:

The student must complete 30 graduate credit hours with a graduate GPA of at least 3.0.

The student must complete all B.S. BSE undergraduate requirements with the exception that up to 9 credit hours taken for graduate credit can also count toward his/her undergraduate degree requirements.

At least 18 of the graduate credit hours on the Graduate Program of Study must be in classes at the 700 level or above.

Once a student applies for this program, he/she must be continuously enrolled to complete this program. If a student is not enrolled for a fall or spring semester, this student loses the ability to count graduate credit hours toward his/her undergraduate degree.

A student pursuing a thesis format must complete at least 6 credit hours of Masters Thesis (BAE 899).

A student pursuing a report format must complete 2 credit hours of Masters Report (BAE 898).

Once an individual is admitted to the accelerated M.S. BSE/M.S. BAE degree program, the student should consult the graduate handbook for policies and procedures for graduate degrees, which include: supervisory committee, final examination, thesis defense, etc. The student's supervisory committee must approve the Program of Study, which is a statement of that student's graduation requirements.

Once a student has completed all of the graduation requirements, he/she will graduate with both a B.S. BSE and an M.S. BAE degree in the same semester. In the event that a student begins this program, but does not wish to finish the M.S. BAE degree requirements, he/she must change the nine credit hours of his/her graduate classes to undergraduate credit and then he/she will receive a B.S. BSE degree. Once the student has completed the required 128 credit hours, the BAE Graduate Committee will evaluate whether or not the student will be allowed to continue the B.S. BSE/M.S. BAE program based upon KSU Graduate School policies. If the committee doesn't allow the student to continue with the program, then, upon completion of

the B.S. BSE requirements, the student will graduate with a B.S. BSE degree. In either of these two cases, the student loses the ability to count courses toward both his/her undergraduate and graduate degree requirements.

Additional Procedures:

Each semester a student in this program must enroll in either BAE 815 (Graduate Seminar) or BAE 020 (Engineering Assembly). For at least one year, the student must be enrolled in BAE 815.

Program Format and Minimum Requirements*

An entering student must be pursuing a B.S. BSE and have at least a cumulative 3.25 GPA. The student must enroll in this program after completing 80 undergraduate credit hours, but before his/her B.S. degree is awarded.

The format for this program are as follows:*

	Thesis	Report
BAE Courses (excluding Seminar)	9	9
Other Courses and Electives	13	17
Thesis or Report	6	2
BAE 815 (Graduate Seminar	2	2
TOTAL GRADUATE CREDITS	30	30

Other Policies:

*Actual degree requirements will be summarized on an approved plan of study. Some general guidelines include:

The student must complete all of the B.S. BSE undergraduate requirements with the exception that up to 9 credit hours taken for graduate credit can also be counted toward his/her undergraduate degree requirements.

The student must complete at least 30 graduate credit hours.

At least 18 hours of graduate courses must be at or above the 700 level.

Graduate courses in the BAE department must be at or above the 600 level.

Graduate courses outside the department must be at or above the 500 level.

Continuous enrollment required.

Each semester a student must enroll in either BAE 020 or BAE 815 and complete at least 2 semester hours of BAE 815 for credit.

APPENDIX II, POLICY ON DEFICIENCY COURSES

– Revised SU2015

For graduate students admitted to the Graduate School of Kansas State University (KSU) to pursue graduate degrees through the Department of Biological and Agricultural Engineering (BAE), the following policy for deficiency removal is approved by the BAE Graduate Committee in August, 2015:

1. The following mathematics, physics, and chemistry courses or their equivalents are required for all applicants. Applicants who do not meet these requirements should take the courses they have not taken on the list for deficiency removal:

   MATH 220 Analytical Geometry and Calculus I
   MATH 221 Analytical Geometry and Calculus II
   MATH 222 Analytical Geometry and Calculus III

   PHYS 213 Engineering Physics I
   PHYS 214 Engineering Physics II

   CHEM 210 Chemistry I
   CHEM 230 Chemistry II

2. The following courses for deficiency removal are listed for an applicant with a B.S. degree in an engineering discipline which is different from biological, agricultural, and other similarly named engineering, or an applicant with a non-engineering B.S. degree:

   GROUP A:
       CE 530 Statics and Dynamics
       ME 513 Thermodynamics I
       ME 571 Fluid Mechanics

   GROUP B:
       BAE 450 Off-Road Machinery Power Components
       BAE 545 Biological Process Engineering
       BAE 560 Natural Resource Engineering I
       BAE 640 Instrumentation and Control for Biological Systems

   a. Required deficiency courses for an applicant with a B.S. degree in an engineering discipline which is different from biological, agricultural, or other similarly named engineering:

      BAE 445 Biological Engineering Fundamentals
      One course out of Group A*
      One course out of Group B*
            *Depending on a student's background and research interest area

b. Required deficiency courses for an applicant with a non-engineering B.S. degree:

    BAE 445 Biological Engineering Fundamentals
    Two or three courses out of Group A*
    One course out of Group B*
        *Depending on a student's background and research interest area

3. The student's major professor, based on the student's academic background and research area, may require other deficiency courses.

4. The provisional status must be removed by successful completion of the deficiency courses with grades of A or B.

5. Generally, faculty will not pay tuition for the deficiency courses.

APPENDIX III. BAE GRADUATE STUDENT ANNUAL REPORT (M.S.)

KANSAS STATE UNIVERSITY
Annual Progress Report for Masters Students

Name   Student ID_____

Portion Completed by the Student

<u>Academic Progress</u>
A copy of the current Program of Study should be attached to this report.

Date of entrance into program:*_____Expected completion date:_____

Most recent contact with the major professor/supervisory committee:_____

Date or expected date of thesis proposal approval:_____

Date or expected date of thesis defense:_____

Current GPA:_____   Number of credits below a "B":_____

Remaining required courses:

<u>Professional Performance and Potential</u>
The student should attach the following information:

1. Professional goal statement
2. Specific objectives for the next academic year
3. Abstracts submitted or accepted
4. Papers submitted or published
5. Participation on funded grants
6. Participation in departmental activities
7. Other professional activities

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your overall career goals during the past year. If you feel you are not making progress, explain why. Include perceived faculty, department, or college barriers that hinder your program progress.

*If admitted on provisional status, date admitted to full status: _____

Name_____Student ID_____

Portion Completed by the Major Professor

Academic Performance

Has the student made acceptable progress during the evaluation period? Please comment below:

Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student   Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student_____ Date_____

Major Professor   Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor_____ Date_____

Department/Program Director_____ Date_____

When both the student and the major professor have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report with the department/program director's signature should be placed in the student's permanent file. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department/program director.

Note: Graduate programs may choose to use this form for either an annual, a semester, or an academic year evaluation.

APPENDIX IV. BAE GRADUATE STUDENT ANNUAL REPORT (PH.D.)

KANSAS STATE UNIVERSITY
Annual Progress Report for Doctoral Students

Name_____Student ID_____

Portion Completed by the Student

<u>**Academic Progress**</u>
A copy of the current Program of Study should be attached to this report.

Date of entrance into program:*_____Expected completion date:_____

Most recent contact with the major professor/supervisory committee:_____

Date or expected date of preliminary examination:_____

Date or expected date of dissertation proposal approval:_____

Date or expected date of dissertation defense:_____

Current GPA:_____   Number of credits below a "B":_____

Remaining required courses:

<u>**Professional Performance and Potential**</u>
The student should attach the following information:
1. Professional goal statement
2. Specific objectives for the next academic year
3. Abstracts submitted or accepted
4. Papers submitted or published
5. Participation on funded grants
6. Participation in departmental activities
7. Other professional activities

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your overall career goals during the past year. If you feel you are not making progress, explain why. Include perceived faculty, department, or college barriers that hinder your program progress.

*If admitted on provisional status, date admitted to full status: _____

Name_____Student ID_____

Portion Completed by the Major Professor

<u>Academic Performance</u>

Has the student made acceptable progress during the evaluation period? Please comment below:

Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student   Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student_____ Date_____

Major Professor   Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor_____ Date_____

Department/Program Director_____ Date_____

When both the student and the major professor have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report with the department/program director's signature should be placed in the student's permanent file. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department/program director.

Note: Graduate programs may choose to use this form for either an annual, a semester, or an academic year evaluation.

APPENDIX V. BAE GRADUATE STUDENT OF THE YEAR AWARD

Objective of the Award
The Graduate Student of the Year Award is given to an exceptional BAE graduate student in recognition of his/her outstanding academic performance, research accomplishments and overall contribution to the department and profession.

Eligibility
The award will be open to BAE graduate students who are enrolled in the BAE M.S. or Ph.D. program during the current academic year and have filed a Program of Study. A student may receive the award only once for each degree.

Nature and Condition of the Award
The award will be a certificate and a monetary award. The recipient will receive special recognition at the Department Scholarship and Award Reception and will be nominated for the Graduate Student of the Year Award of the Mid-Central ASAE Conference.

Nomination and Selection Procedures
The BAE Graduate Committee Chair shall initiate the awards nomination process by sending the award guidelines to all BAE faculty and graduate students. Faculty and students may submit a letter of nomination detailing a candidate's performance and outstanding accomplishments. The deadline for submission of the nomination is January 31. The Graduate Committee Chair will ask each nominee to provide a curriculum vitae and names of three references. The winner will be selected by the BAE Graduate Committee by February 28. No more than one award will be given each year.

Award Criteria

1. Academic performance (GPA, strength of Program of Study, timeliness in filing Program of Study and proposing research project, etc.)
2. Research track record and research potential (journal articles, technical papers, scholarly presentations, performance in Graduate Seminar, honors and awards, etc.)
3. Leadership and service contributions to the Department, University, and professional societies

Department State Vehicle Authorization Form
August 1, 2022 to July 31, 2023

Print Name: _____

Wildcat I.D. Number: _____

Driver's License Number: _____ State _____ Expiration Date: _____

Local Address: _____ City: _____ State: _____

Cell Phone: _____ Other Phone: _____

KSU e-mail address: _____

Advisor/Supervisor: _____

Name and phone numbers of person to contact in case of emergency:

Name: _____

Address, City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Auto Insurance Company: _____

Policy Number: _____ Expiration Date: _____

Phone Number: _____

I hereby certify that I understand the risks and responsibilities associated with driving departmental vehicles; I have experience with driving a vehicle in urban, rural, and highway conditions; and I am comfortable driving cars as well as pickup trucks and passenger vans. I have read Chapter 3040 "Insurance for Self-Propelled Vehicles" https://www.kstate.edu/policies/ppm/3000/3040.html and Chapter 6420, "State Owned Vehicle Usage" https://www.kstate.edu/policies/ppm/6400/6420.html of the Kansas State University *POLICIES AND PROCEDURES MANUAL* and understand the responsibilities with driving state owned vehicles and agree to abide by the policies.

_____

Signature of Student/Faculty   Date

As the supervisor/advisor of this student/faculty member, I approve his/her use of departmental vehicles, but assume no risk or responsibility.

_____

Signature of Advisor/Supervisor   Date

APPENDIX VII. STATE VEHICLE CHECKLIST

STATE VEHICLE CHECKLIST   **August 2022**

AUTHORIZED DRIVERS
- Only authorized drivers may check out or drive this vehicle – approved by your supervisor
- Unauthorized persons may not check out or drive this vehicle
- The person who checks out this vehicle is the responsible person
- Contact the Main BAE office at 785-532-5580 to become an authorized driver.

DAMAGE TO VEHICLE
- Check entire vehicle for damages. Write the date and a short description of the damage in the vehicle log book. Let the office staff know of the issue when you return the book to the Main BAE office in 1016 Seaton Hall.

MILEAGE
- Chart mileage at completion of each trip.
- Total miles driven will be the difference between leaving and returning.
- Fuel miles may be recorded on a separate line between leaving and returning.

CREDIT CARDS
- One credit card is assigned to each vehicle.
- Use it and keep it in the bottom zipped pouch of the log book.

FUEL
- If the fuel gauge registers ½ or less, RE-FUEL before you return the vehicle.
- If you are a long-distance driver, RE-FUEL before you return the vehicle to campus.

RECEIPTS
- Place all fuel receipts in the zipped pouch in the front of this book.

KEYS
- Keys are to be kept in the zipped pouch, along with the credit cards.
- Spare keys are kept in the Main BAE office of 1016 Seaton Hall.

VEHICLE BOOK & RETURN OF VEHICLE
- The ENTIRE BOOK must be picked up and returned to the Main BAE office in 1016 Seaton Hall after each time the vehicle is driven.
- This book may not be passed from one driver to the next.
- PLEASE PARK THE VEHICLES IN ONE OF OUR BIO & AG ENGG/EXTBAE PARKING STALLS UPON YOUR RETURN TO CAMPUS WHICH IS LOCATED IN BACK OF SEATON HALL. DO NOT BACK THE CAR IN THE STALL.
- Remember to keep the vehicles clean inside and out!
- The Main Biological & Agricultural Engineering office is located at 1016 Seaton Hall. Phone Number: 785-5325580

EMERGENCIES

See the insurance information under the registration/title/insurance tab.

   When Necessary:

      Campus Police 785-532-6412   City Police 785-537-2112

      Highway Patrol 785-782-8100   Or dial 911

Or call the staff in the Main office at 785-532-5580

I have read these policy and procedures:
Print Name:
_____
Signature:
_____