

**SUMMARY OF CPB AND GRADUATE SCHOOL
ADMINISTRATIVE PROCEDURES FOR THE
NON-THESIS MS/RESIDENCY DEGREE OPTION**

The following summarizes the steps for completion of the non-thesis MS degree. Detail is outlined in the Graduate School Policies and Procedures Manual for Administering Graduate Programs and other Graduate School policies.

1. Obtain formal admission to CPB and Graduate School of Purdue University. Any conditions of admission are specified in the Graduate School and CPB notification letters.
2. Satisfy any conditions of admission for Graduate School and OEPP English requirement for international teaching assistants.
3. Complete first (and each) semester's course registration in consultation with the major advisor who will answer course-related questions. The CPB Graduate Program Coordinator will distribute partially completed registration forms along with a memo and will answer questions pertaining to University registration policies. The major professor will email the completed registration form to the CPB Graduate Program Coordinator who will enter the registration into myPurdue.
4. Each student should register for 0 credits of CPB 69700 (Research Seminar). The CPB Graduate Program Coordinator will change registration to 1 credit hour for students giving presentations each semester.
5. Each student is required to take an ethics course during Year 1 or 2 of the graduate program.
6. Work with major advisor to establish advisory committee, selecting a minimum of two additional members for the committee using CPB Graduate Studies Committee (GSC) Form 4 (available through CPB Graduate Program Coordinator); meet with advisor and committee to develop electronic plan of study (E-POS). Special registration requirements for non-thesis students are determined by the major professor in consultation with the student and advisory committee.
7. Submit draft E-POS and CPB/GSC E-POS/Plan of Research Approval form signed by advisory committee to CPB Graduate Program Coordinator for GSC approval. Once approved, CPB Graduate Program Coordinator will email student to submit E-POS in final form no later than the end of the second semester of residence. Delays may be granted if requested for sufficient reason.
8. Continue annual meetings with advisory committee until the program is completed. An annual committee report (GSC Form 6) is mandatory.
9. Arrange with advisory committee for a final meeting. The student should provide the CPB Graduate Program Coordinator with the names of committee members and date/time/location of meeting and she will complete the Online GS Form 7 (Report of Master's Examining Committee) and submit electronically to the Graduate School. This form must be filed with the Graduate School no later than four (4) weeks prior to the final committee meeting.
10. Evaluation of the student's performance will be made in all aspects of the program including formal course work, various practicums, seminars, and performance as a teaching assistant, research (if selected), and writing of short scientific papers. Evaluation of diagnostic competence is also made on a regular basis by the senior pathology staff. The form of any final examination will be determined by the advisory committee and must be completed during the last semester of the program. The committee members will sign off electronically on the GS Form 7 following the final meeting.
11. The student is required to meet with the CPB department head before leaving Purdue. Please schedule this meeting through the CPB department head secretary.
12. The student must complete the CPB exit checklist before departure.

Abbreviations Used:

GS - Graduate School
GSC - CPB Graduate Studies Committee
POR - Plan of Research
OEPP – Oral English Proficiency Program
E-POS - Electronic Plan of Study