

SOIL SCIENCE

Graduate Studies

HANDBOOK

**of Policies and Procedures
for Graduate Students**

**NORTH CAROLINA STATE
UNIVERSITY**

FALL 2002

Policies and Procedures for Graduate Students

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I. INTRODUCTION

Graduate student education is an essential and integral component of the research, teaching, extension, and service functions of the Soil Science Department at North Carolina State University. Soil Science faculty and staff are dedicated to enhancing the graduate student experience. This handbook outlines University and Departmental policy and procedures needed for successful graduate study in Soil Science. An overview of Departmental research programs is available in the brochures entitled “Graduate Studies in Soil Science at North Carolina State University” and “Research Programs in Soil Science.” Students should consult the most recent edition of the Graduate Catalog of North Carolina State University (Web address: <http://www2.acs.ncsu.edu/grad/>) for current information on application, admission, tuition, degree requirement, housing, etc. The Graduate School Home Page also contains most of the forms reproduced in the Appendix in a downloadable format. If you need additional information or clarification, please contact Kelly Rosati, Student Services Assistant (2234 Williams Hall; 513-4409), or my office (2236 Williams Hall; 515-2655).

John L. Havlin, Head
Department of Soil Science

II. ARRIVING ON CAMPUS

The Department of Soil Science is housed in Williams Hall, a building shared with the Crop Science Department. When you arrive on campus, please stop by the Department’s Main Office in Room 2234 Williams Hall. Kelly Rosati, the Student Services Assistant, will record your arrival and answer any questions you may have about the Graduate Programs in the Department of Soil Science.

Dr. John Havlin is the Director of Graduate Programs. He is located in room 2236 Williams Hall. Please stop by to visit with Dr. Havlin upon your arrival.

It also is important that you contact your advisor upon arrival. Your advisor will discuss your responsibilities as a graduate student and will assist in scheduling your course work.

If you have been awarded a research assistantship, please contact Martina Krzywicki, Room 2229 Williams Hall, at your arrival on campus to process the necessary forms. The University is required to withhold paychecks in cases of non-compliance. Martina/Kelly also will provide you with information for obtaining North Carolina residency.

Finally, please schedule a short meeting with the Department Head, Dr. John Havlin, through Martina Krzywicki in Room 2229 Williams Hall. This visit will provide an opportunity for Dr. Havlin to get to know you and to discuss any concerns you may have.

III. CONTINUOUS REGISTRATION

After a student is admitted to the Graduate School and enrolls for the first time, the student is required to maintain continuous registration, i.e. be enrolled each semester (excluding summer sessions – must maintain 1 hr.) until the student either has graduated or the student’s graduate program at NCSU has been terminated. The following exceptions apply:

Leave of Absence. A student in good academic standing who must interrupt her or his graduate program for good reasons may request a leave of absence from graduate study for a definite period of time, normally not to exceed one year. To obtain a leave of absence, the student should initiate the request with the chair of his or her advisory committee and have it endorsed by the Director of Graduate Programs, who will submit the request to the Graduate School. The request should be received by the Graduate School at least one month prior to the first day of the term involved. The time that the student spends on an approved leave of absence will be included in the time allowed to complete the degree, i.e. six years for the master’s and ten years for the doctoral. The Graduate School will respond to any request for a leave of absence within five working days of the receipt of the request in the Graduate School.

Additional exceptions.

1. All students who take their final oral examination or submit their thesis or dissertation to the Graduate School during either summer session must be registered for either the first or second summer session.
2. Students who complete all requirements for the degree prior to the first day of the fall or spring semester or the first summer session may graduate during the next semester or summer session without being registered for the immediately preceding semester or summer session (either session).
3. In order for students to submit their thesis or dissertation to the Graduate School or have their final oral examination after the last day of a semester or summer session but before the first day of the next semester or summer session, they must be registered in the semester or summer session (either session) that immediately precedes the date that the thesis or dissertation is submitted or the examination is held.
4. Students whose only remaining requirement for graduation is removal of an incomplete (IN) in a course are not required to be registered to remove the incomplete and graduate. Students who do not remove any incomplete grades in the semester or summer session following the completion of all other requirements and are not registered during the same semester or summer session, will have their programs terminated at the end of that semester or summer session due to non-compliance with the continuous registration policy.

Graduate students whose programs have been terminated because of failure to maintain continuous registration and who have not been granted a leave of absence during a fall or spring semester will be required to reapply for admission and pay the \$55 admission fee if they wish to resume their graduate studies at North Carolina State University.

IV. PATENT AGREEMENT

All students must sign a patent agreement (see form on Appendix page A-1). A separate patent agreement is required for each different degree and/or program for which a plan of work is submitted. Patent agreement forms are available from Kelly Rosati in Williams 2234. After reading and signing the patent agreement, return it to Kelly and she will file it with the Graduate School. No committee request, Plan of Graduate Work or paycheck will be approved without a signed patent agreement.

V. GRADUATE ADVISORY COMMITTEE

A. Selection of an Advisor. In most cases, the graduate student will be assigned an Advisor at the time the letter of acceptance to the Graduate School is mailed. This arrangement is not intended to preempt the student's involvement in selecting someone with whom the student desires to study. Rather, this procedure is followed to insure that a Graduate Faculty member is willing to advise and work with each student admitted. Furthermore, assistantships are awarded either from grants to specific research programs or from other sources to strengthen specific research programs within the Department of Soil Science. The advisor is essential to the early planning of a student's program and for selection of the Advisory Committee.

B. Advisory Committee Appointment. An Advisory Committee, which is composed of at least three members for a Master's program and four members for a Doctoral program, is selected in consultation with the advisor during the student's first semester in residence. One member of the advisory committee for either Master's or Doctoral programs, should be from outside the Department of Soil Science, and if a minor is chosen, should represent the minor field of study. Upon recommendation by the advisor, the Director of Graduate Programs will endorse the proposed committee and transmit a request (see form on Appendix page A-2) to the Dean of the Graduate School for appointment of the Advisory Committee. Subsequent requests for changes in the Advisory Committee should be sent in writing by the Chair of the Committee to the Director of Graduate Programs for processing through the Graduate School. Once appointed, the Advisory Committee will provide ideas and suggestions relevant to the research being proposed and will assist in preparing an appropriate Plan of Graduate Work.

C. Plan of Graduate Work. The Plan of Graduate Work (see form for Master's on Appendix pages A-3 and A-4 or form for Doctoral on Appendix pages A-5 and A-6) is signed by the student, all members of the Advisory Committee, and the Director of Graduate Programs, who submits the Plan of Graduate Work to the Dean of the Graduate School for approval. Master's students are required by the Department of Soil Science to submit a Plan of Graduate Work before the Director of Graduate Programs will endorse a Request for Permit to Schedule Master's Oral Examination. Doctoral students are required by the Graduate School to have an approved Plan of Graduate Work before a Graduate School Representative will be assigned and a Request for Approval to Schedule Doctoral Oral Examination will be approved. The Request for Permit to Schedule Master's Oral Examination must be submitted at least 10 working days prior to the proposed examination and the Request for Approval to Schedule Doctoral Oral Examination must be submitted at least five working days prior to the proposed examination (see Section VIII).

D. The Graduate School Representative. The Department of Soil Science requires that a Graduate School Representative be appointed for Doctoral oral examinations. The appointment of the Graduate School Representative is made by the Dean of the Graduate School after the Doctoral student's Plan of Work has been approved. The Representative is selected at random from any discipline not represented by a regular member of the Advisory Committee. The Graduate School Representative has a unique role on the Doctoral examination process and serves to protect the interests of the student, the Advisory Committee, and the Graduate School. The Graduate School Representative also is a "disinterested person" to whom the Dean may turn for judgement and counsel. Because the primary responsibility of the Representative is that of an observer, the Representative should never take a dominant role in the oral examinations, although he or she should be invited to participate and is expected to contribute to the scholarly atmosphere of the examination.

VI. GRADUATE PROGRAMS IN SOIL SCIENCE

A. Core Curriculum. Graduate students in Soil Science are drawn from a wide range of disciplines and participate in the department in a wide range of programs. To insure that all students who complete a graduate program in Soil Science are well-founded in the broad discipline of Soil Science, they are required to demonstrate a background in the major subdisciplines in Soil Science as a departmental requirement for a graduate degree. This includes course work or demonstrable experience in Soil Physics, Soil Chemistry, Soil Microbiology, Soil Genesis and Classification, and Soil Fertility and Plant Nutrition. Master's students are required to demonstrate competence in four of these five subdisciplines, and Doctoral students are required to demonstrate competence in all five. The relative course work or experience does not have to be accomplished during the graduate degree program at N. C. State, but can be approved by the student's Graduate Advisory Committee from previous graduate or undergraduate degree programs or professional experience. All relative course work or experience either must be included with the Plan of Graduate Work (1) as courses within those major subdisciplines that are proposed as part of the requirements in the current degree program or (2) as graduate-level courses that are being transferred from other degree programs or, in the case of undergraduate-level courses or professional experience, must be transmitted in a letter with the Plan of Graduate Work to the Director of Graduate Programs.

B. Master of Soil Science. The Master of Soil Science is a non-thesis program. A minimum of 36 semester credit hours is required for graduation. At least 20 credit hours must come from 500, 600, 700, and 800 level courses with four to six of these credits being devoted to a special problem (SSC 620). A maximum of two credit hours of seminar (SSC 601) is acceptable. All requirements must be completed within six calendar years after the student first enrolls in a graduate course applicable to the program.

C. Master of Natural Resources. The Master of Natural Resources is a non-thesis program with an option in Soil Science. A minimum of 32 semester credit hours is required for graduation. The program consists of 15 hours in core courses and 17 hours in Soil Science courses. This program requires the completion of a

Master's project. All requirements must be completed within six calendar years after the student first enrolls in a graduate course applicable to the program.

- D. Master of Science.** The Master of Science in Soil Science is a research degree that requires the successful completion of a research problem and the submittal of a written thesis that documents the research. A minimum of 30 semester credit hours is required for graduation. At least 20 credit hours must come from 500, 600, 700, and 800 level courses. Courses at the 400 (undergraduate) level can be counted toward the 30 credit hour requirement only if they do not come from the major field. The 30 credit hours required in the Plan of Graduate Work must include at least one credit hour, but not more than two credit hours, of seminar (SSC 601) and must include a minimum of two, but not more than six, credit hours of research (SSC 693 or SSC 695). Additional credit hours of seminar and research may be taken in addition to the required 30 credit hours to fulfill continuous registration requirements but do not need to be listed on the Plan of Graduate Work. All requirements must be completed within six calendar years after the student first enrolls in a graduate course applicable to the program. A non-credit exit seminar is required.
- E. Doctor of Philosophy.** The doctorate symbolizes the ability of the student to undertake original research with minimal supervision and demonstrates the student's ability to write a dissertation reporting the results of this research. Eventual publication in a scholarly, refereed journal is expected of research from the dissertation. There are no definite course requirements for the Ph.D. degree. There is, however, a Graduate School requirement for a minimum of 72 credit hours for a Doctoral degree. Of these 72 credit hours, 18 may be transferred from a Master's degree. Note that the 72-credit-hour requirement may be waived for students who meet all other requirements for graduation. Most Doctoral Plans of Graduate Work contain 30 to 40 semester credit hours with about one-third of the credit hours coming from courses taught outside of the Department of Soil Science. The Plan of Graduate Work must contain at least one credit hour of seminar (SSC 801) and at least two credit hours of research (SSC 893 or SSC 895). Additional credit hours of research may be used to fulfill continuous registration requirements but do not need to be listed on the Plan of Graduate Work. The preliminary written and oral examinations must be completed within six calendar years, and all degree requirements must be completed within 10 years from the date of admission to the Doctoral program. A non-credit exit seminar is required.
- F. Plant Physiology Program.** Master's or Doctoral students in the Department of Soil Science may elect to major in the Plant Physiology Program. The student's advisor (and at least one additional member of the Advisory Committee in the case of Doctoral students) must be a member of the Plant Physiology Faculty. Course requirements for the Plant Physiology Program must be met in addition to the core-curriculum requirements for Soil Science graduate programs (see page 3). Seminar requirements and teaching obligations of the Department of Soil Science also must be met by students who enter the Plant Physiology Program through the Department of Soil Science. The Plan of Graduate Work must be endorsed by both the Director of Graduate Programs in the Department of Soil Science and the Coordinator of the Plant Physiology Program prior to submittal to the Dean of the Graduate School for approval.

VII. MINOR PROGRAMS

- A. Minor in Soil Science.** Students in another department may include a minor in Soil Science in their Graduate Plan of Work. In such cases, at least one Graduate Faculty member from the Department of Soil Science must be appointed to the Advisory Committee. Additionally, the Plan of Graduate Work must include three to four courses in Soil Science at the 400 to 800 level. Students with minors in Soil Science are encouraged, but not required, to enroll in the appropriate Soil Science Seminar (SSC 601 or SSC 801).
- B. Full Minor.** The Department of Soil Science does not require minors in either the Master's or Doctoral programs. The Department, however, does require that one of the three-member Master's committee and one of the four-member Doctoral committee is from an outside department. The graduate student may still opt to have a minor, in which case the Advisory Committee must include a member of the Graduate Faculty from the department or interdepartmental program of the minor discipline. Although three or four courses usually are required in the minor area, some departments and programs have specific course requirements and the Graduate Plan of Work may require endorsement from the Director of Graduate Programs or Program Coordinator.

C. Split Minor. A split minor includes supporting course work from two departments or programs, and both minor areas should be identified on the Plan of Graduate Work. At the Master's level, at least one of the minor areas must be represented on the Advisory Committee. A split minor at the Doctoral level requires representation on the Advisory Committee from both minor areas.

D. Interdisciplinary Minor. An interdisciplinary minor may be designed to meet a student's particular career goals. Such a minor usually includes at least three courses from various selected departments or programs. The Advisory Committee should include one or more members of the Graduate Faculty selected for their overall expertise in the interdisciplinary area.

VIII. THESES OR DISSERTATIONS AND EXAMINATIONS

A. Thesis or Dissertation Preparation and Format. A thesis is required for the Master of Science degree and a dissertation is required for the Doctor of Philosophy degree. For non-thesis programs, the thesis requirement is replaced by course work for the Master of Soil Science and by a project for the Master of Natural Resources. All costs for preparation of the thesis or dissertation will be borne by the student. With consent of the Advisory Committee, the student prepares the thesis or dissertation in the "traditional" or "manuscript" format and must submit the thesis or dissertation electronically (see the web site <http://www2.acs.ncsu.edu/grad/ETD/>). The student is responsible for the content and the proper format of the thesis or dissertation. Information on the required format and organization, as well as other regulations, is presented in the "Thesis and Dissertation Guide." A copy is kept in the Academic Affairs Office (Room 2321 Williams). Copies may be purchased from the NCSU Bookstores at a cost of \$2.00 or may be downloaded at no cost from the web site http://fis.ncsu.edu/grad_publicns/thesdis.htm.

B. Final Oral Examination for Master's Students. It is the responsibility of the student to schedule the final oral examination. The examination may be scheduled only when all requirements, except completion of final course work for the final semester, have been satisfied. To schedule the oral examination, the Advisor will submit at least **two weeks** prior to the proposed date of the examination a written notification to the Director of Graduate Programs for a Request for Permit to Schedule Master's Oral Examination (see a copy on Appendix page A-7). The Request for Permit must be received in the Graduate School at least 10 working days prior to the proposed examination date.

The following requirements must be met prior to scheduling the examination:

1. signed Patent Agreement form;
2. Graduate Advisory Committee appointed by Graduate School;
3. Plan of Graduate Work submitted to Director of Graduate Programs;
4. grade point average (GPA) of 3.00 or higher; and
5. thesis complete, except for such revisions as may be necessary as a result of the examination, and submitted to members of Advisory Committee (for Master of Science only).

C. Preliminary and Final Oral Examinations for Doctoral Students. It is the responsibility of the student to schedule the preliminary and final oral examinations. To schedule the oral examinations, the student must contact committee members and the previously appointed Graduate School Representative to establish a date and time. The Advisor then will submit at least **two weeks** prior to the proposed date of the examination a written notification to the Director of Graduate Programs for a Request for Approval to Schedule Doctoral Oral Examination (see copy on Appendix page A-8). The Request for Approval must be received in the Graduate School at least 5 working days prior to the proposed examination date.

The following requirements must be met prior to scheduling oral examinations:

1. signed Patent Agreement form;
2. Graduate Advisory Committee appointed by Graduate School;
3. Plan of Graduate Work approved by the Graduate;

4. grade point average (GPA) of 3.00 or higher;
5. completion of all course work relevant to the preliminary examination;
6. the proposed date for the preliminary oral examination is no earlier than the end of the second year of graduate study and not later than one semester (four months) before the final oral examination;
7. written preliminary examination completed successfully;
8. the lapse of at least one semester (four months) between preliminary and final oral examinations; and
9. thesis complete, except for such revisions as may be necessary as a result of the examination, and submitted to members of Advisory Committee and to the Graduate School Representative.

D. Submission of Thesis or Dissertation to Graduate School for Review. A thesis or dissertation (including those submitted electronically) must be presented to the Graduate School for review at least four weeks prior to the last day of classes in the semester or summer session in which the degree is to be conferred (for an academic calendar, see the Graduate School Home Page at the web address <http://www2.acs.ncsu.edu/grad/>) and after the **unconditional** pass of the final oral examination. Submission is by appointment only and follows a detailed process. Students should obtain either a hard copy or the electronic version (http://fis.ncsu.edu/grad_publicns/thesdis.htm) of "Thesis and Dissertation Guide" to avoid any misunderstandings or delays in processing their submissions. Also, the Thesis Editor conducts frequent workshops for thesis and dissertation preparation. The schedule of these workshops is available on the Graduate School Home Page (<http://www2.acs.ncsu.edu/grad/>). **As of June 2002, all thesis and dissertations will be required to be submitted electronically.**

IX. TUITION AND NORTH CAROLINA RESIDENCY

A. Waiver of Out-of-State Tuition. For all out-of-state students on an assistantship and with U.S. citizenship or residence visas, the in-state tuition is paid by the assistantship for two years for Master's students and for three years for Doctoral students. For these students, a waiver of out-of-state tuition is granted by the Graduate School only for the first year of residency. It is the responsibility of these students to apply for North Carolina residency immediately upon their arrival on campus. Failure to apply for North Carolina residency in a prompt manner will result in the student being subject to paying out-of-state tuition after the one-year waiver expires. Information concerning the establishment of North Carolina resident status and an application for Residence and Tuition Status can be obtained from Kelly (Room 2234 Williams). The information is summarized below.

B. Establishment of North Carolina Resident Status. The following information is for incoming graduate students with assistantships who are not residents of North Carolina and who wish to establish legal residency for tuition purposes.

Two inquiries are made of students enrolled in North Carolina universities and colleges who desire to be classified as in-state students for tuition purposes. First, students must demonstrate that they have in fact lived in North Carolina for a minimum period of twelve months immediately prior to enrollment or re-enrollment. Second, students must be able to demonstrate that their presence in the state constituted legal residence.

Under North Carolina law, legal residence means more than simply living in the state. More specifically, it means maintaining a domicile (permanent home of indefinite duration) as opposed to a temporary residence incident to enrollment in a university, college, or technical institute of the state. The individual seeking to become a North Carolina resident must demonstrate that he or she is financially independent of parent(s) or guardian if the parent(s) or guardian are non-residents of North Carolina and must demonstrate a visible means of support substantiating the claim of financial independence. If the individual has not been entirely self-supporting during the last 24 months, a completed affidavit may be required from the parent(s) to indicate the amount of support provided.

Further, and equally important, once the individual has clearly established the intent and financial independence, he or she must **maintain** North Carolina residence for **12 months immediately prior** to the semester in which the in-state status can be made effective.

In order to be considered for a reclassification as a resident of North Carolina for tuition purposes **at the end of a minimum 12-month period**, a person must do the following things:

1. Maintain and reside in a domicile or permanent home of indefinite duration for at least 12 months immediately prior to the semester in which the in-state status can be made effective;
2. Perform certain residency acts in North Carolina, such as obtain a driver's license, register a motor vehicle and register to vote at least 12 months immediately prior to the semester in which the in-state status can be made effective, and file a North Carolina income tax return at the appropriate time;
3. Clearly demonstrate a visible means of support substantiating a claim of financial independence as evidenced by cumulative year-to-date wage earning statements.

In order to determine whether a given student has established a legal residence in North Carolina, school officials must be able to conclude from information supplied by the student that the conduct of the student, taken as a whole, demonstrates his or her intent to make North Carolina a permanent dwelling place. **It is the responsibility of the student to provide all information requested.**

To start the process, before applying for in-state classification, it is important to change all of the following as soon as possible. These items must all be **completed by the end of the first 10 days of classes** if a person is to be considered for residency for the third semester of study. **Completion** of these acts **begins** the 12-month waiting period.

1. Driver's License (or North Carolina Identification Card if student does not drive):

- a. Information: 715-7000 or www.dmv.dot.state.nc.us
- b. Locations of licensing offices:
 - 4004 District Drive off Blue Ridge Road (nearest to campus) – 816-9128
 - 6081 Capitol Boulevard - 850-2892
 - Forest Hills Shopping Center, Garner - 662-4366
 - 211 North Academy Street, Cary - 468-0319
- c. If a student drives but does not own a car or carry insurance, a waiver may be signed at the Driver's License office stating that the student will not drive until she or he is insured. A student who does not drive may obtain an identification card at a cost of \$10.00.
- d. Procedure:
 - Obtain booklet on North Carolina driving regulations from a licensing location.
 - After reading the booklet, take written driver's test, road signs exam, and eye test.
 - North Carolina license, valid for up to eight years, is issued immediately.
 - Driver's license from prior state in residence is forfeited.
 - Cost of North Carolina driver's license is \$30.00

2. North Carolina Motor Vehicle Registration:

- a. Customer Service: 715-7000
- b. Locations of offices of the Department of Motor Vehicles:
 - South Hills Mall, Cary (nearest to campus) - 469-1444
 - North Hills Shopping Plaza - 781-4967
 - 1100 New Bern Avenue - 733-3025
- c. Procedure:
 - Contact insurance company and obtain insurance forms.
 - Take proof of insurance from a company authorized to do business in North Carolina and policy number, out-of-state title, and a valid registration card from the state of prior registration to an office of the Department of Motor Vehicles to have the car registered and the title transferred.
 - Obtain a permanent license plate and validation stickers.
 - Cost for first-time registration is \$210.00. The first-time cost includes plates, a \$35.00 title fee, highway use tax, and notary fee. The annual renewal fee will be \$25.00.

- The vehicle must be inspected within 10 days of registration at an authorized inspection station (many service stations are inspection stations) and then re-inspected annually. The cost of inspection is a fee of \$19.40 plus costs of any repairs needed in order to pass inspection.

3. Voter Registration

- a. Location of offices of the Wake County Board of Elections:
 - 339 South Salisbury Street - 856-6240
 - Any branch of the Wake County Public Library (there is a branch in Cameron Village near campus) or Driver's License office
 - various public assistance agencies
 - agencies serving persons with disabilities
 - public high schools
- b. For voter registration, you will need
 - to be at least 18 years old.
 - to have been a permanent legal resident for at least 30 days.
 - to have an identification with full legal name, such as a birth certificate, Social Security card, passport, or driver's license.

4. List Personal Property for Taxation:

- a. Personal property taxes are local county taxes. There is no state tax imposed on personal property. In most cases, taxable personal property consists of motor vehicles.
- b. Location of Wake County Revenue Department is Room 1100, Wake County Court House, 300 South Salisbury Street - 856-5400.
- c. Process for listing personal property for taxes:
 - Motor vehicles: the tax listing for motor vehicles occurs when the vehicle is registered.
 - Billing for taxes will be approximately three months after a motor vehicle has been registered. For those living within the Raleigh city limits, the tax bill includes a \$10.00 annual City of Raleigh auto fee/tax. The bill can be paid by mail.
 - The amount of the tax varies according to the assessed value of the vehicle.
 - Failure to pay motor vehicle property taxes gives the county the authority to "block" registration records; consequently, the registration cannot be renewed for that vehicle until back taxes and penalties are paid.

5. File State Income Tax:

- a. Location for the North Carolina Department of Revenue is Revenue Building, 501 North Wilmington Street - 733-3991 for general information.
- b. To file:
 - File North Carolina state income tax return by April 15 of each year.
 - Taxes for North Carolina state income are withheld from monthly assistantship pay checks and are listed on the W-2 forms received in late January or early February.
 - The amount of state income taxes to be paid varies, but with proper filing, a refund of all or most of the money withheld from an assistantship is possible.
 - NC-4 Tax Form is required to be completed in 3 days of effective date of assistantship.

6. Bank Accounts

Establish accounts in a bank in North Carolina or, if you already have an account in a branch of a North Carolina bank that is located in another state, convert the account to a branch of that bank within North Carolina.

C. Filing the Residency Application.

OBTAIN: North Carolina Driver's License
 North Carolina Vehicle Registration
 North Carolina Voter Registration

FILE: Personal Property Taxes (automatic when motor vehicle is registered)
 North Carolina Income Tax Return

CONVERT: Bank Accounts

Obtain and complete the Residence-and-Tuition Status Application. In addition to the application, copies of the following documents must be attached:

1. North Carolina driver's license;
2. North Carolina vehicle registration;
3. North Carolina voter registration;
4. North Carolina income tax returns;
5. year-to-date cumulative wage earning statements from all jobs held for the current year;
6. listing of personal property taxes;
7. student loan agreements, financial aid forms, etc. if applicable;
8. marriage certificate, if residency is to be based upon the spouse's residency acts, and copies of the spouse's residency acts;
9. if a non US citizen, a Residence Supplemental Status Form (available in 106 Peele Hall) accompanied by copies, **both front and back**, of the approval for permanent residence status and showing the date of adjudication by the Immigration and Naturalization Service.

This application must be filled out **in its entirety** or it will be returned for completion. Mail the application by campus mail to Box 7102 or submit it in 106 Peele Hall. The application should be submitted **no earlier than 75 days prior to the semester or summer session for which you wish to be considered**. In order to be considered for the fall semester, the application should be submitted beginning June 1; for the spring semester, October 1; for first summer session, March 1; and for second summer session, May 1.

A decision on residency status will be mailed in **approximately 10 working days**. If denied North Carolina residency for tuition purposes, an appeal of the decision is possible. A student appealing a residency status decision will be notified by letter approximately two weeks prior to the scheduled appeal hearing. A five-member committee meets once or twice a month to hear appeals. At this time, the applicant can, and should, attend to clarify points and to present additional arguments in her or his favor. If necessary, further appeals are possible.

A copy of the North Carolina Statute on residency is available in the Graduate Admissions Office, Room 106 Peele Hall.

D. Some Important Instructions and Information about North Carolina Residency.

1. The Residence-and-Tuition Status Application is a generic application used by both undergraduate and graduate students.
2. The application must be filled out **in its entirety** and must be accompanied by copies of driver's license, vehicle registration, voter registration, North Carolina income tax returns, year-to-date cumulative wage earning statements, student loan forms, personal property taxes, and, if applicable, marriage certificate and Residence Status Supplemental Form. Students should be particularly encouraged to keep copies of their North Carolina income tax returns for their records as well as a supporting document to accompany the residency application.
3. Students must submit the **original** application for residency. Photocopies and faxes are not acceptable. The applicant, however, is encouraged to keep a copy of the completed application for personal records.
4. Always sign and date the back of the application.
5. Omissions of any of the requested documentation and/or failure to fill out the application in its entirety will necessitate the return of the application to the student for additional information, further delaying a decision.

6. An application is strengthened by the inclusion of copies of the oldest residency acts, i.e. original driver's license, original vehicle registration, oldest North Carolina income tax return, and so forth.
7. A student who for whatever reason has misplaced or lost his or her driver's license may obtain a Motor Vehicle Record Check from the Department of Motor Vehicles at 1100 New Bern Avenue in Raleigh for a \$7.00 charge (\$5.00 for uncertified copy). This report details a person's complete North Carolina driving history, including the date that the North Carolina driver's license originally was obtained.
8. International students in possession of a B, F, H (in most cases), J, L, and M visa, among others, are not eligible for North Carolina residency for tuition purposes.
9. Resident aliens who are in possession of Form I-151 or Form I-551 (Alien Registration Receipt Card or "green card") and who are applying for in-state residency for tuition purposes must also complete the Residence Status Supplemental Form and include a copy of the front and back of the Alien Registration Receipt Card.
10. The applicant will be notified by letter of any and all actions taken regarding the application. If there are any questions, the applicant will be contacted before any decision is made and will be notified of the decision by letter within approximately 14 days. Please do not call and see Kelly Rosati if you do not receive a response after 14 business days.

X. SCHEDULE OF REQUIRED ACTIONS FOR THE SOIL SCIENCE DEPARTMENT

Action	When Required	Initiated By
File complete, official transcripts from all universities and colleges attended, including degrees and dates awarded	Before the beginning of the first semester of enrollment	Student is responsible for providing official transcripts
Entrance visit with Department Head	Soon after arrival	Student through Martina Krzywicki, 2229 Williams Hall
Entrance visit with Director of Graduate Programs	Soon after arrival	NA – Dr. Havlin is the Director of Graduate Programs
Patent Agreement (see form on Appendix page A-1)	Within 3 days of arrival	Student through Kelly Rosati, 2234 Williams Hall
Request for appointment of Advisory Committee (see form on Appendix page A-2)	Before completion of one semester of course work	Student meets Advisor and Committee Members and request is submitted to the Graduate School by the Director of Graduate Programs

Action	When Required	Initiated By
File proposed Plan of Graduate Work (see form for Master's on Appendix pages A-3 and A-4 and Doctoral on Appendix pages A-5 and A-6)	During first semester of course work or no later than when 12 hours of course work completed	Initiated by student with advisor and approved and submitted to the Graduate School by Director of Graduate Programs
Register for Seminar (SSC 601 or SSC 801)	During or before third semester in residence	Student
Assignment of Graduate School Representative (Doctoral students)	After the advisory committee has been approved by the Graduate School	Appointed by the Graduate School
Language proficiency memorandum (when applicable for International students)	Prior to preliminary oral examination	Student

Preliminary (Doctoral) oral examination (see form on Appendix page A-8)	No later than one semester prior to final oral examination and after written preliminary examination has been completed successfully. Request for Approval to Schedule Doctoral Oral Examination must be received within Graduate School at least 5 working days prior to proposed examination date	Initiated by student and submitted to the Director of Graduate Programs for transmittal to the Graduate School
Report on preliminary oral examination (Doctoral)	Immediately after preliminary oral examination is completed	Submitted to Director of Graduate Programs for transmittal to the Graduate School
Diploma Order Request Card (see form on Appendix page A-9)	By the end of the third week of classes of the semester in which the student plans to graduate	Initiated by student. Forms are available from Graduate School and from Kelly Rosati, 2234 Williams Hall
Ph.D. exit seminar	About one or two weeks prior to or after final oral examination	Student through Chair of Seminar Committee
Final oral examination for Master's student (see form on Appendix page A-7)	Request for Permit to Schedule Master's Oral Examination must be received in the Graduate School at least 10 working days before the proposed examination date	Initiated by student and submitted to the Director of Graduate Programs for transmittal to the Graduate School
Report on final oral examination	Immediately after final oral examination is completed	Submitted to Director of Graduate Programs for transmittal to the Graduate School
Submission of thesis or dissertation to the Graduate School	After final oral examination is successfully completed and by the graduation deadline for that semester or summer session	Student must schedule an appointment with Nancy Pollock, the Thesis Editor of the Graduate School (515-4497)
Final oral examination for Doctoral student (see form on Appendix page A-8)	No earlier than one semester (4 months) after successful completion of Preliminary Oral Examination. Request for Approval to Schedule Doctoral Oral Examination must be received in the Graduate School at least five working days prior to proposed examination date	Initiated by student and submitted to the Director of Graduate Programs for transmittal to the Graduate School
Turn in keys to Departmental Office	Prior to departure	Student through Kelly Rosati, 2234 Williams Hall
Hazardous Waste Minimization Check-Out Form (see Appendix page A-10)	Prior to departure	Student through Kelly Rosati, 2234 Williams Hall
Exit interview with Department Head	Prior to departure	Student through Martina Krzywicki, 2229 Williams Hall
Forwarding address to Academic Office	Prior to departure	Student through Kelly Rosati, 2234 Williams Hall

XI. DEPARTMENTAL POLICIES

A. Graduate Research Assistantships. Research assistantships awarded through the College of Agriculture and Life Sciences (CALs) are limited to two years for the Master of Science degree, three years for the Doctor of Philosophy degree for students with a Master's, and five years for the Doctor of Philosophy degree for students who enter the Doctoral program from the Baccalaureate degree. In the latter case, the stipend for the first year must be at the Master's level and may be increased to the Doctoral level at the beginning of the second year. The time limitation begins with initiation of the graduate program. The eligibility requirement for a CALs research assistantship is a grade point average (GPA) of 3.0 or greater, which is the same as the eligibility for Special Talent Certification. Graduate assistants may not be reappointed during a period of academic probation.

B. Benefits and Requirements of Graduate Student Support/Full-time Enrollment Plan. This is a summary of the Support/Full-time Enrollment Plan for graduate students who receive an assistantship. Details of the plan can be found at the web address http://www.fis.ncsu.edu/grad_financial_service/package.htm.

1. Benefits:

- Full payment of In-state tuition
- Full payment of out-of-state tuition (tuition waver)
- Health insurance

For more detailed information regarding your health plan, visit this web site:

<http://www.hillchesson.com>

2. Eligibility Requirements:

- Minimum stipend level of \$667/month or \$8,000 for 12-month appointment
- Semesters of full-time enrollment:

Master's	4 semesters
Doctorate	
with Master's	6 semesters
without Master's	8 semesters

- Enrolled for graduate studies after 1997 Summer I Session

3. Enrollment Requirements:

- Minimum credit hour requirements for degree:

Master's	30 hours
Doctoral	72 hours (18 hours may be transferred from Master's)
- Enrollment for a minimum of nine credit hours per semester until completion of minimum credit-hour requirements and full-time enrollment for degree.
- Enrollment for a minimum of three credit hours per semester after completion of minimum credit-hour requirements and full-time enrollment for degree

C. Teaching Requirement. All graduate students on an assistantship are required to assist in the teaching program within the department. Master's students are required to assist in the equivalent of two sections of the three-hour laboratory of the introductory soils course (SSC 200); Doctoral students are required to assist in the equivalent of three sections of the SSC 200 laboratory. Assignments to other courses are based on equivalent contact hours. The assignments will be made by the Department Head in consultation with the Academic Coordinator and the Director of Graduate Programs. As soon as the assignments have been made, students should contact the instructors with whom they will be working.

Graduate students are required to attend the Departmental Teaching Workshop and the University Teaching Effectiveness Workshop usually presented just prior to the start of the fall semester. Academic credit for teaching can be gained by registering for Mentored Teaching (SSC 685 or SSC 885). Graduate students who are not on assistantship also can receive credit for mentored teaching by participating in the teaching program.

- D. Seminar Requirement.** Master's students are required to register for a minimum of one credit hour of seminar (SSC 601). Doctoral students are required to register for a minimum of one credit hour of seminar (SSC 801) during the first three semesters in residence, excluding summer sessions and additionally within about two weeks of their final oral examination are required to present an "exit" seminar covering the results of their dissertation research.
- E. Professional Meetings.** Graduate students are encouraged to attend professional meetings. If an oral or poster paper is presented, students may apply for partial financial support from departmental funds to attend one meeting during Master's studies and two meetings during Doctoral studies. The Department Head determines the amount of money allocated toward transportation, the number of days per diem at the in-state rate, and registration at the student rate subject to the availability of funds and the concurrence of the Advisor. An out-of-state travel authorization must be processed and approved prior to the trip to provide Workmen's Compensation coverage. Travel by state vehicle is encouraged for students on graduate assistantships.
- F. Departmental Vehicles.** All state vehicles are for official use only. Operators of state vehicles must abide by all state laws and regulations. Only persons employed by the university are allowed to operate state vehicles due to insurance considerations. Graduate students on assistantships meet the employment criterion; graduate students not on assistantships should check with their advisor. Students operating state vehicles should check with their advisors concerning procedures for purchase of gasoline, maintenance, etc.
- G. Main Office Support.** Legitimate work for graduate students by departmental staff includes word processing of materials clearly related to faculty-associated research. These materials include rough drafts, research reports, and manuscripts. Administrative support work that is not approved includes personal letters, class reports, theses and dissertations, and similar materials. Teaching assistants can utilize Departmental secretaries to prepare tests, handouts, overheads, and other materials required for teaching. Graduate students should make arrangements for secretarial support through their Advisors rather than directly through staff.
- H. Main Office Equipment.** All equipment assigned to departmental staff (e.g. computers, printers, typewriters, etc.) is for use by staff only. Appropriate material on a diskette that is to be processed on a laser printer should be given to the staff to print.
- I. Office Supplies.** The Department provides office supplies only for conducting faculty-related research. Graduate students who need supplies for this purpose must obtain them through their Advisors rather than from staff.
- J. Photocopying.** Use of photocopy equipment within the Department is limited to appropriately trained administrative support. All requests by graduate students for photocopying must be transmitted through their Advisors to the staff. Departmental equipment cannot be used to photocopy personal materials such as class notes, etc.
- K. Financial Support for Research.** Materials, supplies, equipment, in-state travel, and support services required for research by graduate students will be provided through State and Federal funds or from grants and contracts. Procedures for purchasing service and support materials locally or from vendors can be obtained in the Departmental Accounting Office in Room 2224 Williams Hall. All requests by graduate students for services and support are to be directed through their advisors.
- L. Service Laboratory and Analytical Equipment.** Requests by graduate students for analytical services to support their research should be channeled through their Advisors. Requests to use analytical instruments in the Service Laboratory should be directed to Dr. Robarge 3406 Williams Hall. Requests to use instruments or equipment in other laboratories should be directed to the faculty member in charge of that laboratory.

M. Safety Training. Use of some facilities within the department and other university locations require safety training. The department provides safety training sessions for the Grinding Room (see Dr. Robarge, Room 3406 Williams Hall, for information and signup) and for use of pesticides (see Mark Barnes, 3404 Williams Hall, or Barrett Richards, Room 3404 Williams Hall, for information and signup).

N. Annual Leave and Sick Leave. Graduate assistants do not earn vacation or sick leave; however, reasonable provisions for such absences may be arranged with the advisor.

O. Outside Employment. Outside employment that interferes with the Departmental obligations of graduate students is prohibited. If on an assistantship, secondary employment is strictly prohibited. Additionally, no university supplies, equipment, facilities, or personnel may be used in connection with outside employment.

XII. COMPUTER RESOURCES

A. Computer Facilities:

The department does not maintain a common area for student computer use. Many faculty members, however, have computer facilities available for student use in individual labs and work areas. You should check with your advisor about the availability of computer facilities in their areas.

B. Specialty Equipment:

The department maintains two pieces of specialty computer equipment that are available for graduate student use. A Polaroid palette, which is used for transferring computer images such as PowerPoint presentations to photographic slides and a flatbed scanner, which is used for digitizing images or text from paper, are located in room 3412 (see Roberta Miller-Haraway). You must sign up to use this equipment through Roberta. A valid login ID and password are required to use this computer. If you need assistance with using this resource, you can contact the departmental computer support person at **Frank_Bridges@ncsu.edu** for help.

C. Guidelines for using Departmental Computer and Peripherals:

In addition to the rules and regulations of the university for use of university-owned computer equipment, students should be aware of the following:

1. Networked computers in the Soil Science department operate in a Microsoft Windows Network environment, and **each student needs to be assigned a username and password in order to be attached to a network environment.**
2. Any computer to be attached to a network connection within the Department of Soil Science must be registered and assigned a name and IP number before it can be connected.
3. Individual faculty members may have additional guidelines about the use of computers in their individual work areas. Please discuss issues such as loading new software, use of printers and paper, or changing computer configurations with the appropriate faculty member before making these changes.

D. The SSC Listserv Group for E-mail Communications. A listserv group for students is available for interactive e-mail communication among graduate students in the Department of Soil Science. Graduate students are added to the SSC listserv group by providing Kelly Rosati, Student Services Assistant (Room 2234 Williams Hall), with their e-mail address. Students then will receive an e-mail message acknowledging their subscription to the SSC listserve.

To post an e-mail to the entire SSC listserv group, address the message to soilgrad@lists.ncsu.edu. Kelly Rosati is a member of the listserv group and uses it to send announcements to graduate students. The listserv group also can be used to send requests for information to her. Dr. Havlin is also a member of the listserv group and uses it to forward information of concern to students from the Graduate School and other sources.

XIII. UNIVERSITY GRADUATE STUDENT ASSOCIATION

A. Organization. The University Graduate Student Association (UGSA) functions as a voice for graduate students in dealing with problems concerning graduate education. All graduate students are automatically members of the association. The UGSA President has full voting membership on the Administrative Board of the Graduate School, and UGSA has the ability to broach responsible grievances to the administration on behalf of any graduate student. The UGSA Web Site Home Page can be accessed at http://www2.ncsu.edu/ncsu/stud_orgs/gsa/.

B. UGSA Council. The UGSA Council consists of elected representatives from each department and meets each month to discuss issues that are of concern to all graduate students. Information about new academic policies, social events, and other activities of concern to graduate students are welcome. Graduate students are urged to attend meetings of the UGSA Council and to participate in UGSA committees. The UGSA has a travel fund that provides modest support for graduate student travel to professional meetings and a thesis fund that provides modest support for thesis or dissertation preparation.

XIV. UNIVERSITY GRADUATE STUDENT ASSOCIATION TRAVEL FUND

A. Purpose. The UGSA seeks to aid graduate students in their professional activities. The purpose of the Travel Fund is to subsidize, not reimburse, students for their participation at professional meetings. These guidelines and the application for reimbursement from the Travel Fund can be downloaded from the web site http://www2.ncsu.edu/ncsu/stud_orgs/gsa/ugsainfo.htm.

B. Eligibility.

1. Eligibility for funding is based on participation at a professional meeting. Participation is defined as:
 - a. Presentation of a paper by the applicant;
 - b. Discussant on a panel or round table discussion;
 - c. Workshop director or moderator; or
 - d. Presentation of original work, such as art, design, or a poster presentation.

Note: There are many conferences that students are invited to attend due to their classroom or research achievements. Despite this honor, the Travel Fund is limited and must, therefore, restrict funding to only those who meet the above definition of participation.

2. The UGSA is authorized to make only one allocation per degree program CSU, i.e. once per Master's program and /or once per Doctoral program.

C. Procedures.

1. Travel Fund applications and expenditure vouchers are available from your departmental graduate assistant, your departmental graduate administrator, your UGSA representative, the Travel Fund Administrator, and the Travel Fund Web site at http://www2.ncsu.edu/ncsu/stud_orgs/gsa/ugsainfo.htm. (A copy of the application is on Appendix pages A-11 and A-12.) Work is currently underway to develop an electronic submission process. Information will be forwarded to the departments and UGSA representatives at the completion of this project.

2. The Travel Fund application must be received by the Travel Fund Administrator before the date of the meeting. The applicant will be notified via letter upon receipt of the application by the Travel fund Administrator.
3. In addition to this application, one of the following must be submitted:
 - a. An abstract as it appears in the meeting or conference bulletin; or
 - b. A letter from the conference committee verifying your participation in the conference.
4. The student must submit a UGSA expenditure voucher (see form on Appendix page A-12) and legible photocopies of all receipts to the Travel Fund Administrator within two weeks of her or his return to NCSU. Failure to do so will result in forfeiture of any reimbursement from the UGSA. Due to various changes in bookkeeping regulations, photocopies of receipts must be legible to be acceptable for submission. In addition, please separate receipts before photocopying them. Copies of receipts that overlay each other are not acceptable. Also, charge card receipts are not acceptable. The applicant will be notified upon receipt and satisfactory completion of the expenditure voucher by the Travel Fund Administrator. Vouchers missing any information will be returned to the applicant for completion.

D. Funding.

1. No travel advances will be granted.
2. The UGSA Travel Fund will subsidize the attended days of the meeting only.
3. The amount of reimbursement cannot be determined until the submission of the expenditure voucher and receipts. Please use the funding standards below if you require an estimate of your reimbursement.
4. Funding will be calculated using the following schedule:
 - a. **Transportation:** 25% of any transportation expenses not involving a personal vehicle. This includes:
 - airplane, train, or bus fare;
 - taxi, subway, or shuttle fare;
 - tolls;
 - rental car fees; and
 - gasoline expenditures if a rental car is usedIf a personal vehicle is used, mileage will be reimbursed at a rate of \$0.25 per mile for a trip of 60 miles or less and \$0.20 per mile for a trip of more than 60 miles.
 - b. **Lodging:** the daily cost, not to exceed \$20 per day.
 - c. **Registration fee:** 50% of registration fee for the meeting or conference.
 - d. The **total reimbursement will not** exceed \$150.00.
 - e. Food and entertainment are not reimbursable. Please do not submit receipts or report any money received for food and entertainment.
5. Funding will be distributed on a semester basis, with the two summer sessions considered as one semester. In order to receive reimbursement for a particular semester, the meeting or conference must take place prior to the last day of final exams during that semester. Reimbursement checks will be sent out at or near the end of each semester. You may therefore expect a 30- to 60-day wait after the semester has ended before you receive a check from UGSA. Those students who do not return from a conference before final exams should expect some delay in the receipt of their checks.
6. Falsification of applications or receipts will result in denial of current or future subsidy while at NCSU.

E. Additional Funding.

The Travel Fund Administrator strongly encourages applicants to seek additional funding from outside sources. Places to seek funding include your department head, a grant held by your major professor, or the on-line graduate fellowship and scholarship file located on the University's Mosaic system. The use of departmental automobiles should also be investigate. If additional funding is secured, this must be reported on the expenditure voucher. Do not subtract this additional funding from your total expenditure.

If you have any questions about the above guidelines, please contact the Travel Fund Administrator at the following address:

University Graduate Student Association
Travel Fund Administrator
c/o NCSU Libraries
Box 7111
Raleigh, NC 27695-7111
515-3303

XV. UNIVERSITY GRADUATE STUDENT ASSOCIATION THESIS FUND

A. Guidelines. These guidelines and the application for reimbursement from the Travel Fund can be downloaded from the web site http://www2.ncsu.edu/ncsu/stud_orgs/gsa/ugsainfo.htm.

B. Eligibility.

1. Any NCSU graduate student in a thesis program is eligible except students whose advisor and/or scholarship or fellowship pays for the thesis or dissertation.
2. The UGSA is authorized to make only one allocation per degree program at NCSU (i.e. once per Master's program and/or Doctoral program).

C. Procedure.

1. Thesis Fund applications are available from Kelly Rosati, UGSA representatives, Thesis Fund Administrator, and the Travel Fund Web site at http://www2.ncsu.edu/ncsu/stud_orgs/gsa/ugsainfo.htm. (A copy of the application is on Appendix page A-13.)
2. The application must be received by the Thesis Fund Administrator before the student's graduate date.
3. In addition to the application, the student must submit legible photocopies of all itemized receipts to the Thesis Fund Administrator. Failure to do so will result in the forfeiture of any reimbursements from the UGSA. Due to various changes in bookkeeping regulations, photocopies of receipts must be legible to be acceptable for submission. In addition, please separate receipts before photocopying them. Copies of receipts that overlay each other are not acceptable. Also, charge card receipts are not acceptable.

D. Funding.

1. No advances will be granted.
2. The money from the Thesis Fund will cover the following items:
 - a. cost of acid-free paper,
 - b. number of copies made, and
 - c. personal binding.

3. Due to the limited amount of funding, the total reimbursement will not exceed \$40.00.
4. Reimbursements from the Thesis Fund will be distributed at the end of the Fall and Spring Semesters and also at the end of the Second Summer Session, depending upon in which semester the student graduates.
5. Falsification of applications or receipts will result in denial of current or future subsidy while at NCSU.

If you have any questions about the above guidelines or suggestions for improvement in the process, please contact the Thesis Fund Administrator at the following address:

University Graduate Student Association
 Thesis Fund Administrator
 c/o NCSU Libraries
 Box 7111
 Raleigh, NC 27695-7111
 515-3303

XVI. SOIL SCIENCE GRADUATE STUDENT ASSOCIATION

A. Web Page Site. The Home Page for the NCSU Graduate Student Association is located at the web address http://www.ncsu.edu/stud_orgs/gsa

B. SSGSA Officers for 2002.

President: Nathan Nelson
 Vice President: Ravi Sripada
 Secretary: Leigh Ann Long
 Treasurer: Mindy Lohman
 UGSA Representative: Mark Allen
 Alternate UGSA Representative: David Trombley

C. SSGSA Constitution.

Article I. Name & Purpose

Section 1. This organization shall be known as the Soil Science Graduate Student Association.

Section 2. The purpose of this organization shall be to lobby the administration on behalf of the soil science graduate students.

Article II. Membership

Section 1. All Soil Science students enrolled in graduate school at North Carolina State University.

Article III. Officers

Section 1. The elective officers shall be as follows: President, Vice President, Secretary, Treasurer, Parliamentarian, Representative, Alternate Representative.

Section 2. Any soil Science graduate student that will be enrolled the entire term is eligible for office. Officers shall serve a term of one year. Officers will be elected each August. Elections will be conducted by, but not limited to paper ballots distributed to every Soil Science GSA members mailbox in Williams Hall. An officer may not be reelected to the same office unless no other members are nominated to run for that office. In the event that an office is not filled in an election, or an office becomes vacant, the elected officers shall share the duties of

that office until their terms are finished or another election is held. The Parliamentarian shall be responsible for the elections.

Section 3 The Soil Science GSA membership may impeach officers for: ineligibility as specified in Article III, Section 2; failure to perform his or her constitutional duties as specified in this Constitution. Officers may only be impeached with a three-quarter's majority vote of all voting Soil Science GSA members. Impeachment proceedings and voting will take place at regular meetings in the same fashion as other issues as specified in Article VI Section 2.

Section 4 The officers responsibilities shall include, but are not limited to:

President: Shall preside over all Soil Science Graduate Student Association meetings; organize the Willie Woltz lecture series; and act as a liaison between the Soil Science Graduate Student Association and the Soil Science Administration.

Vice President: Shall attend all Soil Science faculty meetings and report any pertinent information to the other officers at the regular meetings.

Secretary: Shall be responsible for communications including a newsletter that shall contain: summaries of the previous Soil Science Graduate Student Association meeting, a tentative agenda for the next meeting including the issues submitted for discussion. The deadline for the newsletter, that is to be distributed to all the members of the SSGSA, will be the Monday before the meeting.

Treasurer: Shall maintain the Soil Science Graduate Student Associations financial records; spend Soil Science Graduate Student Associations money in a manner consistent with the decisions of the Soil Science Graduate Student Associations membership.

Parliamentarian: Shall ensure that the constitution is upheld, and be responsible for elections.

Representative: Shall represent the Soil Science Graduate Student Association at the North Carolina State University Graduate Student Association meetings, and vote in a manner consistent with the decisions of the Soil Science Graduate Student Associations membership. The Representative shall also report on the North Carolina State University Graduate Student Association meetings at the Soil Science Graduate Student Association bimonthly meetings.

Alternate Representative: Shall fulfill the North Carolina State University Graduate Student Association requirement of serving on a committee. Shall represent the Soil Science Graduate Student Association at North Carolina State University Graduate Student Association meetings when the Representative is absent, and vote in a manner consistent with the decisions of the Soil Science Graduate Student Associations membership. The Alternate Representative shall also report on the North Carolina State University Graduate Student Association meetings at the Soil Science Graduate Student Association bimonthly meetings.

Article IV *Section 5* Any of the duties above may be freely exchanged between consenting officers.
Dues

Section 1 No dues shall be exacted from members.

Article V **Amendments**

Section 1 Amendments to the constitution shall be presented by members of the Soil Science Graduate Student Association in writing and read at a regular meeting but shall not be voted upon until the next regular meeting, and then only after

informing each member of the proposed amendments. A majority of two-thirds of the members present and voting shall be required.

Article VI Meetings

Section 1

The officers shall meet on the second Thursday of alternating months at 4:00 PM.

Section 2

Any member of the Soil Science Graduate Student Association may submit any topic for discussion to the council in writing. Any issue that is received at least one week prior to the meeting will be included in the newsletter and will be discussed at the following meeting. A vote as to what action will be taken can take place at the meeting or be postponed until the following meeting. A two-thirds majority of the members attending the meeting will be necessary before any action is taken. If a two-thirds majority is not reached the issue may again be submitted to the council in writing.

Section 3

Issues that receive a two-thirds majority vote will become the responsibility of a committee. The committees function will be to further research the issue and at such time as is deemed appropriate by the council, carry out any appropriate actions necessary. The committee will consist of at least three Soil Science GSA members at least one of which will be a council member. If there are not three members willing to serve on a specific committee, the issue will be dropped. Any issue that is dropped can be resubmitted to the council in writing as specified in Article VI Section 2.

Section 4

Meetings shall be conducted as follows:

1. Call to order by the President
2. Treasurer's report
3. Vice Presidents Soil Science faculty meeting report
4. Representatives report
5. Committee reports and discussion of old issues
6. Discussion of new issues
7. Voting

Section 5

Soil Science Graduate Student Association meetings shall loosely follow Robert's Rules of Parliamentary Order. The President shall be the final arbiter of the parliamentary rules. The President may limit debate to reasonable time limits and may impose reasonable time limits to individual speeches. A majority of members present may override these limits if they so desire. Such a resolution shall be voted upon immediately and without debate.

Section 6

Each member shall have one vote. The President must select the method of voting from the following choices: roll call, show of hands, voice, or secret ballot.

Article VII Willie Woltz Lecture Series*

Section 1

The President will be responsible for the organization of the Willie Woltz lecture series. The Parliamentarian will be responsible for the nominations and elections. Elections will be conducted by, but not limited to paper ballots distributed to every Soil Science GSA members mailbox in Williams Hall.

Article VIII Ratification

Section 1

To ratify this constitution, the membership must approve it by a two-thirds majority vote of the membership of the Soil Science Graduate Student Association who participate in the voting.

Section 2

This constitution supercedes in all ways any other constitution of the Soil Science Graduate Student Association has ever had.

****The Willie Woltz Lecture Series must be in consultation with the Department Head.*

APPENDIX

FORMS

Patent Agreement	A-1
Graduate Advisory Committee Appointment Request.	A-2
Master's Plan of Graduate Work	A-3
Doctoral Plan of Graduate Work	A-5
Request for Permit to Schedule Master's Oral Examination.	A-7
Request for Approval to Schedule Doctoral Oral Examination.	A-8
Diploma Order Request For Graduate Students	A-9
Hazardous Waste Minimization Check Out Form	A-10
University Graduate Student Association Travel Fund Application.	A-11
University Graduate Student Association Travel Fund Voucher.	A-12
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NORTH CAROLINA STATE UNIVERSITY

The Graduate School

PATENT AGREEMENT

I have read, and I understand the Patent and Copyright Policies of North Carolina State University as distributed to me in printed form. I agree to abide by the Policies and to promptly communicate to the University a full and complete disclosure of all inventions conceived or reduced to practice by me in connection with my work supported in whole or in part by the University. I further agree that I will assign the inventions and all patents and applications relating thereto to North Carolina State University, a sponsor, or the Federal government as and when requested by the University. I understand that unless otherwise specifically agreed in writing I shall receive a share of the gross revenues from the licensing or sales of my invention in accordance with the revenue distribution formula set forth under the Policies. I understand that the University will rely upon this Agreement in making research and licensing agreements with other parties. This Agreement shall not apply to any invention which does not come within the scope of University ownership as defined under Patent and Copyright Policies.

Student's Full Name (Typed or Printed)

Signature (Student)

Social Security Number (Student)

By my signature on the line above, I hereby agree to abide by the patent policies of North Carolina State University.

Major Department

Master's Doctorate
** **PLEASE CHECK ONE** **

Date

GRADUATE ADVISORY COMMITTEE APPOINTMENT REQUEST

TO: D. W. Stewart, Dean
NCSU Graduate School
Box 7102

Date:

FROM: _____
Graduate Administrator Signature

Department/Program

Name of Student _____ SS# _____

Degree Objective _____ Thesis _____ Non-thesis _____

Proposed Minor _____

I am requesting that the following NCSU Graduate Faculty* members be approved to serve as the advisory committee for the above student. Each has been contacted and has agreed to serve. I understand that it is the department's responsibility to confirm this appointment with each committee member after approval, as indicated below by signature of the Dean.

CHAIR (or Co-chair if _____
appropriate): _____

MINOR REPRESENTATIVE: _____

OTHER MEMBERS: _____

***IDENTIFICATIONS AND FULL EXPLANATIONS ARE
ATTACHED FOR ANY OF THE ABOVE WHO ARE NOT
MEMBERS OF THE
NCSU GRADUATE FACULTY**

APPROVED:

NORTH CAROLINA STATE UNIVERSITY

THE GRADUATE SCHOOL

MASTER'S PLAN OF GRADUATE WORK

Date _____

For _____
Last Name First Middle Student Identification Number

Degree Sought _____ Date Expected _____
Month Year

School _____

Major _____ Minor(s) _____

Modern Language (if required) _____

Subject of Thesis (if required) _____

Approved for the Department by _____

Advisory Committee

_____	_____	_____
Typed Last Name	Initials	Signature (Chair)
_____	_____	_____
Typed Last Name		Signature (Co-Chair, if any)
_____	_____	_____
Typed Last Name		Signature (Minor Representative)
_____	_____	_____
Typed Last Name		Signature (Member)
_____	_____	_____
Typed Last Name		Signature (Member)
_____	_____	_____
Typed Last Name		Signature (Member)
_____	_____	_____
Typed Last Name		Signature (Member)
_____	_____	_____
Typed Last Name		Signature (Student)

Approved _____
Graduate School

Master's students' plans may be filed in the department/program graduate office and/or via GARS before completion of half of the course work required in the program.

(OVER)

NORTH CAROLINA STATE UNIVERSITY

THE GRADUATE SCHOOL

DOCTORAL PLAN OF GRADUATE WORK

Date _____

For _____
Last Name First Middle Student Identification Number

Degree Sought _____ Date Expected _____
Month Year

School _____

Major _____ Minor(s) _____

Modern Language (if required) _____

Subject of Dissertation _____

Approved for the Department by _____

Advisory Committee

Typed Last Name Initials Signature (Chair)

Typed Last Name Signature (Co-Chair, if any)

Typed Last Name Signature (Minor Representative)

Typed Last Name Signature (Member)

Typed Last Name Signature (Member)

Typed Last Name Signature (Member)

Typed Last Name Signature (Member)

Graduate School Representative (appointed by the Graduate School)

Signature (Student)

Approved _____
Graduate School

Doctoral students' plans should be filed in the department/program graduate office and submitted to the Graduate School either via GARS or on hard copy after 12 hours of course work in the contemplated program have been completed.

(OVER)

REQUEST FOR PERMIT TO SCHEDULE MASTER'S ORAL EXAMINATION

To: Debra W. Stewart, Dean

Date: _____

From: _____
(Department)

1. Request authorization to schedule the final oral examination for:

(Printed last name of student) (first name) (MI) (SSN)

(Degree objective) (Major)

2. This request is for a _____ thesis student _____ non-thesis student.

3. I verify that (check one of the choices below)

The following committee has been approved by the department/program.

The committee and Plan of Work have been submitted and approved by the department/program on GARS.

APPROVAL:

GRADUATE

SCHOOL

(Signature: Director of Graduate Program or Dept Head)

Debra W. Stewart (Date)

cc: Graduate School Thesis Editor

Note for Thesis Students:

- 1) Once approved to schedule your final oral exam, you may make an appointment with the Thesis Editor by calling 515-4497. However, the date of your actual appointment cannot be earlier than the date of your exam.
- 2) Prior to your actual meeting with the Thesis Editor, you must have all your committee members sign your title page and the results of your final oral must be on file in the Graduate School.

FORM REVISED: 10/95

**THIS FORM MUST BE IN THE GRADUATE SCHOOL
TWO WEEKS PRIOR TO DATE OF EXAMINATION**

REQUEST FOR APPROVAL TO SCHEDULE DOCTORAL ORAL EXAMINATION

To: Debra W. Stewart, Dean

Date: _____

From: _____
(Director of Graduate Programs) -- print or type name

1. Request approval for scheduling of the _____
?Preliminary
?Final (please check one) oral examination for:

(Name & SSN of Student -- please type or print legibly)

(Title of Thesis -- final ONLY-- please type or print legibly)

(Degree Objective) _____
(Major)

(Day and Date) _____ _____
(Time) _____
(Room No. and Bldg.)

2. The student has completed all written examinations/proposals in our department and in his/her minor field. The committee members listed below have agreed to attend at the above date and time. Please type or print legibly.

- | | |
|--|----------|
| a. _____
(Committee chair/co chair) | e. _____ |
| b. _____ | f. _____ |
| c. _____ | g. _____ |
| d. _____ | h. _____ |

3. The Graduate School Representative, _____, has agreed to attend the examination at the above time.
4. I verify that this student's current committee, as listed above, and completed course work have been compared to the data on the approved automated POW and that any discrepancies on screen GA11 have been reconciled and corrected:

(Signature of Director of Graduate Programs)

Approved: _____
Debra W.

Date: _____
Stewart, Dean

Hazardous Waste Minimization
CHECK-OUT FORM

This form has been created to reduce the chemical surplus and unknowns as well as hazardous waste left behind when a person leaves the University. Your cooperation in completing it, and in properly disposing of your materials will be greatly appreciated.

NAME: _____

DEPARTMENT: _____

Soc. Sec. No. _____

Faculty _____ **Staff** _____ **Student** _____

Separation Date _____

Location of Potential Wastes/Surplus Chemicals from my work at NCSU (building & room number) _____
Not Applicable _____

Measures taken to dispose of the materials listed above

Signature _____ Date _____

I have inspected the area(s) mentioned above and have found them to be in order.

Signature _____ Date _____

Department Head of Graduate Administrator (if faculty or staff)
Research Advisor (if student or PostDoc)

cc: Department Heads

Return to:
Rob Pecatina
Hazardous Materials Manager
Life Safety Services
Box 7222
NCSU Campus

GSA EXPENDITURE VOUCHER

This form must be completed and returned within two weeks of the conclusion of your meeting or conference. Legible photocopies of all receipts must accompany this form. Charge card receipts are **NOT** acceptable except in the case of gasoline. *Do not submit receipts for food as expenditures* because you **CANNOT** be reimbursed for these expenses.

Name: _____ Campus Address: _____

Home Address: _____

A. Transportation:

Air / Train / Bus Fare _____

Taxi / Shuttle Fare _____

Rental Car Fee _____

Gasoline _____

Personal Vehicle (milage) _____
[milage will be funded at current rate]

B. Lodging:

Number of nights in hotel, dorm, or campground _____

Cost per night (rate per person if you are sharing a room) _____

C. Registration Fee: _____

D. Other Funding:

Was your participation supported by other sources? _____

Amount (excluding money for food) _____

Source(s) _____

Review by Applicant's Advisor:

As the applicant's advisor, I have reviewed this expenditure voucher and have found it to truthfully reflect the student's participation.

Signature: _____ Date: _____

Return with copies of receipts to:

Graduate Student Association
Travel Fund Administrator
c/o NCSU Libraries
Box 7111
Raleigh, NC 27695-7111

UGSA THESIS FUND APPLICATION

A. General Information

Application: _____ SS# _____
Last First MI

Degree: M.S. _____ Ph.D. _____ Expected Graduation Date _____

e-mail: _____

School Address: _____

Phone: _____

Home Address: _____

Phone: _____

Fowarding Address: _____

(Where do you want the check sent?)

Receipt Summary*

1. Acid-free paper _____
2. Copy cost _____
3. Personal Binding _____
4. Total _____

*In addition to this application, legible photocopies of all itemized receipts **MUST** be submitted. Copies of receipts which overlay each other and charge card receipts are not acceptable.

*** NO RECEIPTS NO REFUND!!!!**

C. Student's Pledge

I have read, understand, and agree to abide by the regulations governing the allocation and use of USGA thesis funds.

Signature: _____ Date: _____

D. Return Completed Form to:

**University Graduate Student Association, Thesis Fund Administrator;
c/o NCSU Libraries, Box 7111, Raleigh, NC 27695-7111**