

***CONSTITUTION AND BYLAWS***

***GRADUATE PROGRAM IN ANATOMY AND PHYSIOLOGY***

*DEPARTMENT OF ANATOMY AND PHYSIOLOGY  
KANSAS STATE UNIVERSITY  
MANHATTAN, KANSAS*

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## ***CONSTITUTION AND BYLAWS***

*Adopted 28 January 1977*

### ***CONSTITUTION***

#### ***ARTICLE I. PROGRAM***

- 1.0 The department offers a Graduate Program in Anatomy and Physiology.
- 2.0 Specialty subdisciplines in the program include the areas of Anatomy, Pharmacology, Physiological Chemistry, Physiology, and Toxicology.

#### ***ARTICLE II. PURPOSE***

- 1.0 The purpose of the Graduate Program in Anatomy and Physiology is to offer master's and PhD degrees. The program will establish a forum for student and faculty interaction.
- 2.0 The Graduate Program in Anatomy and Physiology will be governed by rules and regulations adopted by the University Graduate Faculty and the Graduate Council as set forth in the Graduate Faculty Handbook and by additional program policies established by the Departmental Graduate Faculty as set forth in the bylaws. Enactment of those rules and departmental options allowed in the Graduate Faculty Handbook are stipulated in the following bylaws.
- 3.0 The Graduate Program in Anatomy and Physiology will be administered by the Graduate Faculty and Ancillary Graduate Faculty in the Department of Anatomy and Physiology.

### ***BYLAWS***

#### ***ARTICLE I. FACULTY MEMBERSHIP***

- 1.0 Voting members. Each Graduate Faculty member in the Department of Anatomy and Physiology will be a member of this program and have one vote.
- 2.0 Ancillary members. Graduate Faculty members other than those in the Department of Anatomy and Physiology with interest and competency in the areas represented by this program are invited to request ancillary status in the Department of Anatomy and Physiology to use the Graduate Program. Ancillary faculty members may supervise students in the Graduate Program and have input into deliberations but do not have the privilege of voting. Ancillary faculty members are considered departmental members on PhD Supervisory Committees. Ancillary members will receive advance notices and minutes of all meetings pertinent to the Graduate Program.
- 3.0 Associate Dean for Research and Graduate Affairs. The Associate Dean for Research and

Graduate Affairs of the College of Veterinary Medicine will be an appointed ancillary member of the group.

- 4.0 Quorum. A simple majority of the voting members shall constitute a quorum. A quorum must be present at a meeting or must respond to a written ballot before action on an issue is considered official.

## ***ARTICLE II. EXECUTIVE COMMITTEE***

- 1.0 Purpose. The Executive Committee will conduct the business of the program. Its chairperson, under the title 'Coordinator of Graduate Studies', will preside at all departmental graduate faculty meetings and will act as a liaison with the Supervisory Committees of all students in the program, the Head of the Department of Anatomy and Physiology, and with other University administrators.
- 2.0 Membership. The Executive Committee will consist of three voting members of the Graduate Faculty of the Department of Anatomy and Physiology duly elected and the Head of the Department, who will act as an ex officio member. The terms of office will be staggered. The original Executive Committee will have the following terms in office: One member will have a term of three years and serve as chairperson the first two years; the second member will have a term of two years; and the third member will have a term of one year. Thereafter, one member will be elected in May of each year, and will have a three-year term of office. The member whose second year in office starts at the conclusion of a chairperson's two-year tenure will be the chairperson for the next two years.
- 2.1 Absence from the Executive Committee. The following rules apply in the event of either temporary absence (less than three months) or prolonged absence (more than three months) of an Executive Committee member:
- 2.11 Temporary absence
- 2.111 The Executive Committee position will remain temporarily unoccupied.
- 2.112 In the absence of the chairperson, the Executive Committee will temporarily assume the functions of Coordinator of Graduate Studies.
- 2.12 Prolonged absence
- 2.121 A new Executive Committee member will be elected by the voting members of the Graduate Faculty in the Department of Anatomy and Physiology for the balance of the absentee's term.
- 2.122 In the absence of the chairperson, the Executive Committee member with more than one year tenure on the Committee will become chairperson and assume the duties of the Coordinator of Graduate

## Studies.

3.0 Responsibility

## 3.1 The Executive Committee will:

- 3.11 Evaluate all student applications.
- 3.12 At the time of admission notify a student of any academic deficiencies that may exist.
- 3.13 Recommend approval by the Head of the Department of Anatomy and Physiology of the student's entry into the Program.
- 3.14 Consider requests to deviate from the curricular or entrance requirements set forth by the Graduate Program.
- 3.15 Evaluate each student's annual progress report and notify the major professor that the students' standing in the graduate program is either satisfactory or unsatisfactory.
- 3.16 Evaluate and make recommendation on any request to change degree program or major professor.
- 3.17 Handle questions on students' ethical conduct and on arbitrations between departmental students and faculty members. [The graduate executive committee will address these issues and render decisions. The decisions rendered by the graduate executive committee may be appealed through the graduate student rights grievance procedure.] *{amended 1/10/02}*
- 3.18 Encourage initiation and formulation of training grant and fellowship applications. This committee will, furthermore, be responsible for the selection of students for available traineeships and fellowships resulting from those applications.
- 3.19 Nominate graduate students for temporary instructorships and assistantships in the Department in support of teaching and research. The Committee will advise the Head of the Department on maintaining an equitable salary scale for those positions.

## 3.2 Following the recommendations of the Executive Committee, the Head of the Department of Anatomy &amp; Physiology may approve the necessary documents and take action on the following matters:

- 3.21 Accepting new students into the Graduate Program.
- 3.22 Constitution of PhD Supervisory Committees.

- 3.23 Approving the program of study for the master's and PhD degrees in Anatomy & Physiology.
- 3.24 Dissertation approval.
- 3.25 Applications of faculty members in the Department of Anatomy & Physiology for membership on the Graduate Faculty.
- 3.26 Grants ancillary status.
- 3.27 Application that a course be approved for graduate credit.
- 3.28 Evaluation procedures for graduate students, faculty members, and courses.
- 3.29 Appointing graduate students as temporary instructors and assistants in support of teaching and research at an equitable salary.

3.3 The Coordinator of Graduate Studies will:

- 3.31 Chair all meetings of the Executive Committee.
- 3.32 Preside at all departmental graduate faculty meetings.
- 3.33 Act as the chief executive officer of the committee.
- 3.34 Act as a liaison with Supervisory Committees, Head of the Department of Anatomy & Physiology, and other University administrators.
- 3.35 Be responsible for the departmental seminar in Anatomy and Physiology.

- 4.0 Subcommittees. The Executive Committee may delegate responsibilities to individuals or ad hoc committees.

### ***ARTICLE III. STUDENT ADMISSION***

1.0 Admission requirements

1.1 To be admitted with full standing. The applicant must have:

- (a) A bachelor's or veterinary medical degree from an approved institution;
- (b) Adequate undergraduate preparation in the proposed major field or equivalent evidence of an appropriate background for undertaking an advanced degree program; and
- (c) An undergraduate average of B or better in the junior and senior years.

- 1.11 To pursue the Master of Science degree. Admission to this program will be open to those applicants who have obtained a bachelor's or veterinary medical degree.
- 1.12 To pursue the Doctor of Philosophy degree. Admission to the program, normally, will be open only to those applicants who have attained a master's or veterinary medical degree. [The Doctor of Philosophy degree requires a serious time commitment. PhD students must devote full-time effort to the graduate program.] *{amended 8/29/02}*

However, the Executive Committee, by unanimous vote of its members, may approve the direct entry of a student with a bachelor's degree into the PhD program when presented with evidence of high scholastic competence and of relevant previous research experience.

Admission to the program does not imply admission to candidacy for this degree.

- 1.2 Probationary admission. When the entrance requirement of an undergraduate average of B or better in the junior and senior years has not been met, probationary admission to the Graduate School will be considered provided there is other evidence that the applicant has the ability to do satisfactory graduate work. After a student, admitted on probation, has completed a minimum of nine hours work for graduate credit, the student's status will be reviewed. If the student scores a B or better on 75% of the first 12 hours of graduate courses, exclusive of problems courses, practicums, internships, research, or other individualized study, the student will gain full standing; if not, the student will be subject to dismissal.
- 1.3 Provisional admission. Students may be admitted provisionally if there is uncertainty in evaluating transcripts, as in the case of some international students, or if there is an inadequate undergraduate preparation in the proposed field of study. A student admitted provisionally will gain full standing upon removal of all deficiencies at the time of admission.
- 2.0 General admission procedures. To be considered for admission to the Graduate Program in Anatomy and Physiology, an individual must submit an initial letter of interest. Irrespective of whether the letter is sent to the individual faculty member with whom the applicant wishes to study, the Coordinator of Graduate Studies, the Head of the Department, the Dean of the College of Veterinary Medicine, the Dean of the Graduate School, or other offices of the University, it will be forwarded to the Coordinator of Graduate Studies for action.
- 2.1 The Coordinator of Graduate Studies will:
- 2.11 Forward an Application and Information packet to the applicant with a cover letter requesting that the completed forms be returned to his or her office.
- 2.12 Notify all faculty in the Graduate Program in Anatomy and Physiology when the completed application is returned and inquire as to which faculty are interested in functioning as major professor to the applicant.

- 2.13 Designate a faculty member as the applicant's major professor if one or more than one faculty member expresses an interest. In the case that more than one faculty member expresses interest, this designation will be done only after discussion and agreement has occurred among the parties involved.
- 2.14 Inform the applicant that no faculty member has expressed an interest in the application, if that is the case, and return the application materials.
- 2.15 Meet with the Executive Committee and the prospective major professor to approve or disapprove recommendation for admission to the program. Any curricular deficiencies of the applicant along with appropriate remedial measures will be specified at this meeting. A letter will be sent to the applicant indicating that a faculty member is interested in the application and that admission is pending Graduate School action.
- 2.16 Forward the recommendation on admission, complete with all specific recommendations and deficiencies, if any, to the Department Head for transmission to the Graduate School.
- 2.17 Upon receipt of notification of admission to the Graduate School, send a copy of the admission document to the prospective major professor.

### 3.0 Application packet materials

- 3.1 Students in general. The completed application will consist of:
  - (1) application form for admission to the Graduate School;
  - (2) medical history on forms provided by the University;
  - (3) completed Application Review Form; and
  - (4) a detailed statement of the applicant's career goals. In addition, the applicant will arrange to have sent to the Coordinator of Graduate Studies:
    - (i) two copies of transcripts of all college and University work; and
    - (ii) three letters of recommendation. No application will be acted upon until all the above are received, and
    - [(iii) a copy of the GRE scores (or equivalent).] *{amended 8/20/02}*
- 3.2 International students. Applications from international students must contain all of the items specified in 3.1 (except the medical history) and in addition:
  - 3.21 Evidence of language competence. A score of at least 500 on the Test of English as a Foreign Language, or equivalent, must be attained prior to admission of a student to full standing from non-English speaking countries.
  - 3.22 International students must have a preliminary physical examination before coming to the University. Upon arrival, and prior to enrollment, they must report to the Student Health Center for a more complete examination. Forms for reporting the preliminary examination will be supplied with application materials.

3.23 Financial statement. A statement regarding the financial responsibility from nonsponsored students must be submitted before the student will be admitted to the Graduate School.

[3.24 International students who teach must meet all main campus English-language requirements. Specifically, they must demonstrate 500/600 or better on the SPEAK exam. The department will cover cost of the SPEAK exam once. If a student needs to re-take the SPEAK exam, they will be responsible for the costs.] *{amended 8/29/02}*

## ***ARTICLE IV. DEGREE REQUIREMENTS***

### 1.0 Course and credit requirements

#### 1.1 For the Masters of Science degree

- 1.11 Applicants without a veterinary medical degree must have a minimum of 30 semester hours of credit which will include 12 hours of research credit toward the completion of the thesis.
- 1.12 Applicants with a bachelor's degree who are concurrently pursuing the DVM degree at Kansas State University may apply 12 hours of credit from relevant courses toward both the masters and DVM degrees provided that the grades on these courses are consistent with Graduate School standards.
- 1.13 Applicants with a veterinary medical degree may apply 12 hours of credit from the veterinary medical degree transcript toward the MS degree provided that the grades are consistent with Graduate School standards and the courses are relevant to the program of study. A statement is required on the MS program of study listing the specific courses from the veterinary medical degree transcript for which credits are being claimed.
- 1.14 Course requirements
  - a. Anatomy and Physiology AP 803 Seminar, 2 hours
  - b. Additional courses according to the desires of the student, the major professor and the Supervisory Committee.

#### 1.2 For the Doctor of Philosophy degree

- 1.21 Specialization in this program can be pursued in the areas of Anatomy, Pharmacology, Physiological Chemistry, Physiology, and Toxicology; specific background and previous course work required for each such specialty may vary. Therefore, the major professor will review and evaluate the transcripts of the applicant for evidence of past training in those subject areas which the major professor considers mandatory for effective pursuit of the students' doctoral program.

Deficiencies found in this review will be reported to the Executive Committee and training in these areas of deficiency will become an integral part of the students' doctoral program to be completed during the early stages of the program.

#### 1.22 For the nonveterinary applicant

At least three years of two semesters each of graduate study beyond the bachelor's degree, equivalent to about 90 semester hours, including a doctor's dissertation representing an enrollment in at least 30 hours of research, are required of candidates for the PhD. At least a year of this time must be spent in residence at Kansas State University during which the student must take 24 hours of course work excluding research.

##### 1.221 Course requirements

- a. Anatomy & Physiology AP 803 Seminar, 3 hours
- b. Additional courses according to the desires of the student, the major professor, and the Supervisory Committee.

#### 1.23 For those applicants with a veterinary medical degree

The same general requirements as stated under 1.22 apply except that 12 hours of credit from the veterinary medical transcript may be applied toward the PhD degree provided that the grades on those courses are consistent with Graduate School standards and the courses are relevant to the program of study. If 12 hours of credit from the veterinary medical transcript are applied toward an MS degree, they cannot be reapplied toward the PhD and the minimum requirement is 60 semester hours beyond the MS.

##### 1.231 Course requirements

- a. Anatomy & Physiology AP 803 Seminar, 3 hours
- b. Additional courses according to the desires of the student, the major professor, and the Supervisory Committee.

#### [1.3 Grade requirements

1.31 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.

1.32 Students whose semester GPA falls below 3.0 must come before the committee to discuss their progress.] *{amended 8/29/02}*

## 2.0 Examinations and theses

### 2.1 Progress reports for master's and PhD degree programs

A progress report, written by the student and signed by both the major professor and by the student, will be sent to each member of the Supervisory Committee and the Executive Committee at the end of each academic year. The report will include current semester grades, and acknowledgement of appointment of a Supervisory Committee and establishment of a Program of Study (see example in Appendix A). The Coordinator of Graduate Studies will notify the students' major professor of the students' standing.

### 2.2 Preliminary examinations for the PhD program

2.21 Both a written and an oral preliminary examination will be required.

2.22 The suggested time for the student to take these preliminary examinations is immediately upon completion of all formal courses.

2.23 The examination of the student will be divided into three phases:

2.231 Student evaluation. The purpose of this assessment is to lead only those most qualified students into candidacy. The evaluation is not necessarily achieved in a single meeting of the Supervisory Committee but should be the cumulative result of all meetings of the student and Supervisory Committee. In this respect, both the Supervisory Committee and the student play a role in establishing the potential for success. The Supervisory Committee bears the responsibility of insuring the breadth and depth of the student's preparation by establishing a program of study. In this regard, it is imperative that members of the Supervisory Committee be selected on the basis of their ability to assist in the successful completion of the program, particularly the research aspects. The student demonstrates potential, motivation and dedication by successful execution of the program of study, by attendance at journal club meetings, Departmental seminars, local scientific meetings, other scientific and professional meetings, and participation in research efforts. Although all factors will be considered, this latter item is the most important criterion because the Ph.D. degree is strongly viewed as a research degree.

Before the written examination is scheduled, a special meeting of the Supervisory Committee will be called, in addition to the recommended annual meeting, to discuss the student's performance and decide on the readiness of the student to proceed.

2.232 Written preliminary examination. At the option of the student and with approval of the Supervisory Committee, the written preliminary examination may be given under either of two formats.

A. Traditional written examination.

1. A traditional written examination in areas of the students specialization may be administered by members of the Supervisory Committee.
2. No more than one examination on a specialization area will be given on any one day.
3. In-depth knowledge of the specialty area is tested.
4. The student is to be advised on literature and other materials to prepare properly for the exam.
5. Failure to pass one area of the examination means failure to pass the preliminary examination. Negative results on the written preliminary examination will be reported on the appropriate forms to the Graduate School after the entire examination has been completed.
6. Any area examination which was failed may be retaken once. Before the student takes the reexamination, the fairness and relevance of the new questions will be evaluated at meeting of the Supervisory Committee in the presence of the Coordinator of Graduate Studies.
7. Failure to pass any one of the re-examinations will constitute failing the preliminary examination for the second time. This result will be reported to the Dean of the Graduate School and normally will terminate the student's graduate program. Under special conditions (by majority vote in a meeting of Supervisory and Executive Committees), the Coordinator of Graduate Studies may request that the Dean of the Graduate School obtain approval from the Graduate Council to give the student another chance.

B. Research proposal format for written examination

1. The written preliminary examination may consist of a proposal to investigate and answer one or a number of questions concerning an important physiological area. The student, with the advice of the major professor or the full Supervisory Committee, will prepare three one-page abstracts of possible examination topics and attach first, second, and third choice indications to the abstracts. The abstracts will be submitted to the Supervisory Committee, which will select one for further elaboration. Once a topic has been selected, the student will proceed to write the examination. It is expected that the final proposal will be no longer than 15 single spaced or 25 double spaced type-written pages. The length of time taken to prepare

the written examination is left to the discretion of the supervisory committee but should not exceed 4 to 6 weeks.

2. The major aspects of the research proposal are to be covered under two headings (a) Introduction and Specific Aims, and (b) Methods of Procedure. Details regarding expectations under each heading are provided to serve as a guide for the student. Each element is important but may be interpreted broadly by the examinee in preparing the examination.

(a) Introduction and Specific Aims.

Present concisely (1) a description of the current status of the work in the area of this proposal, (2) the rationale behind the approach to the problem and (3) the specific aims of the project.

Section (a) shall begin with a review of the literature. The review should be selective and thoughtful, not necessarily exhaustive, but a critical review of the literature directly relevant to the scientific investigation of the problem. It should reflect consideration of up-to-date literature and developments that are significant to the problem.

With the literature as a background, the problem or the need for knowledge which the research will address is presented. The most important aspect of any study is the proposed solution to the problem, the hypothesis to be tested, or the approach to uncovering needed knowledge, as the case may be.

The clarity with which the proposal is presented is critically important--both from the standpoint of effectively communicating ideas to the committee and also as an indication of the student's understanding and grasp of the problem proposed. Obscurity in writing often reflects failure to have thought through the problem sufficiently.

The specific aims of the proposed project generally reflect the degree of sophistication in focusing and formulating the study. Clear limited goals that can be realistically approached are expected, rather than broad, multiple questions, or vague goals the attainment of which is open to doubt.

(b) Methods of Procedure.

Give details of the research plan, including a description of the types of experiments or other work that may be appropriate; methods, species, and techniques to be

used; the kinds of data to be obtained; and means by which data will be analyzed and interpreted to provide answers to the aims presented in (a) above.

3. In evaluating the scientific merit of the research plan, the committee tries to visualize the project beginning with sample species, data collection or experimentation, and ending with data analysis. The types of questions asked in evaluating this stage of the proposal are: Overall, is the design logically sound and suited to the problem under investigation? If there are known confounding variables (importantly correlated with the dependent variables), has the student made provision for either controlling or evaluating their effects? Does the student tell how he or she proposed to select a sample or build a preparation, or perform a synthesis? Does the student state how many subjects, their characteristics, and requirements imposed on them? Are there plans to deal with subject attrition? How appropriate and developed are data-collecting devices?

Since it is much easier to collect data than to analyze them, the committee should look carefully at the plans for data reduction, and for signs that the student can carry the project to completion and report the findings. Evaluation of the students' ability to analyze and interpret data is based on the proposed plan for data analysis.

4. The committee will meet to discuss the written examination and decide when or whether to administer the oral portion of the examination, dependent on passing the written examination, and the form in which the oral portion will be conducted.
5. Passing of the written preliminary examination will be reported to the Graduate School only after the oral preliminary examination has been passed.

#### 2.233 Oral preliminary examination

- A. After the written preliminary examination has been successfully completed, an oral preliminary examination will be given in the presence of the entire Supervisory Committee. The examination will be chaired by a member on the Supervisory Committee other than the major professor. The chairperson will be selected by the members of the Supervisory Committee.
- B. The oral preliminary examination will test the breadth of knowledge of the student's field of specialization, the ability to communicate with insiders in the field, and the ability to stand up under impromptu cross-examination. Each member of the Supervisory Committee will be called upon to question the student. Although the research proposal may serve as the foundation of questions, it is expected

that any examiner may cover any topic during the course of questioning. Moreover, the Supervisory Committees may choose to conduct the oral examination on other bases previously communicated to the examinee. When the Committee has no further questions the student will be excused from the room to allow the Committee to reach a decision. Once a decision has been reached, the student is invited back to the examining room and informed of the results of the deliberation.

- C. To pass, all degree candidates must receive a positive vote of at least three-fourths of the Supervisory Committee members. A decision to pass the student shall automatically convey recommendation of admission to candidacy for the degree. Therefore, both areas of the graduate school ballot must be signed affirmatively.

A decision to fail the student leads to several alternatives. The appropriate course of action shall be determined by the committee in consultation with the student. The student has a right to retest, but the date for the retest is set by the Supervisory Committee and is dependent on the student's performance on the examination. If a decision to retest the student is agreed upon, any part of the examination or a new examination formulated by the Supervisory Committee may be administered. The new examination should normally be given no later than the 6th semester in residence.

#### 2.24 Recommended Timetable:

- A. Evaluation of the student's potential - a continual process at each meeting of the Supervisory Committee.
- B. Administration of the written and oral examinations - no later than the sixth semester of residence not counting summer sessions, unless retesting is indicated.
- C. Preparation of 3 abstracts - no later than the beginning of 6th semester, not counting summer session.
- D. Preparation of the research proposal - maximum 4 to 6 weeks - Supervisory Committee meeting to evaluate written portion--approximately 1 week after receipt of the proposal.
- E. Oral examination - approximately 2 to 3 weeks after receipt of the proposal.

#### 2.3 Preparation of master's thesis and PhD dissertation

- 2.31 Of the three options for the master's degree included in the Graduate Faculty Handbook -- master's thesis, master's report, and non-thesis/non-report -- the thesis plan will be followed for the master's program in Anatomy and Physiology.
- 2.32 All theses and dissertations shall be prepared in a form suitable for publication in a refereed scientific journal.
- 2.33 Appendices with supplementary information may be required by the Supervisory Committee members.
- 2.34 Parts of a thesis or dissertation may be prepublished if the major professor's written approval is filed with the Dean of the Graduate School.
- 2.34 A copy of the completed thesis or dissertation must be presented to the members of the master's or PhD final examination committee at least seven days prior to the date at which those committee members are asked to sign the appropriate approval form.

#### 2.4 Final oral examination

Procedures for the master's and PhD final oral examinations will be followed as listed in the Graduate Faculty Handbook.

### ***ARTICLE V. CHANGE OF STATUS***

#### 1.0 Change of Degree Program

##### 1.1 MS to PhD

- 1.11 A student admitted to the MS program may, after a minimum of one academic year, petition the Coordinator of Graduate Studies for approval to by-pass the master's degree and proceed directly to the PhD. This petition must demonstrate that the student has exceptional academic and research competency, and must contain a letter from the major professor, endorsed by a majority of the Supervisory Committee, justifying the proposed change. The Coordinator of Graduate Studies will proceed as outlined in the bylaws, Article III, Sections 2.15, 2.16, and 2.17.
- 1.12 A student who has completed the MS in the Department of Anatomy and Physiology and who wishes to continue in the PhD program will submit a letter to the Coordinator of Graduate Studies and the Coordinator will proceed as outlined in the bylaws, Article III, Sections 2.15, 2.16 and 2.17.

##### 1.2 PhD to MS.

- 1.21 A student who is unable to fulfill the requirements for the PhD degree may petition the Executive Committee for permission to change to the MS degree. The Executive Committee will evaluate the petition and make its

recommendation relative to the program change to the Department Head.

## 2.0 Change of Major Professor

2.1 Either the student or major professor may petition the Executive Committee for change in major professor. The petition must contain documented reasons for the requested change. The Executive Committee will evaluate the petition, meet with all parties involved, and make its recommendation relative to the change to the Department Head. The Department Head will take the necessary action and communicate the action to the Graduate School, if necessary.

## 3.0 Changes in Academic Status

3.1 The Policy for Academic Probation and Dismissal from the Graduate School, dated October 1, 1974, will be followed. Mechanisms for reinstatement are also outlined in that document.

# ***ARTICLE VI. STUDENT AND FACULTY RESPONSIBILITIES***

1.0 Student Responsibilities. It is assumed that students admitted to a degree program in the Department of Anatomy and Physiology have committed themselves to a diligent and serious academic pursuit of the graduate degree they seek and that they will conduct themselves in a responsible and professional manner in the pursuit of that degree. Specific responsibilities of the student are:

1.1 To formulate, prepare, and present to the Supervisory Committee a formal "Proposed Plan of Research" to be followed in the pursuit of the degree sought. This proposal will be presented:

1.11 By Master's Students: no later than the beginning of the second semester of the first academic year of enrollment in the master's program.

1.12 By Doctoral Students: no later than the end of the first academic year of enrollment in the doctoral program.

1.2 To conduct independent research at a level commensurate with the degree sought. The student is expected to have knowledge of the literature in the area of investigation pursued regardless of the language in which the pertinent papers are written. In addition to a thesis or dissertation, the research is expected to be submitted for publication in a referred journal. Granting of the degree may be withheld until the manuscript(s) is submitted for publication.

1.3 To present a minimum of one seminar per year either on the research contemplated, progress on the research project, or on another topic acceptable to the Coordinator of Graduate Studies.

1.4 To maintain frequent and direct communication with the major professor on the

progress of both academic and research endeavors and to prepare and submit a written progress report to the Executive and Supervisor Committees as stated in the bylaws, Article IV, Section 2.1.

- 1.5 To maintain required levels of academic performance established by the department and Graduate School and to ensure that all academic requirements established by the Supervisory Committee are successfully completed.
- 1.6 To meet deadlines established by the Graduate School for submission of tentative and final copies of dissertation or thesis and completion of final oral examinations.
- 1.7 To follow rules established by the director of the laboratory (or laboratories) in which research activity is carried out.
- 1.8 To perform conscientiously and responsibly the duties assigned by the department either in the teaching or research laboratories if the student receives departmental financial support. Those duties will be commensurate with the level of appointment.
- [1.9 Students shall obtain prior approval by their major professor for any and all research that they conduct during their tenure at KSU.] *{amended 1/10/02}*
- 1.10 Conflict of interest or concerns about ethical issues may be raised by the major professor, a committee member or the student. If a graduate student feels that they were unable to secure a remedy to the grievance through the normal channels (e.g., consultation of the professor(s) involved, with the supervisory committee, and thereafter, with the graduate executive committee), it is the student's prerogative to take the matter to the Dean of the Graduate School. A graduate student must institute a formal grievance within six months of the time the student knows of the matter prompting the grievance.
- [1.11 To avoid conflict of interest concerns, students employed as a regular full-time KSU employee, may not conduct their graduate research in the laboratory of their supervisor.] *{amended 1/10/02}*
- [1.12 Conflict of interest or concerns about ethical issues may be raised by the major professor, a committee member or the student. Such concerns shall be adjudicated by the graduate executive committee (Article II. 3.17).] *{amended 1/10/02}*
- 2.0 Faculty Responsibilities: It is assumed that Faculty who agree to supervise a graduate student in the Department of Anatomy and Physiology have committed themselves to direct the student in a responsible and professional manner to ensure an opportunity for the student to attain the degree sought. Specific responsibilities include:
  - 2.1 To accept as graduate students only those applicants for whom they have the professional expertise to direct and the time to commit for consultation and direction.
  - 2.2 Evaluate if academic deficiencies exist in the students' past history and notify the student and the Executive Committee of these deficiencies.
  - 2.3 To establish, in consultation with the student, a Supervisory Committee composed of

members who will advise, direct, and counsel the student. This committee will be established:

- 2.31 For Master's Students: By the beginning of the students second semester of enrollment in the degree program.
- 2.32 For Doctoral Students: No later than the end of the students' first year of doctoral study.
- 2.4 To establish, in consultation with the student and the Supervisory Committee, the program of study to be followed by the student, and to transmit the approved Program of Study to the Dean of the Graduate School for approval. The program is required to be submitted to the Graduate School:
- 2.41 For Master's Students: Prior to end of the second semester of enrollment in the degree program.
- 2.42 For Doctoral Students: By the end of the first academic year of enrollment in the degree program.
- 2.5 To consult with the student in the selection and delineation of a research program which is well-defined, within the capabilities and the expertise of the student and professor, and which will represent a scholarly and original contribution to knowledge.
- 2.6 To provide instruction in laboratory procedures, regulations for the conduct of research activities, and guidance in the handling and care of animals.
- 2.7 To supervise the research activities of the student.
- 2.8 To confer with the student on both academic and research progress or problems. To provide support and instruction necessary for the education and training of the student.
- 2.9 To supervise and direct the preparation of a thesis or dissertation which will reflect the best efforts of the student and the quality expected by the department and the university.
- [2.10 Faculty are responsible to insure that no potential conflicts of interest occur. To that end, faculty will not serve as sole major professor for any student who is currently a regular full-time KSU employee working under their supervision.] {*amended 1/10/02*}
- [2.11 Conflict of interest or concerns about ethical issues may be raised by the major professor, a committee member or the student. Such concerns shall be adjudicated by the graduate executive committee (Article II. 3.17).] {*amended 1/10/02*}

- 1.0 By the Graduate School. These bylaws are subject to change when the Graduate Faculty Handbook changes, i.e., when the Graduate Faculty of the university institutes and accepts a change.
- 2.0 By the Department of Anatomy and Physiology.
  - 2.1 Presentation. Amendments to these bylaws may be proposed to the Executive Committee in writing at any time by any graduate faculty member or graduate student in the Department of Anatomy and Physiology. Within two months of receipt of the amendment, the Executive Committee will present the proposed amendment with recommendations to the Graduate Faculty of the department for its action.
  - 2.2 Adoption. These bylaws may be amended by a two-thirds majority vote of the graduate faculty members of the Department of Anatomy and Physiology.

