GUIDELINES FOR GRADUATE STUDENTS

Department of Biological Systems Engineering
University on Nebraska - Lincoln

Graduate Programs in
Agricultural and Biological Systems Engineering

and

Mechanized Systems Management

June 2006
GUIDELINES FOR GRADUATE STUDENTS

in the

Department of Biological Systems Engineering
University of Nebraska-Lincoln

with Graduate Programs in

Agricultural and Biological Systems Engineering

Mechanized Systems Management

and

Environmental Engineering

Chair: Dr. Milford Hanna

June 2006
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>General Policies for Graduate Students</td>
<td>2</td>
</tr>
<tr>
<td>Advisor-Student Relationship and Program Development</td>
<td>4</td>
</tr>
<tr>
<td>Thesis/Dissertation and Publications</td>
<td>7</td>
</tr>
<tr>
<td>Departmental Meetings and Functions</td>
<td>9</td>
</tr>
<tr>
<td>Use of Departmental Facilities</td>
<td>9</td>
</tr>
<tr>
<td>Building Permit and Keys</td>
<td>9</td>
</tr>
<tr>
<td>Shop Activities</td>
<td>9</td>
</tr>
<tr>
<td>Safety Considerations</td>
<td>10</td>
</tr>
<tr>
<td>Copy Machine Use</td>
<td>10</td>
</tr>
<tr>
<td>Audio-Visual Services</td>
<td>11</td>
</tr>
<tr>
<td>Use of University Vehicles</td>
<td>11</td>
</tr>
<tr>
<td>Use of Computers</td>
<td>11</td>
</tr>
<tr>
<td>Thesis/Dissertation Preparation</td>
<td>15</td>
</tr>
<tr>
<td>Other</td>
<td>15</td>
</tr>
<tr>
<td>Completion of the Program</td>
<td>15</td>
</tr>
<tr>
<td>Application for Degree</td>
<td>16</td>
</tr>
</tbody>
</table>

## APPENDICES

<table>
<thead>
<tr>
<th>Appendix Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Systems Engineering Faculty and Areas of Research</td>
<td>17</td>
</tr>
<tr>
<td>Guidelines for Good Practice in Graduate Education</td>
<td>23</td>
</tr>
<tr>
<td>Policy Statement on Rights, Privileges, and Responsibilities of Graduate Assistants and Fellowship Recipients</td>
<td>28</td>
</tr>
<tr>
<td>BSEN and AGEN Undergraduate Level Courses</td>
<td>34</td>
</tr>
<tr>
<td>Graduate Student Progress Form</td>
<td>37</td>
</tr>
<tr>
<td>Ph.D. Written and Oral Exam Guidelines</td>
<td>38</td>
</tr>
<tr>
<td>Cost of Attendance - International Students</td>
<td>39</td>
</tr>
<tr>
<td>Form A: Appointment of Supervisory Committee for Doctoral Degree</td>
<td>40</td>
</tr>
<tr>
<td>Form B: Memorandum of Courses, M.S.</td>
<td>41</td>
</tr>
<tr>
<td>Form C: Program of Studies, Ph.D.</td>
<td>42</td>
</tr>
<tr>
<td>Form D: Admission to Candidacy, Ph.D.</td>
<td>44</td>
</tr>
<tr>
<td>Form E: Final Examination Report, M.S.</td>
<td>45</td>
</tr>
<tr>
<td>Form F: Application for Final Oral Exam, Ph.D.</td>
<td>46</td>
</tr>
<tr>
<td>Form G: Application for Degree</td>
<td>48</td>
</tr>
<tr>
<td>Masters Degree Deadline Dates</td>
<td>49</td>
</tr>
<tr>
<td>Doctoral Degree Deadline Dates</td>
<td>50</td>
</tr>
<tr>
<td>Guidebook for Preparing Thesis or Dissertation</td>
<td>51</td>
</tr>
</tbody>
</table>
INTRODUCTION

Welcome to the Department of Biological Systems Engineering! This handbook has been prepared to introduce our Department to you—the new or prospective student. The Department offers graduate programs in Agricultural and Biological Systems Engineering and Mechanized Systems Management. Our Department offers two undergraduate engineering ABET approved programs: Agricultural Engineering and Biological Systems Engineering, through the College of Engineering and Technology; and one undergraduate program, Mechanized Systems Management, through the College of Agricultural Sciences and Natural Resources. We also advise students in Environmental Engineering and other majors. While those majors have some other requirements, many of the topics discussed in the guidelines also will apply to those majors.

Our Department has a wide variety of teaching, research, and extension programs. This requires joint program efforts from faculty within other disciplines. Because of the interdisciplinary nature of some of these programs, some faculty have joint appointments in other departments. A listing of all Department faculty and their areas of expertise is included in the Appendices. This information will assist you in becoming better acquainted with the nature of the research efforts in our Department.

Remember that much of what you learn here will be because you took the initiative to do so. The spectrum of research in this Department is very broad. Do not hesitate to inquire about areas of interest that are not tied specifically to your research. Ultimately, what you learn during your graduate program will be your responsibility.

Graduate students are members of the Department and share in some of the privileges and responsibilities of faculty and staff. In November 1994, the UNL Graduate Council approved a Policy Statement on Rights, Privileges and Responsibilities of Graduate Assistants and Fellowship Recipients. Most graduate students in the Department receive financial support either from an assistantship or fellowship. This policy describes responsibilities associated with assistantships and fellowships, benefits, appeal procedures, and criteria for evaluation of performance. Therefore, this policy statement is included in the Appendices.

The Graduate Studies Bulletin lists rules, regulations, and procedures to follow during your tenure as a graduate student. Study these guidelines carefully. You must be cognizant of deadlines and the submission of forms that are required. The Graduate Studies Bulletin discusses the student's responsibility:
“It is the responsibility of the student to be familiar with the information presented in this bulletin, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends that he/she was not informed of, the regulations or procedures. A student planning to graduate should be familiar with the dates relating to application for graduation and other pertinent deadlines.”

We have prepared these Guidelines For Graduate Students to clarify Department policies and to make your graduate program a positive and productive experience. As part of your acceptance process, you were assigned an advisor. You should meet with your advisor on a regular basis to ensure that your program is progressing to your ultimate goal—graduation. If you have questions about graduate studies, please discuss them with your advisor, the Chair of the Graduate Committee in the Department, or the Department Head.

**GENERAL POLICIES FOR GRADUATE STUDENTS**

1. A successful experience in your graduate program requires participation in Departmental activities. These activities include research, teaching, and extension. You are expected to become involved in your advisor's research program. Through this involvement, you will be provided the opportunity to develop a thesis or dissertation project that will meet your personal goals, the objectives of the Department, and the interests of the people of the State of Nebraska. To participate fully in Departmental work, you should develop a regular schedule and plan of work during your tenure in the Department. You will be asked to assist in other Departmental activities as well.

2. You will be assigned a mailbox, which you should check each day. An updated graduate directory is assembled at the beginning of each semester. The Department asks that you promptly provide information for the directory, usually requested at the beginning of each semester.

3. Regardless of the source of your financial support, you will be assigned regular duties to support the teaching, research, and extension programs of the Department. In addition to these regular duties, graduate students may be called upon to assist colleagues at critical times. All students pursuing a graduate degree in this Department must complete a short-
term assignment in the Department's teaching or extension activities as part of their educational program.

Students pursuing a M.S. degree must select either the teaching or extension option. Ph.D. students may select one or a combination of the following two options. (Employment as assistant instructor or above, for two semesters, in the teaching or extension program will satisfy the Departmental teaching or extension activity requirement for Ph.D. candidates.)

4. Graduate students are treated as professionals and maintain daily working hours as do faculty and staff. It is suggested that you set up Departmental hours with your advisor, so that we will know where you might be reached. Students on assistantships are eligible for all University staff holidays (e.g., Thanksgiving, Christmas, New Year's). Undergraduate student holidays and semester breaks are not graduate student holidays. Vacation periods must be scheduled and approved by your advisor. Your time commitment in the Department is to accomplish your study objectives in an efficient and professional manner. Academic vacation periods provide an excellent opportunity for concentrated work at libraries, research laboratories, field research facilities and in the computer facilities. Students sponsored by non-departmental organizations (foreign governments, foundations, etc.) are expected to follow these same vacation policies. Any prolonged absence from the University must be cleared with your advisor. You are responsible for keeping your advisor informed of your status and where you may be reached.

5. All graduate students will be assigned an office with a desk, chair, and bookcase space. Graduate student offices are located in L.W. Chase Hall and in the Biological Systems Engineering Laboratory. It is necessary that you share an office with other graduate students. Graduate students are responsible for maintaining offices, laboratories, and facilities in the Department in an orderly and presentable condition at all times. Offices are not to be used for laboratory experiments or storage of equipment and/or sample materials.

6. Graduate students must obtain prior approval of all work requests related to secretarial, audiovisual services, and shop activities through their advisors. All purchases related to Departmental projects must be approved by your advisor.
ADVISOR-STUDENT RELATIONSHIP AND PROGRAM DEVELOPMENT

1. Upon acceptance to a graduate program in the Department, each new graduate student is assigned an advisor by the Departmental Graduate Committee. Together with his/her advisor, the graduate student designs and completes a program of studies and a research project to meet the requirements of his/her degree objective (M.S. or Ph.D.). A list of the graduate courses offered by the Department is included in the Appendices. This list will assist you in planning your program of studies.

2. A Supervisory Committee normally will be appointed during the first semester of your studies. The Supervisory Committee is made up of faculty members of the Graduate College. You may be asked by your advisor to assist in the selection of committee members. This committee will meet with you at or near the completion of your first semester to review your academic progress, your proposed program of course work, and your thesis topic.

   The Supervisory Committee may suggest changes in your program of courses and thesis research. The Ph.D. Supervisory Committee also administers written and oral comprehensive examinations after you have completed your course work. Guidelines for such an examination are given in Attachment 1. The Ph.D. Supervisory Committee is selected and submitted to Graduate Studies using Form A (see Appendix).

3. All graduate students in the Agricultural and Biological Systems Engineering graduate program must take a minimum of two courses offered in the Department of Biological Systems Engineering that are open exclusively to graduate students.

4. Your graduate program must be submitted to the Graduate College using either Form B (M.S.) or Form C (Ph.D) before one-half of the course work on your program of study has been completed (45 hours exclusive of language/or a special research tool remaining to be taken for the Ph.D.). The graduate programs consist of the following degrees and options and the required semester or credit hours:

   **Options for Master of Science Degree**

   **OPTION I** requires 30 credit hours including a thesis (six semester hours). Any exceptions to this must be approved by the Graduate Committee. At least one-half of the required work, including a thesis, must be in the major. The remaining work in supporting courses or in a
minor consists of at least nine semester hours. Eight credit hours, not thesis, must be earned in
courses open exclusively to graduate students.

**OPTION II** is a non-thesis option requiring 36 semester hours of credit in courses
representing a major and either one or two minors. A program consisting of a major and one
minor must include not fewer than 18 hours in the major and nine hours in the minor. If two
minors are elected, the major must total at least 15 hours and the minors at least nine hours
each. In either case, at least 12 of the 36 hours must be earned in courses open exclusively
to graduate students (900 level or 800 level without 400 or lower counterparts).

A student may start out in one graduate program and elect to switch to another. A maximum
of seven graduate credit hours may be transferred from the M.S. in Mechanized Systems
Management program to the M.S. in the Agricultural and Biological Systems Engineering
program and may be applied only to the minor and/or related course section of the student's
proposed program. This transfer must be approved by the Department Graduate Committee.

All M.S. students are required to take a final written and/or oral comprehensive exam. A
faculty committee consisting of three to four approved graduate faculty members administers
the final exams.

**Option for Doctor of Philosophy Degree**

The courses of study in Engineering leading to a doctoral degree are offered through the
unified Ph.D. program. There are several fields of study under the unified program. The
field of study of interest to most students of our Department is the Agricultural and
Biological Systems Engineering field. This field requires two groups of core courses (18
credit hours) which are given as:

**Group A:** Mathematics (12 hours required, with at least one course in each of the two
areas)

1) Statistics
2) Numerical Analysis (including linear algebra, advanced calculus,
complex variables and partial differential equations)
Group B: Support Sciences (non-engineering) (six hours required)

1) Biological Science (e.g., plant/animal physiology, microbiology)
2) Earth Science (e.g., soil physics, climatology)
3) Chemistry (e.g., biochemistry, physical chemistry)

The Ph.D. program requires that 90 credit hours be completed beyond a B.S. degree, which includes 24 credit hours awarded for the dissertation. The first activity is to select members for a Supervisory Committee. These faculty must be members of the Graduate Faculty. The Supervisory Committee must approve the proposed plan of study and the research project. After potential members are contacted, Form A is submitted to the graduate school for approval. Foreign languages, research tools, or a collateral field requirements are at the discretion of the Supervisory Committee.

4. The deadlines for submission of the thesis/dissertation, oral exams and the required graduation forms normally are mailed to each faculty member and posted each semester on the first floor graduate bulletin board. These deadlines also are available on the Graduate Studies web page: http://www.unl.edu/gradstud/.

5. Developing a research plan with target dates for completion of each phase is necessary to see a thesis or dissertation through to completion. Such a plan should include a sequence of steps for successful conduct of the research as follows:

a. A general recognition and statement of the problem.
b. A review of the literature to determine the state of the knowledge of the problem and to pinpoint the specific direction of your research.
c. A clear statement of specific research objectives.
d. A rigorous and logical analysis of the problem and possible solutions.
e. The development of a well-defined plan.
f. Execution of the research plan.
g. An analysis of the findings.
h. A thorough formulation of results and conclusions.

After you have completed these steps with direction from your Supervisory Committee, a formal written thesis proposal should be submitted to your Supervisory Committee.
6. You should arrange to meet with your advisor at least once each week, or as frequently as needed to maintain satisfactory progress and to discuss any problems you may have encountered during your academic studies and thesis research.

7. Each registered thesis/dissertation course will be graded. Thesis credits will be graded as P (pass) or N (no pass).

8. When you have substantially completed your course work and clearly identified your research area, the Supervisory Committee will administer a comprehensive exam. At the completion of this exam, Form D needs to be completed.

**THESIS/DISSERTATION AND PUBLICATIONS**

1. The format of the thesis/dissertation is either a “traditional” volume or a collection of publishable papers (“paper” dissertation or thesis). The graduate student selects the format in consultation and with the approval by his or her advisor and Supervisory Committee. If the traditional format is selected, it should follow the guidelines outlined by the graduate school in Attachment 2. If the “paper” format is selected, then consider the following section.

2. The potential for substitution of “several” papers for the traditional format presents opportunities for the student to consolidate or better organize the effort while enhancing the probability of published work for both the faculty and the student. The following is a guideline for the “paper” format.

A. **Introduction Materials**

   The “paper” dissertation or thesis should contain a separate introductory chapter. This chapter defines the general nature and background of the problem, the objectives, and organization of the work. The initial chapter includes details explaining the scope and nature of the papers included and how they fit into the overall investigation. Transition sections that include background literature and information may precede individual papers.
B. **Individual Papers**

The number of papers presented and their content is based on the scope and complexity of the thesis problem. Each paper should be defined by the student and the committee at an early stage of the investigation. The number and technical quality of the papers must be acceptable to the Supervisory Committee. The primary criteria for acceptance are those used for a refereed journal such as the *Transactions of the ASABE* or *Applied Engineering in Agriculture*.

C. **Appendix**

Selection of the “paper” format does not relieve the student of an obligation to deposit with the graduate college a complete record of work. Thus, the Appendix takes on a more important function than with the traditional format. The Appendix must include procedures, data and interpretation of data not found in the papers, yet important to the research. The committee also may determine that a more detailed literature review and recommendations for further work be contained in the Appendix, or within another appropriate section of the work.

3. Two copies of the thesis must be deposited in the Department. The Department will pay for the binding of those two copies.

4. Original research data, manuscripts, and figures are the property of the Department and not of the student. These materials must be left in a form acceptable to your advisor. We ultimately will submit the materials as journal articles for review and publication. No degrees will be granted until these materials are transferred to your advisor.

5. For your research work to have any impact on your profession, it must be published. Usually, one or more technical papers are prepared for publication in an engineering or scientific journal and for presentation at scientific meetings. However, other forms of publication may be appropriate. An acceptable draft of these manuscripts, resulting from your graduate research, must be completed by you before graduation. Students also will be encouraged to present results orally at regional and national meetings as travel funds allow. These activities are very important to career development.
DEPARTMENTAL MEETINGS AND FUNCTIONS

You are encouraged to participate in all Departmental social functions to get to know the faculty, staff and other students. These functions include the monthly birthday coffees and spring and fall student/faculty mixers. There will be opportunities for you to attend Departmental and University seminars presented by visiting national and international scholars.

USE OF DEPARTMENTAL FACILITIES

1. **Building Access and Keys**

Keys to your office, and project work areas are available for a small fee. These keys are obtained from Key Services through a key card request. You can fill out your key card request in L.W. Chase Hall at the receptionist desk in Room 200. This request is then initialed by your advisor and signed by the Department Head. You will be required to make a deposit for each key, which is refunded when you return the key. You also will need building access issued by the Department, as required by the Campus Police, for access in the Department during after hours and weekends. To get building access, you will need to fill out the form found at the Department reception desk. After approval by your advisor, you will be given electronic access to the building. You must show your NU I.D. card if requested by University Security. **All keys must be returned before graduation.** By having keys and building access, you may be one of a few or the only individual in the building after hours or on weekends. Therefore, you are responsible for being certain outside doors and inside lab doors are relocked and closed after use. Unlocked doors after hours present a problem from time to time. Consider this Department as your “second home” and ask the question, “Would I leave my home unsecured?” Do not leave L.W. Chase Hall building doors propped open after hours. We ask this for your safety as well as the safety of others. If any outside door or lock fails to secure properly after hours, call University Police at 472-3555.

2. **Shop Activities**

The Department maintains a shop with all the necessary equipment and tools to assist with most construction projects. A shop supervisor is available to assist you with any of your shop needs. If you need to use the shop, you must check first with your advisor and then the shop supervisor. There is a fee associated with the use of the shop. Your advisor will have the latest fee schedule and will assist you in keeping shop charges to a minimum.
Each graduate student is expected to become familiar with those hand and machine tools required for his/her research effort. Each major professor will have his own project tool box for hand tools. Special tools may be checked out from the shops. Students are expected to build their own specialized mechanical, structural, and electronic equipment for their research. Students are responsible for the correct operation and safety of all research equipment assigned to their project.

Shop machine tools, welders, and electronic equipment may be used only after you have proven that you have sufficient knowledge of their use and safety procedures and have been checked out by the staff in charge. If you need instruction, faculty and staff will be happy to assist you. Materials and supplies used from the shop inventory will be charged against individual projects. If you need additional supplies, check with your advisor first.

3. **Safety Considerations**

Safety is extremely important when working with machine tools, shop tools, electronic equipment, and electric motors. Construction of equipment and assembly of electrical and electronic components must meet fire and safety standards. This Department is nationally recognized for its program in safety. Be sure that shields, electrical grounds, eye protective lens, and safety headgear are used. A lost finger or eye, or even a life, can never be replaced. Student projects will be investigated for safety from time to time. Safety violations will only delay your program.

All graduate students must attend and pass the appropriate safety training classes provided by the University. You must complete these courses before conducting any experiments or use any laboratories. Your advisor will help you determine which classes to attend.

4. **Copy Machine Use**

The copy machine is available only for official Departmental business. Personal use of the Departmental copy machine is not allowed. Copies made at the Department's expense are the property of the Department. If you wish personal copies, a library copy card can be purchased at C.Y. Thompson Library or use of commercial copy services are readily available in Lincoln. The Departmental copiers require entry of an access code prior to use. You should check with your advisor for an access code.
5. **Audio-Visual Services**

Audiovisual services are located in Room 219 and are offered on a fee basis. Requests for these services must be initialized by your advisor. Students are expected to complete their own graphs, charts, design drawings, and visual aids for their thesis or reports. Modern computer software to accomplish these tasks are available to graduate students on the Department local area network.

6. **Use of University Vehicles**

University vehicles are available at most times when you need transportation for research purposes or other official University business. You must seek availability and approval from your advisor for all University vehicle usage. All out of state trips require a Travel Authorization Pre-Trip (T.A.) form be completed. For insurance purposes, graduate students who are not on the University payroll need to file a T.A. form, as well as, the student trip form before driving a University vehicle. A valid Nebraska or International drivers license is required for all graduate students for driving a University vehicle regardless of University status. You also may be required to take the Nebraska defensive driving course. You must drive safely and defensively. You must use a seat belt. You cannot transport family members or other non-University personnel in University vehicles. You will be required to receive special training to drive some University vehicles.

7. **Use of Computers**

Personal computers for students in the Biological Systems Engineering Department (BSE) run the Microsoft Windows operating system. The student computer lab consists of an array of personal computers. Most computers have a 3-1/2-inch diskette drive, an IOMEGA Zip drive, and a high speed CD-ROM drive. You can play audio CDs, but only with earphones. You can record CDs on some machines. **NO FOOD ITEMS OR DRINKS ARE ALLOWED IN THE COMPUTER LABS!**

Each workstation has resident software. You also will have access to a server, which provides additional networked software, file storage, file backup, secure access, printing, and individual logon accounts. The lab also provides both black-and-white, and color printing. Printing is managed by a quota software system. A flatbed color scanner is also available.
You will need a User Identification Name and a Password to use this system. Forms for obtaining an account are available from the main office or use the form available from the BSE home page. The user name and password will be different from the ones issued for an e-mail account. The BSE server is not a mail server.

**Printers**

The Department provides a range of printers, plotters and other equipment in Rooms 114, 18 and 19. Only paper supplied by the department is to be used. Print quotas will be imposed. For black- and-white copies, each undergraduate student will be allowed 200 free copies; graduate students will be allowed 500 copies. For color copies, all students are allowed 20 free copies. The quota manager will warn each user as they approach the quota limits. When users have exceeded their quota, they need to contact the system manager to purchase additional quotas. More information will available later in the semester.

**Scanner**

A UMAX Astra 1200S color flatbed scanner is available for students. The scanner is located in Room 114. Because scanned images are large files, you will need a zip storage cartridge to store your scanned images. Scanned data left on the hard drive will be periodically erased.

**Logon to Windows**

Student computers are available in rooms 19 and 114. To logon, simply follow the instructions given in the windows logon dialog box on the screen. If the dialog box is not present, press the **Ctrl-Alt-Delete** keys. In the logon screen enter your User account name and Password. In the third entry of the dialog box, the domain selected must be **UNL-AD**, which is the university wide network domain. There are no local student accounts on each machine unless the machine is a personal machine provided by your advisor. If **UNL-AD** is not shown, use the mouse to point and select the drop-down box. Select **UNL-AD** as the domain. Next select OK to initiate the logon process.

If you do not have a **UNL-AD** account, you may sign up for one at the following website: [http://adactivation.unl.edu](http://adactivation.unl.edu).

The first time you logon, several things may occur. The operating system will tell you that your profile does not yet exist and therefore will create one for you. As the logon process
continues, system messages and important network information may be displayed. Pay attention to these messages! The first time account logon activation may take several minutes, so be patient.

After logon, software applications are available using icon shortcuts on the desktop or from the Start button at the bottom left corner of the screen. You will see special icons for My Computer, Network Neighborhood, Recycle Bin, the Internet, Eudora, and Netscape Navigator on the desktop (and possibly a few extra miscellaneous icons). From the Start–Programs option, you can always select the applications you want to run. As new applications become available, they will appear at the Start–Programs menus.

My Computer Icon

The My Computer Icon shows the local hard drive (D:), CD-RW, zip drive, floppy, and USB Flash drives. The D: drive is to be used for temporary storage for your data. This is the best place for storing data while working. However, when you logoff, all files in the D: drive will remain on the machine until you delete them. Do not leave sensitive data or homework files on the D: drive. Erase them or move them to a more secure folder or My Documents folder. My Documents is your personal read/write folder and nobody else has access to it. The My Documents folder is your personal folder and is directly linked to our BSEDOM2 file server. Use your personal My Documents folder, diskette, zip cartridge, or USB flash drive to back up your data frequently!

IMPORTANT NOTE: The BSEDOM2 server is for the storage of department-related or class work only. Downloading and storage of MP3’s, movies, and other such files are strictly prohibited. If found, these files will be deleted and the offending client’s advisor will be notified.

BSE Classes Folder

The BSE CLASSES folder also is found under My Computer. The BSE CLASSES folder is a drive located on the BSEDOM2 server where instructors share data with students. The BSE CLASSES folder is read-only, so any special file you need to write to needs to be copied to your My Documents folder.
Software Applications

Software applications currently available in BSE are *Accessories, Telnet, MS Office 2003, Adobe Acrobat Reader, MathCAD 12, AutoCAD 2005, MATLAB, and Solid Works*. Other software titles may be made available by request and is approved by the faculty according to availability of funds. Please contact Dr. George Meyer or see your advisor.

Printing in the Student Labs

Two printers are available for use in room 114 and one in room 19. The LaserJet 8150 (default printer) is a black and white printer and should be used for the majority of report printing. The LaserJet 2500 Color printer is to be used only for color prints when necessary. In the latter case, print only those pages that are in color. Print the rest in black and white on the LaserJet 8150 printer. Color toner is much more expensive than black and white toner. All print jobs sent to the printer are monitored. If a user is found to be abusing printing privileges, a print quota will be placed on their account. Typically, printing abuses include printing materials not related to BSE class work, web printouts of more than five pages, and generally wasteful printings. Use Print Preview to check work before printing. Use Page Setup to establish the correct margins and page numbers.

Windows Logoff

*When you are finished with your computing session, you will need to LOGOFF! If you do not LOGOFF, you leave your account and files open to the next user!* To logoff, go to *Start – Shutdown* and select the option *Close all programs and log on as a different user*. Select *Yes* and you will be logged off. **Do not normally select the option to shut down or restart the computer.** Computers are left powered 24/7 for normal maintenance and automatic windows software upgrades. After you are done at your workstation, clean up your papers or discard them in the waste containers provided.

Are You Having Computer Problems?

Most problems involving our computers can be fixed by a simple Task Manager operation. To do this you simply press *Ctrl-Alt-Del* and then press the Task Manager button. From Windows Task Manager, select the program that has stalled and press End Task. A program that has stalled will show a status “Not running”. If the status is “running”, you may want to wait a few minutes to see if the program process completes itself. If you select the shut-down button, you will not be able to SAVE your data before restarting. Restarting re-initializes the system processes and reconnects to the server. All previous data you were
working on will be lost. Therefore, it is very wise to save data frequently. If you experience an ongoing problem or have issues which requires assistance, please see Garret Coffman in room 114B (phone number 2-4629). If you have computer related comments, concerns, or requests also see Garret or email him at gcoffman2@unl.edu.

8. **Thesis/Dissertation Preparation**

Graduate theses and course work are totally the student's responsibilities. Word processing through personal computers is available for student use in Room 114. **All equipment at secretary’s stations are strictly off-limits to students.**

9. **Other**

Other equipment such as cameras, camcorders, and projection equipment may be available for loan. These must be signed out and returned in good condition. They must not be used for personal purposes. All equipment checked out by the student must be returned before graduation.

Supplies in Department cabinets are off-limits to students. If you need a supply item for a Departmental project, check with your advisor.

Departmental phones may not be used to conduct personal business. Absolutely NO long-distance personal phone calls are permitted.

**COMPLETION OF THE PROGRAM**

There will be no greater feeling of accomplishment than the day you complete the requirements for your M.S. or Ph.D. degree. You will have pride in your research accomplishments. You should plan to give a seminar on your research results to the entire faculty and staff of the Department. The seminar, about one-half hour in length, usually is given just prior to the final thesis or dissertation defense and final examination to be conducted by the Supervisory Committee.

After your thesis or dissertation is reviewed thoroughly by you and your advisor, there are several forms that must be completed. For Master's candidates, a Final Examination Report (Form E) must be submitted to the graduate school at least four weeks before the final oral examination. This form lists the members of the Examining Committee (in this case, the Supervisory Committee) and must be signed by both your advisor and the Department Graduate Committee Chair. The form essentially indicates that all incompletes other than the thesis have been
removed and may indicate that a written comprehensive examination is required. (Normally, the written comprehensive examination is waived upon recommendation of your advisor or Supervisory Committee.)

For Ph.D. candidates, after the dissertation is reviewed by you and your advisor, it is submitted to the Reading Committee of two, originally indicated on Form C. The Reading Committee also will review your dissertation and may make suggestions for revision. You must give the Reading Committee adequate time to review your dissertation. They must insure that your dissertation and research are of high quality and standards. If the Reading Committee approves your dissertation and abstract, they will sign the “Application for Final Oral Examination or Waiver” Form F, which must be submitted along with a draft of your dissertation at least three weeks before the final oral examination. You must adhere to these time schedules, because only in rare circumstances are waivers acceptable.

APPLICATION FOR DEGREE

Whether you are finishing an M.S. or a Ph.D. degree, you must apply for the degree (Form G). The application is effective only during the current semester. It must be renewed if requirements for graduation are not completed until later.
**Biological Systems Engineering Faculty and Areas of Research**

**Viacheslav I. Adamchuk, Ph.D., P.E.**  
Assistant Professor, Precision Agriculture Engineer. Site-specific crop management, automated mapping of soil properties, agroeconomic benefits of variable rate technology, global positioning and geographic information systems, auto-guidance, data acquisition devices, yield monitoring, management of spatial data, controls of electromechanical systems, tractor testing.

**Greg Bashford, Ph.D., P.E.**  
Assistant Professor, Biomedical Engineer. Biomedical imaging and biosignal processing, including ultrasonic detection of blood flow, ultrasound image analysis, neural signal detection and analysis, and dental applications of ultrasound.

**David P. Billesbach, Ph.D.**  
Research Assistant Professor. Atmosphere-biosphere exchange of gases including carbon dioxide, nitrogen containing species and methane, measurement and modeling dispersion of compounds from agri-industrial facilities, air quality, and instrumentation design.

**Tami M. Brown-Brandl, Ph.D. (USDA)**  
Adjunct Assistant Professor of Biological Systems Engineering and Agricultural Engineer. U.S. Meat Animal Research Center. Enhancing animal well-being and productivity with focuses on the health, design of structures, as well as the environment for livestock animals.

**William P. Campbell, Ph.D.**  
Associate Professor, Agricultural Systems Specialist. Teaching of power and machinery courses in Mechanized Systems Management; extension emphasis on: agricultural tractor and machinery sizing, selection, and maintenance; agricultural and rural safety, health, and indoor air quality; farmstead planning and layout; crop handling, drying, and storage, and farmstead energy alternatives; tillage and cropping systems.

**Bruce Dvorak, Ph.D.**  
Associate Professor, Environmental Infrastructure Engineering and Extension Specialist. Physical/chemical treatment processes (such as air stripping and carbon adsorption), community drinking water systems, and the transfer of pollution prevention methods to business and industry.
Roger Eigenberg, Ph.D.
Adjunct Assistant Professor of Biological Systems Engineering. U.S. Meat Animal Research Center.
Application and development of high density electromagnetic survey methods at animal waste management sites, decision tools based on mass balance of nutrients in waste management systems, animal bioenergetics using physiological and environmental measures, and biological/electronic interfaces for measurement of animal dynamics.

Dean E. Eisenhauer, Ph.D., P.E.
Professor, Hydrologic and Irrigation Engineering. Investigations of the hydrologic impacts of land and water use practices in agricultural watersheds and natural ecosystems; measurement and modeling of infiltration, overland runoff, and flow in the vadose zone; engineering of vegetative buffers for riparian and terrestrial ecosystems; stream and riparian zone restoration; and evaluation of water measurement techniques in shallow streams and irrigation pipelines.

Thomas G. Franti, Ph.D., P.E.
Associate Professor and Extension Surface Water Management Engineer. Surface water quality, soil and water conservation, best management practices to reduce nonpoint pollution, and field and watershed modeling.

John E. Gilley, Ph.D., P.E. (USDA)
Adjunct Professor of Biological Systems Engineering and Agricultural Engineer. Management of livestock manure to protect environmental quality.

Milford A. Hanna, Ph.D. (Chair, Graduate Committee)
Professor, Value added process engineering. Modification and characterization of starches for packaging foams/films and insulation applications; the characterization and modification of fats and oils for use as lubricants and biodiesel fuel; the characterization of distillers grain from dry ethanol production; identification of alternative oilseed crops (and characterization of their oils and meals) for the High Plains Region; mapping of bio-based resources to support economic development in Nebraska; and contract research to support economic development efforts.

Kenneth G. Hubbard, Ph.D.
Professor, Agricultural meteorology. Evapotranspiration estimation methods; and climate change and climate/ environmental monitoring.
Ayse Irmak, Ph.D.
Research Assistant Professor. Water resources engineering in particularly; estimation of evapotranspiration at watershed scale with satellite remote sensing, modeling the impact of terraces and small reservoirs on water supplies in watershed; application of GIS and Remote Sensing in agricultural and natural resources, computer simulation of crop production, soil water processes, and interactions with crops.

Suat Irmak, Ph.D.
Assistant Professor. Water Resources Engineer, Agricultural Water Management. Developing strategies to increase crop water use efficiency; surface soil evaporation losses from no till, ridge till, and conventional (disk till) practices; operational characteristics of subsurface drip irrigation; measurement of evapotranspiration and consumptive water use for corn and soybeans; measurement of crop coefficients; center pivot deficit irrigation; and evapotranspiration-based and soil moisture-based irrigation management.

Erkan Istanbulluoglu, Ph.D.
Assistant Professor. Hydrological sciences, more specifically surface hydrology, ecohydrology, and earth surface processes including hillslope erosion, sediment transport and landform development; sensitivity of land-surface processes to environmental change and climate fluctuations.

David Jones, Ph.D., P.E.
Professor. Value-added processing of agricultural crops and materials. Risk assessment of complex systems; mathematical modeling of physical and biological systems.

Michael F. Kocher, Ph.D., P.E.
Associate Professor. Sensors and controls for systems with flow of granular materials; seed spacing uniformity with planters; equipment for precision farming (yield monitors, nutrient/pesticide applicators, etc.); augers inducing uniform flow.

Richard Koelsch, Ph.D.
Professor, Livestock Environmental Engineering. Odor from livestock operations, nutrient flow within livestock systems, and feed impact on nutrient excretion; extension programs on nutrient management planning, tools for estimating livestock facility’s odor impact within rural community, value of manure, and environmental management systems application to agriculture.
William Kranz, Ph.D.
Associate Professor. Water quality impacts of tillage systems under irrigated conditions; estimation of soil surface storage from video images; application of swine lagoon effluent via irrigation systems; reduction of nonpoint pollution.

Derrel L. Martin, Ph.D., P.E.
Professor. Irrigation engineering and management, groundwater quality and water resources engineering. Field studies, modeling/optimization research on irrigation systems, minimizing groundwater pollution, basin-wide water management, geographic information systems and decision support systems.

George E. Meyer, Ph.D.
Professor. Machine vision, electronic instrumentation, optical sensors for plant growth response, water use, crop, weed and residue detection, enumeration, and identification of plant species, plant physiological properties and stress, applied to either field or greenhouse site specific crop management; mathematical modeling and simulation of plant growth and development.

John A. Nienaber, Ph.D. (USDA)
Adjunct Professor. Livestock environment and animal waste management. Feeding behavior of growing-finishing swine as influenced by the thermal environment; waste management research is focused on beef cattle feedlots and assisting producers in decision making with respect to efficient management of livestock manure.

Jack L. Schinstock, Ph.D.
Professor. Coordinator of Mechanized Systems Management Program. Electric energy usage.

Dennis D. Schulte, Ph.D., P.E.
Professor, Environmental Engineering. Animal waste management with an emphasis on air quality, nonpoint source pollution control and energy production.

David P. Shelton, M.S. Eng.
Professor and Extension Agricultural Engineer. Haskell Agricultural Laboratory, Concord, NE. Water quality with emphasis on soil erosion control, crop residue management, non-point source pollution, and conservation buffers.
John A. Smith, M.S.
Professor, Extension/Research Agricultural Engineer. Management of machinery for field crops in Nebraska Panhandle; tillage, planting, and harvesting systems for sugarbeets and dry edible beans; specifically zone tillage systems, planter evaluation for seed spacing accuracy, and direct harvest of dry edible beans.

Rick Stowell, Ph.D.
Assistant Professor, Extension Engineer. Animal Environment; air quality impacts of animal production, odor assessment and control, ammonia emissions; characterization of animal environments for improved animal well being and productivity; design of animal facilities, ventilation and cooling systems to minimize animal stress.

Jeyamkondan Subbiah, Ph.D.
Assistant Professor. Food quality and safety; hyperspectral imaging, computer vision, and near-infrared spectroscopy to predict food quality, safety, and biosecurity; modeling growth and risk of pathogens in food systems during processing and storage.

Shashi B. Verma, Ph.D., P.E.
Professor. Agricultural meteorology; photosynthesis; water-use efficiency; trace gas fluxes and atmosphere-biosphere interactions; conduct research over agricultural crops, grassland and other terrestrial ecosystems for determination of water demand, and exchange rates of carbon dioxide and other trace gases.

Curtis L. Weller, Ph.D., P.E.
Professor. Food and bioprocess engineering research with emphasis on value-added processing of agricultural commodities; value-added processing of grain sorghum, development of grain sorghum lipids as nutraceuticals; and thermochemical conversion of biomass to syngas.

Wayne E. Woldt, Ph.D., P.E.
Associate Professor, Environmental and Water Resources Engineering. Adaptive management of complex water environment systems; specific areas include groundwater modeling with emphasis on innovative methods for consideration of spatial variability and conjunctive surface/groundwater systems; consideration of imprecision in environmental/hydrologic systems and their management using soft computing techniques; development of adaptive water environment infrastructure; modeling fate and transport of solutes in the environment; geostatistical mapping and simulation modeling of environmental phenomena; and development of systems analysis approaches for management of surface and groundwater systems.
Bryan L. Woodbury, Ph.D (USDA)
Adjunct Assistant Professor, U.S. Meat Animal Research Center. Nutrient transformation and fate in feedlot and agricultural soils, development of engineering approaches for soil and water quality conservation, odor mitigation from animal confinement and processing operations and engineering solutions for pathogen life-cycle abatement.

Yiqi Yang, Ph.D.
Professor. Polymer, fiber and textile engineering. Developing fibers from agricultural byproducts for composites, textile and other applications.

Ronald E. Yoder, Ph.D., P.E.
Professor and Head. Agricultural water management; land use impacts on water quality at the watershed scale; measurement and estimation of evapotranspiration.

C. Dean Yonts, M.S.
Associate Professor and Extension Irrigation Engineer. Irrigation water management with emphasis on limited or deficit irrigation water management for sugar beets and dry edible beans.
Guidelines for Good Practice in Graduate Education

Faculty and Graduate Students

A major purpose of graduate education at the University of Nebraska is to instill in each student an understanding of and capacity for scholarship, independent judgement, academic rigor, and intellectual honesty. It is the joint responsibility of faculty and graduate students to work together to foster these ends through relationships which encourage freedom of inquiry, demonstrate personal and professional integrity, and foster mutual respect.

Graduate student progress toward educational goals at the University of Nebraska is directed and evaluated by an advisor, the relevant graduate committee, and the intellectual guidance in support of the scholarly/creative activities of graduate students. The advisor, the supervisory committee, and the graduate committee also are charged with the responsibility of evaluating a graduate student's performance in scholarly/creative activities. The graduate student, the advisor, the supervisory committee, and the graduate committee, comprise the basic unit of graduate education at an institution. It is the quality, breadth, and depth of interaction within this unit that largely determines the outcome of the graduate experience.

High quality graduate education depends upon the professional and ethical conduct of the participants. Faculty members and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programs. Excellence in graduate education is achieved when both faculty and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other succeed.

Graduate students must be viewed as early-stage professionals, not as students whose interest is guided by the desire to complete the degree. Graduate students have made a career choice, and must be viewed and treated as the next generation of professionals.

To accomplish this, it is essential that graduate students:

• Conduct themselves in a mature, professional, ethical, and civil manner in all interactions with faculty and staff in accordance with the accepted standards of the discipline and University of Nebraska policies governing nondiscrimination and sexual harassment;
• Recognize that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support;

• Expect that their research results will be incorporated into progress reports, summary documents, applications for continuation of funding, and similar documents authored by the faculty advisor, because most often the students' research is related to the faculty advisors' research program and the grants which support that research;

• Recognize that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive;

• Recognize that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research (Careful, well conceived research reflects favorably on the student, the faculty advisor, and the University of Nebraska.);

• Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data;

• Acknowledge the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations (This may mean co-authorship when that is appropriate);

• Recognize that the faculty advisor, in nearly every case, will determine when a body of work is ready for publication and the acceptable venue, since the faculty advisor bears responsibility for overseeing the performance of the students and ensuring the validity of the research;

• Maintain the confidentiality of the faculty advisor's professional activities and research prior to presentation or publication, in accordance with existing practices and policies of the discipline;

• Take primary responsibility to inform themselves of regulations and policies governing their graduate studies and the University of Nebraska; and

• Recognize that faculty and staff have many professional responsibilities in addition to graduate education.

It also is imperative that faculty:

• Interact with students in a professional and civil manner in accordance with the accepted standards of the discipline and the University of Nebraska policies governing nondiscrimination and sexual harassment;

• Impartially evaluate student performance regardless of religion, race, gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation;

• Serve on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate;
• Prevent personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues;
• Excuse themselves from serving on graduate committees when there is a familial or other relationship between the faculty member and the student that could result in a conflict of interest.
• Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents;
• Not impede a graduate student's progress and completion of his/her degree in order to benefit from the student's proficiency as a teaching or research assistant;
• Create in the classroom, lab, or studio, supervisory relations with students that stimulate and encourage students to learn creatively and independently;
• Have a clear understanding with graduate students about their specific research responsibilities, including timelines for completion of research and the thesis or dissertation;
• Provide oral or written comments and evaluation of students' work in a timely manner;
• Discuss laboratory and/or departmental authorship policy with graduate students in advance of entering into collaborative projects;
• Ensure an absence of coercion with regard to the participation of graduate students as human research subjects in their faculty advisor's research;
• Refrain from requesting students to do personal work (mowing lawns, babysitting, typing papers, etc.) with or without appropriate compensation; and
• Familiarize themselves with policies that affect their graduate students.

Graduate education is structured around the transmission of knowledge at the highest level. In many cases, graduate students depend on faculty advisors to assist them in identifying and gaining access to financial and/or intellectual resources which support their graduate programs. In addition, faculty advisors, program chairs, etc. must appraise students of the “job market” so that students can develop realistic expectations for the outcomes of their studies.

In some academic units, the student's specific advisor may change during the course of the student's program, either because of faculty or student wishes. The role of advising also may change and become a mentoring relationship.

The reward of finding a faculty advisor implies that the student has achieved a level of excellence and sophistication in the field, or exhibits sufficient promise to merit the more intensive interest, instruction, and counsel of faculty.
To this end, it is important that graduate students:

- Devote an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree;
- Be aware of time constraints and other demands imposed on faculty members and program staff.
- Take the initiative in asking questions that promote understanding of the academic subjects and advances in the field; and
- Communicate regularly with faculty advisors, especially in matters related to research and progress within the graduate program.

Faculty advisors should:

- Provide clear maps of the requirements each student must meet, including course work, languages, research tools, examinations, and thesis or dissertation, and delineating the amount of time expected to complete each step;
- Evaluate student progress and performance in regular and informative ways consistent with the practice of the field;
- Help students develop interpretive, writing, oral, and quantitative skills, in accordance with the expectations of the discipline;
- Assist graduate students in the development of grant writing skills, where appropriate;
- Take reasonable measures to ensure that graduate students who initiate thesis or dissertation research/creative activity do so in a timely fashion, regardless of the overall demands of the laboratory/studio;
- When appropriate, encourage graduate students to participate in professional meetings or display their work in public forums and exhibitions;
- Stimulate in each graduate student an appreciation of teaching, and promote the acquisition of teaching skills where appropriate;
- Create an ethos of collegiality so that learning takes place within a community of scholars;
- Prepare students to be competitive for employment which includes portraying a realistic view of the field and the job market and making use of professional contacts for the benefit of their students, as appropriate; and
- Create an environment of the highest ethical standards and insist that the student behave ethically in all their professional activities.

In academic units, faculty advisors support the academic promise of graduate students in their program. In some cases, academic advisors are assigned to entering graduate students to assist them in academic advising and other matters. In other cases, students select faculty advisors in
accordance with the disciplinary interest or research expertise. Advising is manifest in its scope and breadth and may be accomplished in many ways.

A student's academic performance and a faculty member's scholarly interest may coincide during the course of instruction and research/creative activity/performance. As the faculty-graduate student relationship matures and intensifies, direct collaborations may evolve the sharing of authorship or rights to intellectual property developed in research or other creative activity. Such collaborations are encouraged and are a desired outcome of the mentoring process.1

1. This document was approved for distribution to Graduate Committee Chairs for comments on March 11, 1997, by the University of Nebraska-Lincoln Graduate Council. It was revised from the document entitled, “University of Nebraska Medical Center Guidelines for Good Practice in Graduate Education” which was approved by their Graduate Council on July 18, 1996. Materials are used by permission.

The University of Nebraska Medical Center document benefitted from the work of the Graduate Council at the University of Oregon; the Graduate School at the University of California-Davis, the Graduate College and Graduate Council at the University of Arizona (“Mentoring: The Faculty-Graduate Student Relationship,” Cusanovich and Gilliland, 1991); the Office of Graduate Studies at the University of Southern California; and the Graduate School at North Carolina State University.
Policy Statement on Rights, Privileges, and Responsibilities of Graduate Assistants and Fellowship Recipients

Graduate Assistantships:

The purpose of a graduate assistantship is to provide financial support for a graduate student for a set period of time during which the student is expected to pursue activities towards the advanced degree. To hold a graduate assistantship, a student must be admitted to a department or area with a specific graduate degree objective and must be enrolled during the period of the assistantship. Each department or unit shall establish its own documented procedures for recruitment, selection, retention and dismissal of graduate assistants in accordance with UNL graduate policy and Affirmative Action/Equal Opportunity guidelines. These procedures shall be made available to each graduate student and posted in the Department. Individual departments may establish a required minimum course load for funded students. Consideration should be given to the Certification for Benefits Table in the Graduate Studies Bulletin. Departments should provide students with an official signed letter of award, informing them of assistantship expectations, responsibilities, and compensation.

The University of Nebraska-Lincoln is a signatory to the Council of Graduate Schools policy regarding the offering and acceptance of financial aid. Specifically, students are under no obligation to respond to offers of financial support prior to April 15. Those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.

Duties of Graduate Assistants:

Duties of the graduate assistant are assigned by the departmental chair/head, graduate committee chair, administrative supervisor, or others. Graduate assistants are expected to be assigned relevant professional work that may include, among other tasks, teaching or assisting in a course (under the supervision of a director or mentor), grading for a course, working in a department-sponsored laboratory or instructional center, assisting a professor on a research project, professional conference development, tutoring, or development of administrative skills. All projects must be supervised by a member of the graduate faculty or administrative staff. No graduate assistant should be assigned to a project which is primarily clerical or housekeeping. A portion of any project may have clerical elements, but all projects should incorporate decision-making, judgment, analysis, and evaluation skills. Although students on graduate assistantships may not
have employment exceeding 20 hours per week from all sources both on and off campus during the period of the assistantship, there is no limit to time spent on studies and research relating to the advanced degree. Recipients of graduate assistantships may qualify for additional funding through competitive fellowship awards. No additional service or work requirement is associated with fellowship awards (see section on fellowships).

**Types of Graduate Assistantships:**

A **teaching assistantship** in an academic department provides a stipend to a student who is typically required to spend 13-20 hours per week (.33-.49 FTE) during the academic year assisting in the teaching program of a department. The teaching assistant is expected to continue working towards the advanced degree while being a teaching assistant. The University requires all graduate teaching assistants who do not have English as their native language to participate in the Institute for International Teaching Assistants, be evaluated by the institute panel and be recommended as ready for teaching. The Graduate Council recommends that all departments require graduate teaching assistants to participate in workshops for teaching assistants conducted by the Teaching and Learning Center. Graduate assistants may be expected to provide their academic advisor with a written report of their academic progress at the conclusion of the period for which the teaching assistantship is awarded.

Because of the potential for the exploitation of graduate students, any assignment of responsibilities, such as teaching a course, must be associated with a fair and reasonable compensation. This principle precludes a graduate student from “volunteering” for any significant service to the department without an appropriate stipend. Departments may differentiate graduate teaching assistantship stipends by graduate student status (master’s or doctoral-level, first year or experienced) or by number of hours of work required by the assistantship. Within departments and within each level of differentiation, stipends should generally be equivalent. Guidelines used to determine stipend levels should be available to students through the department or graduate committee chair.

A **research assistantship** in an academic department is provided to a student from an external grant or departmental or university funds to enable a student to work towards the advanced degree. Students receiving research assistantships may be expected to provide their academic advisor with a written report of their academic progress at the conclusion of the period for which the research assistantship is awarded. Work required by the graduate research assistantship that is not directly related to the student’s own program shall not exceed 13-20 hours per week (.33-.49 FTE).
Other graduate assistantships in an academic or non-academic department provide a stipend to a student who is typically required to spend 13-20 hours per week (.33-.49 FTE) assisting in departmental activities. Non-academic graduate assistantships occur across campus and may involve diverse duties covering a wide variety of functions. Students receiving assistantships in non-academic departments may be expected to provide their academic advisor with a written report of their academic progress at the conclusion of the period for which the graduate assistantship is awarded.

The responsibilities of the graduate assistant and the method by which the student will be evaluated should be provided in writing to the student by the immediate supervisor at the beginning of the assistantship.

**Benefits for Graduate Assistants:**

A graduate assistant qualifies for tuition benefits if the appointment meets the minimum FTE, stipend level requirements, appropriate duration, and the student is currently enrolled in academic coursework. To receive resident tuition remission, an appointment must be:

1) continuous for full semester or academic year;
2) at least .33 FTE; and
3) at a minimum stipend level established in the *Guidelines for Graduate Assistantship Eligibility for Tuition Benefits* published early in the spring semester for the next academic year. The non-resident portion of tuition is remitted if appointment stipend meets the minimum level, as published in the above Guidelines.

Tuition for summer sessions may be waived if certain conditions are met. For details, see *Guidelines for Graduate Assistantship Eligibility for Tuition Benefits* published early in the spring semester by the Office of the Dean of Graduate Studies.

**Criteria for the Evaluation of Assistants’ Performance:**

Assistantships without a fixed term specified in the initial letter of offer may, at the discretion of the department, be renewed if the following criteria are met: 1) funding is available; 2) departmental guidelines for funding duration of a student are met; 3) the student is making satisfactory academic progress; and 4) the student’s assistantship performance is judged to be satisfactory by his or her supervisor. Where the number of years of funding is within those specified in the initial letter of offer, as assistantship must be renewed if these four criteria are met.
The faculty member or staff person who supervises the assistant’s work should conduct a timely written evaluation of the student’s performance and provide a copy of that evaluation to the student and to the Chair/Director for placement in the student’s file. This evaluation should take the following criteria into account: 1) prompt, efficient, and accurate completion of assigned tasks; 2) ability to work independently once tasks are explained; 3) ability to analyze problems and find solutions; 4) good student evaluations for instructional and tutoring assignments in courses, laboratory, and clinical settings; 5) cooperation with mentor, director, and other assistants; and 6) professional and ethical behavior in all assigned tasks and duties, including course studies and research.

Evaluations of performance shall not be influenced on the basis of sex, age, disability, race, color, religion, marital status, veteran’s status, national or ethnic origin, or sexual orientation, nor shall they be influenced by students’ exercise of their First Amendment freedoms of expression and association.

**Appeals:**

Students who believe their evaluation or dismissal in an assistantship has been prejudiced or capricious or who believe that their stipend is not commensurate with that of other graduate students having the same status in their department must first attempt to resolve the matter with the faculty/staff responsible for the assistantship.

If unsuccessful, the student may then file a written appeal to the Graduate Chair for consideration by the appropriate graduate committee. This appeal must be filed within sixty days of the evaluation or dismissal. A written determination of the appeal shall be presented to the student and supervisor. If the assistantship is not in an academic program, the UNL Dean of Graduate Studies would consider the appeal.

If no action is taken on the appeal within 30 days of its filing or if the matter is not resolved to the student’s satisfaction, the student may present the original appeal and documentation to the UNL Dean of Graduate Studies. If the Dean determines that the appeal may have merit, the Dean will request a review by a subcommittee of the Graduate Council. Upon subcommittee recommendation, the full Graduate Council will meet and serve as the final level of appeal.

During the appeal process, if an evaluation or assistantship renewal or dismissal is overturned, the supervisor or graduate committee has the right of appeal, in writing, to the next level of review.
Academic Freedom of Graduate Teaching Assistants:

The academic freedom of graduate teaching assistants (GTAs) is not necessarily co-extensive with that of faculty. All GTAs are engaged in supervised teaching or instruction. Supervisors are responsible for defining the nature, scope, and manner of instruction to be used for each course. Supervisors should communicate the extent to which GTAs have discretion to introduce additional material. GTAs should follow the instructions of the supervisor. GTAs may not be penalized for expressing their own views on matters within the scope of the course, provided they adequately represent these views as their own.

In interpreting teaching evaluations, supervisors shall make every effort to distinguish legitimate critiques of the course from negative evaluations due to a) prejudice against the GTA on the basis of race, sex, sexual orientation, religion or other protected status, or b) disagreement with viewpoints expressed by the GTA or by students in the class.

Fellowships:

Fellowships are awarded on a competitive basis in recognition of a student’s demonstrated scholarship, scholastic and creative promise, and/or financial need. There is no service or work requirement associated with fellowship awards. To be eligible for consideration, a student must be admitted to a graduate program with a specific graduate degree objective or approved post-baccalaureate or post-masters certification program (all courses at the graduate level) and must be enrolled in academic course work. Teaching endorsement programs are not graduate level. International students must have completed one year of study at a U.S. institution of higher education to be eligible for any of the fellowships.

Fellowships are awarded in two categories: 1) tuition fellowships and 2) fellowship stipend awards. Qualifying students may hold both types of fellowships simultaneously.

Tuition Fellowships: These fellowships remit tuition for the full or partial cost of graduate courses up to the maximum enrollment limit for the term of appointment. Recipients of tuition fellowships are responsible for university program and facilities fees unless specifically included in the award announcement. Although recipients must be admitted to a graduate program with a specific graduate degree objective, they are not required to be enrolled for any minimum number or credit hours. Employees of the University of Nebraska

1 Approved by the UNL Graduate Council November 10, 1994.
2 Approved by the UNL Graduate Council February 12, 1992.
who do not qualify for the Employee Tuition Program are eligible for consideration for Tuition Fellowships.

**Fellowship Stipend Awards:** These fellowships provide stipend payments for recipients of these awards. Fellowship recipients are required to be full-time students (at least nine credit hours or have an approved full-time graduate status form) during the period of appointment and may hold another major fellowship or engage in remunerative employment, including a graduate assistantship, with the permission of the Dean of Graduate Studies; the fellowship award should not in any way affect the amount of a graduate assistantship stipend unless there is an accompanying real decrease in the teaching or research assignment and the corresponding FTE. Because of the potential appearance of a possible conflict of interest, employees of the University of Nebraska (other than graduate assistants) are ineligible for fellowship stipend awards.

Continuation of graduate fellowships may be denied to recipients under the following conditions: a) failure to satisfy Scholastic Grade Requirements as specified in the UNL *Graduate Studies Bulletin*, b) violations of the Code of Conduct as specified in the UNL *Graduate Studies Bulletin*, or c) failure in qualifying examinations, preliminary examinations, comprehensive examinations, or failure to make satisfactory progress in a graduate program.
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<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>311</td>
<td>Biomed Sign &amp; Sys Anly</td>
<td>G. Bashford</td>
<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>323</td>
<td>Unit Oprtn Ag Machine</td>
<td>Kocher</td>
<td>Suspended</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>325</td>
<td>Power Systems Design</td>
<td>Kocher</td>
<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>326/326H</td>
<td>Intro Envir Engr</td>
<td>Morley/Schulte</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>327</td>
<td>Intro Envir Engr Lab</td>
<td>Dvorak</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>344</td>
<td>Bio &amp; Envir Transport</td>
<td>Jones</td>
<td>Spring</td>
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<tr>
<td>BSEN/AGEN</td>
<td>350</td>
<td>Soil &amp; Water Resources</td>
<td>Eisenhauer</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>414/814</td>
<td>Medical Imag Sys</td>
<td>G. Bashford</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>422/822</td>
<td>Pollution Prevention</td>
<td>Woldt/Dvorak</td>
<td>Summer</td>
</tr>
<tr>
<td>AGEN</td>
<td>424/824</td>
<td>Machine Design Ag Engr</td>
<td>L. Bashford</td>
<td>Fall</td>
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<tr>
<td>BSEN/AGEN</td>
<td>425</td>
<td>Process Dsgn: Water</td>
<td>Zhang</td>
<td>Fall</td>
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<td>AGEN</td>
<td>431</td>
<td>Site Specific Crop Mgmt</td>
<td>Adamchuk</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>441/841</td>
<td>Animal Waste Mgmt</td>
<td>Schulte</td>
<td>Fall - Even</td>
</tr>
<tr>
<td>AGEN</td>
<td>443</td>
<td>Light-Frame Struc</td>
<td>Stowell</td>
<td>Fall - Odd</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>446/846</td>
<td>Unit Oprtn Bio Process</td>
<td>Weller</td>
<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>453/853</td>
<td>Irrig &amp; Drain Sys Engr</td>
<td>Martin</td>
<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>455/855</td>
<td>Non-Point Pollution</td>
<td>Schulte</td>
<td>Fall - Odd</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>458/858</td>
<td>Groundwater Engr</td>
<td>Woldt</td>
<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>460/860</td>
<td>Instrument &amp; Controls</td>
<td>Meyer</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>470/470H</td>
<td>Design I Ag &amp; Bio Sys</td>
<td>Jones/Yoder</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>480/480H</td>
<td>Design II Ag &amp; Bio Sys</td>
<td>Jones/Yoder</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>496/896</td>
<td>Special Problems</td>
<td>Staff</td>
<td>All</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>499H</td>
<td>Honors Thesis</td>
<td>Staff</td>
<td>All</td>
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### BSEN and AGEN Graduate Only Level Courses

<table>
<thead>
<tr>
<th>Designation</th>
<th>Number</th>
<th>Title</th>
<th>Instructor</th>
<th>When Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSEN/AGEN</td>
<td>889</td>
<td>Seminar I</td>
<td>Yoder</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>896</td>
<td>Special Problems</td>
<td>Staff</td>
<td>All</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>898</td>
<td>Internship</td>
<td>Staff</td>
<td>All</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>899</td>
<td>Masters Thesis</td>
<td>Staff</td>
<td>All</td>
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<tr>
<td>BSEN</td>
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<td>Adv Ultrasound Imag</td>
<td>G. Bashford</td>
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</tr>
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<td>AGEN</td>
<td>923</td>
<td>Adv Design Ag Engr</td>
<td>Staff</td>
<td>Spring - Odd</td>
</tr>
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<td>BSEN</td>
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<td>Anly Engr Prop Bio</td>
<td>Weller</td>
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<td>BSEN/AGEN</td>
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<td>Ag Waste Mgmt</td>
<td>Schulte</td>
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<td>BSEN</td>
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<td>Adv Model Bio Engr</td>
<td>Meyer/Jones</td>
<td>Fall</td>
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<td>AGEN</td>
<td>953</td>
<td>Adv Irrig &amp; Drain Sys</td>
<td>Martin</td>
<td>Fall</td>
</tr>
<tr>
<td>BSEN</td>
<td>954</td>
<td>Turbulnt Trans Atmos</td>
<td>Verma</td>
<td>Spring</td>
</tr>
<tr>
<td>AGEN</td>
<td>954</td>
<td>Hydrologic Watersheds</td>
<td>Eisenhauer</td>
<td>Spring - Odd</td>
</tr>
<tr>
<td>AGEN</td>
<td>955</td>
<td>Solute Movement in Soil</td>
<td>Skopp</td>
<td>Spring - Even</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>989</td>
<td>Seminar II</td>
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<td>Advanced Topics</td>
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<tr>
<td>BSEN/AGEN</td>
<td>998A</td>
<td>Extrusion Process Engr</td>
<td>Hanna</td>
<td>Spring - Odd</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
<td>998G</td>
<td>Vadose Zone Hydrology</td>
<td>Eisenhauer/Martin</td>
<td>Spring</td>
</tr>
<tr>
<td>BSEN/AGEN</td>
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## MSYM Undergraduate and Graduate Level Courses

<table>
<thead>
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<th>Number</th>
<th>Title</th>
<th>Instructor</th>
<th>When Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSYM</td>
<td>109</td>
<td>Physical Princ in Ag</td>
<td>Staff</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>MSYM</td>
<td>109L</td>
<td>Phys Prin Ag Lab</td>
<td>Staff</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>MSYM</td>
<td>162</td>
<td>Equipment Sys Mgmt</td>
<td>Campbell</td>
<td>Fall</td>
</tr>
<tr>
<td>MSYM</td>
<td>232</td>
<td>Equipment Principles</td>
<td>Campbell</td>
<td>Fall</td>
</tr>
<tr>
<td>MSYM</td>
<td>245</td>
<td>Electrical Service Sys</td>
<td>Schinstock</td>
<td>Spring/Fall</td>
</tr>
<tr>
<td>MSYM</td>
<td>299</td>
<td>Career Experiences</td>
<td>Staff</td>
<td>All</td>
</tr>
<tr>
<td>MSYM</td>
<td>312</td>
<td>Engine Power Systems</td>
<td>Schinstock</td>
<td>Spring</td>
</tr>
<tr>
<td>MSYM</td>
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<td>Animal Housing Systems</td>
<td>Stowell</td>
<td>Fall</td>
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<td>MSYM</td>
<td>354</td>
<td>Soil Cons &amp; Watershed Mg</td>
<td>Eisenhauer</td>
<td>Fall</td>
</tr>
<tr>
<td>MSYM</td>
<td>363</td>
<td>Heat &amp; Mass Transfer</td>
<td>Weller</td>
<td>Fall</td>
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<td>Ag Products Proc &amp; Hndl</td>
<td>Campbell</td>
<td>Spring</td>
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<td>MSYM</td>
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<td>Internship</td>
<td>Schinstock</td>
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</tr>
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<td>Internship: JD Mentor</td>
<td>Schinstock</td>
<td>Summer - 2nd</td>
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<td>Hydraulic Power Systems</td>
<td>Schinstock</td>
<td>Fall</td>
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<td>416/816</td>
<td>Sensors &amp; Control Sys</td>
<td>Kocher</td>
<td>Spring</td>
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<td>MSYM</td>
<td>431</td>
<td>Site-Spec Crop Mgmt</td>
<td>Adamchuk</td>
<td>Fall</td>
</tr>
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<td>MSYM</td>
<td>433/833</td>
<td>Equipment &amp; Tractor Test</td>
<td>Campbell</td>
<td>Fall - Even</td>
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<td>452/852</td>
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<td>Eisenhauer</td>
<td>Fall</td>
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<td>MSYM</td>
<td>462/862</td>
<td>Equipment Systems</td>
<td>Campbell</td>
<td>Spring</td>
</tr>
<tr>
<td>MSYM</td>
<td>465/865</td>
<td>Food Engr Unit Oper</td>
<td>Weller</td>
<td>Spring</td>
</tr>
<tr>
<td>MSYM</td>
<td>469/869</td>
<td>Bio-Atmos Instrumentation</td>
<td>Hubbard</td>
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<td>MSYM</td>
<td>475/875</td>
<td>Water Quality Strategy</td>
<td>Staff</td>
<td>Spring</td>
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<td>MSYM</td>
<td>496/896</td>
<td>Prin &amp; Prob In Mech Ag</td>
<td>Staff</td>
<td>All</td>
</tr>
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<td>MSYM</td>
<td>499H</td>
<td>Honors Thesis</td>
<td>Staff</td>
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<td>832*</td>
<td>Mechanized Ag Systems</td>
<td>Adamchuk</td>
<td>Fall - Odd</td>
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<td>MSYM</td>
<td>855*</td>
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<td>MSYM</td>
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<td>Spec Projects in Mgmt</td>
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<td>MSYM</td>
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<td>Masters Thesis</td>
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<td>All</td>
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* Denotes courses only available to graduate students.
# Graduate Student Progress Form

## Time Frame

<table>
<thead>
<tr>
<th>Name:</th>
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</thead>
<tbody>
<tr>
<td>Starting Date:</td>
<td></td>
</tr>
<tr>
<td>Ending Date:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree</th>
<th>M.S.</th>
<th>Ph.D.</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Major</th>
<th></th>
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</thead>
</table>

### 1st Semester of Residency

<table>
<thead>
<tr>
<th>Committee Established</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Supervisory Committee</td>
<td></td>
</tr>
</tbody>
</table>

1. ____________________________ (Advisor)
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________

### 1st Semester of Residency

<table>
<thead>
<tr>
<th>Course of Study on File</th>
<th>Date:</th>
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</table>

### 2nd Semester of Residency

<table>
<thead>
<tr>
<th>Provisional Requirements Met</th>
<th>Date:</th>
</tr>
</thead>
</table>

## Progress Reports

### 1st Semester of Residency

Date:

### 2nd Semester of Residency

Date:

### 1 Year Interval

Date:

### 1 Year Interval

Date:

### 1 Year Interval

Date:

## Exams

### Student Passed Comprehensive (Ph.D.)

Date:

### Student Passed Oral

Date:

### Student Passed Final

Date:
Ph.D. Written and Oral Exam Guidelines

(Based, in part, on a National Academy of Sciences Survey of Exam Procedures Around the Nation)

The exams, both written and oral, are characterized as being an opportunity for the candidate to demonstrate the use of his knowledge under conditions of positive challenge. Knowledge as of itself and use of knowledge are recognized as being distinctly different. The exams are designed to test conceptual ability and not merely memorization.

The candidate will be expected to:

1. Define comprehensively, especially technical and scientific terminology;
2. Give accurate and relevant illustrations to clarify a point;
3. Evaluate the significance of pertinent factors;
4. Compare on a comprehensive basis;
5. Distinguish between facts and misconceptions;
6. Recognize unsolved problems; and
7. Make reasonable generalizations from experimental data.

The candidate's performance will be evaluated on:

1. Judgement;
2. Ability to state facts exactly;
3. Ability to elaborate on a topic;
4. Method of preparation for the exams; and
5. Background of knowledge as revealed through the exams.
### Estimated Cost of Attendance for International Students (for use in estimating 2003-2004 costs)

<table>
<thead>
<tr>
<th>Item</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Graduate Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$15,208 ¹</td>
<td>$11,154²</td>
<td>$1,133</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$6,182³</td>
<td>$6,982⁴</td>
<td>$6,982⁴</td>
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<tr>
<td>Books and Supplies</td>
<td>$898</td>
<td>$964</td>
<td>$964</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$3,800⁵</td>
<td>$4,006⁵</td>
<td>$3,093⁵,⁶</td>
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<tr>
<td>Academic Year Total</td>
<td>$26,088</td>
<td>$23,106</td>
<td>$12,172</td>
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<tr>
<td>Summer room, board and miscellaneous</td>
<td>$3,047</td>
<td>$3,314</td>
<td>$3,150</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$29,135</td>
<td>$26,420</td>
<td>$15,322</td>
</tr>
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</table>

**Footnotes**

1. Non-Resident, based on 30 credit hours per academic year
2. Non-Resident, based on 18 credit hours per academic year
3. Based on double-room occupancy in University Housing; off-campus may be more
4. Based on single-room occupancy in University Housing; off-campus may be more
5. Includes mandatory health insurance, local transportation, optional course/lab fees, recreation, telephone, personal hygiene, etc.
6. Health insurance is normally a benefit to Graduate assistants; includes local transportation, optional course/lab fees, recreation, telephone, personal hygiene, etc.
Form A: Appointment of Supervisory Committee, Ph.D.

**UNIVERSITY OF Nebraska Lincoln**

Appointment of Supervisory Committee for the Doctoral Degree

Please type all information.

The Graduate Committee of the program listed below recommends that a Supervisory Committee be appointed for:

<table>
<thead>
<tr>
<th>Student Name and Current Address</th>
<th>Student ID#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Major:</th>
<th>Area of Specialization:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Degree sought:</th>
<th>Ph.D.</th>
<th>Ed.D.</th>
<th>D.M.A.</th>
<th>Minor:</th>
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</table>

The Supervisory Members are:

**Professor's Name**

<table>
<thead>
<tr>
<th>Campus Address and Zip</th>
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</thead>
</table>

**Chair**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**Outside Representative**

Note: The Supervisory Committee is expected to meet within three weeks following its appointment by the Office of Graduate Studies to discuss and approve the Program of Studies for the student. The Program of Studies must be submitted to the Office of Graduate Studies with a minimum of 45 hours exclusive of language and/or research tools remaining to be taken. Any deviation from the 45-hour rule requires written justification.

**Approval of the Department Graduate Committee:**

<table>
<thead>
<tr>
<th>Chair, Graduate Committee</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean, Graduate Studies</th>
<th>Date</th>
</tr>
</thead>
</table>

04/2004
MEMORANDUM OF COURSES
Required for Candidacy for the Masters Degree

University of Nebraska

This form must be received in the Office of Graduate Studies before the completion of no more than one-half of the program. Please Note: A student may NOT file a Memorandum of Courses in the same semester or summer session.

Student's Name: ___________________________ Social Security/ID#: ___________________________

Local Address: ____________________________ Phone: ____________________________

Permanent Address: __________________________

Previous Degree: ___________________________

Date: __________________ Institution: __________________

Date: __________________ Institution: __________________

Date: __________________ Institution: __________________

Applies for admission to candidacy for the degree of:

___ MA ___ MAE ___ MAgr ___ MArch ___ MAT ___ MBA ___ MCRP ___ MEd ___ MEng

___ MFA ___ MLS ___ MM ___ MFA ___ MPE ___ MS ___ MScT ___ MST

Opinion: __________________ Major: __________________

Area of Specialization (if applicable): __________________ Minor: __________________

The student will list below, in consultation with the major advisor and with the approval of the minor department(s), a detailed program showing the proposed course of study for the Masters Degree. In the block marked "Courses to Remove Deficiencies" list those undergraduate (or graduate) courses taken to remove deficiencies and as prerequisites to graduate work. Following its approval, changes in the program will be made only on written recommendation of the major department (or of both the major and minor departments if the change affects the minor).

COURSES TO REMOVE DEFICIENCIES

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
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</thead>
</table>

Qualifying Exam(s) passed:

PROPOSED PROGRAM OF STUDIES

<table>
<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
</table>

| Department | Course # | Title | Credits | Grade |

| Department | Course # | Title | Credits | Grade |

| Department | Course # | Title | Credits | Grade |

Topic or Field of Thesis:

PROGRAM APPROVED BY:

Signature - Major Advisor: __________________ Date: __________________

Signature - Member, Graduate Committee Minor Dept: __________________ Date: __________________

Signature - Chair, Graduate Committee Major Dept: __________________ Date: __________________

Signature, Dean of Graduate Studies: __________________ Date: __________________

Revised 9/2003
Form C: Program of Studies, Ph.D.

Program of Studies for the Doctoral Degree

Student's Name: ____________________________
Social Security/ID: ____________________________

Address: _______________________________________

Degree Objective: ____________________________ Major: ____________________________
Minor: _________________________________________

Area of Specialization: ____________________________

Previous Degrees:

<table>
<thead>
<tr>
<th>Date</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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TRANSFER OF CREDIT

* The Supervisory Committee recommends the following transfer of credit to the doctoral program at the University of Nebraska:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Department</th>
<th>Course No.</th>
<th>Title</th>
<th>Cr. Hr</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Total credit hours transferred to the doctoral program at the University of Nebraska: ____________________________

GRADUATE COURSES ALREADY TAKEN AT THE UNIVERSITY OF NEBRASKA

* The Supervisory Committee accepts the following courses and thesis or dissertation research in which incomplete, pass, or letter grade reports have been received:

<table>
<thead>
<tr>
<th>Major Courses</th>
<th>Minor or Related Courses</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Department</th>
<th>Course No.</th>
<th>Title</th>
<th>Cr. Hr</th>
<th>Grade</th>
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Credit hours of graduate work at the University of Nebraska in which incomplete, pass, or letter grade reports have been received: ____________________________
GRADUATE COURSES TO BE TAKEN
* The Supervisory Committee approves the following courses and dissertation research hours that are in progress or to be taken. This portion of the program of study constitutes at least one-half of the minimum requirements:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Title</th>
<th>Cr. Hrs</th>
<th>Grade</th>
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Credit hours of graduate work at the University of Nebraska in progress or to be taken:
(Must total at least 45 credit hours)

TOTAL CREDIT HOURS IN THE PROGRAM OF STUDY:
(Minimum 90 credit hours)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Title</th>
<th>Cr. Hrs</th>
<th>Grade</th>
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LANGUAGE, RESEARCH TOOL, or COLLATERAL FIELD REQUIREMENTS
* These courses/tools should not be listed above. They do not count toward the 90 credit hour requirement.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Title</th>
<th>Cr. Hrs</th>
<th>Grade</th>
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</table>

DISSERTATION TOPIC
(optional):


READING COMMITTEE (Two members of Supervisory Committee exclusive of chair):

(typed name) __________________________ (typed name) __________________________

PROGRAM OF STUDY APPROVED BY THE SUPERVISORY COMMITTEE AT A MEETING ON:

(Signature, Supervisory Committee Chair) __________________________ (Date)

PROGRAM OF STUDY APPROVED BY THE OFFICE OF GRADUATE STUDIES ON:

(Signature, Dean of Graduate Studies) __________________________ (Date)

12/2004
Form D: Application for Admission to Candidacy, Ph.D.

UNIVERSITY OF NEBRASKA
Lincoln

Application for Admission to Candidacy for the Doctoral Degree

Name: ____________________________ Social Security #: ____________________________

Current Address: ____________________________________________

Last __________ First __________ Mi __________ Street __________ City __________ State __________ Zip __________

Email: ____________________________

Degree: ____________________________

PhD ☐ EdD ☐ DMA ☐

Major: ____________________________

Specialization: ____________________________

Minor (if applicable): ____________________________

Date Major Written Comprehensive Examination Passed: ____________________________

Date Minor Written Comprehensive Examination Passed: ____________________________

Residency Requirement has been met as follows (time/credit hours/period):

For students beginning a doctoral program in the NU system with a bachelor's degree, academic residency for the degree is 27 hours of graduate work within a consecutive 18 month period. If a master's degree is received en route to the doctorate, 15 of the 27 hours must be taken after the master's is completed. If a student is employed in their major field the academic residency requirement is 24 graduate credit hours within a consecutive 2-year period, 12 of which should be taken after the master's degree if received. Not more than one-third of work or 9 hours total credit may be taken during the summer sessions. Dissertation hours do not count toward this requirement.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credit Hours</th>
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</table>

Candidate's Signature

SUPERVISORY COMMITTEE

We, the undersigned, certify that the above-named student has passed the written comprehensive examination and completed the language and research tool (if required) for the Doctoral Degree. We recommend the student to the Graduate College for admission to Candidacy for the degree.

__________________________

Chair

__________________________

Outside Representative

We, the undersigned, record our dissenting vote.

__________________________
**UNIVERSITY OF NEBRASKA-LINCOLN**  
**GRADUATE COLLEGE**

**FINAL EXAMINATION REPORT FOR MASTERS DEGREE**

依次填写以下信息：

**Name**:  
**Social Security No.**:  
**Local Address**:  
**Telephone**:  
**Permanent Home Address**:  

**Degree**:  
**MA__ MAE__ MS__ MAT__ MI__ MCRP__ MED__ MEng__ MFA__ MLS__ MPA__ MPE__ MSc__ MSF__ MST__

**Option I, II, or III**:  
**Major**:  
**Minor**:  
**Specialization**:  
**Expected Graduation Date**:  

**PART 2**

**WRITTEN COMPREHENSIVE EXAMINATION**: When required, the written comprehensive examination must be taken within 10 months of completion of degree requirements. The comprehensive exam (written and/or oral) in the major department may be waived if all grades in the minor are at least a B or pass.  
**Written Comprehensive Exam in Major Waived**:  
**Written Comprehensive Exam in Minor Waived**:  
**Examination Procedure Approved** (Incompletes Removed in Courses Other Than Thesis). (Signatures required for options I, II, and III prior to submission to the Office of Graduate Studies.)

**PART 3**

**FINAL ORAL EXAMINATION SCHEDULED DATE**:  
**TIME**:  
**BUILDING/ROOM**:  

**FINAL ORAL EXAMINATION WAIVED**:  

**FINAL COPY OF THESIS APPROVED**  
(When oral exam is waived)  
(Signature, Graduate Faculty Fellow, Major Dept., other than Advisor)

**EXAMINING COMMITTEE** (Type names of proposed committee members. Three members are required. All members on the examining committee MUST be on the Graduate Faculty, and at least one must be a Graduate Faculty Fellow. Signatures of committee members should be affixed after final oral examination.)

<table>
<thead>
<tr>
<th>Type Name</th>
<th>Passing/Passing</th>
<th>Signature</th>
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<tbody>
<tr>
<td>(Type Name)</td>
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<td>(Signature)</td>
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<tr>
<td>(Type Name)</td>
<td>(Circle)</td>
<td>(Signature)</td>
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</tbody>
</table>

**TITLE OF THESIS**:  

**FINAL GRADE FOR INCOMPLETE THESIS HOURS**:  
**APPROVED BY MAJOR ADVISER**:  
(Signature, date)

**THESIS DEPOSITED IN LIBRARY**

(Signature, Librarian)  
(Date)  
(Signature, Cashier)  
(Date)

**RECOMMENDED FOR DEGREE**:  
(Signature, Dean for Graduate Studies)  
(Date)

**Form E: Final Examination Report, M.S.**
Form F: Application for Final Oral Exam or Waiver of Exam, Ph.D.

UNIVERSITY OF NEBRASKA
Lincoln

Application for Final Oral Examination or Waiver of Examination for the Doctoral Degree

This form must be received in the Office of Graduate Studies at least three weeks before the final examination; or if exam is waived, three weeks before the final dissertation is due in the Office of Graduate Studies. ALL INFORMATION MUST BE TYPED.

Name: ____________________________ SS Number: ____________________________

Last First Mi

Address: ____________________________ City State Zip

E-mail

Degree: PhD ☐ EdD ☐ DMA ☐ Major: ____________________________

Area of Specialization: ____________________________ Minor: ____________________________

Dissertation Title: ____________________________

Approval by the Reading Committee to proceed with oral defense of dissertation:

Signature of First Reader: ____________________________ Date: ____________________________

Signature of Second Reader: ____________________________ Date: ____________________________

Final Oral Examination: ____________________________ Time Date Location

Signature of Supervisory Committee Chair/Co-Chair: ____________________________

ORAL EXAMINATION: In the signature section below, please type the names of the members who have agreed to attend the oral examination. For waiver of the oral examination, the Chair must provide a statement of justification and all members of the Supervisory Committee must indicate their approval of the oral examination waiver with their signature.

______________________________ ____________________________
Chair

______________________________ ____________________________
Outside Representative

Justification for Waiver:

______________________________

______________________________

______________________________

Dean of Graduate Studies approval: ____________________________ Date: ____________________________
Reading Committees for Doctoral Dissertations

1. Following approval by the major adviser, the dissertation and abstract should be presented to the Reading Committee in time for its review, and recommendation of its members at least four weeks prior to the oral examination. The Reading Committee bears a responsibility to complete their evaluation in a reasonable time frame.

2. An oral defense of a dissertation which has been disapproved or unfavorably reported upon by both members of the Reading Committee should not be scheduled by the Supervisory Committee until the basis for the disapproval has been removed. If the criticisms involve extensive changes, the question of rejecting the dissertation entirely or postponing its defense should be seriously considered by the Supervisory Committee.

3. The Chair or Co-Chairs of the Supervisory Committee must file in the Graduate Office at least three weeks prior to the oral examination either:
   a. A recommendation (the Application for Final Oral Examination) signed by each member of the Reading Committee indicating general approval to defend the dissertation and abstract; or
   b. A statement signed by a majority of the Supervisory Committee indicating that the Committee rejected an adverse report by one member of the Reading Committee and recommends that the candidate be permitted to proceed to an oral examination defense of the dissertation and abstract.

Preparation and Publication of Abstract and Dissertation

The adviser and the Supervisory Committee should understand that the entire dissertation including the names of the committee members will be microfilmed exactly as submitted and approved by the committee as an outcome of the oral defense and that copies of these microfilms are procurable by anyone. This constitutes publication and may be copyrighted but there is no possibility of editorial or other changes in the manuscript after committee approval.
Form G: Application for Degree

APPLICATION FOR DEGREE
University of Nebraska-Lincoln

A $25 non-refundable application fee, payable to the University of Nebraska-Lincoln, must accompany your application. This fee applies only to the term marked on this application and is not transferable to another term.

PLEASE PRINT

ID# _______ - _______ - _______ Date _______ _______ _______

Full Legal Name
First: _______ Middle: _______ Last/Family Name: _______

Mailing Address
Street: ________________________________
City: _______ State: _______ Zip: _______ Phone: _______

Home Town
City: _______ State/Province: _______ Country: _______

GRADUATION DATE
I will graduate in:
May: _______ August: _______ December: _______
Year of 20_____

MAJOR(S)
____________________________________
____________________________________
____________________________________

MINOR(S)
____________________________________
____________________________________
____________________________________

CONCENTRATION(S) (JMC Only)
____________________________________
____________________________________
____________________________________

COLLEGE
AGRI & NAT RES
ARCHITECTURE
ARTS & SCIENCES
BUSADM
ENGR & TECH
FINE & PERF ARTS
HUM RES & FAM SCI
JOUR & MASS COMM
TEACHERS

TYPE OF DEGREE/CERTIFICATE
□ BS in AG SCI  □ BS in BUS
□ BARC  □ MARCH
□ BA  □ BS
□ BBBA
□ BS  □ BSAE  □ BSBSE  □ BSCE
□ BS in CHEM  □ BSOM  □ BSCP  □ BSCS
□ BSEE  □ BSIE  □ BSME
□ BA  □ BPA  □ BMUS  □ BMED
□ BSHRF
□ BJ
□ BS in ED
□ I also apply for the Nebraska Initial Teaching Certificate.

GRADUATE
□ MA  □ MAE  □ Mag  □ March
□ MAR  □ MBA  □ MCRE  □ MED
□ MEng  □ MPA  □ MLS  □ MM
□ MBA  □ MPE  □ MS  □ MST
□ MSCT  □ EDS  □ 6 Yr. Cert
□ DMA  □ EdD  □ PhD
□ JD

CURRENT
Are you currently enrolled at UNL? □ Yes □ No
Are you currently enrolled at UNO? □ Yes □ No
Are you currently enrolled at UNK? □ Yes □ No
Are you currently enrolled in correspondence course(s)? □ Yes □ No
If yes, what course(s)? ______________________________
Are you currently enrolled at another college/university? □ Yes □ No
If yes, where? ______________________________
What course(s)? ______________________________

GRAD AND LAW STUDENTS ONLY
Adviser Name: ______________________________
PREVIOUS DEGREE(S) RECEIVED
____________________________________
____________________________________
____________________________________

YEAR
____________________________________
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INSTITUTION
____________________________________
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Please report any change in graduation plans to UNL Graduation Services, 106 Canfield Administration Building, Lincoln, NE 68588-0416.
### Masters Degree Deadline Dates

<table>
<thead>
<tr>
<th>May 2006</th>
<th>August 2006</th>
<th>December 2006</th>
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**Memorandum of Courses.**
Due in the Office of Graduate Studies. This form must be submitted prior to completion of over one-half of the required coursework. ("Incompletes" and "no reports" count as completed courses.) Please note: A student may not file a Memorandum of Courses and graduate in the same semester or summer session.

**Jan. 27**
**June 23**
**Sept. 22**

**Application for Advanced Degree.**
Due in Graduation Services Office, 109 Canfield Administration Building.

*If this is not filed, a diploma will not be ordered for you and your graduation date will be postponed.*

**Mar. 23**
**July 13**
**Nov. 9**

**Final Examination Report for the Masters Degree.**
Due in the Office of Graduate Studies. Receipt of this form generates the final graduation check. If an oral examination is scheduled, this form, which must be submitted at least four weeks (three weeks in summer) prior to the date of the oral examination, must indicate the date and time of the examination and the names of the oral examining committee.

*Please note: For all Options, sections one (1) through four (4) of the form must be completed when it is submitted with the signatures of the major advisor, Graduate Committee Chair, and minor department (if applicable). For Option I, sections one (1) through five (5) must be completed when submitted.*

**Apr. 14**
**July 14**
**Nov. 10**

**Incomplete Grades.**
All incomplete grades listed on the Memorandum of Courses (except thesis).

**Apr. 6**
**July 27**
**Nov. 8**

**Preliminary Copy of Thesis.**
Due in the Office of Graduate Studies at least two weeks (one week in summer) prior to the oral examination date, but not later than the deadline to the left.

**Apr. 14**
**July 14**
**Nov. 22**

**Written Comprehensive Examination and/or Option II Paper Results.**
Must be filed in the Office of Graduate Studies no later than the deadline listed at the left.

**Apr. 20**
**Aug. 3**
**Nov. 30**

**Oral Examination.**
Final day oral examination can be held.

**Apr. 21**
**Aug. 4**
**Dec. 1**

**Depositing Theses.**
Final copies must be presented to the Office of Graduate Studies prior to depositing in 318 Love Library.

**Paying Binding Fee.**
Pay at the Cashier Window, 121 Canfield Administration Building. Window closes at 4:00 PM.

**Depositing Final Examination Report Form.**
Return form to the Office of Graduate Studies.

**May 5**
**Aug. 11**
**Dec. 15**

**Semester Ends.**

**May 6**
**Aug. 12**
**Dec. 16**

**Commencement.**
## Deadline Dates

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<tr>
<th>May 2006</th>
<th>August 2006</th>
<th>December 2006</th>
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<tr>
<td>Sept. 20</td>
<td>Jan. 3</td>
<td>Apr. 30</td>
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<td></td>
<td>Application for Candidacy. Due in the Office of Graduate Studies no later than seven months prior to the final oral examination. This form is filed when the research tools have been completed and the comprehensive examinations are passed.</td>
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<tr>
<td>Jan. 27</td>
<td>June 23</td>
<td>Sept. 22</td>
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<tr>
<td></td>
<td>Application for Advanced Degree. Due in the Graduation Services Office, 109 Canfield Administration Building. <em>If this is not filed, a diploma will not be ordered for you and your graduation date will be postponed.</em></td>
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<tr>
<td>Mar. 30</td>
<td>July 13</td>
<td>Nov. 9</td>
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<tr>
<td></td>
<td>Application for Final Oral Examination or Waiver and preliminary copy of dissertation/abstract to be checked for format. Due in Office of Graduate Studies three weeks prior to the date of the oral examination, but not later than the deadline to the left. <em>Application for Final Oral Examination or Waiver must have the signatures of the Reading Committee and the time and date of the oral examination recorded.</em></td>
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<td>Incomplete Grades. All incomplete grades listed on the program of studies (except dissertation 999) must be removed with satisfactory grades to satisfy degree requirements.</td>
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<td>Apr. 20</td>
<td>Aug. 3</td>
<td>Nov. 30</td>
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<td>Oral Examination. Final day oral examination can be held.</td>
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<td>Apr. 21</td>
<td>Aug. 4</td>
<td>Dec. 1</td>
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<td></td>
<td>Depositing Dissertation. Final copies must be presented to the Office of Graduate Studies prior to depositing in 318 Love Library, along with the Signature Pages, Report on Doctoral Degree, and Doctoral Dissertation Agreement form.</td>
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<tr>
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<td>Dissertation (999) Grades. Includes previous &quot;incompletes&quot; and &quot;no reports.&quot; Should be submitted to the Records Office, 107 Canfield Admin. Bldg., by the Chair of the Supervisory Committee.</td>
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<td>Final Fees. Pay at the Cashier Window, 121 Canfield Admin. Bldg. Window closes at 4:00 PM. Binding/Electronic: $25.00 Abstracts: $80.00 Copyright: $50.00 (optional)</td>
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<td>Final Forms. Return the following completed forms to the Office of Graduate Studies: 1. Report on Doctoral Degree form 2. Survey of Earned Doctorates form 3. UNL Survey of Graduate Degree Recipients</td>
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<td>May 5</td>
<td>Aug. 11</td>
<td>Dec. 15</td>
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<td>Semester Ends. Doctoral Hooding Ceremony.</td>
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<td>May 6</td>
<td>Aug. 12</td>
<td>Dec. 16</td>
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<td>Commencement.</td>
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</table>

© 2006 UNL Graduate Studies | 1100 Seaton Hall | Lincoln, NE 68588-0619 | 402-472-2875 |
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
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<tbody>
<tr>
<td>Statement of Purpose</td>
<td>1</td>
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<tr>
<td>Style</td>
<td>1</td>
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<tr>
<td>Style Manuals</td>
<td>2</td>
</tr>
<tr>
<td>Typing Instructions</td>
<td>3</td>
</tr>
<tr>
<td>Format</td>
<td>3</td>
</tr>
<tr>
<td>Approval Prior to the Oral Examination</td>
<td>4</td>
</tr>
<tr>
<td>Procedures After the Oral Examination</td>
<td>5</td>
</tr>
<tr>
<td>Publication of the Dissertation</td>
<td>6</td>
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<tr>
<td>Graduate Majors</td>
<td>7</td>
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<tr>
<td>Graduate Degrees</td>
<td>8</td>
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<tr>
<td>Dual Degrees</td>
<td>8</td>
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<tr>
<td>Sample A - Thesis</td>
<td>9</td>
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<tr>
<td>Sample B - Dissertation</td>
<td>10</td>
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<tr>
<td>Sample C - Abstract</td>
<td>11</td>
</tr>
<tr>
<td>Sample Page Format</td>
<td>12</td>
</tr>
<tr>
<td>Sample Page for a Landscape-Oriented Table</td>
<td>13</td>
</tr>
<tr>
<td>UNL Printing Services Binding Procedures</td>
<td>14</td>
</tr>
<tr>
<td>Sample Binding Order Form</td>
<td>15</td>
</tr>
</tbody>
</table>

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**Dr. Prem Paul**  
*Vice Chancellor for Research and Dean of Graduate Studies*

---

**Dr. Ellen Weissinger**  
*Associate Vice Chancellor for Research and Executive Associate Dean of Graduate Studies*
STATEMENT OF PURPOSE

This Guidebook summarizes the procedures that are followed by the Office of Graduate Studies in assisting masters and doctoral students in preparing their theses and dissertations for final approval. It is important that the student be familiar with the information presented in this Guidebook, and observe all the regulations and procedures governing the preparation and submission of the abstract and thesis or dissertation.

STYLE

Theses and dissertations should conform to one of the following style manuals:


Turabian, Kate L.  *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University Press.

Please keep in mind that some style manuals have as their purpose the preparation of manuscripts for publication, not the preparation of theses and dissertations. Therefore, some dissertation features (i.e., title page, abstract format, table of contents, absence of running heads) will be different than those suggested for manuscript preparation. If you have any questions concerning style, please contact the masters degree assistant or the doctoral degree assistant at 472-2875. Also, some departments have designated a specific style manual for their theses and dissertations. These are listed on page 2.
The following major departments have designated a specific style manual for their theses and dissertations*:

**Actuarial Science**
* A Manual for Authors of Mathematical Papers

**Anthropology**
* American Anthropologist

**Business College**
  **Accountancy**
* A Manual for Writers of Term Papers, Theses, and Dissertations or Form and Style in Thesis Writing
  **Marketing**
* Current style sheet of The Journal of Marketing Research or The Journal of Consumer Research

**Communication Studies**
* Publication Manual of the American Psychological Association or MLA Handbook for Writers of Research Papers, Theses, and Dissertations

**Community and Regional Planning**
* A Manual for Writers of Term Papers, Theses, and Dissertations

**English**
* MLA Handbook for Writers of Research Papers, Theses, and Dissertations

**Geosciences**
* Geowriting or Suggestions to Authors, U.S. Geological Survey or Suggestions to Authors, Canadian Geological Survey, supplemented by A Manual for Writers of Term Papers, Theses, and Dissertations. A paper may be prepared in format required by a specific journal if the paper is to be submitted as is for publication.

**Journalism**
* Publication Manual of the American Psychological Association
* MLA Handbook for Writers of Research Papers, Theses, and Dissertations
* Harvard Law School Blue Book

**Mathematics and Statistics**
* How to write mathematics (Steenrod, Halmos, Schiffer and Dieudonne"), for style.
* AMS Author Handbook for general advice on TeX. (www.math.unl.edu/~nhummel/tex.shtml)

**Physics and Astronomy**
* American Institute of Physics Style Manual

**Political Science**
* Style Manual for Political Science, American Political Science Association Committee on Publications

**Sociology**
* Current style sheet of the American Sociological Review or American Journal of Sociology, supplemented by A Manual for Writers of Term Papers, Theses, and Dissertations

**Theatre Arts**
* MLA Handbook for Writers of Research Papers, Theses, and Dissertations

* Always check with your advisor or department chair to determine which style/format is preferred.
**Typing Instructions**

The abstract and thesis or dissertation must be typed. Acceptable type includes a dark print from a letter-quality laser or inkjet printer. Font size should be no less than 10 point.

*All final copies submitted must be printed on 20 lb. (minimum) white, 25 percent cotton content watermarked bond paper not designed for easy erasure.* The required copies may be made by the following methods:

1. **Photocopying**
2. **Photocopying** - at the discretion of the Office of Graduate Studies (i.e., must be legible, clean copies)
3. **Laser or inkjet printer**

The Office of Graduate Studies will review your thesis or dissertation for its conformance to format requirements, type of print, abstract format, paper quality, etc.

**Format**

The **title page** format should be prepared in form according to Sample A (thesis) on page 9 or Sample B (dissertation) on page 10. See also the listing of graduate majors on page 7.

The **abstract** for the thesis or dissertation MUST NOT CONTAIN MORE THAN 350 WORDS in its entirety, including the number of words for title, author, etc. It should be double-spaced and formatted according to Sample C on page 11. DO NOT number the pages of the abstract. The abstract should be placed immediately after the title page of the thesis or dissertation.

The **thesis or dissertation** must be double-spaced.* Margins should be at least one and one-half (1 1/2) inches on the left and one (1) inch on each of the other three sides. (For thesis, see Sample A on page 9; for dissertation, see Sample B on page 10.) The thesis or dissertation must be printed on the front of a page only. If plates or folded tables are included, they must have the same margins as the text, or must be folded to come within these margins.

When **numbering pages**, be sure to place the number of the page in the upper right corner one (1) inch down from the top of the page and one (1) inch in from the right side (see page 12). The body of the text will be double-spaced below the page number. Running heads should not be used.

For **landscape-oriented tables**, the bottom of the table should be on the outside (right) edge of the page. The page number must still be in the upper right corner of the page. (See sample on page 13.)

**Footnotes** should be single-spaced and placed at the bottom of the page to which they pertain unless special instructions are given by the department concerned.

*Special permission has been granted by UMI to use single-spacing, providing the format will accommodate a reduction up to one third of original size, uses a type point size of 12 or larger, and the single spaced format is acceptable to the departmental graduate committee.*
APPROVAL PRIOR TO THE ORAL EXAMINATION

MASTERS

The Final Examination Report form (Application for Oral Examination or Waiver) must be submitted to the Office of Graduate Studies at least four weeks (three weeks in the summer) prior to the date of the oral examination. The masters thesis in its preliminary form must be approved by the adviser prior to applying for the final oral examination or waiver.

A preliminary check of one copy of the masters thesis and abstract must be made by the masters degree assistant, Office of Graduate Studies, at least two weeks (one week in the summer) prior to the date of the final oral examination. If the oral examination is waived, the deadline is two-weeks prior to the last published date for holding oral examinations. The thesis and abstract will be reviewed for format requirements, type of print, etc. (At the time of the preliminary check, thesis does not have to be in final form.)

For specific deadline dates, please refer to http://www.unl.edu/gradstudies/current.

DOCTORAL

The abstract and dissertation must be approved by the Supervisory Committee Chair and the readers prior to filing the Application for the Final Oral Examination or Waiver in the Office of Graduate Studies. The application, signed by the readers, must be presented for approval to the doctoral degree specialist in the Office of Graduate Studies at least three weeks prior to the date of the oral examination. If the oral examination is waived, the deadline is three weeks prior to the last published date for holding oral examinations.

At the time your application is submitted, a preliminary review of the abstract and dissertation is made by the doctoral degree assistant. Please submit one copy of the title page, abstract, and dissertation for review. (You may submit this as an attachment to an email message.) Your final oral examination packet will be given to you at this time. This packet will include directions on how to obtain the Report on Doctoral Degree, Signature Pages, Survey of Earned Doctorates, UNL Exit Survey, and the University Microfilms International Dissertation Agreement form.

The Supervisory Committee has the right to recommend changes in the abstract and the dissertation at the time of the final oral examination. Such changes, should they be requested, normally are made by the student in consultation with the Supervisory Committee Chair and are incorporated in the final versions of the abstract and dissertation that will be deposited in Love Library.

For specific deadline dates, please refer to http://www.unl.edu/gradstudies/current.
PROCEDURES AFTER THE ORAL EXAMINATION

ADDITIONAL REQUIREMENT

In order to provide education, research, and service to the people of Nebraska and the nation, all University of Nebraska-Lincoln Masters and Doctoral graduates should produce a "lay" abstract in addition to the traditional abstract. We plan to use these abstracts to inform people about the quality and diversity of research generated through our many graduate programs. The purpose of this additional "lay" abstract-vis-a-vis the conventional, more technical abstract—is to provide ordinary citizens with information comprehensible to them regarding the research/creative activity conducted with the study. Not to exceed 350 words and formatted similar to the technical one, the lay abstract should re-state in a vocabulary suitable to a general audience the justification and significance of the thesis/dissertation. Among the topics that may be described in the lay abstract are the implications of the research/creative activity for advancing basic academic scholarship, enhancing economic or technological development, formulating appropriate social policy, or improving the overall quality of life in the community, state, nation, or the world. Inclusion of the lay abstract in the final document is optional but a copy of this lay abstract should be provided to the Office of Graduate Studies when students deposit final copies of theses/dissertations.

MASTERS

Two unbound copies of the masters thesis (including abstract) and one additional copy of the abstract must be presented in final form (on bond paper) to the Office of Graduate Studies for approval BEFORE going to the Library. The thesis and two copies of the abstract will be stamped and returned to the student for depositing in 318 Love Library. (The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.) One copy of the abstract will be placed in the student's file in the Office of Graduate Studies.

The librarian will sign Part 6 of the Final Examination Report form to verify that the approved copies were received. The student should then proceed to the Cashier Window (121 Canfield Administration Bldg.) to pay the $25 binding fee (all fees are subject to change). The Cashier will also sign Part 6 of the form to verify that the binding fee has been paid. The Final Examination Report form for the masters degree should then be presented to the Office of Graduate Studies.

DOCTORAL

Following the final oral examination, the student should submit the one final unbound copy of the dissertation (including abstract), two additional copies of the abstract, and two extra title pages to the doctoral degree assistant in the Office of Graduate Studies for stamping BEFORE going to the Library. Only abstracts/dissertations that meet all published requirements can be approved and stamped for depositing in 318 Love Library. (The Library accepts only copies that carry the Office of Graduate Studies stamp of approval.) The doctoral degree assistant will also check for a completed signature page (with signatures of the Supervisory Committee members), the UMI Dissertation Agreement form, and the Final Report on Doctoral Degree signed by those attending the oral examination. The location of these forms is provided by the Office of Graduate Studies at the time the Application for Oral Examination is approved.

To assist the University of Nebraska-Lincoln library in creating an electronic file for all dissertations, you are now required to prepare a CD, DVD, or diskette with your dissertation and abstract on it. If you are depositing the copy of the dissertation as a paper copy, an electronic copy of the document is still required. Please follow the guidelines at http://dissertations.umi.com/unl/.

Each student also should check with the Supervisory Committee Chair and departmental office regarding any additional copies of the dissertation that must be prepared, or contact Printing Services at 17th and Y Streets. THE LIBRARY WILL NOT BIND ADDITIONAL COPIES. The student must make arrangements for binding these additional copies.
The librarian will sign the Final Report on Doctoral Degree and give it to the student to take to the Cashier Window (Room 121 Canfield Administration Bldg.) to pay the required fees. These fees include:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binding /Electronic</td>
<td>$25.00</td>
</tr>
<tr>
<td>Abstract</td>
<td>$60.00</td>
</tr>
<tr>
<td>Copyright</td>
<td>$50.00 (optional)</td>
</tr>
</tbody>
</table>

Each doctoral student must pay $60 for the abstract fee and $25 for binding and processing of the copy of the dissertation. University Microfilms will apply for copyright in the name of the author, if authorized. If copyright is requested, there is an additional charge of $50. These fees, which are subject to change, are payable to the Cashier after the copies are deposited in Love Library.

As the final step following payment of fees, the student should take the Final Report on Doctoral Degree form, with proof of payment and the completed Survey of Earned Doctorates, to the Office of Graduate Studies, 1100 Seaton Hall.

PUBLICATION OF THE DISSERTATION

Under the present plan for publication, the entire dissertation, including the names of the committee members, will be microfilmed exactly as approved by the committee and submitted. Copies of these microfilms are procurable by anyone. There will be no opportunity for editorial changes or other changes in the manuscript after it has been submitted.

The digital copy of the doctoral dissertation will be submitted by Love Library to University Microfilms for the production of the master negative that will be placed on deposit there for storage and servicing. The paper dissertation manuscript will be retained by the Library. University Microfilms will produce positives to order at the standard rate. The positives will be available on order to any applicant. University Microfilms will also deposit one positive print in the Library of Congress.

The abstract will be published in Dissertation Abstracts International. This publication is available in Love Library and includes a cumulative index by author and subject.

The final copy of the dissertation remains in Love Library.
GRADUATE MAJORS

A major in Graduate Studies is the area of academic or professional concentration approved by the Board of Regents in which the student chooses to qualify for the award of a graduate degree.

At the University of Nebraska-Lincoln, the following majors lead to the graduate degrees indicated:

- Accountancy - M.P.A.
- Actuarial Science - M.S.
- Agricultural Economics - M.S., Ph.D.
- Agriculture - M.Ag.
- Agronomy - M.S., Ph.D.
- Animal Science - M.S., Ph.D.
- Anthropology - M.A.
- Architecture - M.S.
- Art - M.F.A.
- Biochemistry - M.S., Ph.D.
- Biological Sciences - M.S., Ph.D.
- Biometry - M.S.
- Business - M.A., M.B.A., Ph.D.
- Chemistry - M.S., Ph.D.
- Classics - M.A.
- Communication Studies - M.A., Ph.D.
- Community & Regional Planning - M.C.R.P.
- Computer Science - M.S., Ph.D.
- Economics - M.A., Ph.D.

**Education (Doctoral)**
*Educational Administration - Ed.D. (joint program w/UNO)
*Educational Studies - Ed.D., Ph.D.
*Human Sciences - Ed.D., Ph.D.
*Psychological Studies in Education - Ed.D., Ph.D.

**Education (Masters & Specialists)**
- Educational Administration - M.A., M.Ed.
- Educational Psychology - M.A., Ed.S.
- Special Education & Communication Disorders - Ed.S.
  - Special Education - M.A., M.Ed.
  - Speech-Language Pathology & Audiology - M.S.

**Engineering (Doctoral & Masters)**
*Engineering - M.Eng., Ph.D.
- Agricultural and Biological Systems Engineering - M.S.
- Architectural Engineering - M.A.E.
- Chemical Engineering - M.S.
- Civil Engineering - M.S.
- Computer Engineering - M.S., Ph.D.
- Electrical Engineering - M.S.
- Engineering Mechanics - M.S.

- Environmental Engineering - M.S.
- Industrial & Management Systems Engineering - M.S.
- Manufacturing Systems Engineering - M.S.
- Mechanical Engineering - M.S.
- Telecommunications Engineering - M.S.

- English - M.A., Ph.D.
- Entomology - M.S., Ph.D.
- Family & Consumer Sciences - M.S.
- Food Science & Technology - M.S., Ph.D.
- Geography - M.A., Ph.D.
- Geosciences - M.S., Ph.D.
- History - M.A., Ph.D.
- Horticulture - M.S.
*Horticulture & Forestry - Ph.D.
- Information Technology - Ph.D.
- Integrative Biomedical Sciences - Ph.D.
- Journalism and Mass Communications - M.A.
- Leadership Education - M.S.
- Legal Studies - M.L.S.
- Mechanized Systems Management - M.S.
- Modern Languages & Literatures - M.A., Ph.D.
- Music - M.M., D.M.A.
- Natural Resource Sciences - M.S., Ph.D.
- Nutrition - M.S., *Ph.D.
- Nutritional & Health Sciences - M.S.
- Philosophy - M.A., Ph.D.
- Physics & Astronomy - M.S., Ph.D.
- Political Science - M.A., Ph.D.
- Psychology - M.A., Ph.D.
- Sociology - M.A., Ph.D.
- Statistics - M.S., Ph.D.
- Survey Research and Methodology - M.S., PhD.
- Textiles, Clothing & Design - M.A., M.S.
- Theatre Arts - M.F.A.
- Toxicology - M.S., Ph.D. (joint program w/UNMC)
- Veterinary Science - M.S.

* = Interdepartmental Area
GRADUATE DEGREES GRANTED AT UNL

Master of Agriculture (M.Ag.)
Master of Architectural Engineering (M.A.E.)
Master of Arts (M.A.)
Master of Arts for Teachers (M.A.T.)
Master of Business Administration (M.B.A.)
Master of Community and Regional Planning (M.C.R.P.)
Master of Education (M.Ed.)
Master of Engineering (M.Eng.)
Master of Fine Arts (M.F.A.)
Master of Legal Studies (M.L.S.)
Master of Music (M.M.)
Master of Professional Accountancy (M.P.A.)
Master of Science (M.S.)
Master of Science for Teachers (M.Sc.T.)
Master of Secondary Teaching (M.S.T.)
Educational Specialist (Ed.S.)
Doctor of Education (Ed.D.)
Doctor of Musical Arts (D.M.A.)
Doctor of Philosophy (Ph.D.)

DUAL DEGREE PROGRAMS

The professional program leading to the Juris Doctor (J.D.) degree is provided through the University of Nebraska College of Law. A number of dual degree programs are offered in cooperation with the College of Law and the Office of Graduate Studies. Presently, joint Law/Graduate degree programs exist with the departmental areas of Accountancy; Administration, Curriculum and Instruction; Business Administration; Community and Regional Planning; Economics; Political Science; and Psychology. Students must be accepted separately by the College of Law and by the Office of Graduate Studies. In addition, a professional program leading to the Master of Architecture (M.Arch.) is offered through the College of Architecture. Dual degree programs are offered by the departments of Architecture and Community and Regional Planning (M.Arch./M.C.R.P.), as well as Architecture and Business Administration (M.Arch./M.B.A.).

SPECIALIZATIONS

Approved areas of specialization can be identified within certain majors (or interdepartmental areas) on a transcript as shown in the examples below:

Major:
Interdepartmental Area of Business (Accountancy)
Interdepartmental Area of Engineering (Mechanical Engineering)
Geosciences (Meteorology/Climatology)
History (Nineteenth Century Studies)

FOR FURTHER ASSISTANCE

If you have questions regarding your graduate program or the preparation of your thesis or dissertation, please contact the Masters Programs Specialist at 472-8665 or the Doctoral Programs Specialist at 472-8669.
SELF-REFERENCE AND ENCODING SPECIFICITY
EFFECTS ON THE RECALL OF EXPOSITORY TEXT

by

Gail M. Sikking

A THESIS

Presented to the Faculty of
The Graduate College at the University of Nebraska
In Partial Fulfillment of Requirements
For the Degree of Master of Arts
(or appropriate degree)

Major: Educational Psychology or
Major: Interdepartmental Area of
(see attached listing of Graduate Majors)

Under the Supervision of Professor Ann Calkins Brown

Lincoln, Nebraska

May, 2003

(Date should be either month and year of oral
examination or month and year of graduation)
A GLOBAL CLIMATE MODEL FOR RECONSTRUCTING
HOLOCENE TEMPERATURE PATTERNS

by

Robert Q. Huntington

A DISSERTATION

Presented to the Faculty of
The Graduate College at the University of Nebraska
In Partial Fulfillment of Requirements
For the Degree of Doctor of Philosophy
(or appropriate degree)

Major: Geography or
Major: Interdepartmental Area of ____________________________
(see attached listing of Graduate Majors)

Under the Supervision of Professor Grace M. Post

Lincoln, Nebraska

May, 2002

(Date should be either month and year of oral examination or month and year of graduation)
SECULAR AGNOSTICISM: THE EVOLUTION OF PUBLIC OPINION
TOWARD THE FEDERAL GOVERNMENT, 1910 - 1980

Kathryn Marie Smith, Ph.D. (or M.A. or appropriate degree)
University of Nebraska, 2002 (Year of Graduation)

Adviser: Rodger S. Edmunds

(The abstract for the thesis or dissertation MUST NOT CONTAIN MORE THAN 350 WORDS in
its entirety, including the number of words for title, author, etc. It should be double-spaced and
formatted as indicated here.)
Sample Page Format

All text and diagrams must be printed within these margins.
Sample Layout for Landscape-Oriented Table

<table>
<thead>
<tr>
<th>TITLE of TABLE</th>
<th>Contents of Table</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
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Phone: 472-2146

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March 2003
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FRONT COVER TITLE:

We will make a copy of your cover page.
Just write 'see copy'.

(AUTHOR) Your Name (DEGREE) Degree Conferred
(YEAR) Year Conferred

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Name ___________________ Date Rec'd __________

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Degree ___________________ Date Back __________

Copy Services:

Copy Charges—Paid ______ Not Paid ______

Quantity # Paper, 25% cotton Cost per sheet $0.10

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Binding:

Not Bind Original—Yes Recommended No

Hard Bound Quantity Color See Available Colors Cost $20 ea. + tax

Soft Bound Quantity Color Red or Black only Cost $12 ea. + tax

Mailing Instructions:

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Off Campus: $5 per book

Subtotal _____________________________

Sales Tax _____________________________

Mailing Charge _________________________

Amount Due ___________________________

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