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VETERINARY PREVENTIVE MEDICINE

Veterinary Preventive Medicine is an interdisciplinary specialty with a focus on the study of health and disease in populations. The diverse disciplines in the program are unified by a common approach based on the application of statistical methods to problem solving in populations.

Graduate study in Veterinary Preventive Medicine will provide valuable skills and experience to persons interested in pursuing a career in the areas of public health, food safety, emerging infectious diseases, zoo or wildlife health management, and livestock health and well being. Through research and coursework, students will learn to apply a variety of disciplines, principles, and techniques to complex population health problems involving environmental, ecological, nutritional, genetic, infectious and/or noninfectious components. A degree in Veterinary Preventive Medicine will be of particular value to individuals considering a future in the biological or pharmaceutical industries, public veterinary practice, military veterinary service, international service agencies, regulatory agencies, or any position with a responsibility for health in populations.

ADMINISTRATION OF THE PROGRAM

A major is an approved area of study leading to a graduate degree. (For a complete listing of graduate majors, see the graduate college website.) Each major is offered by a group of qualified faculty who are responsible for the curricula, requirements, and standards that constitute a distinct program of training. The responsible faculty may be administratively located in a single department (departmental major) or may be located in several departments (interdepartmental major). At ISU every graduate student must either be enrolled in a major or be officially accepted as a nondegree-seeking student. Opportunities also exist for majoring in more than one area of study (co-major, joint major, concurrent major or double degree). Graduate major and graduate program are interchangeable terms.

Veterinary Preventive Medicine is an interdepartmental major administered by the Department of Veterinary Diagnostic and Production Animal Medicine (VDPAM) with participating graduate faculty from eight departments (Agricultural and Biosystems Engineering, Animal Ecology, Animal Science, Economics, Entomology, Microbiology, Statistics, Veterinary Clinical Sciences, Veterinary Diagnostic and Production Animal Medicine, Veterinary Microbiology and Preventive Medicine) and collaborators from Private Industry (Boehringer Ingelheim Vetmedica, Inc.), the USDA:ARS National Animal Disease Center, and the USDA:APHIS Center for Veterinary Biologics.
MASTER OF SCIENCE DEGREE REQUIREMENTS

1. NONTHESIS MASTER OF SCIENCE DEGREE

   Required courses:
   VDPAM 522 Cr. 3.  Principles of Epidemiology and Population Health
   VDPAM 527 Cr. 3.  Applied Statistical Methods in Population Studies
   VDPAM 529 Cr. 3.  Epidemiological Methods in Population Research
   STAT 401 Cr. 4.  Statistical Methods for Research Workers
   VDPAM 590 Cr. 3. Special Topics The student will conduct a research project under
   the supervision of the major professor and program of study (POS) committee. The
   final report must describe the project objectives, elements of the study design, data
   collection, data analysis, and conclusions.
   VDPAM 599 Cr. 3. Creative Component. The student will write an annotated
   bibliography, research project, or research proposal. Manuscripts must conform to
   Thesis Manual requirements. Research proposals must conform to federal (NSF, NIH,
   USDA) proposal requirements.

   Select one of the following:
   STAT 402 (3-0) Cr. 3. Statistical Design and the Analysis of Experiments
   STAT 403 (2-0) Cr. 2. Nonparametric Statistical Methods
   STAT 407 (2-2) Cr. 3. Methods of Multivariate Analysis
   STAT 415 (2-2) Cr. 3. Advanced Statistical Methods for Research Workers
   STAT 421 (2-2) Cr. 3. Survey Sampling Techniques

   Students must take required and elective courses to total 36 credits. Courses will be
   selected in consultation with the major professor and approved by the POS committee.
   Students are encouraged to consider earning a minor within their area of interest (see
   the Graduate College Handbook for details).

2. NONTHESIS MASTER OF SCIENCE DEGREE WITH CONCURRENT ENROLLMENT
   IN THE DVM PROGRAM

   Students may be concurrently enrolled in the professional curriculum leading to the
   DVM degree and in a graduate program. Students enrolled in the nonthesis M.S.
   degree program are required to maintain a grade point average of 3.0 or higher in the
   veterinary curriculum. Degree requirements are identical, but it is anticipated that
   students would enroll in selected veterinary courses for graduate credit. It is anticipated
   that completion of both degrees within a four-year period would require students to
   enroll in one or more summer sessions.
   Interested students must complete a graduate application and a “Concurrent Enrollment
   Request” form. Both forms must be submitted with appropriate transcripts and letters of
   recommendation to the Office of Admissions (100 Alumni Hall). State on the application
   that the application is for a concurrent degree program.

   Refer to the Graduate College Handbook for additional information on the concurrent
   degree program.
3. **THESIS MASTER OF SCIENCE DEGREE**

**Required coursework:**
- VDPAM 522 (3-0) Cr. 3. Principles of Epidemiology and Population Health
- VDPAM 527 (3-0) Cr. 3. Applied Statistical Methods in Population Studies
- VDPAM 529 (3-0) Cr. 3. Epidemiological Methods in Population Research
- STAT 401 (3-2) Cr. 4. Statistical Methods for Research Workers

Students must enroll and complete sufficient research credits and elective courses to total 30 credits. Research may be conducted in any of a variety of the areas involving population health. Elective courses should be selected with the objective of expanding the student's knowledge and expertise within their area of specialty in consultation with the major professor and with the approval of the POS committee. Students are encouraged to consider earning a minor within their area of interest (see the Graduate College Handbook for details).

4. **MINOR IN VETERINARY PREVENTIVE MEDICINE**

A minor in Veterinary Preventive Medicine for the MS degree requires a minimum of nine graduate credits (VDPAM 522, 527, 529). A member of the VPM graduate faculty must be on the student’s POS committee.
CORE COURSE DESCRIPTIONS

VDPAM 522. Principles of Epidemiology and Population Health. (Cross listed as VMPM 522) (3-0). Cr. 3. S. Prerequisite: Micro 310 or equivalent. Description: Epidemiology and ecology of disease in populations. Disease causality and epidemiologic investigations. Issues in disease prevention, control, and eradication.


ADMISSION

The program will consider all applications received through the Iowa State University Graduate Admissions Office.

Qualified applicants must hold either a baccalaureate degree (BA, BS) or a professional degree (DVM, MD, etc.) from any accredited institution in the United States. Applicants trained outside the U.S. should hold equivalent degrees from a recognized institution whose requirements for the baccalaureate or professional degrees are substantially equivalent to those at Iowa State University. Requirements for full admission to the Veterinary Preventive Medicine (VPM) program are as follows:

- The Graduate Records Examination (GRE) general aptitude test is required of all applicants. There is no minimum qualifying GRE score.
- The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English. A minimum TOEFL score of 213 (550 paper) is required for consideration by the Program. The IELTS (International English Language Testing System) test can be substituted for the TOEFL.
- Transcript record showing strong background in the relevant sciences; preferably including biochemistry, biology, calculus, chemistry, genetics, immunology, microbiology, physics, statistics, mathematics and physiology.
- Three letters of recommendation.
- Autobiographical statement describing background, research interests, and career objectives. (1-2 pages)
- Qualified applicants will be accepted into the program only if a graduate student has been accepted by a major professor

Contact the Department or see the departmental website for complete instructions.

Department of Veterinary Diagnostic and Production Animal Medicine
VDPAM Research and Graduate Affairs
1452 S. 16th Street, Room 1710
College of Veterinary Medicine
Iowa State University
Ames, Iowa 50011-1250

Complete information on the application process is available through the Graduate Admissions Office website (http://www.grad-college.iastate.edu). Information about the application process can be found on the Veterinary Preventive Medicine major page on the Graduate College web site.
MAJOR PROFESSOR

The major professor is a member of the graduate faculty in the student declared major and serves as chair of the Program of Study (POS) committee. Applicants must list the names of faculty members whose research is of interest at the time their application is submitted (see: program application form). Admission to the graduate program is dependent upon the availability of faculty working in the student’s area of interest. Additional information regarding the major professors is available on pages 2-3 of the Committee Appointment Form, also titled “Recommendation for Committee Appointment”.

PROGRAM OF STUDY COMMITTEE

The POS Committee for the M.S. degree consists of at least 3 members of the Graduate Faculty (Committee Appointment Form also titled “Recommendation for Committee Appointment”).

It must include two members, including the major professor, from inside the major or program. One member of the committee must be from outside the student’s field of emphasis. A team member of the graduate faculty may participate in the direction of the students master’s research if a member of the graduate faculty serves as a co-major professor. Additional information on the POS committee may be found on pages 2-3 of the Committee Appointment Form also titled “Recommendation for Committee Appointment”. The student's Program of Study (POS) Committee should be established during the first semester in residence.

The following requirements have been established by the Graduate College or the VPM Program for program of study committee makeup:

- POS Committee has at least three members of the Graduate Faculty.
- Graduate students with major professors who are collaborators must have a co-major professor who holds VDPAM regular or allied faculty status.
- One committee member must be from outside the Program or the area of study. Allied members or collaborators do not qualify as outside members.

PROGRAM OF STUDY

The Program of Study is developed by the student and major professor in consultation with the Program of Study Committee. Graduate faculty members are encouraged to establish the POS course work for the student at the first meeting of the POS Committee. The Program of Study (POS) form lists courses that the student and the POS Committee have agreed the student must complete for the degree. For Veterinary Preventive Medicine, this must include the required courses listed below. For students taking the thesis option, a preliminary research plan (dissertation proposal) should be proposed.
concurrently with the Program of Study. The POS should be submitted for approval by the end of the second semester in residence.

We recognize that the scope of the thesis project may not be clearly identified at the 1st POS committee meeting. However, once the scope of the thesis research project has been identified, a thesis proposal outlining the proposed scope and potential chapters and work plan for each thesis chapter should be circulated to the entire POS committee for comment and approval. This document provides a plan for the student to follow when writing the thesis.

Each graduate student must submit a Recommendation for Committee Appointment form (Committee Appointment Form also titled “Recommendation for Committee Appointment”) within three semesters of entering the graduate program. Students will not be allowed to register for a fourth semester until the requirement is met. This form nominates the members of the POS committee.

The POS is signed by the student, committee members, Program Chair and the Director of Graduate Education (DOGE) before being submitted to the Graduate College. When the Graduate College has approved the POS, one copy is returned to the student, one to the major professor and one to the Department. All changes in an approved POS must be made in writing to the Graduate College with the agreement of the student, major professor, Program Chair and DOGE. Major changes, such as course substitution, changing from thesis to non-thesis, or vice versa, and deletion or addition of a declared minor, require POS Committee concurrence and the signature of the Program Chair, DOGE and the Graduate College.

COURSES AND CREDITS

Graduate Courses
At Iowa State University, graduate courses are taught by members of the graduate faculty and are given numbers in the 500's or 600's. As a general rule, 500-level courses are entry level or masters level offerings, while 600-level are highly specialized and typically intended for Ph.D. level study.

For the Veterinary Preventive Medicine program, VDPAM 522 is an example of a graduate level course.

Non-major Graduate Courses
Some advanced (300-400 level) undergraduate courses are labeled in the ISU Catalog as having "non-major graduate credit." These courses are designated by the offering department to be courses that students in another discipline may include on their Program of Study. Some experimental courses may be designated by the offering department as non-major graduate courses. If approved by the POS committee, non-major graduate courses will be considered as graduate courses and count toward the graduate degree.
For the Veterinary Preventive Medicine program, STAT 401 is an example of a 400 level non-major graduate level course.

Audited Courses
Auditing a course means taking it without receiving formal credit. (For more information, see Chapter 2 of the Graduate College Handbook.)

Creative Component Credits
Credits for a special report, research project, or other independent work designated as a creative component under the nonthesis master’s degree option are assigned under the course number 599. A minimum of two credit hours is required for a creative component. These credits are not calculated in the student’s GPA.

Dual-Listed Undergraduate and Graduate Courses
Dual-listed courses permit undergraduate and graduate students to be in the same class, but to receive credit under two different course numbers. The following requirements apply:
1. Credit in the graduate course is not available to students who have previously received credit in the corresponding undergraduate course.
2. Both graduates and undergraduates must receive the same amount of credit for the course, but additional work is required of all graduate students taking the course under the graduate-level course number. This extra work may take the form of additional reading, projects, examinations, or other assignments as determined by the instructor.
3. The instructor must be a member of the graduate faculty or a graduate lecturer.
4. Each dual-listed course is designated by the words "dual listed with" in the ISU Catalog. The student’s official transcript of credits, both graduate and undergraduate, does not identify dual-listed courses as such.
5. The number of dual-listed course credits that may be used to meet the requirement for an advanced degree may be limited.
6. Dual listed courses currently available are: VMPM 586 Medical Bacteriology; VMPM 586 Medical Bacteriology Laboratory; VMPM 587 Animal Virology; VMPM 587 Animal Virology Laboratory; VPth 542 General Pathology; VPth 576 Veterinary Parasitology; and VDPAM 426 Veterinary Toxicology.

Research Credits
Credits for research for the purpose of completing a thesis or dissertation are assigned under the course number 699. These credits are not calculated in the student’s GPA. A minimum of three semester credits is required for a thesis.

ACADEMIC STANDING

Excluding research credits, students are required to maintain at least a 3.0 grade point average (on a 4.0 scale) for all courses taken. Course in which a "B" grade is not obtained may be repeated once.
EXAMINATIONS.

QUALIFYING EXAMINATIONS

The VPM program does not require a qualifying examination.

FINAL EXAMINATION

The MASTER'S THESIS ORAL EXAMINATION is an examination scheduled two or more weeks after the thesis has been circulated to POS Committee members. The purpose of this examination is to test the student’s grasp of the subject matter and as a defense of the thesis.

FINAL EXAMINATION FOR THE NONTHESES M.S.: After completion of the written creative component, an oral final is administered by the POS committee. This examination involves a review of the course material taken by the candidate, as well as a discussion and assessment of the creative component.

MASTERS THESIS AND CREATIVE COMPONENT

A Master's thesis is a scholarly composition that demonstrates the ability of the author to do independent and creative work. It explores in depth a problem or issue related to the major field of study. Although considerable variations in format and style are acceptable, precise expression, logical construction and attention to detail are essential. A thesis is required in all areas in which a Master's degree is awarded, except for the non-thesis degree.

NATURE OF A MASTER'S THESIS

The completion of a master’s thesis is an essential component of the M.S. program in Veterinary Preventive Medicine. The thesis allows students a chance to integrate epidemiologic principles learned in courses and to demonstrate their:

- Ability to communicate effectively in writing
- Breadth of knowledge relative to the topic
- Awareness of technical, methodological, and other issues relevant to the problem addressed
- Comprehension of statistical techniques, their proper use, and limitations

The format of the thesis should conform with ISU guidelines [http://www.grad-college.iastate.edu/thesis/writing.html]

The POS committee may decide to change the traditional format, but a common format is an introduction to the “theme” or concept that describes the thesis. This will often be built for the original dissertation proposal which was circulated to the POS committee. This chapter is a thoughtful discussion of the motivation/need for the subsequent work. This is followed by several chapters that include one or more of the following topics:
• Original analysis of data (whether collected primarily for the thesis or as secondary data analysis)
• A comprehensive literature review with a meta-analysis of data
• A comprehensive literature review with critical reanalysis of data
• A comprehensive literature review with a grant proposal for a new study to bridge a gap in the existing knowledge
• Evaluation of a methodological problem using real or hypothetical data

A concluding chapter that summarizes the program of study work. This chapter may discuss flaws in the methods used or that were not discussed especially if they have been previously published. Also this chapter should discuss future directions- it may be useful to think of this is the next grant proposal.

Students are strongly encouraged to convert their master’s theses into manuscripts for publication or research grant applications.

NATURE OF A MASTER’S CREATIVE COMPONENT:

The completion of a master's creative component is an essential component of the M.S. program in Veterinary Preventive Medicine (Non-thesis). The thesis allows students a chance to integrate epidemiologic principles learned in courses and to demonstrate their:
• Familiarity with epidemiologic terms, reasoning, and issues
• Knowledge in a substantive area such as diagnostics or production medicine
• Ability to communicate scientific reasoning and argue analytically
• Awareness of technical, methodological, and other issues relevant to clinical epidemiologic research
• Comprehension of statistical techniques, their proper use, and limitations

The POS committee may change the format and this should be discussion but a common format for a creative component is about 20-40 pages long, double-spaced, including tables, figures, and references. It can take one of the following forms:
• Original analysis of data (whether collected primarily for the thesis or as secondary data analysis)
• A comprehensive literature review with a meta-analysis of data
• A comprehensive literature review with critical reanalysis of data
• A comprehensive literature review with a grant proposal for a new study to bridge a gap in the existing knowledge (grant in NIH-style format)

Evaluation of a methodological problem using real or hypothetical data

Students are strongly encouraged to convert their master’s theses into manuscripts for publication or research grant applications.

THESIS AND DISSERTATION FORMAT

Refer to the publication Requirements of Graduate Thesis
WRITING AND EDITING RESPONSIBILITY

Since satisfactory completion of the thesis or dissertation can constitute one of the most gratifying experiences in graduate study, the document should reflect the highest standards of scholarship, serving as a measure of quality for the student, major professor and the program.

Responsibility for writing and editing the thesis or dissertation rests with the student, under the supervision of the major professor. The Graduate College does not permit joint authorship of theses or dissertations. It is the responsibility of the professor in charge of a candidate's program to supervise the preparation of preliminary and final drafts of the thesis or dissertation, so as to assure the highest level of quality when the student presents the thesis or dissertation to the POS Committee for final approval.

When preparing the publications for the thesis students should check with the major professor is any of the following guidelines for publication should be used as a template for designing a study or reporting a study.

The **CONSORT** statement for parallel randomized clinical trails  The CONSORT statement is an important research tool that takes an evidence-based approach to improve the quality of reports of randomized trials. The statement is available in several languages and has been endorsed by prominent medical journals such as *The Lancet*, *Annals of Internal Medicine*, and *JAMA*. Its critical value to researchers, health care providers, peer reviewers, and journal editors, and health policy makers is the guarantee of integrity in the reported results of research.  
**CONSORT statement: extension to cluster randomised trials**  
Marion K Campbell, Diana R Elbourne, Douglas G Altman for the CONSORT Group  
BMJ 2004;328:

The CONSORT statement provides recommendations for reporting parallel group randomized trials, in which individual participants are randomly assigned to health care interventions. This paper presents recommendations for the reporting of cluster randomized trials, in which groups of individuals (e.g. families, medical practices, herds, pens etc ) are randomly assigned rather than individuals. The paper discusses the methodology of such trials and give an explanation of each suggested modification to the standard CONSORT checklist.

**The STARD Initiative** -- Towards Complete and Accurate Reporting of Studies on Diagnostic Accuracy. Similar to the CONSORT statement but this time about diagnostic test evaluation. The paper is written with human studies in mind but provides a starting point for diagnostic test evaluation study design and reporting. This is the first official version of the STARD statement. The STARD statement with the checklist and flow diagram has been published in several journals including: Clinical Chemistry, Annals of Internal Medicine, Radiology, BMJ, Lancet, American Journal of Clinical Pathology, Clinical Biochemistry, Clinical Chemistry and Laboratory Medicine.
Other statements that may be helpful in preparing paper / grant proposal include:

- **QUOROM**  For systematic reviews and meta-analyses
- **MOOSE**  For meta-analysis of observational studies
- **STARD**  For reporting studies of diagnostic accuracy
- **STROBE**  For reporting of observational studies
ADDITIONAL INFORMATION

GRADUATE ENGLISH REQUIREMENTS

Requirements for Native Speakers
All degree-seeking graduate students must pass the Graduate English Examination requirement (established by the Graduate College) by taking a machine-scored test of English grammar, usage and punctuation. It is required for all English-speaking graduate students before completion of 12 semester hours of graduate work. Performance on the test determines whether a student must take a writing proficiency test. The Graduate English requirement must be met to be advanced from restricted or provisional admission to full admission.

Requirements for Non-Native Speakers
Graduate students whose native language is not English and who do not have a bachelor's degree from ISU must take the English Placement Test at the beginning of their first semester of enrollment in lieu of the Graduate English Examination. This test is required by the Graduate College and is administered by the Department of English. It must be taken in addition to the TOEFL (Test of English as a Foreign Language), which is taken as part of the admissions process. A student who does not pass this examination is assigned to one or more courses in the English 101 series. This course work must be completed during the first year of graduate study.

Graduate students whose native language is not English, but who have an undergraduate degree from ISU, must take the Graduate English Examination for International Students (also administered by the Department of English) at the beginning of their first semester of graduate work. Students who do not pass the test must complete English 101D during their first year of study.

ASSISTANTSHIPS AND EMPLOYMENT EXPECTATIONS

Departmental stipends, research assistantships (RA), teaching assistantships (TA), or adjunct instructor positions are available on a competitive basis. A 50% tuition credit is awarded to RAs and TAs. Additional fellowships and RAs are available through agreements with the USDA laboratories in Ames and training grants from NIH or USDA.

TUITION AND FEES FOR STUDENTS WITH ASSISTANTSHIPS

State of Iowa students with graduate assistantships:

- 1/4 time or more for three months (six weeks in the summer) or more are assessed Iowa resident tuition and may earn a Graduate College tuition scholarship.
- 1/4 time or more for more than five class days but less than three months (six weeks in the summer) are assessed tuition by the credit hour and are not eligible for a Graduate College tuition scholarship.

Nonresident students (non-Iowa students and nonresident aliens) with graduate assistantships:
• 1/4 time or more for three months (six weeks in the summer) or more
• retain their nonresidency classification,
• are assessed resident tuition as long as the graduate assistantship is continued, and may earn a Graduate College tuition scholarship.

GRADUATE COLLEGE TUITION SCHOLARSHIPS (CONCURRENT / NON CONCURRENT)

Graduate students appointed to graduate assistantships 1/4-time or more (except those also holding traineeships, fellowships, or contracts that provide funds for payment of tuition and/or fees), are assessed tuition at the full resident (in-state) rate. In addition, the Graduate College may pay a tuition scholarship covering a portion of the resident tuition for each eligible graduate assistant (as determined by the student’s department), except those students on restricted admission or on academic probation. The Graduate College tuition scholarships are not paid directly to the student, but are applied to the student’s tuition bill. Also note that the graduate college tuition scholarship is paid by the major professor – and only presents the equivalent proportion of what would have been assess if the student were ONLY a graduate student (i.e. its nor ¼ of the Vet med tuition) The scholarship awards are equal to:
For a master’s student (Academic year 2006-07):
50% of full resident tuition per semester for each student on an assistantship appointment of 1/2-time or more or
25% of full resident tuition per semester for each student on an assistantship appointment of 1/4-time or more, but less than 1/2-time.

PACE

Premium for Academic Excellence (PACE) awards for one year with 50% tuition credit are given by the Graduate College on a competitive basis. The DOGE nominates selected applicants for this award.

ASSISTANTSHIP TIME LIMIT

The time limit for assistantships will vary greatly depending on the type of support. Teaching assistantships are given on a year-by-year basis at the discretion of the Chair currently VDPAM has not teaching assistantships. Research assistantships may be related to the life of a research grant or availability of departmental, USDA or other support. Students should discuss their support with their major professor, Chair or supervisor and plan accordingly. Most VDPAM faculty members assume that a M.S. should be completed in two to three years and a Ph.D. in about five years. Students should not expect support to be provided automatically beyond these points. Students making inadequate progress will be notified in writing that support may be terminated.
REQUIRED TEACHING AND RESEARCH RESPONSIBILITIES

Teaching responsibilities are generally determined by the Chair. Students receiving Departmental TAs will be expected to take part in TA orientations, workshops and testing set up by the University and the Department.

Research responsibilities are determined by the major professor in consultation with the POS Committee. There are no specific departmental research responsibilities.

BENEFITS

Sick Leave

A teaching assistant (TA) should follow the policies of the employing department regarding absence due to illness.

Non-teaching graduate assistants (RAs, AAs) accrue sick leave. An assistant on standard half-time assistantship accrues sick leave at the rate of 6 hours for each full month of appointment (and proportionally for a partial month). The 6 hours is equivalent to 1.5 days off the job, because time off the job for half-time appointments is counted as 4 hours per day. Those on assistantships other than half-time assistantships accrue and use sick leave proportionally. The employing unit determines policies regarding necessary documentation and whether sick leave may be used for care of sick dependents.

Sick leave is associated with the appointment, so an assistant on more than one appointment accrues and uses sick leave separately on each appointment. Sick leave officially expires at the end of the period of appointment; however, the supervisor of a continuing graduate assistant may approve carry-over of accrued sick leave days. Compensation for unused sick leave is not permitted.
Vacation

Graduate assistants are entitled to vacation. The vacation is classified as A-base vacation or B-base vacation, as described below. The determination of the vacation base is independent of the type of assistantship (TA, RA, AA) and is made by the employing unit, although TAs will normally be B-base and other assistants will more commonly be A-base.

A-base vacation:

An assistant with A-base vacation on standard half-time assistantship accrues vacation at the rate of 8 hours for each full month of appointment (and proportionally for a partial month). The 8 hours is equivalent to 2 days off the job, because time off the job for half-time appointments is counted as 4 hours per day. Those on assistantships other than half-time assistantships accrue and use vacation proportionally.

The employing unit determines policy for recording vacation time used. A graduate assistant is expected to make arrangements with his or her supervisor well in advance of desired vacation dates, and should attempt to plan vacation so that it does not interfere with or cause neglect of the duties associated with his or her appointment. The supervisor has the final say in when vacation may be taken, but should be accommodating regarding reasonable requests (in particular, the assistant must be allowed to use accrued vacation time during the term of appointment if he or she requests to do so).

Vacation is associated with the appointment, so an assistant on more than one appointment accrues and uses vacation separately on each appointment. Vacation officially expires at the end of the period of appointment; however, the supervisor of a continuing graduate assistant may approve carry-over of accrued vacation days. Compensation for unused vacation days is not permitted.

B-base vacation:

An assistant with B-base vacation is required to be on duty during the term of appointment on those days when classes are in session, during VEISHEA, and the two working days before the first day of classes of each session of appointment. The employing unit may also require an assistant on academic year appointment to be on duty up to an additional five days while on appointment during summer and/or winter break.

Graduate assistants, regardless of vacation base, are not required to be on duty during official university holidays, which include New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas, and one additional day each year determined by the president and the Administrative Board.

Insurance
All C-base graduate assistants (TAs and RAs) receive single student medical insurance coverage free of charge under the ISU Student Health Insurance Plan. Coverage for hospital, accident expenses, surgical care and maternity care are included. For more information, please consult the ISU Graduate College Handbook and the ISU Benefits Office in Room 100 Wallace Rd.

Maternity and Paternity Leave
The departmental guidelines are essentially those of the University. Basically, faculty, staff and students are expected to use sick leave or a leave-of-absence for the purpose of maternity or paternity leave. The federal Family and Medical Leave Act (FMLA) may apply in certain circumstances; consult the ISU Office Procedure Guide. All leaves/absences should be arranged with the major professor and the Chair.

Holidays
All employees, regardless of appointment base, are not required to be on duty during official university holidays, which include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas, and two additional days each year determined by the President and ISU Administration.

CONCURRENT DEGREE PROGRAM
Students in the professional school (DVM) may also enroll for graduate studies in the M.S. or Ph. D. programs within the Veterinary Preventive Medicine program. Only students who have demonstrated exceptional academic achievement and are highly motivated will be considered. Students requesting admission as a concurrent student must fulfill all of the admission requirements described above. In addition, they must have competed at least 90 semester hours of pre-veterinary or professional course work. Students will be subject to the normal rules and procedures in effect for both the College of Veterinary Medicine and ISU's Graduate College. (information about tuition below. Students in the concurrent D.V.M.- Graduate Degree Program will need to have Program of Study approved by the Deans of both colleges. As well as the normal forms that need to be completed current students need to request permission for concurrent enrollment

http://www.grad-college.iastate.edu/forms/files/ConcurrentEnrollmentGVM.doc

COURSES FOR CONCURRENT STUDENTS
Students enrolled in the Graduate College will satisfy all academic requirements established by the Graduate College. In meeting these requirements, the only courses in the Veterinary College eligible for graduate credit will be courses identified in the ISU Bulletin as being available for graduate credit. Students enrolled in the concurrent program may elect to use courses from their graduate Program of Study, where applicable, to meet the requirements in effect for the professional curriculum, provided approval is obtained from the Curriculum Committee and the Administration of the College of Veterinary Medicine. At present, these include VMPM 586 Medical Bacteriology; VMPM 586 Medical Bacteriology Laboratory; VMPM 587 Animal Virology; VMPM 587 Animal Virology Laboratory; VPth 542 General Pathology; VPth 576 Veterinary Parasitology; and VDPAM
426 Veterinary Toxicology. In order for a graduate course to be acceptable as a substitute for a designated professional course in the Veterinary Curriculum, it shall be reviewed by the CVM Curriculum Committee for breadth necessary for the professional curriculum and by the College Graduate Studies Committee for depth and rigor appropriate for graduate education.

If a student does not hold a B.S. or B.A. degrees, a graduate degree would not be granted until all requirements for the D.V.M. degree are completed. By not restricting credits earned, a student may pursue graduate studies during summer and holiday sessions and may elect to postpone the fourth year of professional curriculum for one year in order to facilitate pursuit of graduate courses and research. This latter option may be declared during the second or third year of the professional curriculum, and no later than the first day of the spring semester of the third year of the professional curriculum.

At the end of each semester students should transfer credits from the DVM transcript to the graduate curriculum. The form for this is provided on the Graduate college wide site (Transfer of Courses for Concurrent VM/Graduate) or at http://www.grad-college.iastate.edu/forms/forms.html

SUPPORT DURING A CONCURRENT PROGRAM

Students enrolled in a concurrent program may be hired by a professor for work as an hourly student during the semesters, however this is not required. Alternatively, a student may be offered an assistantship in a large component of the program is research. Assistantships are usually funded by a grant obtained by the major professor for a particular project from an agency outside the university and likely will not last the “life” of a students program. The usual graduate assistantship is a ¼ or 1/2-time appointment with a stipend (proposition of time may change by semester). The university establishes a minimum and maximum monthly stipend for 1/2-time teaching, research, and administrative assistantships. These rates are available on the Graduate College Web site at http://www.grad-college.iastate.edu/news/tuitionrates.html. Stipends for other fractional appointments are scaled proportionally. Currently most concurrent students DO NOT have assistantships because they are doing insufficient research component – i.e. non-thesis Masters.

Starting in 2007, if a student is doing two degrees ( DVM /M.S. VPM) AND has an assistantship, the university assesses the student at the residential rate for tuition of the most expensive degree (i.e. in state vet med tuition). Students with an assistantship will need to sign a letter of intent. The department or other administrative unit offers graduate assistantships using the “Iowa State University Graduate Assistantship Letter of Intent” form, which contains a description of the position offered, stipend, and length of appointment.
GRADUATE COLLEGE TUITION SCHOLARSHIPS (CONCURRENT / NON CONCURRENT)

Graduate students appointed to graduate assistantships 1/4-time or more (except those also holding traineeships, fellowships, or contracts that provide funds for payment of tuition and/or fees), are assessed tuition at the full resident (in-state) rate. In addition, the Graduate College may pay a tuition scholarship covering a portion of the resident tuition for each eligible graduate assistant (as determined by the student's department), except those students on restricted admission or on academic probation. The Graduate College tuition scholarships are not paid directly to the student, but are applied to the student’s tuition bill. Also note that the graduate college tuition scholarship is paid by the major professor – and only presents the equivalent proportion of what would have been assess if the student were ONLY a graduate student (i.e. its nor ¼ of the Vet med tuition) The scholarship awards are equal to:

- For a master’s student (Academic year 2006-07):
  - 50% of full resident tuition per semester for each student on an assistantship appointment of 1/2-time or more or
  - 25% of full resident tuition per semester for each student on an assistantship appointment of 1/4-time or more, but less than 1/2-time.
GUIDANCE FOR NEW STUDENTS

ADDITIONAL INFORMATION

All of the University regulations and requirements for graduation can be found in the Graduate College Handbook and the Graduate College Thesis Manual. They are available on the web through the ISU Graduate College Homepage (http://www.grad-college.iastate.edu). ISU Graduate College Forms are available on the web at http://www.grad-college.iastate.edu/deadline/formss.html. Other references you may wish to obtain include: General Catalog, Graduate College Catalog, Schedule of Classes, Iowa State University phone/e-mail directory (ISU Bookstore). Most, if not all, of these resources are available on the web at the ISU homepage (http://www.iastate.edu).

REGISTRATION

Registration is done over the web through AccessPlus (http://www.public.iastate.edu/~registrar/registration/). Each graduate student must obtain their PAN (Personal Access Number) from their major professor prior to registering for each subsequent semester. Registration ends according to posted dates in the University Calendar. This date is usually before the end of the previous term. Questions regarding the registration process can be answered at the previous URL, the departmental office or your major advisor.

LATE REGISTRATION

For late registration (beginning on the first day of class), a Student Schedule form is required. The Student Schedule form (Appendix C, p. 30), with signatures of the major professor and all instructors, should be presented along with a $20.00 late registration fee to 1220 Beardshear and then to 10 Alumni Hall. A $50 fee is charged the second week of classes and $100 the third week or anytime later.

ADD/DROP SLIPS

Students can use AccessPlus to process drops until the fifth day of classes. After the fifth day of classes, a Request for Schedule Change or Restriction Waiver (Add/Drop Slip) form (Appendix D, p.31) is needed for any changes to the class schedule. A class is not automatically dropped. Add/Drop Slips require the signatures of the major professor, instructor and Chair. A pass/no pass grading option is also offered. The Add/Drop Slip is used to designate this option. The pass/no pass option requires only the signature of the major professor. The forms are available in the departmental office.
TEMPORARY MAJOR PROFESSOR

Most students have a major professor selected at the time of admission. If not, a temporary major professor is assigned by the DOGE to new students and will advise them until a permanent major professor is selected. To facilitate the process of selecting a major professor, new students are encouraged to visit with at least three graduate faculty members.

MISCELLANEOUS INFORMATION

Cy-Ride Bus Passes/Fares
All ISU students ride free by showing their student ID card.

Internet/E-Mail
Every VDPAM student must register for a Project Vincent ID - this gives you access to the Internet and an email account. The Department will send information at various times via electronic mail, so it is imperative that you register as soon as possible for an ID. Instructions for registering for an ID can be obtained in the departmental office. After you have registered for a Project Vincent ID, please give the departmental office your log-in ID (it should be something similar to: jsmith@iastate.edu). By doing this, you will be assured that you will receive information sent electronically to our students.

Keys/Proximity Cards
Keys/proximity cards will be issued upon request of the major professor. The application for building, room and laboratory keys is completed in the departmental office. Processing of key/proximity card applications may take up to two days. Keys/proximity cards must be returned to the Key Issue Desk, Facilities, Planning and Management Building, prior to graduation. There is a fine of $20 per lost key/proximity card.

F-1 and J-1 Credit Requirements
International students with an F-1 or J-1 nonimmigrant visa are required to maintain full time student status. During Fall and Spring semester:

- All students are required to be enrolled for a minimum of 9 credit hours.
- If it is in the student’s best interest to be enrolled for less than 9 credits, a 'short course load' form is to be completed. This form is available in the Office of International Students and Scholars (OISS).

During Summer semester:

- If the first semester the student is enrolled at ISU is Summer, the student is required to be enrolled for 5 credits. If it is in the student’s best interest to take less than 5 credits, a 'short course load' form is to be completed. This form is available in the OISS.
- If the student has been enrolled during the previous semester, the student is not required to be enrolled during the Summer semester.

Please note: It is an ISU requirement that students on an assistantship register for at least 1 credit regardless of visa type or semester.
I. INTRODUCTION

The major in Veterinary Preventive Medicine (VPM) is an interdepartmental program administered by the Department of Veterinary Diagnostic and Production Animal Medicine (VDPAM). The Program is governed by the rules and policies of the University and subject to actions of the Board of Regents. The Faculty Handbook, the Graduate College Handbook, and the General Catalog serve as the primary governance documents for the Program. This document is intended to define the organizational structure and procedures used to fulfill the mission of the Program.

The governance document was created in July 2000. The document was revised and approved by the VPM faculty on May 13, 2002.

II. MISSION STATEMENT

Veterinary Preventive Medicine seeks to understand disease and promote health in populations. The mission of the Program is to provide training, promote research, and provide leadership in the area of Veterinary Preventive Medicine (VPM). By nature, VPM is interdisciplinary and VPM faculty and students interact with faculty and students from a variety of other majors across the University including, but not limited, to agricultural engineering, animal ecology, animal science, food science, genetics, economics, entomology, environmental and occupational health, immunobiology, information systems, microbiology, nutrition, veterinary microbiology, veterinary pathology, statistics, and toxicology.

III. ORGANIZATION

1. Administration of the Program. The Program is administered by the Department of Veterinary Diagnostic and Production Animal Medicine (VDPAM). All issues brought to a vote will be decided by a simple majority of the VPM graduate faculty voting unless otherwise stated in this document.

2. Faculty. The VPM graduate faculty is responsible for the quality and well-being of the Program, for supervising students in the Program, and for promoting research with support from various governmental, industrial, and private agencies. Membership in the VPM graduate faculty confers the right to vote on Program issues.

3. Collaborators. Collaborators are experts not employed by the University whose participation in the Program is mutually beneficial. Collaborators’ participation and function in the Program is defined by the Faculty Handbook and the Graduate College Handbook. Eligible collaborators may seek graduate faculty term membership. Collaborators without graduate faculty term membership are not eligible to vote on Program issues.

4. Students. Students are admitted to the Program based on the criteria and procedures established by the Graduate College and the VPM graduate faculty.
5. **Executive Committee.** The Executive Committee is composed of four members of the VPM graduate faculty plus the VPM Director of Graduate Education (DOGE). The DOGE serves as Chair of the committee. The Chair is responsible for the supervision of the major, signs for the major, and appoints *ad hoc* committees in consultation with the Executive Committee. The Chair has the authority to call meetings of the VPM graduate faculty and is expected do so at least once each semester.

6. **Admissions Committee.** The admissions committee is composed of two members of the VPM graduate faculty plus the VPM DOGE. Members are elected to the Admissions Committee by VPM graduate faculty for a period of three years (August 1 to July 31). The DOGE serves as Chair of the committee.

IV. **POLICIES AND PROCEDURES**

1. **VPM Graduate Faculty.** Membership in the VPM graduate faculty is granted through election by the existing VPM faculty. The term of membership is five years and is renewable. The initial term of all charter members of the VPM faculty will be randomly determined to be one to five years. Thereafter, all terms will be for a period of five years.

a. **Eligibility.** Full membership in the VPM graduate faculty is restricted to those with graduate faculty status at Iowa State University.

b. **Criteria.** The applicant must have an active interest in Veterinary Preventive Medicine, as demonstrated by one or more of the following activities:

   i. Participation in teaching graduate level courses in an area germane to VPM;
   ii. Research and/or publications in areas relevant to VPM;
   iii. Participation in training of graduate students enrolled in the VPM major.

c. **Application Procedure.** The applicant will submit the following to the Chair of the Executive Committee or his/her designated representative:

   i. A complete curriculum vitae;
   ii. A statement of research interests;
   iii. A statement of teaching interests and experience;
   iv. One copy each of no more than 5 relevant publications produced during the last 5 years.

   Applications may be received at any time of the academic year with the vote of the faculty to be within 3 months of the receipt of the completed application. The complete application will be available for confidential review by members of the VPM faculty prior to voting. A vote of the VPM graduate faculty will be conducted by written ballot. Each applicant receiving a majority of the votes cast will be granted VPM graduate faculty membership. Membership will be for a period of five years, with expiration of membership to occur on July 31 of the fifth year.

d. **Renewal of VPM Graduate Faculty Membership.** The procedure for renewal of VPM faculty membership shall be identical to that described in Section IV 1c. Applications must be received prior to April 1 of the year in which renewal is sought with the vote to be held during the month of May. Renewal of membership will require a majority of VPM graduate faculty
voting. Renewal will be for a 5-year period, with termination to occur on July 31 of the fifth year.

The vote shall be binding except where a renewal is rejected but the number of no votes cast does not represent a majority of all VPM graduate faculty. In such case, the vote will be repeated in September of the same year with the outcome of the second vote to decide the issue.

2. VPM Collaborators. Individuals applying for collaborator status must meet the criteria described in Section IV 1b and follow the application procedure described in Section IV 1c. Each applicant receiving a majority of the votes cast will be granted collaborator status. Collaborator status will be for a period of five years, with expiration of membership to occur on July 31 of the fifth year. The procedure for renewal of collaborator status shall be identical to that described in Section IV 1c.

a. Voting Privileges. Collaborators without graduate faculty term membership may serve on ad hoc committees, but may not serve on standing committees and are not eligible to vote on Program issues. Collaborators with graduate faculty term membership enjoy full membership in the VPM graduate faculty.

3. VPM Graduate Students. Students must be admitted by the Graduate College and secure a Major Professor who is a member of the VPM graduate faculty prior to being admitted by the VPM Admissions Committee. Continued good standing in the Program is subject to University rules and regulations, the provisions described in the Graduate College Handbook, and satisfactory progress toward fulfilling the VPM degree requirements.

4. Executive Committee Selection

The Executive Committee consists of four members elected from the VPM graduate faculty plus the VPM DOGE. The elected members of the Executive Committee serve in an advisory capacity to the Chair and are responsible for reviewing all aspects of the program. Members serve three-year terms (August 1 to July 31). To provide continuity, members are elected in rotation such that no more than two individuals leave the committee during any year.

a. Election process. Candidates for the Executive Committee must be members of the VPM faculty at the time of nomination. Candidates will be nominated by members of the VPM faculty. Voting will be conducted by written ballot. The election will be held no later than May 31.

b. Faculty membership renewal. Election to the Executive Committee will automatically renew the individual's membership in VPM for a five-year period.

5. Amending the Governance Document

Amending the Governance Document requires a simple majority of the votes cast by the VPM faculty.
APPLICATION FOR ADMISSION

Complete and mail to:

Department of Veterinary Diagnostic and Production Animal Medicine
VDPAM Research and Graduate Affairs
1452 S. 16th Street, Room 1710
Iowa State University
Ames, Iowa 50011-1250

1. Name (Last, First, Middle) __________________________ Social Security Number
   
2. Current Address ________________________________________________________________
   
3. Daytime Telephone (__) _____ Home Phone (__) _____ E-mail address _______________
   
4. List positions/experience in teaching, research, and professional activities OR submit a current resumé.
   
   __________________________________________________
   
   __________________________________________________
   
   __________________________________________________

5. List three (3) faculty members whose research is of interest to you.
   
   __________________________________________________

6. Write a statement describing your graduate education, research, and career objectives. (Use the reverse side if necessary.)
LETTER OF RECOMMENDATION

Applicant's Name

Applicant’s Social Security number: ______________

( ) I waive the right provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Iowa State University.

( ) I do NOT wish to waive this right. I wish to retain the right to view this letter in my file at Iowa State University.

Signature of applicant ___________________________ Date ______________

(The applicant should complete the items above and give this form to an individual well acquainted with his or her education, experience, and/or abilities.)

The applicant named above is applying for a graduate training position in the Department of Veterinary Diagnostic and Production Animal Medicine at Iowa State University. Please provide a narrative addressing the following points.

1. How long have you known the applicant and under what affiliation/relationship?

2. Please provide your impression of the strengths and weaknesses of the candidate. In particular, address the following areas: communication skills, initiative and goal achievement, imagination and creativity, interpersonal skills and ability to handle conflict, self-knowledge and direction (use the reverse side, if necessary)
EXCELLENT | ABOVE AVERAGE | AVERAGE | BELOW AVERAGE | NO BASIS FOR JUDGMENT
--- | --- | --- | --- | ---
Ability to work independently | ☐ | ☐ | ☐ | ☐ | ☐
Ability to work cooperatively | ☐ | ☐ | ☐ | ☐ | ☐
Ability to work creatively | ☐ | ☐ | ☐ | ☐ | ☐
Perseverance toward goals | ☐ | ☐ | ☐ | ☐ | ☐
Ability to express self orally | ☐ | ☐ | ☐ | ☐ | ☐
Ability to express self in writing | ☐ | ☐ | ☐ | ☐ | ☐

Of the approximately ______ persons I have known at this age and educational level in recent years, I would rank this applicant in the top ______ percent of those who have gone on to graduate school.

What is your overall recommendation for this applicant?

HIGHLY RECOMMEND | ☐
RECOMMEND | ☐
RECOMMEND WITH RESERVATIONS | ☐
NOT RECOMMENDED | ☐

Signature: ____________________________ Date: ____________________________
Name: (print or type) ____________________________ Title: ____________________________
Organization: ____________________________ Address1: ____________________________
Telephone: ____________________________ Address2: ____________________________
e-mail: ____________________________ City, State: __________________ Zip ______
Do not return this form to the applicant. Place in an envelope, write your signature across the flap, mail to:

Iowa State University
VDPAM
Research and Graduate Affairs Committee
1452 S. 16th Street
1710 Veterinary Medicine
Ames, Iowa 50011-1250.

Thank you.