

# Legislation of the Cornell University Graduate Field of Animal Science

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## I. Membership

Potential members should transmit a CV to the **Director of Graduate Studies (DGS)** along with a statement of intent to join the Field. The DGS and the **Graduate Field Assistant (GFA)** will transmit the CV and statement of intent to current members of the Field and schedule a time for the potential member to present a research seminar to current Field members. After the seminar, the GFA will request a vote. New members will be admitted upon the approval of 2/3 of current Field members.

## II. Transactions of the Field

### II. A. Meetings

Meetings of the Field will be called at the discretion of the Director of Graduate Studies (DGS) or at the request of ten members of the Field, but at least once per year. Members will be notified of meetings and will be provided with an agenda at least one week in advance. Field business will be decided by a majority vote of members present.

### II. B. Director of Graduate Studies (DGS)

The DGS is the Chair of the Executive Committee and is responsible for the day-to-day administration of the Field and other duties as specified in the Code of Legislation of the Graduate Faculty ([Appendix 1](#)).

The DGS will be elected by a majority of Field members for a three-year term by email ballot from nominations solicited by the GFA. Confidential votes will be returned to and tallied by the GFA, who will announce the results.

### II. C. Executive Committee

The Executive Committee conducts Field business between annual meetings. The primary function of the Executive Committee is to review graduate student applications. The committee consults with appropriate faculty and academic units relative to space, financial support, and faculty interest and approves admission of students to the Field.

The Executive Committee consists of the DGS as Chairperson and four additional members, with one member replaced by election each year from nominations solicited by the GFA. Confidential email ballots will be distributed by and returned to the GFA, who will tally and announce the results.

### III. Graduate Program Guidelines

#### **III. A. Evaluation for admission**

Academic credentials (GPAs, GRE scores), the rigor of previous studies, the statement of purpose, fit with faculty programs, and letters of recommendation are used to evaluate applicants. Prior research experience is considered useful for MS and PhD degrees.

##### *III.A.1. GRE scores*

The Field of Animal Science requires all American citizens to submit GRE scores. GRE scores are not required for International students, but are strongly encouraged. The selection process is highly competitive and GRE scores are a strong consideration.

##### *III.A.2. TOEFL scores*

Applicants whose native language is not English must take the TOEFL and have the official scores reported to Cornell from the Educational Testing Service (ETS). The Graduate School recommends the following minimum scores on the four-part iBT TOEFL exam: Writing: 20; Listening: 15; Reading: 20; Speaking: 22. The TOEFL is not required of international applicants who have studied full-time for two or more years in a college or university where English is the language of instruction and the college or university is located in a country where English is the native language.

##### *III.A.3. Transcript*

Official transcripts must be submitted to the Graduate School by each previously attended college or university. The Field of Animal Science does not have a minimum acceptable grade point average (GPA), but the selection process within the Field is highly competitive and GPAs are strongly considered.

##### *III.A.4. Statement of purpose and program fit*

In order to ensure that applicants enter a program fitting their personal interests, the Field of Animal Science strongly encourages applicants to explore programs available within the Field of Animal Science and to connect with [a member of the Field](#) specializing in their interest of study before applying. Such a connection and interest in the research being conducted by a member of the Field should be included on the application and in the “Statement of Purpose” part of the application.

##### *III.A.5. Letters of recommendation*

The Field of Animal Science requires two letters of recommendation, but will accept and welcome one or two additional letters of recommendation.

### *III.A.6. Funding*

Applicants for PhD programs are not admitted without a source of funding. Funding could include institutional funding via fellowships, departmental assistantships, faculty grant funds at Cornell University or other documented fellowship or governmental funding. Cornell University funding must be guaranteed by the administrative unit of the applicant's potential mentor. Applicants for the MS program may self-fund their programs, but they are encouraged to apply for the MPS. See [Appendix 2](#) for details about Department of Animal Science assistantships.

### **III. B. Degree Requirements**

The following major and minor subjects are recognized within the Field:

- Animal genetics
- Animal genomics
- Animal nutrition
- Animal science
- Physiology of reproduction

The Field requires no specific courses or number of credits for MS or PhD students. MPS students must follow the guidelines of the College of Agriculture and Life Sciences.

The Graduate School requires that all students enroll in a minimum of 12 credits during each academic semester and, if enrolled, during the summer session. All graduate students are expected to enroll in AnSc 6220 (Graduate Student Research Updates, 1 credit, S-U grading) during the academic year. The remaining credit requirements can be met by subject-matter courses or an appropriate number of credits in a variable-credit thesis research course:

- [ANSC 8900 Master's Level Thesis Research](#)
- [ANSC 7900 Graduate-Level Thesis Research](#) (before passing the A-exam)
- [ANSC 9900 Doctoral-Level Thesis Research](#) (after passing the A-exam)

Examinations are those required by the Graduate School.

All students must complete [Graduate School forms](#) and adhere to the deadlines specified by the Graduate School. Current deadlines and forms are given in [Appendix 3](#).

### *III.B.1. Master of Science (MS)*

#### *III.B.1.a. Special Committee*

The special committee for the MS degree will include three members of the graduate faculty of the University, one of which must have a primary appointment of an academic unit outside of the unit represented by the chair of the committee. The chair of the committee will be a member of the Field of Animal Science representing a major subject of the Field. One member will represent a minor subject in any field of the Graduate School.

### *III.B.1.b. Seminar*

All MS students in the Field of Animal Science are required to present a seminar on their masters thesis research prior to, or in conjunction with, their Final Examination. This seminar must be scheduled before the form scheduling the Final Examination is signed by the GFA. The seminar may be given in AnSc 6220 (Graduate Student Research Updates) or scheduled at another time. The student must inform the GFA of the date, location, and title of the seminar so that notices can be sent to all faculty and students in the Field.

### *III.B.2. Doctor of Philosophy (PhD)*

#### *III.B.2.a. Special Committee*

The special committee for the PhD degree will include four members of the graduate faculty of the University, one of which must have a primary appointment outside of the academic unit of the chair of the committee. The chair of the committee will be a member of the Field of Animal Science representing a major subject of the Field. Two members will represent minor subjects in any field of the Graduate School.

#### *III.B.2.b. Seminar*

All PhD students in the Field of Animal Science are required to present a seminar on their doctoral thesis research prior to, or in conjunction with, their B Examinations. This seminar must be scheduled before the form "Scheduling the B Examination" is signed by the DGS and GFA. The seminar may be given in AnSc 6220 (Graduate Student Research Updates) or scheduled at another time. The student must inform the Graduate Field Assistant of the date, location, and title of the seminar so that notices can be sent to all faculty and students in the Field.

#### *III.B.2.c. Teaching Requirement*

All PhD students, whether or not they are funded by a TAsip, are expected to obtain teaching experience as a teaching assistant for at least one semester or equivalent experience assisting in an extension program. There is no requirement for MS candidates, but teaching experience is highly desirable. Extension experience, where appropriate for the students degree focus, is highly recommended.

#### *III.B.2.d. A-exam separate from final exam for MS degree*

The final examination for the MS degree may not be combined with the Admission to Candidacy Examination for the PhD.

#### *III.B.2.e. Retaking failed A-exam*

As specified by the Graduate School, if a student fails an examination, a single re-examination is allowed with the special committee's approval. Three months must elapse between the failed exam and re-examination. In preparation for re-examination, a plan must be submitted to the DGS within one month after the failed examination. The chair of the special committee and the student will work together to prepare the plan. The preparation plan should include: 1) how knowledge gaps identified by the special committee will be filled by the student; 2) how

problems the student may have had expressing oral answers to questions will be overcome with practice sessions; 3) a time-table for these steps.

### *III.B.4. Student progress toward degree*

The Field requires each beginning student to attend a planning meeting with the special committee during the first academic year of study at Cornell and preferably before the start of the third semester. The Field will ask all graduate students to submit an up-to-date Curriculum Vita at the end of each academic year. Information from Graduate School and Field academic records will be compiled by the GFA and sent to members of each graduate student's special committee for review with the student at an annual meeting. All graduate students are required to meet at least annually with their Special Committees.

### *III.C. MPS (Master of Professional Studies) Degree*

The Field of Animal Science offers the [College of Agriculture and Life Sciences MPS](#) program for students interested in opportunities to prepare for animal agriculture and veterinary science professions, but who are not interested in careers in research. Individuals who have already embarked on professional careers, those who plan to continue in their current fields or related ones, or those who will be working primarily as educators often select this program. The MPS program emphasizes breadth of training via course work rather than research experience. MPS degree candidates in the College of Agriculture and Life Sciences complete a minimum of 30 credit hours and a problem-solving or applied project.

## **Appendix 1. Responsibilities of the Director of Graduate Studies**

(from the Code of Legislation of the Graduate Faculty as revised in November 2015)

### **F. Director of Graduate Studies**

#### **1. Responsibilities**

The Director of Graduate Studies (DGS) represents the field in matters such as:

- promoting the quality of graduate education and the well-being of
- graduate students within the field,
- coordinating the establishment of academic priorities and allocation of
- resources for graduate education within the field,
- overseeing the field's admissions process, and
- serving as liaison between the field and the Graduate School.

#### **2. Eligibility**

The Director of Graduate Studies for a field must be a member of that field. To be eligible for appointment or election as Director of Graduate Studies, a faculty member must have a tenured appointment and at least three years' membership on the graduate faculty, unless there is no such qualified candidate. If the field faculty determine there is no such qualified candidate, an explanation of the reasons must be provided to the Dean of the Graduate School.

#### **3. Selection**

Using whatever method they deem appropriate, the graduate faculty in the field to be represented nominate a Director of Graduate Studies to the Dean of the Graduate School for final approval. The nomination materials should explain the nomination method used by the graduate faculty.

#### **4. Term of Appointment**

The term of a Director of Graduate Studies is generally three years with the possibility of reappointment or re-election. If a DGS will be on leave or otherwise unable to conduct the duties of the position for one semester or less, the field may designate an interim DGS and inform the Graduate School. If a DGS will be on leave or otherwise unable to conduct the duties of the position for more than one semester, a new DGS should be selected and proposed to the Dean of the Graduate School for final approval following the procedures above.

## Appendix 2. Department of Animal Science Assistantships

A few assistantships may be available to fund applicants whose advisors primary appointments are in the Department of Animal Science. To be eligible for Department of Animal Science assistantships, completed applications are due on 15 January for matriculation in the fall semester. Maximum time for funding will be:

- **MS:** 5 academic semesters and 2 summers (2½ years)
- **PhD for applicants who have already earned MS, MPS, or DVM degrees:** 8 academic semesters and 4 summers (4 years)
- **PhD for applicants with no degrees beyond the bachelor's degree:** 10 academic semesters and 5 summers (5 years)
- **MS/PhD applicants:** 12 academic semesters and 6 summers (6 years)



## Appendix 3. Cornell Graduate Field of Animal Science Deadlines & forms

### All students

3 weeks after first registration: Submit the name of the special committee chair or temporary advisor to the Graduate School [Special Committee Selection and Change](#) (online)

### Optional forms

- [Petition: Faculty Participating from a Remote Off Campus Location](#) (pdf)
- [Designation of Proxy for Examinations/Thesis Approval \(A5\)](#) (PDF)

### MS program

- End of 2nd semester: Submit names of 2 additional members of the special committee (3 members are required), one of whom must be a member of a department other than the department of the chair of the special committee and one of whom represents a minor [Special Committee Selection and Change](#) (online)
- If the special committee will include individuals who are not members of the Cornell Graduate Faculty, a request must be made to the graduate school using the form at [https://www.gradschool.cornell.edu/sites/gradschool.cornell.edu/files/field\\_file/gradform\\_a8.pdf](https://www.gradschool.cornell.edu/sites/gradschool.cornell.edu/files/field_file/gradform_a8.pdf)
- Required forms
  - [Schedule Master's Examination](#) (submit 7 calendar days prior to the exam)
  - [Master's Exam Results Form](#) (submit within 3 business days after the exam)

### PhD program

- End of 3<sup>rd</sup> semester: Submit names of 3 additional members of the special committee (4 members are required), one of whom must be a member of a department other than the department of the chair of the special committee and two who represent minors [Special Committee Selection and Change](#) (online)
- If the special committee will include individuals who are not members of the Cornell Graduate Faculty (ad hoc members), a request must be made to the graduate school using the form at [https://www.gradschool.cornell.edu/sites/gradschool.cornell.edu/files/field\\_file/gradform\\_a8.pdf](https://www.gradschool.cornell.edu/sites/gradschool.cornell.edu/files/field_file/gradform_a8.pdf)
- Admission to candidacy (A) exam must be taken after completing 2 registration units (semesters) and before the 7<sup>th</sup> semester. A minimum of two registration units must be earned between passing the A exam and scheduling the B exam.
- Required forms
  - [Schedule A Examination](#) (submit 7 calendar days prior to the exam)
  - [A Exam Results Form, Instruction, and Research Compliance Form](#) (submit within 3 business days after the exam)
  - [Schedule B Examination](#) (submit 7 calendar days prior to the exam)
  - [B Exam Results Form and Instructions](#) (submit within 3 business days after the exam)