



TUSKEGEE

UNIVERSITY

**GRADUATE HANDBOOK
2013-2014**

**ACADEMIC REGULATIONS
AND PROCEDURES**

I. INTRODUCTION

GRADUATE PROGRAMS HANDBOOK 2011-2012

This Handbook is the official document for regulations and procedures governing all Graduate Programs at Tuskegee University.

Graduate Programs of Tuskegee University are under the jurisdiction of the University Provost (Vice President for Academic Affairs), who in consultation with the Graduate Council approves all matters governing Graduate Education at Tuskegee University.

Tuskegee University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS):

1866 Southern Lane

Decatur, Georgia 30033-4097

Telephone Number: 404-679-4501

to award baccalaureate, Master's, professional and Doctoral degrees.

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PREFACE

Regulations outlined in this Handbook are effective for the 2011-2012 academic years. All previous releases are hereby superseded. These regulations may be updated by memorandum from the Provost. This Handbook is intended to assist the graduate student in understanding the regulations and procedures that govern graduate education at Tuskegee University. It does not contain information about curricular and course descriptions; such information is contained in the Tuskegee University Bulletin. Additionally, information about the profile, historical sketch, mission and purpose as well as other important information about Tuskegee University is available in the Bulletin. The statements in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and Tuskegee University.

Graduate students should become familiar with this Handbook, the University Calendar, Schedule of Courses, Tuition and Fees brochure, and they should frequently review the information on the Tuskegee University Website (www.Tuskegee.edu). Unless otherwise specified to the applicants in writing by the appropriate university official delegated by the university administration to do so, admission to any Graduate Program at Tuskegee University implies that students are able and prepared to defray costs associated with the Graduate Program in question. At no time is Tuskegee University obliged to remedy financial shortcoming of applicants and/or registered students as a consequence of admission, registration or suspension.

Tuskegee University is committed to equal opportunity in employment and education and does not discriminate on the basis of sex, race, color, religion, national origin, or disability. The Affirmative Action/EEO Coordinator is located in the Kresge Center.

Weapons and guns of any kind are prohibited on University properties.

Smoking in University facilities and vehicles is prohibited.

Tuskegee University, in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, shall provide reasonable accommodations for students with documented disabilities. Additional information is available in the Office of Student Support Services, located in the Old Administration Building.

Tuskegee University operates on the semester system with 15-week semesters in Fall and Spring, and an 8-week semester in summer.

The University reserves the right to cancel classes and delete programs and change any provisions, course offerings, or other requirements, including fees, at any time with or without notice. The University further reserves the right to require a student to withdraw at any time under appropriate procedures.

Students who submit false statements or documents will have their admission revoked when fraud is discovered. These students are not entitled to any credit for work done at the University and will not receive any refund of monies paid to the University. There will also be no refund of tuition, fees, charges, or any other payment made to the University in the event the operation of the University is suspended at any time as a result of an act of God, strike, riot, disruption, or for any reasons beyond the control of the University.

ORGANIZATION OF GRADUATE PROGRAMS

Tuskegee University, an academic institution of higher learning, enjoys high standards and ranking among other Historically Black Colleges and Universities (HBCU) in the United States. All Graduate Programs at the university carry the stamp of the institution's legacy and Tuskegee University's graduates are expected to foster the legacy of its founders and those who sacrificed greatly to make it possible for our generation to enjoy its academic excellence. Today Tuskegee

University educates over 3,000 students on a sprawling campus, with over 100 buildings on more than 5,500 acres.

The University provides graduate level instruction as well as research and training in post baccalaureate professional fields. These programs seek to develop in students the ability to engage in independent and scholarly inquiry, a mastery of certain professional disciplines, a capacity to make original contributions to various bodies of knowledge, and the commitment and competencies to teach others. Graduate degrees are offered only in selected fields.

In 1944, Tuskegee University began graduate instruction in Agriculture, Chemistry and Education. The first graduate degree, Master of Science, was awarded May 19, 1947 in Agriculture, Education and Home Economics. By 1962, graduate work had been organized into a comprehensive unit for administration and coordination under a Dean of Graduate Programs. Throughout the years, the Dean has served jointly in other administrative capacities and currently serves as Provost. The Dean of Graduate Programs (Office of Graduate Studies and Research) is responsible to the President and is advised by a twelve member Graduate Council.

This council, which functions as the governance unit with responsibility for educational policies at the graduate level, is composed of the Dean of Graduate Programs as Chairperson, five faculty members, one representing each college (to be appointed by Deans), four elected senior members of the Graduate Faculty, and two elected graduate students. The graduate council, with input from the graduate faculty, suggests policy changes for implementation to the Faculty Senate. The Faculty Senate forwards its recommendations to the Provost.

The Graduate Faculty was established in 1950. This body promotes and maintains the academic and general welfare of the faculty and graduate students. It has jurisdiction over matters of policy, procedures and regulations in graduate instruction and research. In many departments of instruction, graduate students have organized themselves, and together with the faculty, they meet as needed for professional and/or academic exchanges. Students are encouraged to share their experiences with their peers and with faculty members.

GRADUATE INSTRUCTION and DEGREES OFFERED

The University is currently organized into five colleges and two schools:

- College of Agriculture, Environment & Nutrition Sciences (CAENS)
- Andrew F. Brimmer College of Business and Information Science (CBIS)
- College of Engineering (CE)
- College of Arts & Sciences (CAS)
- College of Veterinary Medicine, Nursing and Allied Health (CVMNAH)
- School of Education (SED)
- Robert R. Taylor School of Architecture & Construction Science (SA)

Graduate instruction leading to the Master's degree is offered in selected programs in four of the five Colleges. The Dean of Graduate Programs works closely with the Deans of the Colleges and graduate faculty members to ensure that students are properly guided in their areas of study and research.

Graduate Programs leading to PhD degrees are offered in several fields of natural sciences and engineering. PhD programs are administered academic units in different colleges or through collaboration between units. Information about doctoral programs is found under Graduate Studies and Research web page of the University (www.tuskegee.edu).

The Graduate Council formulates the general policies of graduate instruction at Tuskegee University. Specific direction for graduate instruction is vested in each college, consistent with the policies of the Graduate Council. Further information regarding graduate offerings may be obtained by

writing to the Office of the Dean of Graduate Programs, or to the Dean of each graduate degree granting area.

COURSES OF STUDY LEADING TO GRADUATE DEGREES ARE AS FOLLOWS:

College of Agriculture, Environment & Nutrition Sciences (CAENS)

Master of Science:

- Agricultural and Resources Economics
- Animal and Poultry Sciences
- Biology
- Chemistry
- Environmental Sciences
- Food and Nutritional Sciences
- Plant and Soil Sciences

Doctor of Philosophy

- Integrative Biosciences (IBS)

College of Engineering (CE)

Master of Science:

- Electrical Engineering
- Mechanical Engineering

Doctor of Philosophy

- Materials Science and Engineering

College of Veterinary Medicine, Nursing and Allied Health (CVMNAH)

Master of Science:

- Occupational Therapy
- Tropical Animal Health
- Public Health
- Veterinary Science (**Note that Veterinary Medicine is a different program**)

Doctor of Philosophy

- Integrative Biosciences (IBS)

Time Limit on Credit for Graduate Courses

Students pursuing Master's degrees have a maximum of six (6) years from the time of admission to complete the degree requirements. Students pursuing PhDs have a maximum of eight (8) years from the time of admission to complete the degree requirements.

Graduate credits earned prior to the time limit stated above must be validated before use. Procedure: (1) The student must submit a petition, through the Major Professor, Department Head and Dean of his/her college, to the Dean of Graduate Programs for validation of credits with a copy to the Registrar. The petition should list the courses offered by title and semester enrolled, course number,

credits and grade earned. (2) If the Dean of Graduate Programs approves the petition, he/she appoints an examination committee to administer validation examinations in the courses for which the student seeks validation. The major professor is responsible for reviewing and validating courses in questions. (3) The student pays a fee of \$100 per credit hour and appears for the examination(s) at the time and place designated by the examination committee, within the given semester. Depending on the number of courses requested for validation, the student may require more than one examination period. The student must present a receipt for examination fees to the Dean of Graduate Programs prior to the appointment of a committee. (4) The examination committee major professor submits the grades to the Dean of Graduate Programs who will forward them to the Registrar within 10 days of the examination(s), with copies to the Dean of the college, Major Professor and the Department Head. The examination report copies should list the courses offered by title, course number, credits, grade earned from examination, and signatures of the members of the advisory examination committee.

Students seeking validation of courses must have earned a grade of at least "C" for each course and maintained a minimum cumulative grade point average of 3.00.

II. Academic Standards

Grading System

Tuskegee University and hence its units use a grade point average system abbreviated to two decimal places. Alphabetical grades and their corresponding grade point values are as follows:

A-Excellent	4	grade points per credit hour
B-Good	3	grade points per credit hour
C-Average	2	grade points per credit hour
D-Poor	1	grade point per credit hour
F-Failure	0	grade point per credit hour
Y-Unofficial Drop			
Withdrawal	0	grade point per credit hour
W-Withdrawal		Not included in GPA computation
I-Incomplete		Not included in GPA computation

The grading system for non-credit courses is as follows:

S - Satisfactory
U - Unsatisfactory
I - Incomplete

The grade point average is computed for all graduate courses taken while enrolled at the University whether the courses are in the student's current curriculum or not. For Veterinary Medicine students, courses completed in the Animal/Veterinary Science program are excluded.

No grade below "C" will be accepted for graduate credit; however, grades on all courses carrying graduate credit will be used in determining the overall grade point average unless those courses are designated as "non-graduate credit courses" prior to registration. A student who earns a grade of "Y", "D" or "F" in any course carrying graduate credit must repeat the course. A course specifically identified by the Major Professor prior to the student's registration as a non-graduate credit course provides an exception to the above rule. Only the highest grade is computed into the grade point average, but all grades earned while registered as a graduate student at Tuskegee University appear on the transcript.

Master's Degree

A graduate student studying for a Master's degree at Tuskegee University must maintain a "B" (3.00) average in all work included in the program of study outlined for the degree, with no more than **six semester hours of "C" grades**. Grades of "D" are not acceptable.

A student whose record falls below 3.00 is automatically placed on **probation**. Immediately after the Registrar makes the Cumulative Grade Point Average Roster available, the Dean of Graduate Programs will designate the student as probationary and will immediately notify the student and the College Dean who will inform the department Chairperson and the student's advisor. If, at the end of the next session in which the student is registered (semester or summer), the cumulative grade point average is not at least 3.00, then the student will forfeit graduate status and will be dismissed from the university. ***A student who fails to bring his/her GPA to 3.00 or higher will be dismissed from the program.***

A student who has forfeited graduate status may enroll as a non-degree student and can enroll in courses higher than 500-level only with the consent of the instructor. After dismissal from a Graduate Program, the student must withdraw from any course he/she is taking at the time of dismissal. The hours of credit the student earns in this manner may not be applied subsequently toward fulfillment of the requirements for a graduate degree. In addition, the student will not be considered for readmission to any other Graduate Program at Tuskegee University.

Doctor of Philosophy

The student's advisory committee reviews his/her progress in course work as well as research, at least once each semester, and forwards a formal report to the Director of the PhD Program, Dean of the respective College and the Dean of Graduate Programs. A student whose cumulative grade point average falls below 3.00 is allowed one semester to raise his/her grade point average to at least a 3.00 (GPA 3.0).

Admission to Candidacy for Master's Students

Admission to the Graduate Programs does not qualify a student as a candidate for the degree. The request for Admission to Candidacy should be filed by the student with the assistance of the Major Professor after the completion of 15 semester credit hours and in accordance with the dates published in the University Calendar.

The student must meet the following criteria and submit necessary documents to achieve candidacy:

1. Satisfy all requirements for matriculation as a graduate student.
2. Possess a cumulative Grade Point Average (CGPA) of at least 3.00.
3. Submit six (6) signed originals of the following information on the appropriate application form and through the Major Professor and College Dean to the Dean of Graduate Programs:
 - a. A complete list of graduate courses (with grades) completed in residence at Tuskegee University.
 - b. A copy of the official transcript.
 - c. A list of courses that satisfies the course requirements for the degree.
 - d. Suggested title for the thesis.
 - e. Methods to be used in the research problems.
 - f. Approval by Advisory Committee of courses selected, place of research and thesis subject.

4. Present scores of verbal and quantitative parts of the Graduate Record Examination (GRE) taken within the last five years. Starting August 2011, GRE scores are based on a computer test (range 130-170), whereas before this date GRE scores were based on paper tests (range 200-800).
5. Satisfy any additional requirements that may be specified by the college, department, or both.
6. The Dean of Graduate Programs, after reviewing the application, approves the admission to candidacy.

Students who have received a grade of “C” or “D” in 6 or more semester credit hours of graduate work may not be admitted to candidacy. A student forfeits his/her right to candidacy if more than six (6) credits earned by a grade of “C” or less are part of his/her program of study and may not receive the Master's degree.

All applications for candidacy should be submitted through the Office of the Dean in which the graduate student is enrolled and not directly by the student or the student's Major Professor.

When the Dean of Graduate Programs has approved the applicant's admission to candidacy, the application forms will be signed and copies will be filed with the Registrar, Department Head, College Dean, Major Professor, the Graduate Programs Office and the student. No changes may be made except upon the recommendation of the Major Professor, College Dean, and approved by the Dean of Graduate Programs.

III. Requirements for Admission

ADMISSION PROCEDURES

Application Deadline to Tuskegee University Graduate Programs is February 1st. Application materials are found at http://www.tuskegee.edu/admissions/graduate_application_info.aspx.

REGULAR ADMISSION REQUIREMENTS for the MASTER'S PROGRAM

The Graduate Council establishes the major requirements for admission to Graduate Programs at Tuskegee University. The minimum requirements are as follows:

1. A baccalaureate or professional degree earned from an accredited college or university. (The program in Occupational Therapy (OT) is an exception to this rule).
2. A cumulative grade point average of 3.00 based on the 4.00 scale grading system for all previous work.
3. Prerequisite academic work providing evidence that the applicant is able to pursue effectively the graduate program of studies and research in the department in which specialization is desired. Specific prerequisites for graduate work may be obtained by contacting the Chair of the department in which the student plans to enroll.
4. Personal or statement of purpose.
5. At least three (3) letters of recommendation by referee familiar with the applicant potential for succeeding as a graduate student.

Students should provide three recommendations from persons acquainted with their academic program and scholastic ability. These recommendations should be forwarded directly to the Director or Chair of the Department in which the applicant intends to specialize. The Department may set higher standards than the minimum requirements. These standards are available from the departments.

Graduates of Tuskegee University or from other accredited institutions, which have substantially the same requirements for the bachelor's degree, are eligible to seek admission to a program of graduate studies. Application material may be obtained by writing to the GSR Admissions Office, Kenney Hall Suite 44-320, Tuskegee University, Tuskegee, Alabama 36088. **THE APPLICANT SHOULD REQUEST THAT TRANSCRIPTS BE SENT TO THE GSR OFFICE OF ADMISSIONS. NO ACTION WILL BE TAKEN ON APPLICATIONS WITHOUT ALL REQUIRED DOCUMENTATIONS.** The Admissions Office will coordinate the processing of the application materials with the appropriate graduate department. The deadline for admission to graduate programs is February 1st. The application fee is required and is non-refundable. Requests for graduate fellowships and/or assistantships with recommendations should be submitted to the department in which the student wishes to specialize. Any offer made to applicants by target units for financial support requires approval of the GSR.

At the applicant's request, official transcripts must be sent to the Admissions Office directly from the Registrar of each post-secondary institution attended, including Tuskegee University.

Prospective students who file an application during the final year of academic work toward a baccalaureate or professional degree will be considered for admission and may be admitted or accepted conditionally pending subsequent filing of satisfactory transcripts showing final course work and degree awarded. In order to register for classes in subsequent semesters or summer sessions, the applicant must clear the conditional admission in the Admissions Office at least 30 days prior to the next beginning date of classes.

GRADUATE RECORD EXAMINATION (GRE)

The policy of the Graduate School of Tuskegee University is to accept applicants with GRE verbal and quantitative scores of 540 and above on paper test (range 200-800). New GRE scores based on computer tests (range 130-170) are required after August 2011 with equivalent score of 156). However, applicants with lower GRE verbal and quantitative scores are encouraged to submit their scores for consideration by the Graduate School. Graduate Record Examination scores more than FIVE YEARS OLD are not acceptable as fulfillment of the GRE requirement.

GRE (<http://www.ets.org/>) is administered worldwide and in the USA. Information and registration forms may also be obtained from the Testing Office, 100-E Old Administration Building, Tuskegee University, Tuskegee University, Alabama 36088.

INTERNATIONAL STUDENTS: TOEFL scores and WES Evaluation

International students who have adequate preparation for graduate study are invited to apply for admission to Graduate Programs. A \$50 non-refundable application fee is required. In addition to the other entrance credentials, applicants whose first language is not English must submit evidence to the GSR Office of adequate training in the use of English. This ordinarily would mean a score of at least 500 on the paper-based test, or its equivalent on Internet-based test (61) and on computer-based test (173) on the TOEFL examination. TOEFL scores are considered official when they are sent directly to the Office of GSR from the Educational Testing Service (ETS). Other copies are not considered official.

Arrangements for taking TOEFL may be made by writing to TOEFL, Educational Testing Service, Box 6151, Princeton, New Jersey 08541-6151, USA (<http://www.ets.org/>).

All international students applying for admission must submit their transcripts to World Education Services (WES) in New York, for evaluation and certification. The address is P. O. Box 745, Old Chelsea Station, New York, NY 10011.

International students who are granted admission to the Graduate Programs may consult with Tuskegee University's Office of International Programs regarding US residency and visa requirements.

CLASSIFICATION OF GRADUATE STUDENTS

REGULAR GRADUATE STUDENTS

Students who are approved to work toward a graduate degree at Tuskegee University are designated as regular graduate students. For all programs except IBS, each student will be assigned a temporary advisor to guide them through the first semester. Students are encouraged to choose a permanent advisor by the second semester.

Students accepted into the IBS PhD Program have one academic year to select two (2) co-mentors who, together with an advisory committee, outline a program of study.

FULL GRADUATE STATUS

A graduate with the bachelor's degree from an accredited or approved institution who possesses the necessary undergraduate preparation in the field in which study is intended and who has a minimum cumulative grade point average of 3.00 may be admitted with full graduate status. Admission as a graduate student does not constitute candidacy for a Master's degree. Such candidacy may be achieved only on the basis of the student's graduate record while attending Tuskegee University.

CONDITIONAL GRADUATE STATUS

EXCEPTIONS

A student who has (1) a deficiency in curricular requirements in the field in which study is desired, or (2) a deficiency in admission requirements set by the college or department, or (3) a cumulative grade point average less than 3.00 but greater than or equal to 2.70, upon the recommendation of the department and College Dean, may be admitted as a conditional student after approval of the Dean of Graduate Programs. Such a student is eligible to apply for full graduate status after the completion of nine semester credit hours of graduate-level courses and maintaining a minimum grade point average of 3.00.

A student may advance from conditional graduate to full graduate status upon the recommendation of the Dean of the College and approval by the Dean of Graduate Programs. To apply for a change from conditional graduate to full graduate status, the student and the Major Professor must submit five copies of the APPLICATION FOR CONVERSION FROM CONDITIONAL GRADUATE TO FULL GRADUATE STATUS, along with a transcript to the Dean of the Graduate Program.

ADMISSION AS A NON-DEGREE STUDENT

Admission in this category is restricted primarily to students who may benefit professionally from additional study at the graduate level. These students may subsequently apply for regular admission to Graduate Programs. However, the courses taken as a non-degree student will not be used for fulfilling the requirements of the graduate degree.

Students who have been dismissed from the Graduate Programs may enroll as non-degree students. However, the credits earned in this category may not be subsequently applied toward a graduate degree at Tuskegee University.

IV. Requirements for Registration

A letter of acceptance from Tuskegee University Graduate School will be sent to applicants. The letter contains “conditions” upon which the applicant is accepted. Unless specifically stated, acceptance to the Graduate Programs implies that the applicant is capable of defraying the cost of the Graduate Program under consideration.

INITIAL REGISTRATION

Registration is the process by which one becomes enrolled as a student at Tuskegee University. There are two steps for the process: (a) the completion and filing of informational forms, and (b) the payment of tuition and other fees for various purposes during a prescribed time period.

After receiving the official notification of admission, and upon arrival on campus, the student should report to the relevant department. Each incoming graduate student will be assigned a temporary advisor for guidance until the student selects a permanent advisor.

The Registrar and the Provost audit registrations to ensure compliance with regulations. In the event that the audit reveals that students are not in compliance with the regulations, they will be required to correct their registration. Additionally, the University reserves the right to administratively drop students from courses or withdraw them if they refuse to correct their registration.

The following are student responsibilities:

1. Become familiar with the University Calendar appearing online (www.Tuskegee.edu/). Familiarity with the Calendar makes the registration process easier.
2. Complete registration according to regulations. Student will not earn credit unless he/she files an official registration form with the Registrar.
3. The Student Data Form is critical to the registration process. Each student must provide correct information so that documents such as grades, registration materials, and billing statements reaches each student. Students who falsify information, particularly those who intentionally change address data to incorrect information, may be suspended from the University.
4. Consult with the appropriate academic advisor and obtain authorized signatures on forms as required in order to make certain that proper course sequences for the curriculum in which the student is enrolled are being followed.
5. Become familiar with the fee structure and inform sponsors/guardians, where applicable, of the fees required for enrollment. Students who do not complete their registration in accordance with the dates stated in the University Calendar will not be allowed to attend classes.

SELECTION OF ADVISORY COMMITTEE AND APPROVAL OF PLAN OF STUDY

For all programs except IBS, each graduate student, by the second semester of enrollment, must choose a Major Professor who will guide the student in choosing the appropriate course work and in research. In consultation with the Major Professor, the student will select at least two additional members from the graduate faculty to serve on his/her Advisory Committee. At least two of the members of the Advisory Committee must be from the area of the student's specialization. IBS Students have up to one academic year to complete this process.

It is the joint responsibility of the student and the Major Professor to make certain that a plan of graduate study is prepared and approved by the advisory committee, Department Head and, the College Dean before the end of the student's first semester of graduate study. The advisory committee approves any change in the student's plan of graduate studies with notification to the Dean of the college.

SCHEDULE OF A GRADUATE STUDENT

A regular full-time graduate student should enroll in eight to nine credit hours of graduate courses. However, a student may be permitted to take twelve credit hours (The minimum load in Occupational Therapy is fifteen credit hours). This schedule may be decreased by the student's advisor because of the nature of the courses to be taken, the academic record of the student, and the time to be devoted to research, teaching, or employment by the student (see Maximum Credit Hour Load for Graduate Students).

A student requesting to take up to 15 credit hours must have earned a Cumulative Grade Point Average (CGPA) of 3.30 and must have obtained approval from the College Dean and the Dean of Graduate Programs.

TUITION AND FEES

General Statement

The Office of Business and Fiscal Affairs releases information on tuition and fees for the upcoming academic year in January/February. All students are urged to meet this responsibility promptly or to make arrangements for payment to avoid being asked to withdraw and have their registration canceled.

Veterans of the Armed Forces of the United States studying under Chapter 31 of 28 U.S. Code have their educational expenses paid to the University by the Veterans Administration. These students receive directly from the Veterans Administration a monthly check for their living expenses. Tuskegee University does not extend credit for living expenses nor make any advances for personal expenses to veterans. These students are urged to make arrangements before coming to Tuskegee University to finance themselves for approximately three months.

US citizens and permanent residents admitted to the doctoral programs have their tuition and fees paid by a fellowship. Students are encouraged to read the fees brochure carefully and direct any questions to the Office of the Bursar or the Office of Financial Aid Services.

FINANCING GRADUATE EDUCATION AT TUSKEGEE UNIVERSITY

The Office of Financial Aid Services at Tuskegee University manages financial aid and scholarship resources from the University, federal, state, county and private sources. The funds are

awarded to ensure that the opportunity to attend the University is provided for eligible students. The Tuskegee University Financial Aid Program is designed to reward academic achievement and to provide financial assistance to supplement family resources. The primary responsibility for financing college expenses rests with the student and ~~parents~~—Guardians to the extent that the family is determined able to contribute; however, the Office of Financial Aid Services will do everything possible to provide financial planning assistance to Tuskegee University students and their families. We believe students should select Tuskegee University based upon educational considerations and not financial factors.

Tuskegee University rewards academic excellence. Scholarships are awarded on the basis of academic achievement. Financial Aid is awarded on the basis of need as determined by the Free Application for Federal Student Aid (FAFSA). Financial aid is available in the form of grants, loans, work assignments, scholarships, and fellowships. Some of the financial assistance programs are made possible through resources of the University, while other programs are made possible by private and governmental agencies.

Students who have been admitted to Tuskegee University should write to the Office of Financial Aid Services for materials and procedures regarding financial assistance. **EARLY APPLICATION IS ENCOURAGED.** The priority deadline date to submit the Student Aid Report to Tuskegee University is March 31st of each year.

Student Eligibility for Financial Aid

Students who meet the following criteria may be eligible for financial aid:

1. United States citizens or permanent residents of the United States.
2. Admitted in an approved degree-granting program.
3. Making satisfactory progress and in good academic standing as defined by the University.
4. Enrolled at least half time in an approved degree-granting program.
5. Have proof of compliance with Selective Service registration requirements.
6. Not in default on a Perkins Loan (formerly National Direct Student Loan) or Stafford Student Loan (formerly Guaranteed Student Loan).
7. Do not owe a refund on a Pell Grant or Supplemental Education Opportunity Grant.

Applicants for financial aid must have been accepted to Tuskegee University before an award can be made. Transfer students must have their former institution(s) send a financial aid transcript(s) to the University.

Financial aid to graduate students at Tuskegee University is divided into two general types: fellowships administered through the Office of Financial Aid Services and research and teaching assistantships administered by individual departments.

Each student who applies for admission to the Graduate Programs may also apply simultaneously for an assistantship and/or fellowship by writing a letter directly to the Head of the Department. Each applicant should forward all application materials, except recommendation forms, directly to the GSR Admissions Office. Completed recommendation forms should be sent to the Head of the Department. An official transcript should be forwarded to the Admissions Office for each college or university previously attended.

Each application must be completed and all supporting documents must be on file in order for the applicant to receive full consideration. The College Dean in the area of interest may establish cut off/deadline date(s). The Financial Aid Office does not set any deadline dates for scholarships.

Enrollment of Graduate Students Receiving Stipends

Graduate students holding the title of Research Assistant, or Teaching Assistant will be required to register in the Graduate Programs during the Fall and Spring semesters. Students who have completed course requirements are required to be registered for the appropriate categories (courses numbered 700, 752, or 754). Students remaining in the Graduate Program during the summer session must register for at least the continuous registration course (course numbered 752).

Maximum Semester Credit Hour Load for Full Time Graduate Students

Graduate Status	Credit Hours Per Session		
	Fall	Spring	Summer
Full-Time Graduate Student*	12	12	6
1/4 Research Assistant or Teaching Assistant (working 10 hours per week)	9	9	6
3/8 Research Assistant or Teaching Assistant (working 15 hours per week)	9	9	6
1/2 Research Assistant or Teaching Assistant (working 20 hours per week)**	9	9	6
3/4 Research Assistant or Teaching Assistant (working 30 hours per week)	3	3	3
Full-time Staff or Faculty	3	3	3

*A Graduate student not receiving a Research or Teaching Assistantship or one who is enrolled in the Occupational Therapy program. **Departments and Advisory Committees may assign no more than 18 credit hours total for the three terms.

POLICIES GOVERNING GRADUATE FELLOWSHIPS AND RESEARCH OR TEACHING ASSISTANTSHIPS

Policies governing graduate fellowships and research or teaching assistantships are as follows:

1. Applicants should generally have at least a grade point average of 3.00 out of a possible 4.00 in both undergraduate and any prior graduate work.
2. Holders of fellowships or assistantships are expected to pursue a full-time schedule of courses and teaching or research assignments. They must maintain the scholastic standards established for graduate students in good standing. They must not otherwise be gainfully employed during the term of appointment. A student cannot hold more than one appointment during any given period of time.
3. Fellowships and teaching assistantships are awarded for the academic year only (unless otherwise noted), while research assistantships may be awarded for the calendar year.
4. The department may recommend to the College Dean with the approval of the Dean of Graduate Programs to permit conditional students to receive financial assistance.

WORK-STUDY PROGRAM

The College Work-Study program, under the Economic Opportunity Act of 1964, provides financial aid through employment of college students who otherwise may not be able to pursue college and graduate education without such aid. To qualify, students must meet the following requirements:

1. Come from a low- or moderate- income family unable to contribute significantly to their education.
2. Need this employment income in order to continue in college.
3. Be able to work up to 15 hours per week and maintain satisfactory grades.

When classes are in session, students may not work more than 15 or more hours per week. When school is not in session or during vacation periods, students may work up to 40 hours a week.

V. Requirements and Standards

Please note that additional requirements other than those listed in this document may exist at units offering graduate degrees.

Master of Science (MS) Degree

Graduate Programs leading to a Master of Science degree are offered in several disciplines at Tuskegee University. Programs of study are administered by major departments or colleges and are subject to the approval of the Dean of Graduate Programs. Since variations exist in requirements of the degree-granting programs, it is important for students to become familiar with specific requirements. Detailed program information is available in the departments that offer the degrees.

Doctor of Philosophy

Graduate Programs leading to PhD degrees are offered in several fields of natural sciences and engineering. Doctoral programs are administered independently by units, or in collaboration. Information about doctoral programs is found under Graduate Studies and Research web page of the University (www.tuskegee.edu).

Credit Hour Requirements

PhD Degree

Students who have earned credits for Doctoral courses at other institutions may request Tuskegee University Doctoral programs to consider them for transfer. The determination of the graduate-faculty concerning the number of credits to be transferred will be final. No more than one half the total required credits can be transferred from previous institutions. In the SACS-COC, Principles of Accreditation: Foundations for Quality Enhancement, Comprehensive Standard 3.6.3 states:

“A majority of credits toward a graduate or a post-baccalaureate professional degree is earned through the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions.”

Qualifying Exams

Integrative Bioscience (IBS)

Qualifying exams for IBS students is given in two (2) parts: 1) A comprehensive written exam, and 2) a grant-style application that must be defended orally in front of the student advisory committee.

Abbreviated Grant Application-Qualifying (See APPENDIX A for additional information)

COMPREHENSIVE WRITTEN EXAM

Every IBS student at Tuskegee University must pass as agreed by IBS core faculty a written comprehensive exam that covers core concepts in molecular biology, biochemistry, and ethics. This exam would be given in the fall semester of the third (3) year to the entering class. Student must take the comprehensive exam at the time when is offered to their entering class. The exam is graded Pass/Fail and students must pass 70% of the questions. Students failing to pass the exam during the first attempt may retake it a second time. The second exam will be oral and administered by the same grading faculty. The decision of the grading faculty for both exams is final. Students who fail to pass the second exam will be dismissed from the program.

Material Science and Engineering (MSE)

Every MSE student at Tuskegee University must pass as agreed by MSE core faculty a written comprehensive exam that covers topics and subtopics as published in “Topics to be covered in written qualifying exam” available from the MSE program office. A set of faculty will be selected to design questions in each category. The exam will consist of two parts and students will have four (4) hours to complete each part. Both parts consist of 20 questions of which students must attempt 12. Each question is worth 10 points and students must achieve a score of 70 in order to pass the exam. The decision to pass a student is made by the advisor, the examining committee, and the program director. If a score of less than 70 is achieved, the grading faculty may allow students to retake parts or the entire exam again. If the student fails to pass the exam after two attempts, the student will be dismissed from the MSE program. The decision of the grading faculty is final.

ABBREVIATED GRANT APPLICATION AS QUALIFYING EXAM FOR CANDIDACY to PhD

Doctoral students at Tuskegee University must pass, as agreed by all members of the student advisory committee, a qualifying exam that consists of two parts:

1. The student must design, write and discuss a modular small grant from the NIH or RO3 application, whose characteristics and purposes are contained in the summary below. The topic for this “mock grant” application cannot be identical to the research topic under consideration for the student dissertation. The RO3 application theme can be related, but it cannot be similar.
2. The applicant must defend the grant application’s rationale, its scientific content, its feasibility, and the scientific verification of the application to scrutiny of peer review. The committee can also ask questions related to the foundational science disciplines undergirding the research questions proposed. The candidate will prepare one thirty minutes Power Point presentation and present it to the advisory committee (not open to the public). The committee will question the applicant’s scientific handling of the proposed project and write-up and will deliberate in closed session to determine whether the applicant passes or fails the process.

Information about small grant applications to the NIH can be found at:

<http://grants.nih.gov/grants/funding/modular/modular.htm>

Graduate students generally have a graduate committee (minimum of three faculty members) composed of his/her primary faculty advisor, who serves as Chair of the committee and other faculty who are knowledgeable and familiar with the student's research interest, course work, strength and weakness. For the IBS program, the graduate committee consists of 4-6 members, and two of them serve as the student's co-mentors. Thus, it is extremely important that the student formulates his/her objectives in accordance with his/her strengths and weaknesses and interact with faculty members capable of nurturing identified weaknesses and who are willing to guide the student toward the highest possible academic standard in accordance to the graduate school and university strategic plans.

Appeals

Appeals of administrative/academic decisions affecting graduate students e.g., qualifying exams, thesis defense, grading, professional conduct, graduation status etc. should first be referred to the professor, committee, or body administering the original decision. The appeal should then progress as follows: 1) Program director (or Dept. Head), 2) academic dean, and 3) GSR, 4) Vice-Provost, 5) Provost, and 6) President of the University. Academic deans and GSR may at their discretion convene a special committee to make recommendations on appeals.

Credit Hour Requirements

Master's Degree

Satisfactory completion of at least 30 hours of graduate courses for credit is also required before a student may be recommended for the Master of Science degree. A maximum of nine semester hours may be transferred from graduate courses taken at other university provided the student has grades of "B" or better in these courses. For students who are pursuing a second Master's degree at Tuskegee University nine hours of credit are transferable from courses taken to fulfill the requirements of the first degree. **Correspondence course credits are not acceptable.**

Doctoral Degree

IBS: Satisfactory completion of at least 60 hours of graduate courses for credit is required up to 30 of these credits may be transferred from another institution after approval by GSR.

MSE: Satisfactory completion of at least 48 hours of graduate courses for credit is required. At least 24 of these credits must be course work, and 24 credits research. These course/research requirements do not include pre-requisites other pre-requisites of the programs (e.g., math, chemistry, physics and engineering). Additional credits from another institution after approval by GSR may be transferred.

Plan of Study

The plan of study shall be selected in consultation with the student's Major Professor. It must show a reasonable degree of concentration in related or interrelated subjects under the direction of at least three members of the Graduate Faculty (the student's Advisory Committee). The student's program shall be subject to the general approval of the Dean of the College.

Transfer, Extension, and Workshop Credits

The number of credit hours that can be transferred from another university to Tuskegee University is governed by the SACS-COC, Principles of Accreditation: Foundations for Quality Enhancement, Comprehensive Standard 3.6.3, which states that “a majority of credits toward a graduate or a post-baccalaureate professional degree is earned through the institution awarding the degree. In the case of graduate and post-baccalaureate professional degree programs offered through joint, cooperative, or consortia arrangements, the student earns a majority of credits from the participating institutions.” Credits earned in graduate courses may be transferred from another institution of higher education if all of the following conditions have been met:

1. The student is in good standing at the other university.
2. The grades in courses transferred are "B" or better.
3. Transfer courses must meet Tuskegee University's Time Limit for Graduate Credit.
4. The student has registered for a minimum of two semesters in the Graduate Programs at Tuskegee University.
5. The credit for the graduate course work at another institution is properly transferred from the Registrar's Office at that institution to the Registrar's Office at Tuskegee University and approved by both the department in which the degree is offered and the Dean of the area.

A maximum of nine (9) semester hours in approved extension courses or continuous educational activities operated by Tuskegee University may be accepted toward the Master of Science degree.

In academic units where Tuskegee University is participating in cooperative and/or dual degree programs, the maximum number of hours of transfer credit should not exceed 15 hours. The plan of study under these conditions must be approved by both units prior to the end of the student's first semester of enrollment but preferably before the student begins his/her course of study.

In all cases, a candidate for a graduate degree is subject to a final examination on all work offered for the degree. The student must also be registered in the Graduate Programs at Tuskegee University during the semester when the degree requirements are completed. **Once they have met all requirements for the degree, students do not have to be registered to participate in commencement.**

Graduate Credit for Undergraduates

An undergraduate student who requires less than 15 credit hours of course work for the completion of requirements for the baccalaureate degree may select certain courses for graduate credit provided the cumulative grade point average is 3.00 or above. These courses must be confined to those designated "For Advanced Undergraduate and Graduate Students." These are usually 500 level courses. An undergraduate student may not enroll in 600 level courses. A grade of "B" or better in such courses is required for application to graduate credit. A student who meets the requirements and petitions for graduate credit can apply these courses for graduate credit only after being admitted to the Graduate Program, and after the department in which the study will be pursued accepts the work for

graduate credit. NOT MORE THAN NINE (9) SEMESTER HOURS OF SUCH WORK MAY BE COUNTED TOWARD AN ADVANCED DEGREE.

Retroactive Graduate Credit

Courses taken before admission to graduate school do not automatically count towards the graduate degree. Courses taken more than six (6) years before admission to graduate school will not be accepted for an advanced degree.

Academic Standards

Certification as a Full-Time Graduate Student

It is sometimes necessary that a graduate student be certified as a full-time graduate student. To qualify for such a certification, the student must carry a minimum of nine (9) semester hours. Many graduate students have work assignments in their departments, which enable them to continue their specialized programs. Under these conditions, six (6) semester hours plus their specialized activity (research, etc.) would qualify them for certification as full time. Additionally, students may be certified as full time if they are carrying out full-time work when registered under "Continuous Registration."

Admission to Candidacy for Doctoral Students in Integrative Biosciences

Appropriate requirements and procedures listed for Admission to Candidacy for the Master's program are applicable to Doctoral students. However, specific requirements for Admission to Candidacy for students who are enrolled in the Doctoral program in Integrative Biosciences include the following:

1. Completion of all course work required for the PhD program (more than 30 credits for the students starting with a MS degree, or 60 credits for those starting with a BS degree).
2. Passing a written qualifying examination.
3. Successful oral presentation of research proposed to the Advisory Committee.

Students who fail the qualifying examination after two attempts may apply for a Master's degree in any of the established programs at Tuskegee University. In such cases, the student will have to meet the oral examination requirements of the Master's degree Graduate Program.

Admission to Candidacy for Doctoral Students in Materials Science and Engineering (MSE)

Appropriate requirements and procedures that are listed for Admission to Candidacy for the Master's program are applicable to Doctoral students. However, specific requirements for Admission to Candidacy for students who are enrolled in the Doctoral program in Materials Science and Engineering include the following:

1. Completion of all course work required for the PhD program (18 credits for the students starting with a MS degree or 42 credits for those starting with a BS degree).
2. Passing a written qualifying examination.
3. Successful oral presentation of research proposed to the Advisory Committee.

Students who fail the qualifying examination after two attempts may apply for a Master's degree in any of the established programs at Tuskegee University. In such cases, the student will have to meet the oral examination requirements of the Graduate Program.

Non-Thesis Option (Masters Degree Programs Only)

Masters Degree Programs may offer **Non-thesis options**, and applicants choosing such options should inquire to program directors about requirements and exceptions. Students who choose a non-thesis option - after admission and approval by the program offering the degree - must complete and submit to GSR before graduation documentation (e.g., written reports, examination, evaluations, etc.) of procedure used in fulfillment of the degree, approved and signed by the non-thesis committee, advisor/mentor, unit dean/director.

Students choosing a Master Degree **thesis option (regular)** should indicate that when applying. Such students are required to conduct research that should form the basis for a thesis written report. Besides conforming to institutional policies and regulations, the thesis should clearly reflect the student's contribution to a team-lead research effort, or a stand-alone project.

THESIS/DISSERTATION

The information contained in this section is designed for students who will complete a thesis for the Master's degree and for students who will complete the dissertation for the Doctor of Philosophy degree. The term thesis is used for convenience, but it also applies to dissertation.

Each candidate for the graduate degree must present a satisfactory thesis embodying the results of research. The thesis should be a carefully prepared exact presentation of the subject. It should state clearly the purpose, method of procedure and results of the specific investigation undertaken, and how the research in the thesis contributes to the advancement of the field.

Besides conforming to APA standards, a thesis/dissertation should conform to style, grammar, and formatting requirements to avoid delays in GSR processing. A collection of "original reprints" from published work performed by the students submitted as chapters of the thesis/dissertation without logical links related to research conducted by the applicant is unacceptable. The thesis/dissertation should embody a clear progression from literature review, methods used, results obtained, and their significance, preferable with recommendations for other students to explore. The thesis/dissertation preparation exercise is a critical stepping-stone for the aspiring MS/PhD student to understand the rigors, standards, and the care needed to report findings from academic research to peers.

For instance, a thesis/dissertation could consist of a collection of peer-reviewed published work specifically derived from the candidate's research work, but chapters must be presented with a logical sequence and linking that would permit understanding the concept proposed in the original plan. The subject of the thesis/dissertation, with the written approval of both the advisor directing the work and the graduate committee, must be filed at the time the student applies for admission to candidacy.

Graduate students should follow the 5th Edition APA manual (www.apa.org) in preparing the thesis/dissertation. The citations, tables, arrangements, and other aspects of the thesis form should conform to the requirements outlined in the manual. However, the student and the professor may be approved to follow other scientific guidelines for the thesis or acceptable formats for the dissertation. Some information on the preparation of a thesis/dissertation is presented in the Appendix.

Approval of Drafts and Final Copy of Thesis/Dissertation

The final draft of the thesis/dissertation must be filed with the student's Advisory Committee at least 30 days before the date listed in the university calendar for final copies to be submitted during the

semester in which the student expects to graduate. The student must present to the Dean of Graduate Programs a "Preliminary Approval Sheet" (PAS) bearing the signature of the Major Professor before the final oral examination may be scheduled and before copies of the thesis/dissertation are distributed to members of the Examining Committee. This signature attests that the Major Professor has read and approved the draft of the thesis/dissertation.

It is the responsibility of the Major Professor to examine the thesis/dissertation thoroughly for the quality of its organization, scientific treatment of research data, and English usage. Approval by the Major Professor means that the thesis/dissertation has satisfied requirements of content, form and usage.

After the "Preliminary Approval Sheet" has been signed, it should be submitted to the Dean of Graduate Programs before the final examination is scheduled and before the final draft of the thesis/dissertation is prepared for final approval.

Approval of the thesis/dissertation in its final form rests with the Examining Committee. Prior to submitting the thesis/dissertation to the Dean of Graduate Programs in accordance with the dates published in the University Calendar, it must be edited and approved by the following:

1. The student's Major Professor
2. The student's Examining Committee
3. The student's College Dean

VI. Time Table-Sequence - MS for Students with a completed BS

Steps	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5*	Semester 6*
Application	☹	-	-	-		
Admission	☹	-	-	-		
Registration	☺	-	-	-		
Core Courses	☹	☺	-	-		
Advisor	☹	➔	➔	➔		
Seminars	➔	➔	➔	➔		
Electives	-	➔	➔	➔		
Candidacy	-	-	☺	-		
Committee	-	☹	➔	➔		
Cont. Regist.	-	-	-	☹		
Thesis	-	-	☹	☺		
Defense	-	-	-	☺		
Approval	-	-	-	☺		
Graduation	-	-	-			

Legend for symbols: ☹ Should begin process, ➔ In Progress, ☺ Should complete process

*Completion of an MS is expected within four semesters (2 years). Progression beyond two years is subjected to special consideration by the graduate school.

VII. Time Table-Sequence PhD

There is no continuity eligibility for students completing an MS program at Tuskegee University that would allow such students to continue into a PhD program while validating courses taken for the MS degree.

Steps (PhD)	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	Sem...	Sem...
Application	☹	-	-	-	-	-	-	-	-	-
Admission	☺	-	-	-	-	-	-	-	-	-
Registration	☹	-	-	-	-	-	-	-	-	-
Core Courses	☹	➔	➔	☺	-	-	-	-	-	-
Lab. Rotation	☹	☺	-	-	-	-	-	-	-	-
Advisor	☹	➔	➔	➔	➔	➔	➔	☺	☺	☺
Seminars	-	-	☹	➔	➔	➔	➔	☺	☺	☺
Electives	-	-	☹	➔	➔	➔	➔	☺	☺	☺
SD Studies	-	-	➔	➔	➔	➔	➔	☺	☺	☺
Research	-	-	-	➔	➔	➔	➔	☺	☺	☺
Candidacy	-	-	-	-	☹	➔	➔	☹	☹	☹
Committee	-	-	☹	➔	➔	➔	➔	➔	➔	➔
Qualifying	-	-	-	☺	☺	-	-	-	-	-
Cont. Reg.	-	-	-	-	-	➔	➔	➔	➔	➔
Dissertation	-	-	-	-	-	☺	☺	☺	☺	☺
Defense	-	-	-	-	-	-	-	☺	☺	☺
Publications	-	-	-	☹	☹	☹	☺	☺	☺	☺
Graduation	-	-	-	-	-	-	☹	☺	☺	☺
Other										

Legend for symbols: ☹ Should begin process, ➔ In Progress, ☺ Should complete process

*Completion of a PhD is expected within 10 semesters (5 years). Progression beyond five years is subjected to special consideration by the graduate school.

VIII. Requirements for Graduation

Order of Thesis/Dissertation and Abstract

The following outline is provided to assist the student in processing the thesis for final approval:

Action By	Action Performed
Student	Discusses and corrects draft of thesis/dissertation and abstract as recommended by Major Professor and Advisory Committee.
Student	Obtains Preliminary Approval Sheet (PAS) from the Dean of Graduate Programs.
Student	Obtains the signature of the Major Professor in the space provided on the PAS.
Student	Obtains the signature of the Dean of Graduate Programs on the PAS.
Major Professor	<p>Requests the College Dean's approval of the oral examination and the College Dean forwards the request to the Dean of Graduate Programs so that the necessary appointments may be made for the student's final oral examination. The request must meet the following requirements:</p> <ol style="list-style-type: none"> 1. Include a statement of place, time, day, and date of the final oral examination. 2. Be submitted to the Dean of Graduate Programs at least one week prior to the date of the examination. 3. Indicate the names of five members of the examination committee, including those on the advisory committee. A majority of the members of the examination committee must be from the area of the student's specialization. Students are encouraged to complete their work in a timely manner so that oral examinations may be scheduled before the week of the regular final examinations. It is the responsibility of the Major Professor and not that of the student to arrange a convenient time for the oral examination.
Major Professor	Receives from the Dean of Graduate Programs statements of appointment for each member of the Examination Committee and five blank copies of the Examination Report. Distributes the appointment letters to the members of the Examination Committee. No member of the graduate faculty shall serve on the examination committee unless appointed by the Dean of Graduate Programs through a letter.
Examination Committee	Holds examination with student on date announced by the Dean of Graduate Programs. Members sign the Examination Report indicating the results of examination and status of thesis/dissertation. Signatures of four out of five members of the Examination Committee are necessary for the student to pass the final oral examination.

Action By	Action Performed
Major Professor	Returns Examination report to the Dean of Graduate Programs no later than three days after the final oral examination. The Examination Report must be typewritten and each of the committee members should review it.
Student	Prepares final copy of thesis and abstract.
Student	Submits five copies of the approval page with original signatures. One copy of the thesis/dissertation and one copy of the abstract go to the Dean of Graduate Programs for review in accordance with the <u>dates published in the University Calendar</u> .
Dean of Graduate Programs	Reviews the thesis/dissertation and abstract and returns to student for final correction.
Student	Submits corrected copy to the Dean of Graduate Programs. If all corrections have been satisfactorily made, the student will be instructed to make six copies of the thesis/dissertation, six of the abstract, and return all copies (one original thesis and five copies), along with copy of binding fee receipt to the Graduate Programs Office within two working days.
Dean of Graduate Programs	Sends original abstract, original thesis and required extra copies to the Library for binding.
Dean of Graduate Programs	Sends CERTIFICATION LETTER and copy of Examination Report to the Department Head, College Dean, and the Registrar.

Audit Courses and Non-Credit Courses

A student who wishes to audit a course must register in the course as an auditor. The registration form should show clearly that the student is auditing the specific course. A student may not later seek course credit for the course in which the initial registration was as an auditor, except by enrolling in the course at a subsequent date and pursuing it in the regular manner. Permission to enroll for credit in a previously audited course must be granted by the Dean of Graduate Programs.

Auditing privileges are not allowed in laboratory courses. The number of courses to be audited and the proportion of audited courses to the total number of courses for which the student may register should be determined on an individual basis. A student must also obtain the approval of the instructor and the Dean of the College where the course is offered.

If the advisor considers it necessary, a graduate student may register for certain courses for which graduate credit will not be received. A "non-graduate credit" course is any course taken by a graduate student for which graduate credit toward a degree is not allowed either because of the level of the course or because it is a prerequisite for admission to graduate work in that area.

A student registered for a non-graduate credit course must complete all requirements of the course as though it were taken for credit. The instructor must submit a final grade for the non-graduate credit course as earned by the student. The non-graduate credit course may be counted toward a full schedule but may not be counted toward a degree.

The advisor will indicate the course or courses to be taken as non-graduate credit courses by writing "NC" to the right of the column designated "credit hours".

Procedures for Change in Course of Study

Any change in a student's class schedule is at the discretion of the major advisor. Changes in courses are permitted only during the normal period of time allowed for such changes. Credit will not be given for courses taken without proper authorization. Changes in a student's field or course of study will be made only upon the written request of the student's advisor. This written request must be presented to the Dean/director of the unit for approval. After the unit approval, the request is forwarded to the Dean of Graduate Programs for approval. Once approved, copies are sent to the major professor and the registrar.

Procedures for Dropping Courses

In order to officially drop courses, the student must complete the Change-in-Registration Form, which must be signed by the Major Professor, pay the required fee and deposit the form in the Office of the Registrar; otherwise, the student will receive a grade of "F" in the course if he/she attended some classes or "Y" in any course the student never attended. Dropping courses must be done in accordance with the date published in the University Calendar.

Procedures for Withdrawing From Tuskegee University

A graduate student who withdraws from Tuskegee University will receive no credit for the courses enrolled in unless all of the requirements for those courses have been met and permanent letter grades have been recorded by the instructor(s) of those courses. In addition, the policy under GRADING SYSTEM shall be enforced and shall be taken into consideration when the student applies for readmission. A written request from the student's advisor must be filed through the Dean of the College in which the student specializes and with the Dean of Graduate Programs. To re-enter the Graduate Program, the student must petition the Dean of the College and the Dean of Graduate Programs and file application for readmission.

Procedures for Change in Department

A student may change from one department to another within or outside the College provided the department to which the student wishes to transfer is prepared to accept him/her. The student should execute the usual Change-in-Major form and file it in the Office of the Registrar. A new advisory committee and plan of study must be submitted to the Dean of Graduate Programs through the appropriate channels within one term of such a change.

Change in Area of Specialization, Major Professor or Member of Advisory Committee

Change in the area of student's specialization within the department, Major Professor or members of the advisory committee, may be approved only by the Dean of the College in which the student is enrolled. The Deans' Council must approve changes to the IBS Program. Request for such

change(s) must be submitted to the Dean of Graduate Programs with the approval of the academic dean. In the event the approval cannot be secured, the student may petition for the change to the Dean of Graduate Programs who will make a decision on the basis of the information presented.

A new plan of study may be necessary as a result of the change in the area of specialization and/or the Major Professor.

Off-Campus Research and Study (IN ABSENTIA)

A graduate student who wishes to conduct off-campus research work in connection with the thesis must have advance program approval from the advisor, College Dean, and the Dean of Graduate Programs. The student must maintain registration in the Graduate Programs under Course 700 and must pay regular fees during each session for which credit is desired.

Under certain conditions, graduate students engaged in off-campus research or work in the field may be permitted to register for courses not designated 700 research. The total of such hours acceptable vary from department to department but may not exceed four semester hours in any department. Such credits should also be approved in advance by the student's advisor and the Dean. **An off-campus advisor must be approved by the Dean of the College and the Dean of Graduate Programs.**

ACADEMIC HONESTY

Honesty in academics, as well as in other matters, is expected of everyone at Tuskegee University. It is the obligation of all to adhere to this standard. Individuals are expected not to cheat or be dishonest, not to create the appearance of being dishonest, and not to contribute to or condone the dishonesty of others. Dishonesty, such as cheating, plagiarism, forgery and/or manipulation of data, misrepresentation of data or knowingly furnishing false information to an official of the University will not be tolerated. The penalty could include failure in the course, invalidation of thesis/dissertation results and possible suspension or dismissal from the University.

When an instructor has reason(s) to believe that a student has been dishonest or has aided in dishonest acts, he/she immediately informs the student and follows up with a written statement of the charges to the student, the head of the department, Dean of the College in which the student is enrolled, and the Dean of Graduate Programs.

The Dean of Graduate Programs will appoint a committee of at least three persons to make a recommendation on the charges of academic dishonesty. The Dean of Graduate Programs will issue final action on charges and the penalty. Tuskegee University maintains the right to suspend or dismiss a student who has been judged guilty of academic dishonesty.

APPEAL OF DECISIONS

A student has the right to appeal decisions regarding his/her academic performance or academic requirements. Before initiating a petition for appeal, the student should attempt to resolve the problem directly with the instructor, person concerned, and/or departmental faculty.

If the student has justification for an appeal beyond the departmental faculty or head of the department, he/she must submit a written statement to the Dean of the College who will outline procedures to resolve the matter. If the matter is not resolved, the student has the right to appeal to the Dean of Graduate Programs who will take a final action on the matter.

IX. Appendices

- 1) Sample Forms
 - a. Student Data Form
 - b. Course Selection
 - c. Drop/Add
 - d. Withdrawal
 - e. Conversion to Full Graduate Status
 - f. Admission to Candidacy

- 2) Policies
 - a. Sexual harassment
 - b. Conflict of interest
 - c. Smoking
 - d. Dishonesty
 - e. Grievances

- 3) Thesis/ Dissertation Samples

APPENDIX A

Graduate Programs in different units may have requirements that are specific to the graduate programs in those units.

NIH SMALL GRANT (RO3) AS QUALIFYING EXAM FOR CANDIDACY TO PhD

Doctoral graduate students in Tuskegee University Graduate Programs must pass, as agreed by all members of the student advisory committee, a qualifying exam that consists of two parts:

- The student must design, write and discuss a modular small grant from the NIH or RO3 application, whose characteristics and purposes are contained in the summary below. The topic for this “mock grant” application cannot be identical to the research topic under consideration for the student dissertation. The RO3 application theme can be related but it cannot be similar.

- The applicant must defend the application’s rationale, its scientific content, its feasibility, and the scientific verification of the application to scrutiny of peer review. The candidate will prepare a thirty (30) minutes Power Point presentation and present it to the advisory committee (not open to the public). The committee will question the applicant’s scientific handling of the proposed project and write up, and will deliberate in closed session to determine whether the applicant passes or fails the process.

NIH Small Grant Program (R03). Applications are intended as “feasibility” plan of action that allows applicants to gather sufficient data and experience to move into “independent” funding process such as RO1 and other type of NIH funding. Once an applicant successfully secures RO1 funding, the applicant is generally NOT eligible for additional transitional funding such as this. Training awards from the NIH, including K, T, etc. are excellent steps toward transitional R type awards such as R03, R2.

The NIH has standardized the Small Grant (R03) application characteristics, requirements, preparation, and review procedures in order to accommodate investigator-initiated (unsolicited) applications. This website <http://era.nih.gov/ElectronicReceipt/preparing.htm> describes the use of the investigator-initiated R03 and describes the NIH Institutes and Centers (ICs) that intend to accept such applications.

Preparation of an R03 application familiarize students with other transitional funding mechanism such as R21, K and T awards that are specifically offered to facilitate open competition with peers allowing for a lack of establish scientific/academic acumen.

As in the past, the R03 award supports small research projects that can be carried out in a short period of time with limited resources. Investigators wishing to apply for an R03 grant should be aware that not all ICs accept investigator-initiated R03 applications and that the different ICs may have specific purposes for which they use this funding mechanism. Before preparing an application for an R03 grant, all investigators should consult the list of participating ICs (shown below) as well as the IC staff listed as contacts to determine if an R03 application is appropriate. There is also a list of ICs that do not accept unsolicited R03 applications. All investigator-initiated small grant applications described in this announcement will be assigned to the ICs according to standard PHS referral guidelines and specific program interests. Applications that are assigned to an IC that does not participate in this program may be returned without review.

NIH Institutes and Centers that DO Accept Investigator-Initiated R03 Applications in Response to the Parent R03 Announcement - (PA-06-180): NHGRI, NIA, NIAAA, NIAID, NIBIB, NICHD, NIDA, NIDCR, NIEHS, NIMH, NINDS, NINR, and NLM.

Some of the non-participating ICs may solicit R03 applications using Requests for Applications (RFAs) or special Program Announcements (PAs) in order to meet specific programmatic needs. In some cases, those announcements may specify different application characteristics, review criteria, and receipt dates. All such announcements will be published in the NIH Guide for Grants and Contracts at <http://grants.nih.gov/grants/guide/index.html>. The PA for investigator-initiated R03 applications can be found at <http://grants.nih.gov/grants/guide/pa-files/PA-06-180.html> and articulates the policies and procedures that apply to this program.

- **Electronic Submission** – NIH will require electronic submission of the SF424 (R&R) form through Grants.gov to NIH for all R03 grant applications after June 1, 2006.

- **Registration** – The NIH electronic submission process requires institutional registration in two separate systems: Grants.gov and eRA Commons. Project Directors/Principal Investigators also must be registered in eRA Commons. These registration processes can take up to four weeks (possibly longer for new organizations) to complete. All registrations must be in place prior to application submission. For additional information on preparing for electronic submission to NIH please visit: <http://era.nih.gov/ElectronicReceipt/preparing.htm>.

- **Training resources** – Video library, archived training sessions and other training resources to learn about the NIH electronic submission process and the new SF424 (R&R) application can be found at the above link.

- **Scope** - The common characteristic of the small grant is the provision of limited funding for a short period of time. Examples of the types of projects that ICs support with the R03 include the following:

- Pilot or feasibility studies
- Secondary analysis of existing data
- Small, self-contained research projects
- Development of research methodology
- Development of new research technology

RO3 APPLICATION CHARACTERISTICS

- Applicants for an R03 award may request a project period of up to two years and a budget for direct costs of up to two \$25,000 modules or \$50,000 per year. R21 applications are allowed for risky, innovative, and new ideas that have a chance for success with minimal preliminary data needed.
- Small grant support is for new projects only; competing continuation applications will not be accepted.
- A Doctoral student cannot apply for an R03 grant to support his/her thesis or dissertation research. However, support from an R03 award may be used to assist students as co-investigators or research assistants who are pursuing dissertation studies when the work is within the scope of the R03 award.
- All NIH Institutes and Centers will accept two revisions of a previously reviewed R03 small grant application. (See NOT-OD-05-046)
- The Research Plan (Specific Aims, Background and Significance, Preliminary Studies, and Research Design and Methods) of an application for a small grant may not exceed a total of 10 pages.

A Progress Report is not needed; competing continuation applications for a small grant will not be accepted.

SPECIFICATIONS FOR THESIS AND/OR DISSERTATION FORMATTING

The thesis should be prepared electronically. Programs such as Microsoft Word and others have built-in capabilities that allow users to format text, tables, figures, references, index, and table of content automatically. Applicants should take advantage of such features to ensure a clean and professional looking final document. Citation formation is currently available through programs such as EndNote, Reference Manager, etc. These programs provide downloading/filtering from the National Library of Medicine (NLM) and other directly to your computer. Tuskegee University reserves the right to implement electronic archival/retrieval procedures for processing, reviewing and/or approving theses/dissertations.

The text should be double-spaced except for tabular material, extended quotations or footnotes that are single-spaced. The font size should be 12 points in printed thesis. However, tabular material and charts may use a readable font size smaller than 12. Computer printers that do not produce letter-quality print are not acceptable. Black print must be used. Copies must be black and clear. The stock for the original shall be TWENTY-POUND RAG BOND PAPER, and the sheets shall be 8-1/2 x 11 inches. Erasable bond, certificate bond, and similar types of paper that smear are not acceptable. Any approved permanent-type, good quality, clean reproductions are acceptable.

Incomplete erasures, strikeouts or smears will not be accepted. All printed pages must have the following minimum margins: Left, Top and Bottom 1-1/4 inches, and Right margin 1.0 inch. Check GSR web page for formatting hints that may be posted (www.tuskegee.edu/gsr). To avoid delays in the processing of requests to GSR use a ensure compliance with style, formatting, and content requirements.

NUMBER OF COPIES AND DISTRIBUTION

One original and five copies of the thesis are required for students who will receive the Master's degree. These six copies, with the approval page signed by the Major Professor and the Dean of the

College, must be deposited with the Graduate Programs Office. The Dean of the Graduate Programs must approve the thesis before the student may be certified to receive the degree. The original and one copy of the thesis will be presented to the Library; one copy is the property of the student, one copy belongs to the Major Professor, one copy for the College and one copy belongs to the department.

One original and six (6) copies of the dissertation are required for students who will receive the Doctor of Philosophy degree. After approvals have been granted as stated above, the original and one copy of the dissertation will be presented to the Library, two copies are the property of the student, one copy belongs to the Major Professor and two copies belong to the department.

TITLE PAGE

The title page of the thesis should conform to the specimen shown in Figure 2a and 2b, and the thesis should be prepared in accordance with the form suggested herein. Refer to Figures 3a and 3b for a specimen of the approval of the thesis page.

TABLES

When large tables are created the long way of the paper, the top of the table should be at the left-hand edge of the sheet. When it is necessary to include tables or figures which are larger than the thesis paper, this material should be folded so that the right side or outer edge is one-half inch shorter than the other pages in order that the binder may trim the edges of the thesis without cutting the folded sheets. If there is a double fold, the left side of the fold should be one inch shorter to allow for binding. Margins of tables, graphs, and photographs must conform to the margins of the manuscript. Footnotes, when used, must be at the bottom of the page, not in the text.

GRAPHS AND CHARTS

All images submitted for inclusion in a thesis/dissertation, such as graphs, still photography, tables, should be publication quality. Regulations regarding margins must be observed for typed pages, tables, graphs and charts. Electronic generated images must NOT be pixilated, stretch, or distorted.

CITATIONS

The citation of books and periodicals is explained and illustrated in the 5th Edition APA manual. It is recommended that the form for periodical citations conform to major scholarly journals styles. Students should submit a copy of pages from an appropriate major scholarly journal showing documentation format in both the text and in the list of references cited. For example, graduate students in chemistry may use the form that is in the JOURNAL OF THE AMERICAN CHEMICAL SOCIETY. The student's major Professor should be approved the style used for citation of periodical literature. Regardless of the student's field of study, programs such as EndNote, Reference Manager and others incorporate large databases of citation samples for commonly used publications for the majority of journal available today. Formatting of references is automatically done for most commonly used styles by such programs.

Following the main body of the thesis, the student should list the literature used in the work. This section of the thesis should preferably be called "References" and should list every distinct title to which reference has been made. Ordinarily, the student should avoid the term "Bibliography," which is more elastic and which may include works not cited in the thesis. It is suggested that the latter term be

used only when the student wishes to list a very large quantity of the available literature that is relevant to this problem, even if some of the literature is not directly referred to in the study.

It is important for the student to realize that there is no one best style for citations, bibliographies, tables, graphs, etc. However, it is true that the practices of the best authors and publications tend to resemble very closely in the fundamentals and to vary in the comparatively unimportant details. Moreover, it is absolutely essential that these items (i.e., citations, bibliographies, etc.) be made consistent, both in external form and in internal detail. For example, it is a violation of style to abbreviate the publishers name in one place and to write it out in full in another. Graduate students who are preparing a thesis/dissertation should consult the Librarian whenever there is doubt about any citation statement found in the Manual on thesis writing.

PRELIMINARY APPROVAL OF DRAFT

A draft of the thesis/dissertation and abstract must be filed with the Advisory Committee at least one month before the close of the term during which the student expects to graduate. The student's Major Professor must approve the thesis/dissertation draft.

The signatures of approval are shown on the "Preliminary Approval Sheet" and must be obtained prior to the final examination and before copies of the draft are distributed among the members of the examining committee. It is the unequivocal responsibility of the Major Professor to examine the draft in every detail, including organization, scientific treatment of research data, and English usage. Approval by the Major Professor indicates that the draft is completely satisfactory in each of these aspects.

When these signatures have been obtained, the "Preliminary Approval Sheet" should be submitted to the Dean of Graduate Programs before the final examination may be held and before the thesis is typed in its final form.

APPROVAL OF FINAL DRAFT

Final approval of the draft rests with the examining committee.

APPROVAL OF THE FINAL THESIS/DISSERTATION FORM

Approval of the final form of the thesis/dissertation and abstract rests with the Major Professor, Dean of the College, and the Dean of Graduate Programs. One copy of the thesis and abstract should be presented to the Dean of Graduate Programs for approval. After approval has been received, the student is required to present one original and five (5) copies of the thesis and one original and five copies of the abstract to the Dean of Graduate Programs for binding.

It is a requirement of the Dean of Graduate Programs that, in addition to presenting the minimum of an original and five (5) copies of the thesis/dissertation and an original abstract and five copies, there should also be presented:

1. Preliminary Approval sheet (PAS) signed by Major Professor.
2. Examination Report indicating that the student has "passed" the oral examination and bearing the signature of at least four members of the examining committee.
3. A copy of the receipt indicating payment of the binding fee.

ABSTRACT

One original and five (5) copies of the abstract must be submitted with the thesis/dissertation. A title page for abstracts of thesis is not required.

The abstract must not exceed two pages, must be double-spaced, and should be prepared according to the authorized form. A sample abstract is shown in as Appendix B.

Abstracts are distributed as follows: the original and one copy to the Library, one to the graduate College in which the student is enrolled, one to the Major Professor and one to the Graduate Programs Office.

APPENDIX B (Sample Abstract)

ABSTRACT

LEPTIN ACTIVATES ENTERIC NEURONS IN THE RAT SMALL INTESTINE

By
Shani Titania Lampley

Leptin is the protein product of the ob gene in white adipose tissue. Leptin is a hormone involved in the regulation of energy balance and food intake through activation of neuronal populations in the arcuate and paraventricular nuclei of the hypothalamus. These nuclei communicate with some satiety centers in the hindbrain, namely the area postrema (AP), nucleus of the solitary tract (NTS) and dorsal motor nucleus of the vagus (DMV). The NTS and DMV connect with the nervous system of the gastrointestinal tract (GI tract), also known as enteric nervous system (ENS), through the vagus nerve. The ENS consists of two main plexuses: myenteric plexus and submucosal plexus, and is responsible for most of the functions in the GI tract e.g., secretion and motility.

Here we investigated activation of AP, NTS, and DMV as well as ENS neurons in the duodenum, jejunum, and ileum of adult, male Sprague-Dawley rats injected with 0.25, 0.5, and 10 mg/kg leptin or vehicle (15 mM HCL and 7.5 mM NaOH, pH 5.2) utilizing the detection of Fos-immunoreactivity in these neurons. Fos is the protein product of the immediate early gene c-fos, which has been used extensively as a marker for neuronal activation.

We confirmed a previously reported finding that intraperitoneal injection of leptin increased Fos-immunoreactivity in the AP, NTS, and the DMV. Also, we found that 0.5 mg/kg leptin increased c-fos expression in the enteric neurons of the duodenum, jejunum and ileum. Thus, we conclude that the ENS and the hindbrain may have a role in activation by leptin.

APPENDIX C (SAMPLE TITLE PAGE)

LEPTIN ACTIVATES ENTERIC NEURONS IN THE RAT SMALL
INTESTINE

By
Shani Titania Lampley

A Thesis Submitted to the Graduate Faculty
of Tuskegee University
in Partial Fulfillment of the Requirements
of the Degree

MASTER OF SCIENCE IN BIOLOGY

TUSKEGEE UNIVERSITY
Tuskegee, Alabama 36088
May 2008

APPENDIX D (SAMPLE THESIS – DISSERTATION APPROVAL PAGE)

THESIS/DISSERTATION APPROVED BY:

Major Professor

Dean of College

Dean of Graduate Programs

FOR:

Student

Title of Thesis

APPENDIX E (SAMPLE TITLE PAGE FOR DOCTORAL DISSERTATION)

Dissertation Title

by

Student's Name

A Dissertation Submitted to the Graduate Faculty of Tuskegee University
in Partial Fulfillment of the Requirements for the Degree of

DOCTOR OF PHILOSOPHY IN MATERIALS SCIENCE AND
ENGINEERING

TUSKEGEE UNIVERSITY
Tuskegee, Alabama 36088
May 2008

DISSERTATION APPROVED BY

Major Professor

Committee Member

Committee Member

Committee Member

Committee Member

Director, PhD Program (MSE)

Dean, College of Engineering, Architecture and
Physical Sciences

Dean of Graduate Programs

For

Student's Name

Title of Dissertation

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