Department of Biosystems and Agricultural Engineering

Graduate Student Handbook

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Welcome to the Biosystems and Agricultural Engineering Graduate Program!

This handbook has been prepared to assist biosystems and agricultural engineering (BAE) graduate students plan a course of study and to keep track of their progress, as well as outline departmental policies. It is intended to be used only as a supplement to the University of Kentucky Bulletin. The UK Bulletin, among other important information, contains statements of official academic policy regarding current courses and graduation requirements. The UK Bulletin is the authoritative source of information for all graduate students.

This handbook should be retained throughout the student’s stay in the department, and it should be used in conjunction with consultation of the student’s faculty advisor.

Please keep in mind that while intended to be a helpful resource to students, this handbook is not a substitute for meeting with the student’s faculty advisor, the advisory committee, or a replacement for the information found in the UK Bulletin. The most recent version of this handbook is available on the BAE website. Students are encouraged to contact their faculty advisor whenever they have a question about the program, the College, or the University.

The faculty and staff of the Department of Biosystems and Agricultural Engineering look forward to working with you while you pursue your goal of earning a graduate degree from UK in biosystems and agricultural engineering.

If you are interested in obtaining a graduate degree from BAE…

Our department requires incoming graduate students to have an identified faculty advisor who is willing to guide the student’s graduate program. Prospective students are therefore expected to identify a faculty member with similar research interests, and contact that faculty member directly to determine if that faculty member is taking on new graduate students during the semester in which the student would like to enroll.

If the faculty advisor is interested in advising a new student, we encourage the student to visit the department or at a minimum participate in a video call with their advisor before applying to the department. We also host a yearly Graduate Student Recruitment

The Department of Biosystems and Agricultural Engineering offers Master of Science (Thesis and Non-Thesis options) and PhD programs.

<table>
<thead>
<tr>
<th>Faculty Research Areas</th>
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<tbody>
<tr>
<td>Dr. Adedeji Food Process Engineering</td>
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<tr>
<td>Dr. Agouridis Bioenvironmental</td>
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<tr>
<td>Dr. Colliver Controlled Environment</td>
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<tr>
<td>Dr. Crofcheck Bioprocessing</td>
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<tr>
<td>Dr. Dvorak Machine Systems Automation</td>
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<td>Dr. Edwards Bioenvironmental</td>
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<td>Dr. Hayes Controlled Environment</td>
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<td>Dr. Jackson Controlled Environment</td>
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<td>Dr. McNeill Bioprocessing</td>
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<td>Dr. Montross Bioprocessing</td>
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<td>Dr. Nokes Bioprocessing</td>
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<td>Dr. Peterson Biomechanics</td>
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<td>Dr. Sama Machine Systems Automation</td>
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<td>Dr. Shi Bioprocessing</td>
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<tr>
<td>Dr. Stombaugh Machine Systems Automation</td>
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<tr>
<td>Dr. Taraba Controlled Environment</td>
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event in late January/early February which is an excellent opportunity to interact with several potential faculty advisors.

**Admission to the BAE Graduate Program – Process and Criteria**

The prospective student must apply to the graduate school through the on-line application. The link to the application may be found at the bottom of the following web page http://gradschool.uky.edu/.

**Submitting an Application**

To complete the application you will need:

*Transcripts:* You will be asked to upload copies of transcripts from all higher education institutions attended and, in the case of domestic students, to self-report cumulative GPA’s for each institution. **BAE requires an overall undergraduate grade point average of 2.8 (see exceptions sidebar) and 3.00 on all graduate work.** If you are offered admission and decide to enroll you will then be required to submit official transcripts to the Graduate School.

*Test Scores:* In most cases an official test score (either GRE or GMAT) is required for admission (see exceptions sidebar). You will be asked to self-report these scores on the application (you can also supply a future date for taking the test). We will however also require official scores from the reporting agency.

BAE has not set a minimum GRE score. We use this score as one piece of information among many to select students.

| GRE scores should be sent directly to us from Educational Testing Service (ETS); the Institution Code for the GRE for UK Graduate School is R1837. |

Scores for the Graduate Management Admission Test (GMAT) should be sent directly to us from the Graduate Management Admission Council (GMAC); the UK Graduate School code is 1837.

**TOEFL or IELTS Scores:** All applicants whose native language is not English will be asked to self-report one of these scores on the application. As with GRE or GMAT scores, we also require official language scores be sent to us directly from the reporting agency.

For the Graduate School, the minimum acceptable TOEFL score is 550 (paper-based), 213 (computer-based), or 79 (internet-based). The minimum IELTS score is 6.5. The BAE department requires a minimum TOEFL (internet-based) of 94 or an IELTS score of 7.0. Submitted scores must be no more than two years old.

**Letters of Recommendation:** BAE requires three letters of recommendation, preferably from people who know you well and can speak to your academic potential. You will be asked for the recommenders’ contact information and the application management system will send a request directly to the person.
Once the application is complete, the BAE Director of Graduate Studies asks the Research and Graduate Studies Committee to review the application.

**Exceptions:** Provisional graduate admission status may be recommended by the Director of Graduate Studies in BAE for one or more of the following reasons:

- Missing transcripts or other requirements for admission such as letters of recommendation;
- Temporary waiver of the Graduate Record Examination (not to exceed one semester);
- Students with degrees in a field other than engineering;
- Deficiencies as determined by the Director of Graduate Studies;
- Students with an undergraduate GPA less than 2.8.

**The Selection Process**

The BAE department has a Research and Graduate Studies Committee (RGSC) who reviews the following materials for all applicants for their probability for success in our graduate program.

- The student’s previous academic record. (Grades in science and math courses carry additional weight).
- Letters of recommendation.
- GRE and TOEFL (if applicable) scores.
- The availability of a faculty advisor to work with the prospective student.

If the RGSC agrees that the student meets our selection criteria, the Director of Graduate Studies formally recommends to the Graduate School that the student be admitted into the Departmental graduate program. The University of Kentucky Graduate School will then evaluate that student’s application to ensure all the graduate school entrance requirements are met.

When the Graduate School has approved admittance, the department is notified and the student will receive a letter from the Department detailing the conditions of the student’s admittance, and if applicable, the financial aid available.

The student confirms their desire to attend graduate school by an e-mail of acceptance to the Department Chair.

**Financial Aid – Research Assistantships and Teaching Assistantships**

**Research Assistants** (RA) are paid a stipend, distributed over 12 months, and their tuition is paid (certain fees are the responsibility of the student as described on
the graduate school web site under Tuition Scholarship/Billing Account Information at: http://gradschool.uky.edu/tuition-scholarship-information. In return, RAs are expected to work on research as assigned by the faculty advisor (and may be related to your research but does not need to be) a minimum of 20 hours per week. RAs are expected to be in the department during working hours (8 AM – 5 PM) whenever they are not in class for a total of 40 hours per week on average. RAs work on the University calendar (University holidays plus 10 paid vacation days), not the academic calendar. Occasionally a RA will be requested to assist with a class to allow the student to gain teaching experience. Stipends are awarded for a maximum of two (2) years for an M.S. and three (3) years for a Ph.D. Exceptions to the stipend duration must be approved by the DGS and Department Chair.

**Teaching Assistants** are paid a stipend and their tuition is paid (certain fees are the responsibility of the student as described on the graduate school web site under Tuition Scholarship/Billing Account Information at: http://gradschool.uky.edu/tuition-scholarship-information. In return, TAs are expected to teach a section of a course, including grading and interacting with the students. TAs are paid only during the semesters in which they teach. The BAE department does not have teaching assistant support.

**Obtaining a Research Assistantship**
Two types of research assistantships are available: grant-funded and department-funded. The faculty advisor distributes grant-funded assistantships, and so the advisor is the first person to ask about potential support. The department has some competitive assistantships for students whose faculty advisor does not have grant-funded assistantships available. To qualify for the departmental research assistantships you must have submitted your completed application by **March 15th for Fall semester** admission, and by **August 22nd for Spring semester** admission. Exceptions may exist, so please talk to the Department Chair if you have missed these deadlines. Students will be notified as to whether or not they will be receiving a departmental assistantship before May 1st and October 15th for Fall and Spring semester admission, respectively.

**Stipend Amounts Available**
BAE’s minimum research assistantship is $16,000 per year for an M.S. student and $18,000 per year for a Ph.D. student, paid bi-weekly. If the stipend is supported by grant funding the amount may be greater, depending on the amount of money available; speak with your faculty advisor. Competitive fellowships are available to supplement or substitute for an assistantship, both at UK and from federal agencies; however, the student is responsible for pursuing these options. Students with undergraduate degrees other than engineering must have completed all of the Tier 1 courses (described below) prior to being eligible for a departmental assistantship.

**Undergraduate Degrees Other Than Engineering**
Students who enter a M.S. or Ph.D. program but do not have a B.S. degree in an engineering discipline (or equivalent coursework as determined by the Biosystems and Agricultural Engineering Department’s RGSC) are required to complete a program of coursework that will provide them with a baseline of knowledge and competencies that are consistent with B.S. engineering graduates. *Note: Before you embark on Tier 1 courses it is essential that you
have a written commitment from a faculty member in the department that they are willing to serve as your major advisor once you have completed your Tier 1 courses.

**Tier 1 Required Courses**
The courses listed in the Tier 1 box (totaling 32 credit hours) constitute the baseline coursework required of non-engineering students. These courses do not count toward the student’s graduate degree coursework.

**Tier 2 Required Courses (Choose Five of the Seven)**
Working in conjunction with their major advisor, the student will also select the most relevant five courses from the courses in the Tier 2 box. Advisors and advisory committees may also require additional courses as deemed appropriate. These courses do not count toward the student’s graduate degree coursework.

<table>
<thead>
<tr>
<th><strong>Tier 1 Courses</strong></th>
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<th><strong>Tier 2 Courses</strong></th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Credits</strong></td>
<td><strong>Course</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>College Calculus I</td>
<td>4</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>College Calculus II</td>
<td>4</td>
<td>Mechanics of Deformable Solids</td>
<td>3</td>
</tr>
<tr>
<td>College Calculus III</td>
<td>4</td>
<td>Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>Differential Equations</td>
<td>3</td>
<td>Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>General College Chemistry I</td>
<td>4</td>
<td>Heat Transfer</td>
<td>3</td>
</tr>
<tr>
<td>General College Chemistry II</td>
<td>3</td>
<td>Fluid Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>General University Physics I</td>
<td>4</td>
<td>Electrical Circuits and Electronics</td>
<td>3</td>
</tr>
<tr>
<td>Physics I Laboratory</td>
<td>1</td>
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<tr>
<td>General University Physics II</td>
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<tr>
<td>Physics I Laboratory</td>
<td>1</td>
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**Credit for Prior Undergraduate Coursework**
The Biosystems and Agricultural Engineering Department’s RGSC determines credit for prior undergraduate coursework. The RGSC will review the student’s transcript for equivalent Tier 1 and 2 courses. Prior courses judged equivalent will be used to fulfill the corresponding baseline requirements, and the student will not be required to retake those courses. The student is responsible for providing course catalogs or other material required by the RGSC to assess equivalence. The RGSC will include the results of their assessment with their admission recommendation to the Director of Graduate Studies (DGS) (see included worksheet – Appendix I).

**Transferring Graduate Credits to UK**
A maximum of nine (9) semester hours or twenty-five percent (25%) of the semester hours required for the degree concerned, whichever is greater, of regular graduate course credits completed at an accredited university, may be credited toward the minimum requirements of a graduate degree. The following rules apply:

- course credits applied toward a previously awarded graduate degree cannot be transferred;
• transfer of independent work, research, thesis or dissertation credit is not permitted;
• only courses assigned a B grade or better can be transferred;
• short courses lasting fewer weeks than the number of credits may not be transferred;
• students must be in good academic standing at the time of transfer; and
• courses must have been taken in graduate status.

Housing for Graduate Students
Information about on-campus graduate student housing may be found at: http://www.uky.edu/housing/graduate-family-housing-locations. In general most of our graduate students live off campus; the exception being new international students. The choices in off-campus housing are diverse, and each student’s situation should be taken into consideration when selecting the appropriate housing. For example, will the student have his/her own transportation, or ride the bus or a bike? Does the student want to avoid undergraduate hotspots? How much is the student comfortable paying for rent? One resource available for locating off-campus housing is through the Off-Campus Student Services. Their website is http://www.uky.edu/ocss/. A “Housing Locator” site can be found at http://www.uky.edu/ocss/campus-foundations. Additionally, current graduate students are another great resource for helping new students find housing. Dr. Alicia Modenbach (alicia.modenbach@uky.edu) can put future students in touch with our current graduate students.

Whom to Contact for More Information
General information about graduate study in the Biosystems and Agricultural Engineering Department can be obtained from the Director of Graduate Studies (Dr. Donald Colliver; dcolliver@uky.edu) or our Student Services Coordinator (Dr. Alicia Modenbach; alicia.modenbach@uky.edu). You may also contact the Department Chair (Dr. Michael Montross; michael.montross@uky.edu).

The Graduate School Experience
Each graduate student’s experience is individualized; however, there are definite guidelines to assist with structuring the process. It is expected that M.S. students beginning their graduate work with a B.S. in engineering will take two (2) years to complete their degree, while Ph.D. students beginning their graduate work with a M.S. in engineering will take three (3) years to complete their degree.
Graduate Coursework
Typical BAE graduate coursework combines courses in Biosystems and Agricultural Engineering, mathematics, statistics, other engineering fields, the physical sciences and the biological sciences. The student will meet with his/her faculty advisor upon embarking on their graduate program to determine which classes he/she will take.

The courses to be taken as a M.S. student must be selected in consultation with your faculty advisor, and the courses must comply with the rules detailed in the plan of work (Appendix II). The Plan of Study form may be found on the BAE website. The M.S. requires a minimum of 24 graduate credit hours. M.S. students are required to have their plan of work approved by their faculty advisor and the DGS before the end of the first semester of their graduate work.

The Ph.D. requires a minimum of 30 course hours (not residency credit) past the Master’s degree (note: the student’s advisory committee can require more credits). We expect each Ph.D. student to have at least one advanced math course (past the BS) and at least 4 semester credit hours of statistically-based courses, with at least one course covering experimental design. The courses are selected to develop quantitative physical and engineering understanding, particularly in the subject area of the dissertation. Credit is not given for thesis activity in meeting this requirement. Ph.D. students who have completed their M.S. degree in the BAE Department and who already have two semesters of credit for BAE 775 do not have to repeat BAE 775. Ph.D. students are required to have their plan of study reviewed and approved by their advisory committee and the DGS during the second semester (prior to preregistration for the third semester) of their Ph.D. work.

Research Requirements
The M.S. (except for the Plan B Master’s degree) and the Ph.D. are research degrees awarded for significant creative research or design accomplishment. Therefore the thesis (M.S.) or dissertation (Ph.D.) are the crowning achievements of the graduate program.

M.S. Advisory Committee
There are no formal requirements from the Graduate School for the Advisory Committee for the M.S. degree. However, the Department of Biosystems and Agricultural Engineering requires the examining committee to be formed during the first semester of study so that the examining committee can serve as an informal advisory committee. The faculty advisor, in consultation with the student, selects the Advisory Committee. Professional courtesy is for the student (working with his/her faculty advisor) to ask the faculty member if they are willing to serve on the committee before assigning that person to the student’s advisory committee.

The examining committee is to consist of three to five qualified members with at least one having full graduate faculty membership and a second having either associate or full graduate
faculty membership. At least one member must be from outside the Department of Biosystems and Agricultural Engineering. [Note: this requirement may be waived for extreme circumstances with the approval of the DGS and the Department Chair.]

**Ph.D. Advisory Committee**
The faculty advisor, in consultation with the student, selects the Advisory Committee and submits the recommendation to the Director of Graduate Studies using the [Doctoral Advisory Committee Form](#) (login required). Upon approval of Director of Graduate Studies, the request is forwarded to the Graduate School Dean for approval and the official appointment of the faculty advisor and Advisory Committee.

The Advisory Committee provides advice to the student and specifically sets requirements, acting within applicable Program, Graduate School, and University regulations, which the student must meet in pursuit of the doctorate degree. The student has the responsibility of interacting with the committee (in consultation with the faculty advisor) and keeping them informed of his or her progress.

The Advisory Committee has a core of four members. This core consists of the faculty advisor as chair, and two other members from the major area (i.e. three members from BAE). At least one representative must be from outside the academic program (department). All members of the core must be members of the Graduate Faculty of the University of Kentucky and three (including the faculty advisor) must possess full member Graduate Faculty status. Additional faculty members may serve as members of the Advisory Committee. The core of the advisory committee must be kept at its full complement throughout the graduate career of the individual student. Thus, in the event of a vacancy on the committee (occasioned by resignation, faculty leave, or inability to serve), an appropriate replacement must be made (officially, by submitting a Doctoral Advisory Committee Modification Request) prior to any subsequent committee decisions.

The Graduate School will assign an outside examiner for the dissertation defense. This person may be recommended by the faculty advisor, but the assignment is at the discretion of the Graduate School. The purpose of the outside examiner is to ensure all graduate rules are followed and the student receives a fair exam.

**The Qualifying Exam**
Upon completion of all coursework, Ph.D. students must sit for their qualifying exam. The general procedure used by the BAE Department is that each committee member gives a written exam to the student, with 5-7 days (determined by the committee) to complete an exam. The student then receives the
subsequent exam until all written exams are completed. An oral presentation (or defense) of the written exams is scheduled for approximately two weeks after the last exam is completed.

Students must submit a Notification of Intent to sit for their qualifying exam to the Graduate School, as well as officially schedule their oral presentation portion of their qualifying exam. The student, with assistance from the faculty advisor and the committee members, typically coordinates the scheduling of the written portion of the qualifying exam.

Students must register for BAE 767 in the semester (Fall or Spring only) in which they sit for their qualifying exam. If the student sits for the qualifying exam during the summer, they must register for BAE 767 in the following Fall semester. Students should be continuously enrolled in BAE 767 until they graduate.

Assessment of Doctoral Student Progress
All programs are required to assess the progress of their doctoral students. The Graduate Faculty of each doctoral program will define good progress to completion of the doctoral degree. This information will be included in the program’s Graduate Student Handbook. The consequences of lack of good progress may also be included in the handbook. Each doctoral student’s good progress toward the degree will be reviewed (at least) annually by either the Graduate Faculty in the program, the doctoral advisory committee, or other graduate education committee. Each student will be informed in writing of the results of that meeting by the Director of Graduate Studies or the chair of the advisory committee, or their designee.

BAE Departmental Seminars
The BAE Department hosts weekly seminars during the fall and spring semesters on Friday at 11:00 AM. The departmental seminar makes up the first hour of the BAE 775 course. All graduate students are expected to attend Seminar regularly whether they are enrolled in BAE 775 or not. It is also expected that graduate students will give at least two (2) seminars—an Entrance seminar and an Exit seminar. The Entrance seminar gives an overview of the proposed project and presents any preliminary data that has been collected. The Exit seminar is a final presentation of the student’s work. See the Example Program Timelines for suggested timing of each seminar.

Example Program Timelines
While details will differ, each student should work with their faculty advisor to develop their specific timeline.

<table>
<thead>
<tr>
<th>The M.S. Timeline</th>
<th>The Ph.D. Timeline</th>
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<tbody>
<tr>
<td><strong>Prior to the First Semester</strong></td>
<td><strong>Prior to the First Semester</strong></td>
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<tr>
<td>• Choose your major advisor</td>
<td>• Choose your major advisor</td>
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<tr>
<td>• Approximately 1 week before classes start arrive on campus</td>
<td>• Approximately 1 week before classes start arrive on campus</td>
</tr>
<tr>
<td>• Meet with major advisor and select classes</td>
<td>• Meet with major advisor and select classes</td>
</tr>
<tr>
<td>• Register for classes, including BAE 775</td>
<td>• Register for classes, including BAE 775</td>
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<tr>
<td><strong>First Semester</strong></td>
<td><strong>First Semester</strong></td>
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<tr>
<td>• Choose your research topic</td>
<td>• Choose your research topic</td>
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<tr>
<td>• Choose your committee</td>
<td>• Choose your committee</td>
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</table>
The M.S. Timeline

- Finalize your Plan of Work (be sure it satisfies all the requirements of the Graduate School, your major professor, and your Committee)
- Submit signed Plan of Work to DGS
- Focus on coursework
- Begin your research proposal
- Mid-semester register for second semester classes, including BAE 775

Second Semester

- Complete your Proposal (Literature Review, Problem Description, Hypothesis, Experimental Methods, Discussion of Expected Results)
- Obtain major advisor’s approval on proposal
- Submit proposal to DGS
- Give Entrance Seminar

Summer

- Conduct preliminary experiments

Third Semester

- Finish your coursework or register for BAE 748 (0 credits) if you have finished your coursework
- Continue your research
- Begin writing thesis (be sure to use the Graduate School guidelines and follow the Instructions for Preparation of Thesis)
- Be aware that there are several important deadlines months before you plan to defend

Fourth Semester

- Complete request to graduate
- Register for BAE 748 (0 credits) if you have completed your coursework
- Complete your experiments
- Complete data analysis
- Present Exit Seminar
- Complete and defend your Thesis
- Graduate!!

The Ph.D. Timeline

- Focus on coursework
- Begin your research proposal
- Mid-semester register for second semester classes, including BAE 775

Second Semester

- Continue working on your Proposal (Literature Review, Problem Description, Hypothesis, Experimental Methods, Discussion of Expected Results)
- Submit approved plan of study to DGS before pre-registration for next semester.
- Continue taking courses

Summer

- Collect preliminary data

Third Semester

- Complete your proposal
- Meet with your committee and present proposal, organize qualifying exam
- Obtain major advisor’s approval on proposal
- Submit proposal to DGS
- Present Entrance Seminar
- Complete coursework

Fourth Semester

- Register for BAE 767 (2 credits)
- Take Qualifying Exam within first 6 weeks of the semester
- Start accruing Residency Credit
- Begin writing dissertation (be sure to use the Graduate School guidelines and follow the Instructions for Preparation of Thesis)

Summer

- Conduct research
- Begin looking for academic positions

Fifth Semester

- Register for BAE 767
- Continue your research
- Continue writing dissertation (be sure to use the Graduate School guidelines and follow the Instructions for Preparation of Thesis)
- Be aware that there are several important deadlines months before you plan to defend

Sixth Semester

- Complete request to graduate
- Register for BAE 767
- Complete your experiments
- Complete data analysis
- Present Exit Seminar
- Complete and defend your Dissertation
- Graduate!!
Communication
In addition to communicating with your faculty advisor, graduate students can receive relevant information and announcements through the BAE Graduate Listserv. These periodic emails are meant to contain meaningful and timely information for the benefit of BAE students. Your official UK email address is used for this listserv, so it is important to check that address regularly or have it forwarded to your preferred email address.

You may also wish to stay informed of University-wide events and announcements relevant to Graduate Students. The Graduate Student Congress is an excellent resource for graduate students. You can opt in to receiving their monthly newsletters by visiting their website at https://www.uky.edu/StudentOrgs/GradStudentCongress/.

Safety Training
Graduate students are responsible for completing all necessary safety training courses prior to beginning work in the labs. Trainings should be completed upon arrival at UK and updated annually. Safety training courses may include, but are not limited to, (1) Fire Safety; (2) Shop Safety; (3) Chemical Hygiene; (4) Biological Safety; and (5) Hazardous Waste handling and Disposal. More information about specific trainings can be found at http://ehs.uky.edu/classes/.

Responsible Conduct of Research Training
Researchers (faculty, staff, and students alike) must maintain the highest standards of scientific integrity and ethical behavior in all phases of the conduct of research. To that end, all new graduate students complete a comprehensive Responsible Conduct of Research (RCR) training program developed by the Engineering Associate Dean for Research and Graduate Studies.

Prior to arriving on campus, new graduate students are expected to complete the CITI on-line training program for Responsible Conduct of Research. This is the first of three components in the RCR training program for engineering students.

Instructions for accessing the online portion of the training program can be found under the “Responsible Conduct of Research (RCR) & CITI Program” tab.

When asked to choose an RCR course, choose the Engineers Responsible Conduct of Research Course.

Graduate students must complete all ten modules of the RCR and score 80% on the module quizzes to pass the course.

Plagiarism
Be sure you understand what constitutes plagiarism, and understand the university’s policy in regard to cheating and plagiarism. Do not assume that a team effort is allowed unless it is clearly
indicated in the assignment. A team effort should be indicated clearly in the submission. For a discussion of the overall issue and guidelines of Academic Integrity, refer to the website for the Ombud of the University of Kentucky: http://www.uky.edu/ombud/academic-integrity.

Alpha Epsilon Honor Society
Graduate students may be invited to join Alpha Epsilon. Alpha Epsilon is an honor society for outstanding agricultural, biological and food engineers. The objectives of the honor society are to promote the high ideals of the engineering profession, to give recognition to those who manifest worthy qualities of character, scholarship and professional attainment, and to encourage and support the profession.
Appendix I: Process for Determining Background Courses for the Non-Engineering B.S. Student

1. Research and Graduate Studies Committee (RGSC) receives application from non-engineering student.
2. RGSC arrives at recommendation for admission.
   a. If “Do not admit,” stop.
   b. If “Admit,” go on to Step 3.
3. Compare baseline coursework listing to student’s transcript to determine unfulfilled baseline coursework [form follows in this Appendix].
4. Forward results of Step 3 to DGS with admission recommendation.
5. Contingent on identification of advisor, availability of funding, and acceptance of offer (as appropriate), DGS recommends to the Graduate School that the student be admitted on “Conditional” status, contingent on completion of specified unfulfilled baseline coursework. [Note: The student is eligible to apply for a Departmental RA after completion of all Tier 1 courses].
6. Student and advisor develop plan of study that accounts for unfulfilled baseline coursework and graduate degree program coursework, and submit to the DGS no later than the end of the first enrolled semester for review and filing.
7. Student completes coursework, notifies advisor, who notifies the DGS.
8. DGS verifies completion of unfulfilled baseline requirements, initiates a change in status to “Regular,” and notifies the major advisor when this process is complete.
Baseline Coursework Assessment Worksheet for Non-Engineering Graduate Program Applicants*

(To be forwarded with admission recommendation)

<table>
<thead>
<tr>
<th>BAE Requirement</th>
<th>Credits</th>
<th>Prior/Equivalent Course*</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier 1:</strong> Complete All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE 105</td>
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<td>EE 305</td>
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*Students without an entry in the “Prior/Equivalent Course” column are required to include these courses in their plan of study in addition to graduate degree program courses and must complete them prior to admission under “Regular” status.
Appendix II: Example for M.S. plan of work

**NOTE:** The courses will not be the ones listed below – this is just an Example

<table>
<thead>
<tr>
<th>Semester/Year</th>
<th>Prefix</th>
<th>Number</th>
<th>Credits (1)</th>
<th>TITLE</th>
<th>Graduate Credits (2)</th>
<th>Regular Credits (3)</th>
<th>&gt;600 Credits (4)</th>
<th>Core Credits (5)</th>
<th>Core &gt;600 Credits (6)</th>
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</table>

Plan Totals: 25 25 23 14 16 10

CPE Required Credits: 24 24 16 12 12 9

Additional Credits Required: None None None None None None

---

(1) Enter 0 for zero-credit courses (e.g., BAE 748, BAE 775, BAE 795)
(2) Plan A requires 24 credits, Plan B requires 30 credits.
(3) Courses with regularly-scheduled classroom lectures. Includes BAE 599, BAE 625 and BAE 750 only if they are taught as regular lectures.
(4) Courses at the 600 or 700 level.
(5) BAE (except 4000 level) and cross-listed courses.
(6) BAE courses at the 500 or 700 level.

Student Signature and Date: ____________________________

Advisor Signature and Date: ____________________________
Appendix III: Frequently Asked Questions

- I am an international student in my last semester of classes, but I don’t have enough hours to be considered full time. What should I do?

  International students who do not have enough hours to be considered full time in their last semester of classes, should go to the International Center and complete an “Under-Enrolled” form that will be added to their records for visa purposes.

- I have completed all my coursework but have not yet defended my thesis or dissertation. Do I need to enroll in any courses?

  Masters students who have completed all their coursework should enroll in their advisor’s section of BAE 748 every semester until they graduate. This 0-credit hour course gives students full-time status.

  Ph.D. candidates, beginning the semester they take their qualifying exams, should enroll in their advisor’s section of BAE 767 every semester until they graduate. This 2-credit hour course gives students full-time student status.