GRADUATE PROGRAM HANDBOOK

Department of Food Science

The Pennsylvania State University

Volume II
Administrative Procedures
and Resources

Academic Year 2014-2015

PENNSTATE
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Department of Food Science
202 Food Science Building
The Pennsylvania State University
University Park, PA 16802

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<u>INTRODUCTION</u>

Volume II of the Graduate Program Handbook addresses the majority of the day-to-day processes and procedures graduate students will need to follow to support their graduate program. The procedures and processes range from daily administrative items such as mail and shipping, travel, purchasing supplies, to less frequent processes such as registration and tuition payment.

In addition to this volume, the majority of this information can be found on the department's intranet page, ite that can be accessed on through the department's website **http://foodscience.psu.edu/** and using the **'Faculty and Staff Resources'** navigation bar on the lower lefthand side of the page or directly via **https://agsci.psu.edu/intranet/foodscience**

DEPARTMENT CONTACTS

Provided below is a list of the administrative contacts who are located within the 202 Food Science office suite. Our office hours are from 8:00 a.m.-5 p.m. from Monday – Friday and closed on weekends.

Name	Room #	Phone	e-mail
Dr. Robert Roberts, Department Head	206	865-5444	rfr3@psu.edu
Dr. Ramaswamy Anantheswaran, Graduate Program Coordinator	305	865-3004	swamy@psu.edu
Kimberly Ripka, Manager of Departmental Operations	208	865-5006	kab5@psu.edu
Svend Pedersen, Admininstrative Aide & Graduate Program Assistant	207	863-4827	sep14@psu.edu
Juanita Wolfe, Student Programs Assistant	203	863-8667	jmw5@psu.edu
Elizabeth Tepsic, Accounting Assistant	211	863-8668	eak173@psu.edu
Thomas Dimick, Outreach & Computer Support Coordinator	215	865-3360	tsd3@psu.edu
Bob Lumley-Sapanski, Facilities & Safety Coordinator	216	863-2965	rxl4@psu.edu

The summary below is to help direct students to the appropriate people for assistance regarding specific questions:

- **Kim Ripka** leads and directs departmental staff, oversees daily operations, and serves as chief of staff; manages departmental financial resources; facilitates strategic planning and department metrics; guides and directs faculty, staff and students on University policy and procedures; oversees process improvement and marketing initiatives.

- **Svend Pedersen** provides support to the department head to include department head calendar/meetings, travel arrangements, and drafting communications. Provides support to various committees. Provides support to Graduate Program Coordinator. Assists graduate students with registration, course scheduling, and graduate assistantship appointments. Assists faculty with graduate recruitment. Maintains graduate student records.

- **Thomas Dimick** coordinates the department's outreach and external communication activities; assists with marketing initiatives; liaison with FIG group; assists faculty, staff and students with questions regarding computer access and wireless connectivity.

- **Bob Lumley-Sapanski** oversees facilities, lab safety, equipment usage, pilot plant training. He can assist students with facility issues, safety issues and scheduling pilot plant usage.

- **Juanita Wolfe** maintains student records and assists all undergraduate students; monitors student progress; assists students with registration and course scheduling; assists faculty with course and room scheduling, textbook orders, final exam scheduling, and advising; assists with recruitment and career placement initiatives.

- **Elizabeth Tepsic** oversees the financial accounting processing; helps faculty, staff and students navigate through Penn State's purchasing and travel policies and procedures.

EMERGENCY CONTACTS

Please contact one of the following for facility, equipment or other emergencies:
- Bob Lumley-Sapanski
- Tom Dimick
- Kim Ripka

PROCEDURES AND REGULATIONS FOR STUDENTS
ENROLLED IN THE GRADUATE SCHOOL

A student is expected to assume full responsibility for knowing the regulations and pertinent procedures of the Graduate School as set forth in the Graduate Degree Programs bulletin and in the Thesis Guide, and for meeting the standards and requirements expressed by these regulations. Copies of the Graduate Bulletin are available from Kern Graduate Building; the Thesis Information Bulletin can be obtained from the Office of Theses and Publications, 115A Kern Graduate Building. Graduate students are encouraged to contact the Office of Graduate Enrollment Services, 114 Kern Graduate Building (Tel. 865-1795), for guidance if they have questions concerning any procedure or regulation of the Graduate School or any procedure or regulation of the University as it may affect them.

eLION COURSE REGISTRATION
The responsibility for registering each semester rests with the student. The student is expected to register each semester, via **eLion** (https://elion.psu.edu/), for either course work or thesis research, whether it is on or off campus. In the case of research, the number of credits shall be determined by the amount of time required for the investigation, 1 credit representing the equivalent of one week of full-time work. In the later stages of the program the situation will determine the requirements for the student's registration. Research credits cannot be added via **eLion** because FD SC 600 is under departmental control. Please send Juanita Wolfe (jmw5@psu.edu) an email asking her to add these credits for you.

Advisors - Advising is an important factor in enhancing the quality of a student's program. To assist the student in planning a coherent program and meeting all degree requirements, a member of the faculty should be identified to serve as advisor (Major Professor) prior to admission.

Time of Registration - A student is expected to complete registration, via eLion, during the designated period and to attend the first meeting of all classes. If this is impossible because of some emergency or unusual circumstance, the student may be granted permission by the instructor to miss a few class meetings, with the understanding that work missed will subsequently be made up by the student. Under these conditions, permission may be granted through the Office of Graduate Enrollment Services for the student to register late. In general, a student who receives permission to register late will be required to reduce the course load in proportion to the length of the absence.

A student who fails to complete the process of registration within the officially designated registration period will be liable for the late registration charge, regardless of when the student begins attending classes.

DROPPING/ADDING/AUDITING COURSES
If you are considering adding or dropping a course, there are many factors you will want to consider:
- Is there still time to drop or add a course?
- Will dropping a course affect my progress towards my degree?
- Will a change in my course schedule have financial implications?
- If an international student, will a change in my course schedule have an impact on my visa status? Remember, international graduate students must be registered full-time or for at least 9 credits in order to maintain their visa status during fall and spring semesters.

Penn State University maintains three periods relating to course drops: the pre-semester period, the add-drop period, and the late drop period.

1. The **pre-semester period** begins on the first day of scheduling and ends the day before the semester starts. While exceptional circumstances may necessitate the need to process schedule changes after classes begin, students are encouraged to finalize all schedule changes prior to the first day of the semester.

2. The **regular drop/add period** begins the day that your courses start, and is when dropping a course can be made without receiving a $6 drop/add fee. Dropping a course during this time means that:
   - Length of drop period is ten days during fall/spring for full-semester courses and is a calculated proportional length for all other courses (see **eLion** "Course Drop Dates" application).
   - No signature(s) required.
   - **No fee**

   Process of Regular Drop/Add Period:
      1. On **eLion** using the "Drop/Add" application, or
      2. In person using a Registration Drop/Add Form. Submit the form to the department offering the course, the advising center or the Registrar's office.

3. The **late drop period** starts the day after the regular drop period and before the late drop deadline, (policy 34-89). A student can drop a course with certain restrictions and requirements. They are:
   - No signature(s) required
   - $6.00 fee for each transaction
   - Courses are recorded on the student record
   - Late drop credit limitations during academic career:
      o baccalaureate degree - 16 credits
      o associate degree - 10 credits
      o nondegree - 10 credits

   Process of Late Course Drop/Add Period:
      1. On **eLion** using the "Late Course Drop" application
      2. In person using a Registration Drop/Add Form. Submit the form to the department offering the course, the advising center or the Registrar's office.

Changing your overall number of credits after your course begins can have financial implications.
Before making any registration changes consult with your academic adviser.

   - When you are a full-time student and drop below full-time status, your overall number of credits changes. This can impact the tuition, fees, student aid, and refunds applied to your bursar account. Additionally, during the late drop period, the University assesses a $6 per course processing fee for any course dropped or added. The tuition adjustment is determined by the effective date of the drop and is made according to Penn State's Tuition Adjustment Schedule. Visit the Tuition Adjustment Policy at: http://www.bursar.psu.edu/adjustments.cfm#PENALTY. If you are a full-time graduate student (i.e., 9 or more credits) who drops a course but still remains at full-time status, you will not incur the same impacts on your bursar account, as the tuition rate is flat once full-time enrollment is reached.
   - You will also want to investigate whether you are meeting the "Satisfactory Academic Progress" standards for federal financial aid programs when considering a course drop. Details about satisfactory academic progress is available at the Office of Student Aid website.
   - During the pre-semester period, you can add and drop courses as many times as needed to create a suitable schedule without the same financial implications. Please be mindful to check your tuition bill for updates if you make changes to your schedule (especially adding credits) after you have already paid your tuition bill.

TUITION AND eBILL

Students must have activated their Penn State access account and have scheduled their classes before a fall tuition bill will be generated. Students will receive an e-mail message when their bill is available each semester.

Although graduate students who are appointed on graduate assistantship or fellowship appointments during fall and/or spring semesters will receive a tuition waiver, they must indicate this through **eLion** by selecting "Request Changes to Bill" and entering the tuition amount they will receive (https://elion.psu.edu/). This must be done before registering for classes. If a bill is not filed, scheduled classes will be dropped from your schedule.

Continuity of Registration - A student who registers at University Park without interruption for each of the two semesters in the August-to-May interval, is considered to have maintained a normal continuity of registration.

Anyone who has interrupted such a normal sequence and now plans to register for course work at the University Park Campus is required to apply to the Office of Graduate Enrollment Services, 114 Kern Graduate Building, at least one month before the time of registration, for permission to resume study.

The policy may be summarized for any specific semesters or session as follows:
- Summer Session - Application required unless the student was registered at University Park for the preceding spring semester or the preceding summer session.
- Fall Semester - Application required unless the student was registered at University Park for the preceding summer session or the preceding spring semester.
- Spring Semester - Application required unless the student was registered at University Park for the preceding fall semester.

Procedure - For each registration, the student, in consultation with the advisor, prepares a schedule of courses and research designed to fit individual needs. The credit load will be reviewed at the time of registration. The registration process is completed in the manner specified for all students at the University. The student must assume responsibility for the registration process.

Under certain conditions credit may be earned for course work done away from the campus. A student contemplating such work should inquire at the Office of Graduate Enrollment Services about the procedures and conditions.

A student must register for courses audited as well as for those taken for credit.

ASSISTANTSHIPS

Graduate assistants are students, and graduate assistantships provide pedagogic experiences designed to make students better instructors, researchers and scholars. Thus, it is a general policy to assign graduate assistants largely scholarly tasks that will provide a useful and meaningful experience in their major field. Assistantships may require work in the classroom or the laboratory, in research, or in other areas on campus. Graduate students are not allowed to teach graduate level courses.

Eligibility

New appointments are contingent upon the student's admission to the Graduate School as a degree student (Note: While a department may offer a new student admission, the student must be officially be approved by the Graduate School for admission.) All domestic graduate assistants must have received from a regionally accredited institution a baccalaureate degree earned under residence and credit conditions substantially equivalent to those required by The Pennsylvania State University and all international graduate assistants must hold the equivalent of an American four-yer baccalaureate dgree. Certain IUG students in simultaneous degree programs, approved by the Dean of the Graduate School, are also eligible. Nondegree students are not eligible for assistantship appointments.

Reappointment to an assistantship is based on availability of positions and the quality of the student's performance. In most departments or major programs the number of years an appointment may be renewed

is limited. Unsatisfactory academic performance in any semester or summer session is sufficient cause for termination of the appointment at the end of that period. Unsatisfactory performance of assistantship duties is also sufficient cause for termination.

Appointments cover tuition and provide monthly stipend. Appointments are made at one of several grades in consideration of experience and qualification of the individual. Assistantships are of three types:

- **Quarter-Time** - The student normally schedules 9 to 14 credits per semester (5 to 7 per six-week summer session*), receives a stipend plus a grant-in-aid of resident education tuition, and performs tasks that on the average occupy approximately ten hours per week.

- **Half-Time** - The student normally schedules 9 to 12 credits per semester (4 to 6 per six-week summer session*), receives a stipend plus a grant-in-aid of resident education tuition, and performs tasks that on the average occupy approximately twenty hours per week.

- **Three-Quarter-Time** - The student normally schedules 6 to 8 credits per semester (3 to 4 per six-week summer session*), receives a stipend plus a grant-in-aid of resident education tuition, and performs tasks that on the average occupy approximately thirty hours per week.

A graduate assistant may accept concurrent employment outside the University only with permission from the department head and the assistant's graduate academic program chair. Concurrent employment normally may not be held within the University. A student may receive a concurrent fellowship supplement.

Graduate assistants must be enrolled at Penn State as graduate students. More specifically, since assistantships are provided as aids to completion of advanced degrees, assistants are expected to enroll for credit loads each semester that fall within the limits indicated in the table below. Maximum limits on permissible credit loads are indicated in order to assure that the student can give appropriate attention both to academic progress and assistantship responsibilities. These considerations give rise to the table of permissible credit loads below.

Level of Assistantship	Minimum Credits Per Semester	Maximum Credits Per Semester	Minimum* Credits Per 6–Week Summer Session	Maximum Credits Per 6–Week Summer Session
Quarter–time	9	14	5	7
Half–time	9	12	4	6
Three–quarter–time	6	8	3	4

*Credits taken over both 6-week summer sessions must total a minimum of 9 (1/4– and ½–time assistants) or 6 (3/4–time assistants) and cannot exceed a maximum of 8 (3/4–time assistants), 12 (1/2–time assistants), or 14 (1/4–time assistants).

To provide for some flexibility, moderate exceptions to the specified limits may be made in particular cases. The credit limits specified above may only be increased or decreased in exceptional cases for a specific semester or summer session by permission of the assistantship supervisor, the student's academic adviser, and the dean of the Graduate School (requests should be submitted for the dean's approval via the Office of Graduate Enrollment Services). The Graduate School expects that an exception made in one semester or summer session will be compensated for by a suitably modified credit load in the subsequent semester or summer session, so that, on the average, normal progress is maintained at a rate falling within the limits above. Failure to do so may jeopardize the student's academic status. Maintenance of the established credit loads and responsibility for consequences of a graduate student's change of course load rest with the student and adviser. The course load is a factor in determining whether a graduate student is classified as a full–time or part–time student; has met residence requirements; and is eligible to hold a fellowship, traineeship, assistantship, or departmental or program appointment.

SCHOLARSHIPS AND AWARDS

Every spring, the Department of Food Science and the College of Agricultural Sciences disburse scholarships and awards to graduate students planning to enroll during the fall and spring semester. All currently enrolled graduate students with a 3.0 GPA or better and who will be enrolled full-time during the Fall Semester 2013 are eligible for consideration. **To be considered for scholarships and awards, students must complete the following applications by April 30, 2015.**

1) The **Department of Food Science Application for Graduate Scholarship** (available in March/April 2015) – **submit electronically by April 30, 2015.**
2) The **College of Agricultural Sciences 2014 Scholarship Application form** (available on-line in January 2015 at https://go.cas.psu.edu/schapp/apply.htm - **submit electronically by April 30, 2015.** (Paper copy to Juanita Wolfe).
3) Scholarships and awards denoted above with an asterisk (*****) require proven financial need as determined by the processing of **Free Application for Federal Student Aid-FAFSA.** Students are required to complete the FAFSA application available at http://www.fafsa.ed.gov/. To be eligible to complete this application, students must be one of the following: U.S. citizen, U.S. national (includes natives of American Samoa or Swain's Island), or, U.S. permanent resident who has an I-151, I-551, or I-551C (Permanent Resident Card).

The following awards for graduate students are available through the Department of Food Science:

John H. Hetrick Endowed Scholarship*****
William B. Rosskam Memorial Scholarship*****
Fred and Florence Jacobson Scholarship*****
Star Kay White Scholarship*****
Frank and Nina Cobb Grant-in-Aid*****
Robert and Jeanne L. McCarthy Memorial Graduate Scholarship*****
Ira A. Minter Memorial Scholarship
L. Earl and Veronica Casida Graduate Fellowship in Microbial Food Safety
Janet G. and Frank J. Dudek Graduate Scholarship in Food Science
Donald V. Josephson & Stuart Patton Mentorship Award in Dairy and Food Science

A brief description of each scholarship is available at
http://agsci.psu.edu/students/scholarships/scholarships-by-major/food-science

Announcements will be made in March/April of each year to all students and faculty seeking applications for the departmental scholarships. The applicants are evaluated on the basis of 4 major categories (GPA; Career goals, Research Interests, Statement on why be considered for Scholarship; Research presentations, publications, awards, honors; Extracurricular activities and service to the department, college, university, community and professional organizations).

GRADUATE CREDITS

Typically, a candidate for an advanced degree is required to earn a certain minimum number of credits at The Pennsylvania State University. Consequently, there is a limit to the number of credits that may be earned at another approved institution or through continuing education to meet the minimum requirements of the degree. Moreover, the department or committee in charge of a major program may require a student to do more of the work at the University than specified by the limitations set by the Graduate School.

Full-time participation in graduate study involves a wide range of activities. The nature of these activities varies because of the diversity of programs throughout the University. The graduate student is responsible for ascertaining, through his or her advisor and/or program office, the range of total activity of his or her individual program that constitutes normal progress toward the degree.

Graduate courses carry numbers from 500 to 599. Advanced undergraduate courses numbered between 400 and 499 may be used to meet some graduate degree requirements when taken by graduate students.

ACADEMIC CREDITS

To provide flexibility in arranging credit loads for graduate assistants and full-time University staff members, a procedure has been set up whereby the normal credit limits may be changed by permission of the person to whom the student or staff member is responsible for University employment or assistantship assignment. Maintenance of the established credit loads and responsibility for consequences of a graduate student's load is a factor in determining whether a graduate student is classified as a full-time or part-time student; has met residence requirements; and is eligible to hold a fellowship, scholarship, assistantship, or departmental or program appointment. Students holding fellowships, traineeships, or other awards based on academic excellence are commonly required to carry 9 or more credits each semester. Students wishing to take more than 15 credits must be granted an exception on an individual basis through the Office of Graduate Enrollment Services.

Full-Time Academic Status - A student who in any semester is registered for 9 or more credits or who holds a quarter-time or half-time assistantship and schedules 9 or more credits or who holds a three-quarter-time assistantship and schedules 6 or more credits or who is enrolled in FD SC 601 is considered to be engaged in full-time academic work for that semester.

Part-Time Academic Status - A student who in any semester is registered for fewer than 9 credits and does not hold a three-quarter-time assistantship is considered to be engaged in part-time academic work for that semester.

Full-Time Employment Off Campus - A candidate for the Ph.D. degree may not count the work of any semester while engaged in full-time employment off campus toward the residence requirement for this degree.

TRANSFER CREDITS

Transfer of Graduate Courses from Penn State Undergraduate Transcript

In certain cases undergraduate students may subsequently apply credits they have earned in 400, 500, and 800 series courses toward an advanced degree at Penn State. After admission to the Graduate School, and with the approval of the major field, a maximum of nine (9) credits relevant to the graduate program of study that were not used to satisfy undergraduate requirements may be applied toward an advanced degree. The time limitation on the completion of a master's degree program applies to these as well as to other credits.

Forms for transfer of credit may be obtained from the graduate program.

Transfer of Credit from an External Institution

- A maximum of ten (10) credits of high-quality graduate work done at a regionally accredited institution or recognized degree-granting institution may be applied toward the requirements for a master's or doctoral degree. However, credits earned to complete a previous master's degree, whether at Penn State or elsewhere, may not be applied to a second master's or doctoral degree at Penn State.

- Approval to apply any transferred credits toward a degree program must be granted by the student's academic adviser, the program head or graduate officer, and the Graduate School.

- Transfer credits must meet the following criteria:

  - Must have been earned at a regionally accredited institution or a recognized degree-granting institution;
  - Must be of "A" or "B" grade value ("B-" grades are not acceptable; pass-fail grades are not transferable unless substantiated by the former institution as having at least "B" quality);
  - Must appear on an official graduate transcript;
  - Must be earned within the five years prior to the date of registration to a degree program at Penn State.

- If transferring credits from a university/college that is on quarter hours, you must convert the quarter hours to semester hours. In order to convert quarter hours credit to equivalent semester hours credit, multiply the number of quarter hours by two-thirds.

Forms for transfer of credit may be obtained from the graduate program.

<u>Transfer of Nondegree Graduate Credits</u>
Approval to apply nondegree graduate credits toward a degree program must be granted by the student's academic adviser, the program head or graduate officer, and the Graduate School. A maximum of 15 credits earned as a nondegree student may be applied to a degree program.

- The credits must have been earned within five years preceding entry into the degree program. Requests to transfer graduate work taken more than five years prior to admission into a graduate degree program must be accompanied by a letter justifying the validity of the course work.
- Only 400, 500 and 800-level graduate courses may be transferred.
- Any courses taken by a graduate student in non-degree status that are not transferred into the degree program (as requested by the student and approved by the graduate program) will be coded as "credits not applied toward the degree" (NDC) and, therefore, will not count in the total credits earned towards the degree and the degree grade-point average. (Revised by Graduate Council, December 2010; implemented, Fall 2011.)
- Only A, B, and C grades will be transferred. D and F grades will be marked "NDC."

Forms for transfer of credit may be obtained from the graduate program.

<u>GRADING SYSTEM</u>
Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement using the grading system below:

Undergraduate and Graduate Grading System

Quality of Performance		Grade	Grade Point Equivalent
Excellent	Exceptional Achievement	A	4.00
		A-	3.67
Good	Extensive Achievement	B+	3.33
		B	3.00
		B-	2.67
		C+	2.33
Satisfactory	Acceptable Achievement	C	2.00
		D	1.00
Failure	Inadequate Achievement	F	0.00
	(To secure credit, course must be repeated.)		

Other Grading Symbols

Quality of Performance	Grade
Audit	AU
Credit by Examination	CRX
Deferred	DF
Fail	FL
Incomplete Average	INCP/I
Not Degree Credit	NDC

No Grade Reported	NG
Pass	P/PS
Research	R
Proficiency Exam Passed	S
Satisfactory	SA
Unsatisfactory	UN
Withdrawal	W
Late Drop, Failing	WF
Late Drop, No Grade Reported	WN
Late Drop, Passing	WP
Fail, Academic Dishonesty	XF

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At the 400, 500, and 600 levels, grades of A, B, and C denote graduate credit, whereas D and F are failing grades for graduate students, D being the normal failing grade. A grade of F indicates doubt in the judgment of the instructor of the student's potential for further graduate study.

A minimum grade-point average of 3.00 for work done at the University is required for graduation.

In addition to the grades listed on the previous page, two symbols, DF (deferred) and R may appear on a student's transcript. If work is incomplete at the end of a semester for a reason beyond the student's control, or if very little work remains to be done, the instructor may report DF in place of a grade, which will appear temporarily on the student's record. The deferral must be removed within nine weeks of the beginning of the succeeding semester, unless a special extension is granted by the director of the Office of Graduate Enrollment Services. If the work is completed within the specified period of deferral, and the instructor does not report a passing grade, the graduate recorder automatically records a failing grade after duly notifying the department head or program chairman to that effect. No student may be approved for a degree while a grade deferral for a required course remains on the record. Deferred grade cards may be obtained from the graduate recorder, 112 Shields Building.

UNSATISFACTORY SCHOLARSHIP
A graduate student who fails to maintain satisfactory scholarship or to make acceptable progress in a degree program may be dropped from the University. One or more failing grades or a cumulative grade-point average below 3.00 for any semester or session or combination of semesters and/or sessions may be considered as evidence of failure to maintain satisfactory scholarship. Action may be initiated by the department or committee in charge of the graduate major or by the chair of the student's committee. The procedures to be followed in such action are found in Appendix III of the Graduate Degree Program Bulletin

SCHOLARSHIP AND RESEARCH INTEGRITY (SARI)
As research has become more complex, more collaborative, and more costly, issues of research ethics have become similarly complex, extensive, and important. The education of graduate students at Penn State must prepare students to face these issues in their professional lives. The SARI (Scholarship and Research Integrity) program at Penn State is designed to offer graduate students comprehensive, multilevel training in the responsible conduct of research (RCR), in a way that is tailored to address the issues faced by students in individual programs.

Based on guidance provided by the Council of Graduate Schools in a report entitled "Graduate Education for the Responsible Conduct of Research," the SARI model includes both interdisciplinary and program-specific RCR content.

The SARI program has two parts:

1. During the first year of enrollment, graduate students will be required to complete an online RCR training program provided by the Collaborative Institutional Training Initiative (CITI). The Office for Research Protections (ORP) will provide the conduit to this training via the SARI Resource Portal on the ORP website (www.research.psu.edu/orp/sari).
2. Graduate students are required to engage in an additional 5 hours of discussion-based RCR education prior to degree completion. These discussions will encompass both universal and discipline-specific

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material. Each college has developed a unique plan for how graduate students in their programs will meet the requirements for discussion-based RCR education.

INTERNATIONAL STUDENTS

In order for international students with student visas to maintain their visa status through Penn State, they must meet several obligations which are listed in detail on the Office of Global Programs website at: http://www.global.psu.edu/international_students/current_students.cfm.

Regardless of whether the international student is receiving or appointed on a graduate assistantship, they must:

Maintain full-time academic status. Graduate students will enroll for variable credits up to fifteen (15), with nine (9) credits being the minimum required to fulfill DHS visa requirements for full-time enrollment. Graduate students beginning in summer must be registered for 5 credits in summer unless they have a 1/2-time assistantship which requires only 4 credits.

Exceptions to full-time study must be approved by their faculty advisor and department **in advance** by completing the Request for Less Than Full-Time Enrollment Form, signed by their faculty advisor and submitted to their International Student Adviser at University Office of Global Programs, 410 Boucke Building. All exceptions granted by the International Student Adviser must be reported to DHS within 21 days as well as the return to full-time status. Note: Exceptions to full-time study due to academic difficulties are limited to one semester during the entire program of study; documented medical illnesses are limited to one year during the program of study. Failure to enroll for full-time study or to obtain approval from the International Student Adviser in advance is automatically out-of-status.

Credit Loads For International Students

The Department of Homeland Security requires that international students proceed in a timely fashion toward completion of their degrees, as established by the academic department and (usually) stated on their initial immigration document. Failure to maintain normal progress toward completion of the degree during this period will jeopardize the student's ability to continue academic study, adjust status, or seek future employment in the United States. Because of this, students should not be enrolled less than full-time during fall or spring semester without approval of International Student Services (ISS).

The U.S. Department of Homeland Security requires the ISS to report violations of status, including failure to maintain full-time enrollment. The following is intended to provide guidance for international graduate students and for ISS in determining full-time status:

- A graduate student is considered full-time if registered for a minimum of 9 credits, excluding courses taken for audit, or if a Ph.D. candidate who has successfully completed the comprehensive examination and is registered for SUBJ 601.
- On rare occasions, and under exceptional circumstances, international students in master's degree programs who have completed all required course work and, if applicable, research for their degree, may be granted an exception to the need to maintain full-time status as defined above, for a limited period (in no case to exceed two semesters), by special petition to ISS in advance of the semester in which the exception is needed. This request must be accompanied by a letter from the chair of the graduate program in which the student is enrolled verifying that all course and any research requirements have been completed, and indicating support for the request. ISS may consult with the Office of the Dean of the Graduate School in determining whether specific requests are appropriate and justified.
- Under all circumstances, international students must maintain registration for at least 1 credit as stipulated earlier in this bulletin. (See Academic Information and Procedures/International Students.)

Maintain Penn State's mandatory health insurance requirement for all international students and dependents. If you are an international student (graduate students, graduate assistants and graduate fellows) with an "F" or a "J" visa sponsored by Penn State, you and any accompanying dependents (spouse and/or children) are **required** to have a health insurance plan that meets the minimum requirements established by the University. Please refer to University Health Services section below for more information on insurance coverage and premium rates.

AMERICAN ENGLISH ORAL COMMUNICATIVE PROFICIENCY TEST (AEOCPT)
All international students who have been offered teaching assistantships and graderships which involve internation with undergraduate students are required to have passed the American English Oral Communicative Proficiency Test (AEOCPT), as a result of a State law and Penn State Faculty Senate Legislation. This test is administered before the semester begins by the Department of Applied Linguistics (http://aplng.la.psu.edu/academicPrograms/ita_whatIsAEOCPT.shtml). All international graduate students offered teaching assistantships must take and pass this test. **Since all Food Science MS and Ph.D. students are <u>required to serve as teaching assistants</u>, it is the responsibility of new international students to satisfactorily complete the AEOCPT test.**

UNIVERSITY HEALTH SERVICES
The University Health Service is located in the new Student Health Center which is adjacent to the Eisenhower Parking Deck and the Bank of America Career Services Building off Bigler Road. This facility is the core of the health service activities and is primarily an ambulatory-care center with 60 exam rooms. Its facilities are available to all students, including graduate students at all levels of training.

HEALTH INSURANCE
As a Graduate Assistant or Graduate Fellow, you are eligible to receive subsidies in the amount of 80% of the annual premium cost for the Graduate Assistant and Graduate Fellow medical, dental and vision plans for you and any eligible dependents you want to cover. The university will pay this amount directly to the insurance companies and will deduct your 20% contribution to premium expense from your monthly paycheck.

Your insurance subsidies for your eligible dependents is 70% of the annual premium expense. As with the subsidy for your individual insurances, the university will pay 70% of the premium expense directly to the insurance companies and you will pay your 30% of the premium costs through a payroll deduction. Please refer to the Medical, Dental and Vision – Monthly Payroll Deductions Premium Subsidy tables online at: http://studentaffairs.psu.edu/health/services/insurance/graduate.shtml.

If you are an international student (graduate students, graduate assistants and graduate fellows) with an "F" or a "J" visa sponsored by Penn State, you and any accompanying dependents (spouse and/or children) are **<u>required</u>** to have a health insurance plan that meets the minimum requirements established by the University.
For more details of the plan and coverage, please refer to the **"Graduate Assistant and Graduate Fellow Health Insurance Plan, 2013-14"** brochure at:
http://studentaffairs.psu.edu/health/services/insurance/graduate.shtml..

Fall and Spring Appointments:
If you have received a Graduate Assistant and Graduate Fellow appointment both fall and spring semesters and you are enrolled in the plan, health insurance coverage dates for you and/or any enrolled dependents are: August 10, 2014 to August 9, 2015. There will be nine monthly (September – May) payroll deductions for you (and for your dependents, if you have dependents enrolled).

Fall Semester Only:
If your Graduate Assistantship or fellowhip appointment ends in December or you graduate in December, your health insurance coverage will begin on August 10, 2014 and expires at 11:59 p.m., December 31, 2014.

Spring Semester Only:
If you have received a Graduate Assistant or fellowship appointment for spring semester, health insurance coverage dates for you and/or any eligible dependents will begin on January 1, 2015 and expires at 11:59 a.m. on August 9, 2015.

Declination of Insurance:
If you do not wish to be enrolled in the Graduate Assistant and Graduate Fellow Plan, you must sign a Declination of Insurance form indicating that you wish to decline the benefit for yourself. If starting fall 2014, you must complete and submit this form no later than **September 10, 2014**, otherwise, you will be

automatically enrolled on the Graduate Assistant and Graduate Fellow Plan and you will receive monthly payroll deductions. If starting spring 2015, the deadline to submit the form is no later than **January 23, 2015**. The form is online at: http://studentaffairs.psu.edu/health/myUHS/.

International students who already has a health insurance plan that meets the Waiver Standards and do not wish to be enrolled in the Graduate Assistant and Graduate Fellow Health Insurance Plan, must show proof of an alternate health insurance plan and submit a Waiver Application Form before **September 10, 2014** (or **January 22, 2015** for spring appointment start dates). The Waiver Application Forms are available at the Student Health Insurance, 302 Student Health Center, 814-865-7467 or online at:

- **Fall 2014 Waiver Form**: http://studentaffairs.psu.edu/health/services/insurance/graduate.shtml

For more information on the University Health Service, visit their website http://www.sa.psu.edu/uhs/ .

ACADEMIC INTEGRITY
The University does not tolerate violations of academic integrity, which include but are not limited to: plagiarism, cheating, falsification of information, misrepresentation or deception.

Plagiarism
Plagiarism is often a confusing concept. At Penn State, plagiarism means taking someone's words and presenting them as your own. Cutting and pasting from a web site is considered plagiarism. Copying verbatim from any source without using quotation marks and the full reference is plagiarism. Plagiarism is a serious violation of academic integrity regardless of whether it is a homework exercise, an exam, a thesis, or a manuscript for publication.

Please refer to the College of Agriculture's policy on Academic Integrity, Plagiarism and sanctions for abuse at: http://agsci.psu.edu/students/resources/academic-integrity.

GRADUATE STUDENT ASSOCIATION
The Graduate Student Association (GSA) was established in 1951 as the representative body for graduate students, all of who are automatically members, and is charged with designating graduate student representatives to a number of committees throughout the University. This volunteer organization provides services, programs, social activities, and student advocacy on pertinent issues. To help defray expenses, the association is partially funded through an allocation from the Student Organization Budget committee.

The Graduate Student Association Assembly, the legislative arm of the association, consists of elected delegates from every graduate department, with voting rights proportionate to the number of students in the department. Members of the Assembly are required to sit on a committee in one of the four working divisions: Academics and Issues, Finance and Fund raising, Programming and Services, and Publicity and Publications. Any student, graduate or undergraduate, is welcome to serve on any of GSA's standing committees: Social, Happy Hours, Orientation, Teaching Assistant Issues, Newsletter, Tax, Explazaganza, Garden Plots, Guide to Grad Life, and Health. Often, an ad hoc committee is formed to address a particular issue.

The association maintains communication among its members through its monthly newsletter, the campus daily newspaper, scheduled meetings, and informal use of the Graduate Commons. It publishes annually the Guide to Graduate Life, an informal introduction to both the University and the community.

The Graduate Student Association office is at 312 HUB (Hetzel Union Building), 814-865-4211. Graduate students are encouraged to bring any questions or suggestions about graduate life to the office.

FOOD SCIENCE GRADUATE STUDENT REPRESENTATIVES
The Food Science program graduate student body elects two M.S. students and two Ph.D. students to serve a one-year term as Graduate Student Representatives. The graduate student representatives shall strive to promote and maintain goodwill and professionalism among the graduate students, faculty and GSA. They will actively pursue and advocate the concerns of all graduate students and work diligently for the betterment of the graduate student program and graduate life.

The Graduate Student Representatives shall be required:

A.   To serve as a liaison to the faculty, the GSA and the Department Head on behalf of the graduate student body;
B.   To meet with all graduate students at least once a semester in order to provide a forum for students to express their concerns and opinions;
C.   To represent the graduate students at faculty and GSA meetings;
D.   To maintain the graduate student bulletin board.

List of Current Graduate Student Representatives are:
Alissa Allen (PhD) – aua223@psu.edu
Zachary Bitzer (PhD) – ztb5029@psu.edu
Nadia Byrnes (PhD) – nkb5009@psu.edu
Michael DiMarzio (PhD) – mjd1051@psu.edu

FOOD SCIENCE CLUB

The Food Science Club is a student-based group composed of both undergraduate and graduate members in Food Science. Meetings are usually held on Mondays in room 252 Food Science Building. Club business and activities are discussed; meetings also feature guest lecturers and presentations from food companies.

The Club promotes interaction between Food Science students, Food Science faculty, and the food industry by supporting various events throughout the year.

Professional opportunities such as information on career placement, networking workshops, food company tours (Food Industry Day), IFT meetings, College Bowl, and Product Development are some of the many activities the club sponsors.

The club also hosts fun social activities, including the annual Food Science Tailgate, scooping ice cream at Harvestfest in DelGrosso's Amusement Park, leisurely trips to New York City, holiday dinners, and sporting events. These activities allow students to get to know each other and form friendships outside the classroom. There are plenty of opportunities for involvement. Volunteers help with Adopt-a-Highway, social events planning, publicity, club apparel, and IFT Student Chapter of the Year. The club welcomes any food science student to participate and introduce any new ideas they might have.

For more information, visit their website at: http://foodscience.psu.edu/currentstudents/activities/food-science-club.

INTERNSHIP AND JOB PLACEMENT ACTIVITIES

The Department and its faculty are often contacted by food companies and personnel recruiters for meeting the professional needs in the industry. The Department also receives a number of position announcements from various governmental agencies and Universities. These job opportunities are regularly posted and communicated to students by electronic mail. Many companies conduct interviews within the department while others conduct interviews at the Career Services Center (101 Bank of America Career Service Center).

GENERAL ADMINISTRATIVE PROCEDURES

BUILDING ACCESS & KEYS

With faculty advisor approval, graduate students will be issued Card Access to the outside entrances of the Food Science Building and/or keys to his or her office and laboratories that are used regularly in his/her research. Upon arrival, graduate students will receive a completed "Individual Key Request" form that students will take to Room 115 Ag. Administration Building to receive their office and lab keys. No **key deposit** fee will be charged at the time keys are picked-up from 115 Ag. Admin.

The Food Science Building has a Card Access system using the **PSU ID+** card for exterior doors (east and west), the elevator near the Creamery salesroom, the Pilot Plants (134, 135, and 416) and the Chemistry Teaching Lab (132) as follows:

- **Exterior Doors** - To access the building at night (after 6:00 p.m.) and on weekends, faculty, staff and students need to use their PSU ID+ card on the card swipes located on the east and west entrances. The card swipe will not open any creamery doors or the door near the loading dock.
- **Creamery Elevator** – The West elevator near the creamery is open during the day and can be used from the 1st floor. However, during nights and weekends, in order to call the elevator from the 1st floor, you must use the Elevator Card Swipe.
- **Pilot Plants, Rooms 134, 135** - To gain access to the Pilot Plants through the Card Access system, students must first arrange to complete Pilot Plant safety training through Bob Lumley-Sapanski. After training has been completed, students will be added to specific Pilot Plant Card Access systems.
- **Food Chemistry Teaching Lab, Room 132** – Teaching assistants are permitted card access to the Chemistry Teaching Lab.

In addition to building card access, office and lab keys, graduate students are permitted to have a **GS** key which will open designated shared facilities.

ALL KEYS must be returned to 115 Ag. Admin. before graduating and/or leaving the Department of Food Science and/or Penn State. If keys are lost or stolen, there is a $10 per key replacement fee (non-refundable). Please see Kim Ripka for key requests.

PRINTING & COPYING

The department leases three photocopier machines located in Rooms 210, 301 and in the fourth floor hallway between Rooms 439 and 441. Access is restricted to Food Science faculty, staff, graduate students, post-docs, and visiting scholars through individualized copy codes. Copy codes are not to be shared nor are the copiers available for use by individuals in other departments, undergraduate students, or visitors.

The Department of Food Science is making every effort to reduce excessive copying in coordination with Penn State's **Green** initiatives. As a result, all copiers are automatically set to **double-sided** copying. If you choose to change the setting, press the highlighted 1 to 2 sided button on the control panel. In addition, we are going to be closely monitoring monthly usage on a regular basis.

We encourage faculty, staff and students to take advantage of the scanning feature which is free. Scanning allows documents to be sent to your e-mail (or other e-mail addresses) where it can then be stored on a computer. The copiers can scan both color and black-and-white images. All departmental e-mail addresses have been pre-programmed into the copiers for your convenience.

Graduate students will be provided with 250 pages of free copying each semester for their funded research activities at the discretion of their faculty advisor (scanning documents is free and unlimited). Faculty accounts will be charged at .03 for students who exceed the 250 page limit. Students who are assigned to be teaching assistants will be provided with a separate account for photocopying quizzes, exams, etc. All graduate students must ensure that any charges to departmental and research budgets are for those purposes. No personal printing should be charged to these accounts such as copying graduate thesis documents, resumes, dossiers, or other personal documents.

Below are features available on each of the copiers:

Ricoh Aficio Copier Features	210	301	4th Floor
Automatic document feeder	X	X	X
Unlimited Duplexing (double-sided)	X	X	X
Reduction/Enlargement	X	X	X
Sort/Staple	X	X	X
Fax option	X	X	
Postscript printing included	X	X	X
Scanning – Color and Black & White	X	X	X

In addition, students are allocated 110 subsidized sheets each semester, paid for by the University's **Information Technology fee**. Pricing, locations and instructions on how to purchase more sheets is available online at: http://clc.its.psu.edu/Printing/.

MAIL AND PACKAGES

Incoming Mail And Packages
- Campus and U.S. postal mail:
    - Mail is delivered to Room 204 twice a day: 8:30 a.m. and 12:30 p.m.
    - Mail is sorted by a designated staff member into the faculty, staff and faculty lab mailboxes located in Room 204.
    - Mail can be picked up between 8:00 a.m. – 5:00 p.m. from inside Room 204 and after 5:00 p.m. from outside Room 204 by using the mailbox combination locks.
- Packages:
    - Packages that are delivered and received from FedEx, UPS and other carriers usually arrive between 11:00-3:00 p.m. at various intervals.
    - As soon as packages arrive, they are logged into a Package Delivery Log Book and kept in Room 204 until pick-up. An e-mail will be sent to the faculty, staff and students to inform them when a package has arrived.
    - Packages should be picked up promptly or by the end of the day, if possible, to free up mailroom space for additional incoming package deliveries.
- Freight Shipments**:**
    - Please notify Bob Lumley-Sapanski, or others in the main office, if you are expecting shipments or pick-ups from a freight carrier. This includes large pieces of equipment or bulk quantities of supplies so arrangements can be made with Central Distribution (http://www.centraldistribution.psu.edu/faqs.shtml).
- **NOTE**: **When placing orders from vendors, please make sure to provide them with the following information for the Delivery Address:**

<div align="center">

YOUR CONTACT NAME
DEPARTMENT OF FOOD SCIENCE
PENN STATE UNIVERSITY
202 ERICKSON FOOD SCIENCE BUILDING
UNIVERSITY PARK, PA 16802

</div>

Outgoing Mail And Packages

- Campus and U.S. postal mail:
    - Mail is picked up from Room 204 twice a day: 8:30 a.m. and 12:30 p.m. The University processes outbound mail for delivery to the U.S. Post Office daily; however, mail must be received by the following cut-off times in order to go out the same day:
        1. UPS   3:30 PM
        2. Commonwealth Campuses   3:30 PM
        3. UPS Express   4:30 PM
        4. Express Mail   3:30 PM

      If you have First-Class mail that must go out and you have missed the mail pick up time above, you may take your mail to Hostetter Business Services Building and they will do their best to send it out the same day.
    - All outgoing campus and personal U.S. mail (with stamps) can be placed either in the Mail slot outside Room 204 or in the white mail bin located on the floor of Room 204.
    - Refer to the University's guidelines for addressing USPS mail and campus mail at: http://www.multimediaprint.psu.edu/addressing/metering.shtml
    - All outgoing University-paid U.S. mail and Packages must have a Metered Mail Card attached to it that provides the Budget and Fund where the postage is to be charged to.
    - Metered Mail Cards can be found online at: http://www.multimediaprint.psu.edu/addressing/metering.shtml. Be sure to correctly list budget/fund on the Metered Mail Cards.
        - **NOTE: Postage may not be charged to grants & contracts without prior permission by completing the "Cost Accounting Justification Form" available from GURU at: https://guru.psu.edu/forms/CostAccount1Admin.pdf.**

- Packages:
    - Return orders and other outgoing packages should be properly packaged by the sender with correct return/mailing address information, return authorization codes, etc.
    - Metered Mail forms for outgoing "**UPS**" packages can be found online at: http://www.multimediaprint.psu.edu/addressing/metering.shtml
    - The University contracts with UPS for package deliveries but not with other carriers. If packages are to be sent by another carrier (i.e., FedEx, etc.), then it has to be taken to the nearest location.
    - **NOTE**: **There are special guidelines for shipping chemicals, items packaged on dry ice, and/or pathogens. Please consult the Environmental Health & Safety website for information at: http://www.ehs.psu.edu/commonwealth/index.cfm.**
        - **NOTE: If you are sending chemicals, pathogens or other materials as part of a research project via Fed Ex or some other carrier, you must complete the "Cost Accounting Justification Form" in advance. The form is available from GURU at: https://guru.psu.edu/forms/CostAccount1Admin.pdf.**

- Freight Shipments**:**
    - The University's Central Distribution Services will assist Departments with outbound freight shipments through one of Penn State's contracted carriers on request for both domestic and international shipments. The Penn State carriers are Ward Trucking or Yellow.
    - They will assist with packaging (limited to paper wadding and cushioning within cardboard containers and address labeling). They do not crate material.
    - The department must fill out all required information on the Pick-Up and Shipping Request Form located at: http://www.centraldistribution.psu.edu/shipping_guidelines.shtml.

FACILITIES

Penn State Computer Facilities

The Student Computing Labs at University Park are available to faculty, staff, and students. The labs enable users to perform general computing tasks, such as word processing, email, and Internet surfing, as well as more advanced computing required for course work and research.

There are over 50 labs on campus, as well as over 1000 mobile computing ports that provide users with workstations and peripherals for Windows, Macintosh, and Unix platforms. The labs are equipped with printers and scanners, as well as more specialized hardware such as digital cameras and CD burners.

Each lab machine has a basic software configuration on the desktop, with a more comprehensive software grouping available in the workstation's programs list. To find out more about the computer facilities, visit the ITS website. http://clc.its.psu.edu/labs or contact their Help Desk (863-1035 or 863-2494) or email helpdesk@psu.edu. Help Desk hours vary depending on location but generally are open Monday - Friday during normal working hours.

For additional computing information, contact ITS at http://its.psu.edu/students/

Department Graduate Student Computer Facilities

A small computer lab is available in Room 422 Food Science Building. The lab is equipped with Windows computers and laser printing is available from all of the computers. This lab is available **only** to graduate students registered in the Food Science major. The lab is available on a 24 hour first-come, first-served basis. The door to the computer facility should remain locked at all times. Any problems with equipment in this lab should be reported immediately to Tom Dimick (tsd3@psu.edu) or a Graduate Representative (p16).

Printing in the computer lab should be limited to several pages at a time. Faculty advisors are responsible to provide printing services for their students in their designated labs and graduate student areas. Software available on the computers may not be the same version or the same software that is available in the Penn State Student Computing Labs. The software available includes: Microsoft Office 2007, Adobe Acrobat, Statistical applications (Minitab, SPSS, and SAS) and Virus protection.

The computer lab may periodically be scheduled for class assignments during the semester. Notices will be posted announcing any schedule changes.

PENN STATE PURCHASING POLICIES

Penn State's Purchasing process is complex and has changed over the last decade. Provided below is a summary of the purchasing tools and systems available. However, this is not a comprehensive list of all purchasing policies and procedures. As always, when in doubt please contact either Elizabeth Tepsic or Kim Ripka for assistance. Questions regarding which system to use may also be answered by consulting the Decision Matrix available at:
http://www.controller.psu.edu/divisions/FinancialOfficers/docs/SRFCvsPOMatrixEffective7-1-2011.pdf

EXTERNAL OR ONLINE PURCHASING PROCESSES

Petty Cash*	Purchasing Card*	eBuy+	Employee Reimbursement System (ERS)
For purchases less than $50 from local vendors.	Penn State VISA card used for University purchase of: • **Goods & Services up to $2,000** • **Travel expenses up to $3,000**	A University online system used to place orders through: • **Catalog** shopping • **Non-Catalog** shopping www.ebuy.psu.edu	A University online system used to: • Book online airfare/hotel reservations • Submit travel reimbursements. www.ers.psu.edu
• Need itemized receipt. • After making purchase, complete "Petty Cash" form. • Submit form and receipt to Elizabeth.	• Orders for Goods & Services must be less than $2,000 per vendor per day. • Orders over $2,000 cannot be split but must be processed through eBuy+. • Purchasing Card Receipts must be submitted to Greg Davidson within 30 days from purchase.	**Catalog** shopping is through one of Penn State's contracted external vendors such as: • Apple & Dell • VWR • Sigma-Aldrich • Fisher-Scientific • Grainger • Newark, and more	Traveler must: • Keep all travel receipts • complete a paper "Travel Support Form" • Submit "Travel Support Form" and receipts to Elizabeth Tepsic. • Assign Elizabeth as their ERS Delegate
Typically used in emergencies.	Graduate students may have access with approval from their faculty advisor.	**Non-Catalog** or **Purchase Order** shopping is placing an order with any external vendor.	Elizabeth will: • Enter information into the ERS system. • Upload receipts.
Vendor is not to charge PA State Sales tax.	Students must successfully complete the online tutorial at: http://www.purchasing.psu.edu/purchasingcard/gettingacard.shtml	Orders over your authorized spending limit will automatically follow the approval paths.	After Elizabeth has entered the form and receipts, the Traveler will receive an e-mail notification to 'submit' or approve the form for processing.
	Once test has been successfully completed, Elizabeth will receive notification. Purchasing card will arrive within 2-3 weeks from bank.	Graduate students may have access with approval from their faculty advisor. Faculty advisor needs to notify Elizabeth Tepsic to request access for their graduate student(s).	Travel reimbursements will be automatically deposited into Traveler's bank account within 1-2 weeks of processing form.

*__NOTE:__ Penn State is exempt from sales tax. Please inform vendors before making purchases to deduct the sales tax. Tax Exempt forms: http://www.purchasing.psu.edu/taxexempt.shtml.

INTERNAL PURCHASING PROCESSES

Inter-Departmental Transfer (IDCC)	Special Request for Check (SRFC)	General Stores Gas Cylinder Rental	Chemistry Stockroom	Fleet Vehicle
An electronic IBIS form used to purchase services rendered by on campus or other Penn State departments and units.	An electronic IBIS form used for payment of: • Foreign checks • Professional Services • Honorarium • Memberships • Registration fees • Books, periodicals • Page Charges • Equipment Rental • Short-term facility rental	Compressed gases are ordered through Penn State's General Stores at: www.generalstores.psu.edu and selecting "Cylinder Gas Online Ordering". Gas cylinder rentals are directly billed to a Penn State budget/fund at the end of each month.	Provides chemicals, glassware and equipment used in research and undergraduate courses. The stockroom is located at 125 Chemistry Building.	Fleet Services rents a wide range of vehicles for business use. To rent a vehicle, drivers must: • Be at least 21 years of age; • Have a valid driver's license • Be an employee
Examples: • Materials Research Lab • Huck Institute of the Life Sciences • Engineering Copy Center • Creamery	To request a Special Request for Check, complete a Purchasing form and submit it to Elizabeth Tepsic with back-up documentation.	The following budget information is required to direct bill: • Budget number • Fund number • Project number (faculty initials) • Delivery Address – Room number and Building name • Your name (contact name), e-mail, telephone and order date	The following budget information is required to direct bill: • Budget number • Fund number • Project number (faculty initials) • Address – Room number and Building name • Your name (contact name), e-mail, telephone and order date	Those with **eBuy** access can make online reservations at: http://www.transportation.psu.edu/fleet/rent/. A valid budget and fund number is needed to make an online reservation.
		IMPORTANT: It is the student's responsibility to track cylinders internally in case a cylinder is lost. Keep all receipts.		

PENN STATE TRAVEL POLICIES
Penn State's Purchasing process is complex and has changed over the last decade. Provided below is a summary of the policies. When in doubt, please contact either Elizabeth Tepsic or Kim Ripka. Additional policy information is available on the department's intranet site as well as Travel Services website at: www.travel.psu.edu.

Employee and non-employee travel expenses that are to be charged to a University budget/fund can be paid for in one of the following ways:
- **Purchasing Card** – Can be used for transportation, meals and lodging and to prepay conference registrations. NOTE: The Purchasing Card may not be used to pay for membership fees.
- **DBAF (Direct Bill for Air Fare)** – The DBAF function is an internal billing process that permits air fare to be directly charged to a University budget if the reservation is booked with one of Penn State's contracted travel agencies listed at: http://www.travel.psu.edu/contactus.shtml. It cannot be used with any other booking source.
- **Personal Funds** – Employees may choose to incur all or part of the travel expenses on a personal credit card and then request reimbursement upon completion of the trip.

Air Fare Changes:
- Air fare is to be purchased at the lowest available commercial economy fare that meets the business purpose of the trip and can be booked through the following options:
  - A. **Booking Air Fare with a Designated Travel Source** – Penn State employees have several options for making air reservations which are listed below (also see: http://travel.psu.edu/airrail.shtml
    - Travel onLion – the online booking system
    - Contact Travel Services
    - Contact one of Penn State's contract Travel agencies
      - With either of these choices, a price itinerary showing where the air fare was purchase, dates, and price needs to be submitted with the Travel Worksheet upon completion of the trip.
  - B. **Booking Air Fare with a Non-Designated Travel Source** – University employees are permitted to purchase the lowest air fare available from other sources if a lower cost is found.
    - Travelers will need to submit printed same-day documentation to verify that the price obtained was lower than the price available through one of the above authorized travel sources at the actual time of purchase especially if charging the air fare to a Federal or Federal pass-through fund and/or amount is over $1,000.
    - The use of nondesignated travel sources is discouraged unless the available savings are truly significant.
- Air fare purchased through any of the above obtains may be charged to a Penn State Purchasing Card provided sufficient documentation is obtained.

Required Receipts:
- **Lodging** – must be an original, itemized receipt
- **Air fare** – a priced itinerary showing where the air fare was purchased
- **Vehicle rental** – receipts from National Car Rental or Enterprise
- **Rail**
- **Business Group meals** – Itemized receipts are required. The cost incurred for business group meals must be prudent, reasonable, and in the best interest of the University. The College does not reimburse for employee-only group meals which consists of faculty, staff and graduate students dining together.
- **Conference Registration** – If paid from personal funds, must have an original receipt for registration fees over $50 and should be listed under the "Out-of-Pocket" expense column on the Travel Worksheet. If registration was charged to Purchasing Card, it should be listed under the "P-Card" column on the Travel Worksheet (receipt submitted with P-Card form).
- **Parking, Taxis and shuttles** – These expenses will be reimbursed if receipts are provided. If no receipts are provided, parking will be reimbursed at the $5 per day provision for miscellaneous expenses.

Receipts not Required:

- **Meals** – Meal receipts are not required for full- or partial-day travel per diem. The claim for meal reimbursement should represent only those meals consumed and paid for by the employee while on business travel. Meal expenses and any tips related to meals are reimbursed at the meal and incidentals per diem rates found at: http://abs.psu.edu/TravelRates/. However, as with any reimbursement request, a lesser amount may be claimed at the traveler's request. For example, if the meal per diem in Chicago is $66 per day and you only spend $35 on breakfast, lunch, and dinner, you can claim the actual meal expense instead of the full per diem.   In the event that all meals for a day or partial meals are provided by a conference, a business group, or another host source, no meal per diem should be claimed for that day or breakfast, lunch, or dinner.
- **Local subway/metro/bus**
- **Tolls**

After a trip is completed, employees should complete the ERS Travel Worksheet and submit it to Elizabeth Tepsic with the required receipts. All travel expenses will then be entered into the electronic ERS system (www.ers.psu.edu) where the traveler will receive an e-mail asking them to "submit" or approve the form through for approval.

ELECTRONIC SUBMISSION OF THESES AND DISSERTATIONS (ETD)

Electronic submission of the final dissertation (eTD) became a requirement for all doctoral candidates at Penn State starting in fall semester 2006. Master's candidates now have the choice of submitting the final thesis either in the traditional paper format or as an electronic document. (It cannot be submitted as both.) Formatting requirements are essentially the same for a paper copy and an eTD, but the submission process itself is somewhat different . For additional information on the mechanics of eTD preparation, visit the eTD Web site http://www.etd.psu.edu/

GRADUATE STUDENT RESOURCES

University Office of Global Programs provides answers to questions and needs that are unique to international students. The office is located at 410 Boucke Building. http://www.international.psu.edu/

Graduate Student Association (GSA) is the representative body for all graduate students. The GSA addresses issues of concern to graduate students and elects members to sit on shared-governance bodies of the University. The GSA also organizes social events for graduate students. http://www.clubs.psu.edu/up/gsa/

The Office of Student Aid is a good place to begin the search for financial assistance. http://www.psu.edu/studentaid/

The Office for Disability Services provides information and assistance to students with disabilities. http://www.equity.psu.edu/ods/

The Writing Center is sponsored by the Graduate School and provides assistance to graduate students who wish to enhance their writing skills. Graduate students are invited to schedule appointments for one-on-one discussions of their writing projects. http://www.psu.edu/dept/cew/GWC.shtml

Penn State Escort Service is operated under the auspices of Police Services and will provide an escort for students walking on campus after dark. The escort service may be reached at 5-WALK (865-9255).   http://www.psu.edu/dept/police/escortservice.html

Off-Campus Housing opportunities are listed in 213 HUB-Robeson Center, 865-2346. http://www.sa.psu.edu/ocl/

Office of Judicial Affairs is responsible for dealing with violations of the Code of Conduct including sexual assault, harassing, stalking, and physical assault. The phone number is 863-0342. http://www.sa.psu.edu/ja/

The Code of Conduct is available at http://www.sa.psu.edu/ja/conduct.shtml

The Affirmative Action Office is committed to ensuring the University maintains an environment free of harassment and discrimination. http://www.psu.edu/dept/aaoffice/

HUB-Robeson Center is the site for multiple student services including restaurants, a copy center, a bank (Penn State Federal Credit Union), STA Travel, a convenience store, the Penn State Bookstore, the Center for Arts and Crafts, Art Galleries, and the main information desk for the University. http://www.sa.psu.edu/usa/hub/

Counseling and Psychological Services (CAPS) can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include difficulty with friends, roommates, or family members; depression and anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs. http://www.sa.psu.edu/caps/

Career Services, located in the MBNA Career Services Building, is fully equipped to assist graduate students in the preparation of resumes and curriculum vitae and in developing effective interviewing skills. Career Services hosts a career fair that is open to graduate as well as undergraduate students. http://www.sa.psu.edu/career/

Research Protections is the office that oversees all research on human participants, animals, radioisotopes and biohazardous materials. You must have permission from this office prior to conducting research involving any of these subjects. Permission can not be obtained after the work has begun. http://www.research.psu.edu/orp/

Pasquerilla Spiritual Center is home to more than

fifty spiritual organizations. The center is non-denominational and provides students with opportunities to explore ethical and spiritual issues.
http://www.sa.psu.edu/insights/jan04/spiritual.shtml

Problem resolution
Graduate students occasionally have difficulties with their advisors, their programs or an academic matter associated with their programs. The first step in problem resolution is always to talk with your advisor and then with the program chair or department head and then the associate dean of your college. If satisfactory resolution remains elusive, the associate dean of the Graduate School is available to provide guidance and maintain neutrality. Issues discussed during meetings with the assistant dean will remain confidential if requested by the student. Appointments may be made by calling 865-2516.

Academic Integrity
The University does not tolerate violations of academic integrity, which include but are not limited to: plagiarism, cheating, falsification of information, misrepresentation or deception. The complete policy is available at: http://www.psu.edu/dept/ufs/policies/47-00.html#49-20

Plagiarism
Plagiarism is often a confusing concept. At Penn State, plagiarism means taking someone's words and presenting them as your own. Cutting and pasting from a web site is considered plagiarism. Copying verbatim from any source without using quotation marks and the full reference is plagiarism. Plagiarism is a serious violation of academic integrity regardless of whether it is a homework exercise, an exam, a thesis, or a manuscript for publication.

University policies may be viewed on line. Important policies include:
Sexual Harassment (AD41)
Professional Ethics (AD47)
Parking Rules (BS04)
Intellectual Property (RA11)
http://www.guru.psu.edu/policies/

Graduate Student Policies are available on line
These include:
Grade mediation (G-10)
Resolution of problems (Appendix II)
Termination of program (Appendix III)
Termination of assistantship (Appendix IV)
Residency requirements (Appendix V)
http://www.gradsch.psu.edu/index.cfm/policies/

REFERENCE PUBLICATIONS

"Graduate Degree Programs." Dean of the Graduate School, 114 Kern Building, University Park, PA 16802. http://www.psu.edu/bulletins/whitebook/

"Policies and Procedures." Office of the Vice-president for Student Affairs, 101 Boucke Building, University Park, PA 16802. http://www.psu.edu/oue/aappm

"A Guide to Graduate Life." Graduate Student Association, 111B Kern Building, University Park, PA 16802. http://www.clubs.psu.edu/up/gsa/NGGLMAIN.html

"Thesis Guide." Graduate Thesis Office, 115 Kern Building, University Park, PA 16802.
http://www.gradschool.psu.edu/index.cfm/current-students/thesis-and-dissertation-information/

FOOD SCIENCE
GRADUATE STUDENT GRADUATION/TRANSFER
CHECK-OUT SHEET

Food Science graduate students should follow the procedure listed below before leaving the University to ensure that they are in good standing at the time of their departure. The procedure consists of obtaining the signature of the following individuals, ascertaining that the student has fulfilled all obligations in the Food Science Department. This form should be returned to **Svend Pedersen** to be included with your permanent file.

Student's Name _____   **Today's Date** _____

Thesis/Paper Status: Complete/Incomplete (circle one)

Thesis Title: _____

_____

Schedule of Thesis Defense (schedule with Juanita or Svend) _____

Have you activated your intent to graduate through eLion? Yes or No   Graduation Date: _____

The signatures below confirm the student named above has fulfilled all obligations in the following areas:

	Signature	Date
1. **Advisor:** • Oral presentation of thesis • Name removed from computer accounts • All borrowed equipment returned • Arrangements made for completion of thesis, etc.	_____	_____
2. **Graduate Program Coordinator & Dept. Head** • Certification of all degree requirements and transmission of information to the Graduate School	_____	_____
3. **Accounting Assistant, Elizabeth Tepsic** • Returned Purchasing Card • Submitted all paperwork for P-Card, Travel expenses, petty cash, etc. • Cancelled dept. copier access • Cancelled eBuy Access (UDBA processed)	_____	_____
4. **Return Keys, Vacate office** • Return **all** keys to Room 116 Ag. Admin. • Receive key deposit refund	_____	_____
5. **Schedule Exit interview with Department Head:** (Schedule with Svend Pedersen at least 7 days in advance)	_____	_____
6. **Submit one hard bound copy of thesis to Svend Pedersen**	_____	_____

7. Forwarding address: **Employer Name & Address:**

_____   _____

_____   _____