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**Student Handbook for  
Off-Campus Graduate Studies (OCGS)  
Program in Crop Sciences**

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**Department of Crop Sciences  
College of Agricultural, Consumer  
and Environmental Sciences**

**and**

**Office of Continuing Education  
Division of Academic Outreach**

**MASTER OF SCIENCE DEGREE IN CROP SCIENCES**



College of Agricultural, Consumer  
and Environmental Sciences  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

## Table of Contents

	Page
Department of Crop Sciences and the Off-Campus Graduate Studies Program .....	1
Division of Academic Outreach .....	2
Requirements for Admission to the Master of Science Program .....	3
Contact Information .....	4
Frequently Asked Questions:	
Admissions Policies and Enrollment Procedures .....	5-6
Requirements for Graduation .....	7
Credit for Coursework .....	8
Student Advising .....	8
Possible Courses offered through the Off-Campus Graduate Studies Program .....	9-11
Continuing Education Credits for CCAs .....	12
Grievance Policy .....	13
Reasonable Accommodations.....	14
Required Forms .....	15-19

## **Department of Crop Sciences and the Off-Campus Graduate Studies Program**

In 1995, the College of Agriculture at the University of Illinois was reorganized into the College of Agricultural, Consumer, and Environmental Sciences. The former Department of Plant Pathology was combined with crops-oriented faculty from the Department of Agronomy and Agricultural Entomologists to make the current Department of Crop Sciences, while Soils faculty and the Departments of Horticulture and Forestry were combined to create the Department of Natural Resources and Environmental Studies. The new Crop Sciences Department is dedicated to providing excellent programs in teaching, research, and extension. The Department is composed of about 60 faculty and 10 postdoctoral fellows with approximately 60 support staff.

The Off-Campus Graduate Studies (OCGS) program has been offering graduate-level courses to adults throughout the state of Illinois since 1964, with over 80 students enrolled in off-campus credit courses each semester. The Illinois Board of Higher Education gave approval of an Off-Campus M.S. in Crop Sciences (formerly Agronomy) in 1987. Students may travel to various locations such as Kewanee, Springfield, or Vandalia, where courses in subjects such as weed science, plant physiology, plant pathology, soil science, or crop production are taught by University of Illinois faculty. Diverse courses from Crop Sciences (CPSC), Plant Pathology (PLPA), and Natural Resources and Environmental Studies (NRES) are offered in the Off-Campus Graduate Studies Program. Although some students only take a few courses for personal satisfaction, many students choose to take courses to fulfill the requirements for a Professional Development Certificate (see page 5) or for a Master of Science Degree in Crop Sciences (see page 8).

For more updated information about OCGS and classes being offered, please visit our website at **<http://www.cropsci.uiuc.edu/ocgs/>**.

## Division of Academic Outreach

The Division of Academic Outreach works closely with the Department of Crop Sciences to provide services for Off-Campus Graduate Studies Program degree students. The Division of Academic Outreach is an educational support unit that may be contacted for course brochures, registration materials, Graduate College Application forms, course withdrawal forms, roster corrections, clarification on policies and procedures, and other general information pertaining to off-campus students. Any student who would like a University network ID and password (necessary for accessing certain library databases) should contact Academic Outreach.

The Division of Academic Outreach also provides the Academic Outreach Library, which allows extramural students access to reference materials, including library courtesy cards, assistance with bibliographic searches, and other library materials. For more information about the Academic Outreach Library, consult the **Academic Outreach Librarian**, 231 University Library, University of Illinois at Urbana-Champaign, 1408 Gregory Dr., Champaign, IL 61820; telephone 217-333-3773.

Students may purchase textbooks through the **Illini Union Bookstore** off-campus textbook services department at 217-333-2050.

Academic Outreach provides a toll-free number (**800-252-1360**) to reach any of these offices as well as the Crop Sciences Graduate Studies Program Coordinator, University faculty, and related offices. The Academic Outreach homepage address is **<http://www.continuinged.uiuc.edu/outreach/>**.

## Requirements for Admission to the Master of Science Program

A student planning to apply to the M.S. program should have a Baccalaureate degree in crop sciences or a related biological, physical, or agricultural field. In addition, background coursework in mathematics, chemistry, biological sciences, and introductory crop and soil sciences are required. Deficiencies in these areas are expected to be corrected through additional coursework or proficiency exams. The minimum grade point average is “B” or above computed from the last 60 hours of coursework to be admitted to the Graduate College. In some circumstances, students with an inadequate GPA can be admitted to the Graduate College on a “limited” status based on career experience and coursework taken since the B.S. degree.

Applications for admittance to the Graduate College can be obtained from the University of Illinois Graduate College website:

<http://www.grad.uiuc.edu/>

Contact any of the following people for additional information.

**Kevin Steffey**, Program Coordinator

**Penny Cole**, Assistant to the Program Coordinator

Off-Campus Graduate Studies Program in Crop Sciences

240 ERML, 1201 W. Gregory Dr.

Urbana, IL, 61801

**800-252-1360, ext. 42128 or 217-244-2128**

**ksteffey@uiuc.edu, pccole@uiuc.edu**

**Department of Crop Sciences**

AW-101 Turner Hall

1102 South Goodwin Ave.

Urbana, IL 61801

**800-252-1360 ext. 40396**

**Heather Miller**

Academic Outreach Program Coordinator for Crop Sciences

Division of Academic Outreach

N121 Turner Hall

1102 South Goodwin Ave.

Urbana, IL 61801

**800-252-1360 ext. 33061 (Academic Outreach)**

**or 217-265-6568 (Turner Hall)**

**hmiller1@uiuc.edu**

**Off-Campus Graduate Studies Program (OCGS) in Crop Sciences  
Important Contact Information**

<b>Name</b>	<b>Position / Service Provided</b>	<b>Phone Number &amp; Email</b>
Dr. Kevin Steffey	Coordinator, OCGS Program	217-244-2128 ksteffey@uiuc.edu
Penny Cole	Assistant to the Coordinator, OCGS Program	217-244-6746 pccole@uiuc.edu
Heather Miller	Academic Outreach Program Coordinator for Crop Sciences	217-333-3061 or 265-6568 hmiller1@uiuc.edu
Patricia Cardenas	Extramural Librarian	217-333-3773 pcardenas@uiuc.edu
Peggy Day	Off-Campus Registrations	217-244-2507 pccday@uiuc.edu
Cindy Lohr	Illini Union Bookstore, Extramural Textbook Orders	217-333-2050 lohr@uiuc.edu
Tony Suttle	Instruction/Media Planner Academic Outreach Coordinates two-way video instruction between Champaign and off-campus sites.	217-244-7722 suttle1@uiuc.edu
<b>OCGS Instructors</b>		
Fred Below	Professor Department of Crop Sciences	fbelow@uiuc.edu
Germán Bollero	Associate Professor Department of Crop Sciences	gbollero@uiuc.edu
Howard Brown	Adjunct Assistant Professor Department of Crop Sciences	hbrown@growmark.com
Donald Bullock	Professor Department of Crop Sciences	dbullock@uiuc.edu
Donald Briskin	Professor Natural Resources & Environmental Sciences	dbriskin@uiuc.edu
Michael Gray	Professor Department of Crop Sciences	megrays@uiuc.edu
Susan Ratcliffe	Adjunct Assistant Professor Department of Crop Sciences	sratclif@uiuc.edu
Kenneth Smiciklas	Adjunct Assistant Professor Department of Crop Sciences	kdsnici@ilstu.edu
John Swiader	Associate Professor Natural Resources & Environmental Sciences	jswiader@uiuc.edu
Brian Young	Adjunct Assistant Professor Department of Crop Sciences	bgyoung@siu.edu

## **Frequently Asked Questions:** *Admissions Policies and Enrollment Procedures*

### **Who is eligible to enroll in courses offered through Academic Outreach?**

Courses offered through Academic Outreach at the 200, 300, or 400 level are open to undergraduate applicants who can meet any course prerequisites. Courses at the 500 level are open only to students with a B.S. degree from an accredited institution and who meet course prerequisites. In the event of limited space availability, priority is given to formally admitted degree and non-degree students. In addition, departments may limit enrollment in certain courses to persons formally admitted to the degree college.

### **What is the status of students enrolled in courses offered through Academic Outreach?**

There are several status possibilities for Academic Outreach students: 1) non-degree, 2) undergraduate, 3) graduate, or 4) visitor. Most students enrolled in off-campus courses are classified as extramural non-degree students. These students often have a B.S. or M.S. degree but do not have further degree objectives, and they enroll for purposes of personal or professional development. To enroll as a non-degree student, a student must complete and submit the enrollment form to Academic Outreach. Non-degree students may continue to enroll each semester in Off-Campus Graduate Studies Program courses if they have the necessary prerequisites for each course.

Students who do not have a B.S. degree may enroll with undergraduate status. Students enrolled as non-degree students or as undergraduates are not currently pursuing a graduate degree.

Students who wish to pursue an M.S. degree must apply and be admitted to the Graduate College as a degree candidate. These persons must complete a Graduate College Application Form and submit a nonrefundable application fee to the Graduate College.

Persons may also enroll in an off-campus course as a "visitor" by paying regular tuition and fees. Enrollment as a "visitor" is noted on permanent University records and is subject to instructor permission and space availability. However, no credit is given for "visitor" enrollment. Visitor status is not the same as extramural non-degree status.

### **When enrolling in an off-campus course through Academic Outreach, should I register for undergraduate or graduate hours?**

Students who are already enrolled or who plan to enroll in the Graduate College to pursue an M.S. degree or who would want to complete the requirements for a Professional Development Certificate (PDC) must take Academic Outreach courses as **graduate level hours**. Students who are pursuing a B.S. degree or have completed the M.S. degree can enroll for credit as undergraduate hours.

### **Does a person need to be admitted to the Graduate College before enrolling in an off-campus course through Academic Outreach?**

No. Any adult is permitted to enroll in an off-campus course if eligibility requirements are met and space is available. Many students take Academic Outreach courses solely for professional or personal development. However, credit earned in these courses is not applicable towards a degree unless the student is admitted to the Graduate College, and then only 12 hours of such credit may be applied toward the degree following successful submission of the necessary petition.

### **How do I qualify for a Professional Development Certificate (PDC)?**

No special registration is required. If you have a B.S. degree, then you just need to complete three courses (two 400 and one 500 level course) within the Crop Sciences Graduate Studies Program. The office of the OCGS Program Coordinator tracks student progress and awards the Certificate following successful completion of the third course. Registration as a Graduate Student is not required, although course credit needs to be taken as graduate hours. Students can receive only one Professional Development Certificate.

**Does enrollment in an Academic Outreach course indicate application for Admission to the Graduate College?**

No. Enrollment in these courses is not the same as applying for admission to the Graduate College. To enroll in a course, a non-degree seeking student must complete a course enrollment form at Academic Outreach website and submit the completed form along with the appropriate course tuition and fees.

To apply for admission to the Graduate College, the student must complete several steps:

- 1) Complete and submit the application for admission to the Graduate College and a \$40 application fee to the Office of Admissions and Records.
- 2) Submit all required supporting credentials (including transcripts and three letters of recommendation) to the proposed major department
- 3) Be accepted for study by the Crop Sciences Graduate Application Committee.

Please keep in mind that only THREE courses (up to 12 graduate hours) of coursework taken prior to admittance will count towards fulfillment of the degree requirement, and only after the proper petition is submitted and is approved by the Graduate College.

**If I plan to pursue a degree, when should I apply to the Graduate College for admission?**

Persons who plan to pursue an advanced degree through off-campus study can apply for admission to the Graduate College before or during the first semester in which they take their first off-campus course. Many students, however, like to take a few courses before making their decision. For these students, it is crucial to be aware that only 12 hours of coursework taken prior to admission to the Graduate College can be petitioned afterwards to apply towards their M.S. degree. This requirement means that students who have taken 12 or more hours of credit prior to applying for admission to the Graduate College will often find that some of the courses they have taken **will not count** towards the fulfillment of degree requirement and extra courses must be completed. Close communication with an advisor or the Off-Campus Graduate Studies Program Coordinator is crucial to preventing any such mishaps.

**Once I have been admitted to Graduate College, do I need to enroll during successive semesters to maintain my graduate-level status?**

No. A student admitted to the Graduate College is not required to enroll in a course each semester to maintain graduate student status; however, if you do not take a course for two semesters, you will be required to petition the Graduate College for re-admission to the masters program.

**Can I take courses at the Urbana-Champaign campus?**

Yes, provided space is available. Students must enroll for all classes taken during that semester through the Department of Academic Outreach or through on-campus registration procedures. An off-campus student can only enroll in a maximum of two on-campus courses per semester.

**What is the time limitation for pursuing an advanced degree?**

All graduate students are subject to University requirements governing time limitations for pursuing an advanced degree. A candidate for an M.S. degree must complete all requirements for the degree within **five** calendar years after initial registration in the Graduate College. Remember, students can take up to 12 hours of coursework prior to applying for admission to the Graduate College. At the current time, these courses are not factored into the time limitation for completion of degree requirements.

**May I continue to enroll in courses through Academic Outreach after I have completed an advanced degree?**

Yes. Persons who have completed a degree may continue to enroll in off-campus courses. These students will be designated as extramural non-degree students.

## Requirements for Graduation

A degree candidate must complete 32 hours of graduate study approved by an advisory committee. At least 12 of the graded hours must be at the 500-level. No more than 4 hours of Independent Study or Special Problems courses (CPSC 593 or NRES 501) can be counted towards the M.S. degree. Independent Study (CPSC 593) must be conducted under the supervision of an advisor, the Off-Campus Graduate Studies Program Coordinator, or an approved faculty member. Independent Study may consist of a field, laboratory, or library research problem, conducted at the UIUC campus or an approved off-site location.

Off-campus graduate students are not required to complete a thesis (non-thesis option), and are therefore exempt from the CPSC 500 seminar requirement. Off-campus degree candidates who desire to complete the thesis option for their M.S. must attend weekly seminars on the UIUC campus each semester of their enrollment in the Graduate College.

A minimum GPA of 3.00/4.00 is required by the Department of Crop Sciences to maintain admission in the program. Grades received in coursework completed from other institutions and accepted by the UIUC Graduate College through petition are *not* included in computation of the GPA after admission. If a minimum of 12 hours of coursework is completed with an average of less than 2.75, the student will receive a warning letter from the Graduate College. A student who completes 24 hours of courses with a GPA lower than 2.75 will be reclassified to limited status. A student on limited status cannot receive a degree. Coursework must be completed within five years following acceptance by the Graduate College.

At the completion of all coursework, students will meet with their advisor and faculty advisory committee for a comprehensive oral exam. During the oral exam, a student will be expected to display proficiency in concepts covered in coursework completed during fulfillment of the degree requirement. Failure to pass the oral examination *by unanimous decision* will result in re-evaluation of the student's degree candidacy.

## **Credit for Coursework**

Graduate credit is measured in hours. Credit for courses taken at other accredited institutions can be petitioned to apply toward an M.S. degree in Crop Sciences. All transfer credits are handled by petition to the Graduate College, and an official transcript from the transferring College will be necessary. The Graduate College will not approve transfer of course credit if the course was completed more than 5 calendar years prior to the date of transfer. Only courses with grades of 'B' or above will be considered. Grades for transferred courses will not be used to compute the grade point average (GPA). *A maximum of 12 hours may be transferred.* This includes courses taken at another institution or courses taken prior to admission as a non-degree student at the University of Illinois. The Off-Campus Graduate Studies Program Coordinator and/or the student's advisor should approve course selection to insure that coursework will be applicable.

Final grades for courses are recorded as follows: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F (with A and A+ = 4.00).

## **Student Advising**

Once admitted to the Off-Campus M.S. Program, a student can request or will be assigned to an advisor whose program and/or research interests match with the interests of the student. Students are encouraged to communicate with their advisor frequently. In addition, students may also contact the Off-Campus Graduate Studies Program Coordinator at 1-800-252-1360 ext. 42128 with questions and concerns.

## Possible Courses Offered by the Off-Campus Graduate Studies Program

All courses in the Off-Campus Graduate Studies Program are specifically designed to meet the needs of the agricultural professional by increasing their knowledge in agricultural concepts. When possible, students can also take regular UIUC courses offered on campus.

**CPSC 407 - Diseases of Field Crops** (*formerly CPSC 377*) (3 hours). This course deals with studies of symptoms, life histories of causal organism, and methods of control of the major field crop diseases. The course concentrates on diseases of field crops grown in Illinois with emphasis on those diseases that are or could be important.

**CPSC 414 - Forage Crops and Pasture Eco** (*formerly CPSC 322*) (3 hours). This course will cover the plant characteristics of all forage crops, their ecology and over-all production which relates to a profitable management. Topics covered will be pasture renovation; seed selection; establishment; fertilization; weed and insect control; harvesting and storage; quality evaluation; and marketing of forages. The role of forages in soil conservation, animal utilization, and environmental concerns will also be examined.

**CPSC 418 - Crop Growth and Management** (*formerly CPSC 318*) (3 hours). This course covers physiological processes which relate to profitable management of crops. Topics covered will be of interest to those directly involved in crop production, as well as those involved in research issues related to or limiting yield of major agronomic crops. Topics will include fundamentals of photosynthesis, environmental effects and limitations to crop yield, cropping sequence, developmental events critical to productivity, and seed-related issues.

**CPSC 426 - Weed Management in Agronomic Crops** (*formerly CPSC 326*) (3 hours). Course topics include aspects of weed ecology and biology and their application to weed management; herbicides and their uses in corn and soybean; weed management systems in reduced tillage and herbicide tolerant crops; and management of problem weeds such as ALS-resistant waterhemp, woolly cupgrass, velvetleaf, and giant ragweed.

**CPSC 440 - Applied Statistical Methods I** (*formerly CPSC 340*) (4 hours). This course introduces students to statistical methods appropriate for the collection, organization, and analysis of agricultural data. The course concentrates on techniques for the testing of hypotheses and consists of an introduction to regression, correlation, and analysis of variance limited to the completely randomized design and the randomized complete-block design. The goal is to provide students with the ability to correctly conduct and analyze simple agricultural experiments.

**CPSC 453 - Principles of Plant Breeding** (*formerly CPSC 323*) (4 hours). This course will introduce the student to the principles and concepts involved in plant breeding. The students will be expected to have an understanding of basic genetics prior to enrolling in the class; this class will build on that knowledge, and the students will learn how that knowledge is applied to plant breeding.

**CPSC 479 - Insect Pest Management** (*formerly CPSC 329*) (4 hours). The content of the course includes information about sampling, economic thresholds, economic injury levels, decision making, biology and life cycles of key insect pests and beneficial insects, host plant resistance, cultural and biological control strategies, use of transgenic crops, insecticides and their properties, and environmental consequences of insecticide use.

**CPSC 480 - Plant Disease and Insect Ctrl** (*formerly CPSC 310*) (4 hours). Includes sampling methods, statistics, models and forecasting, thresholds, decision-making, cultural control, host plant resistance, biological control, the chemistry, regulation, environmental fate and impact of pesticides, transgenics, pest resistance to control. Provides students with an understanding of economically and environmentally sound practices for integrated pest management.

**CPSC 484 - Plant Physiology** (*formerly CPSC 330*) (3 hours). General course with topics in plant cell biology, plant water relations, plant mineral nutrition and nutrient assimilation, photosynthesis,

photoassimilate partitioning, respiration and carbon metabolism, nitrogen metabolism, plant development, plant growth regulators, plant tropisms, photoperiodism, plant stress physiology, plant tissue culture, and biotechnology.

**CPSC 518 - Crop Growth and Development** (*formerly CPSC 418*) (4 hours). An advanced course on the physiological processes involved in the growth and development of crop plants and the interaction of these processes with the environment to influence productivity. Selected topics include growth analysis, photosynthesis, growth regulators, growth stages, germination, vegetative growth, reproductive development, senescence, water relations, temperature, photoperiod, mineral nutrition, and nitrogen utilization.

**CPSC 526 - Herbicide Action in Plants** (*formerly CPSC 426*) (4 hours). The course involves the study of various chemicals used to inhibit plant growth, including uptake and translocation, mode of action, metabolism and resistance mechanisms in plants. The relationship of chemical structure to environmental fate and behavior in soils will also be studied.

**CPSC 588 - Plant Biochemistry** (*formerly CPSC 424*) (4 hours). The metabolic processes of plants as related to plant cell physiology, growth and development. A consideration of enzyme action, photosynthesis, respiration, nitrogen and sulfur metabolism, lipid metabolism and plant membranes, plant growth regulators, and secondary product metabolism.

**HORT 442 - Plant Nutrition** (*formerly NRES 342*) (4 hours). The focus of the course will be on the factors and processes influencing the supply, absorption, transport, and utilization of the essential elements required by higher plants. Emphasis will be placed on horticultural and crop plants, although consideration of noncultivated species will be made when appropriate. Specific topics include essential plant nutrients and their general functions, ion uptake and membrane transport, plant water and nutrition relationships, interactions between nutrients in higher plants, diagnosis of deficiency and toxicity of mineral nutrients, pH and acidity associations in plant nutrition, nitrogen transformations and metabolism, and plant nutrition in hydroponic and soilless systems.

**NRES 474 - Soil and Water Conservation** (*formerly NRES 374*) (3 hours). This course applies the principles of soil conservation and management to the solution of land-use problems. Topics covered include soils, soil management, effects of soil erosion on soil productivity, soil erosion rates, influence of soil characteristics on erosion control, cropping intensity, water management, water pollution and land-use planning. The purpose of the course is to provide students with a fundamental understanding of contemporary issues in soil and water conservation, issues which are important to practices and policy decisions involving soil and water resources.

**NRES 475 - Soil Microbiology** (*formerly NRES 375*) (3 hours). This course describes the wide range of organisms that are present in soil, conditions that are necessary for a productive and biologically active soil, and the functions and interactions of the various organisms. Biological processes that are vital components of life on earth are also a focus of the course. Examples are selected from a wide variety of ecosystems, ranging from undisturbed natural systems such as prairies and virgin forests to intensive agricultural systems and organic farming systems. Applications of course material include land management, waste application to soil, and basic ecology of terrestrial systems.

**NRES 487 - Soil Chemistry** (*formerly NRES 387*) (3 hours). This course emphasizes the inorganic reactions involved in soil development and plant nutrition in soils. Topics discussed include colloid systems, properties of water, ion exchange equilibria, plant nutrient forms, and methods of analyses.

**NRES 488 - Soil Fertility and Fertilizers** (*formerly NRES 368*) (3 hours). This course covers forms, transformation, and factors affecting the supply of available major, secondary, and minor essential elements in soils and their influence on crop production; evaluating fertilizer and lime needs; fertilizer manufacture, sources, and application methods and technology.

**PLPA 405 - Plant Disease Diagnosis** (*formerly PLPA 308*) (2 hours). This course will cover field and laboratory techniques in plant disease diagnosis and appraisal; identification of diseases of small grains,

corn, beans, forages, vegetables, fruit crops, turf, ornamentals, and forest and shade trees. At the completion of the course, students will be able to: 1) use appropriate techniques for sampling and maintaining diseases plants; 2) diagnose disease in the field and laboratory; 3) identify infectious diseases from physiological disorders; and 4) identify diseases caused by fungi, bacteria, viruses, and nematodes, and use acquired knowledge to identify the causal agents of plant diseases.

**PLPA 409 - Disease of Ornamentals and Turf** (*formerly PLPA 325*) (3 hours). Symptoms, diagnosis, causal agents, epidemiology and control of diseases of ornamental and turfgrass plants are studied in lectures, laboratories and discussions. This course is designed to meet the needs of graduate students pursuing a master's degree, advanced Master Gardeners, and professionals dealing with ornamentals and turfgrasses.

**PLPA 504 - Plant Nematology** (*formerly PLPA 403*) (4 hours). This course is designed to provide agricultural professionals with a better understanding of plant parasitic nematodes and the factors affecting their growth, behavior, parasitism, and management. The course is divided into three parts: 1) nematode body structures and systems, 2) genera of plant parasitic nematodes causing damage to all types of crops, 3) methods of management. Lab sessions will emphasize collection and extraction procedures and basic identification of common nematodes found in Illinois crops (field and urban).

## Continuing Education Credits for CCAs

Certified Crop Advisors (CCA) should refer to the table below for the amount of Continuing Education Credits that can be earned for each course. Please call 800-892-7122 for more information about becoming a CCA.

Course	Title	Credit Hours	CCA Credits			
			Nutrient Mgt.	Soil and Water Mgt.	Integrated Pest Mgt.	Crop Mgt.
CPSC 407 (377)	Diseases of Field Crops	3	0	0	25	0
CPSC 414 (322)	Forage Crops and Pasture Eco	3	2	0	2	10
CPSC 418 (318)	Crop Growth and Management	3	3	3	0	25
CPSC 426 (326)	Weed Mgt in Agronomic Crops	3	0	5	20	0
CPSC 440 (340)*	Applied Statistical Methods I	4	0	0	0	15
CPSC 453 (323)*	Principles of Plant Breeding	4	0	0	0	30
CPSC 479 (329)	Insect Pest Management	4	0	0	30	0
CPSC 480 (310)	Plant Disease and Insect Ctrl	4	0	0	30	0
CPSC 484 (330)*	Plant Physiology	3	9	3	4	14
CPSC 518 (418)*	Crop Growth and Development	4	6	3	2	22
CPSC 526 (426)	Herbicide Action in Plants	4	0	6	25	0
CPSC 588 (424)*	Plant Biochemistry	4	13	0	0	9
CPSC 593 (493)	Adv Studies in Crop Sciences	1-4	CCA Credit Not Applicable			
HORT 442 (342)	Plant Nutrition	4	24	6	0	0
NRES 474 (374)	Soil and Water Conservation	3	0	25	0	3
NRES 475 (375)*	Soil Microbiology	3	12	12	6	0
NRES 487 (387)	Soil Chemistry	3	15	15	0	0
NRES 488 (368)	Soil Fertility and Fertilizers	3	20	4	0	6
PLPA 405 (308)	Plant Disease Diagnosis	2	0	0	15	0
PLPA 409 (325)	Diseases of Ornamentals & Turfgrass	3	0	0	20	0
PLPA 504 (403)	Plant Nematology	4	0	0	30	0

\* Denote course approved as biological science credit for adding biology endorsement to the standard certificate for teaching agriculture at the high school level.

## Grievance Policy

Students occasionally experience problems or interpersonal conflicts about academic performance. Although such problems are infrequent, prompt resolution is beneficial to the parties involved. Students experiencing a conflict or difference of interpretation about academic performance should first attempt to resolve the situation informally by conference with the instructor or their advisor.

If informal discussion and negotiation fails to resolve the conflict, the following steps are appropriate:

- 1) Problems relating to academic performance should be brought to the attention of the student's advisor. The advisor and student, in cooperation with other members of the graduate committee, will attempt to resolve the problem.
- 2) Problems relating to academic problems which are not resolved through the above procedures should be brought to the attention of the Associate Head or Head of the Department.
- 3) If steps 1 and 2 fail to resolve the problems the student may appeal to the department Graduate Student Policy and Grievance Committee. The chairperson of this Committee is listed in the department's *Handbook of Policies and Procedures*, available in AW 101 Turner Hall (Crop Sciences Main Office at 1-800-252-1360 ext. 33420) or from your advisor.
- 4) If all the above efforts fail, a final appeal may be made to the Grievance Committee of the Graduate College. Contact 202 Coble Hall (1-800-252-1360 ext. 30030).

## Reasonable Accommodations

Those in need of accommodations due to disability may be entitled to accommodations provided by the University of Illinois. For a confidential assessment of the situation, and information on accommodations the University is able to provide, please contact the University of Illinois at Urbana-Champaign Division of Rehabilitation-Education Services

The DRES homepage address is <http://www.rehab.uiuc.edu/>. Any student enrolled in a University course is eligible for an evaluation and appropriate services; students do not need to be degree-seeking or on the Urbana campus to be eligible. However, it is imperative that students notify the DRES as soon as possible (preferably **prior** to the beginning of the course(s) in which the student plans to enroll) so assessment and accommodations may be provided in a timely fashion.

## Required Forms

Several forms must be completed throughout the student's tenure as a degree candidate. The office of the Program Coordinator, in coordination with the Main Crop Sciences Office, handle and distribute all forms to the appropriate personnel, including students. OCGS students are not expected to be responsible for procuring or filling out these forms unless contacted by the Program Coordinator. Examples of these forms are provided at the end of this handbook.

**Graduate Student Petition. *Transfer Credit.*** This form is necessary for students who wish to petition courses completed prior to their admission to the Graduate College M.S. degree program to apply towards their degree. The form should include a list of courses taken, dates, and units credited (up to a maximum of 12 hours). After the form is signed by the student, the student's advisor, and a departmental representative, it is submitted to the Graduate College for approval when the student has completed 8 hours of coursework as a M.S. degree student.

**Form A. *Advisory Committee.*** Form A is used to define a student's advisor and advisory committee. The Off-Campus Graduate Studies Program Coordinator will assist the student in designating an advisor and an advisory committee. The Program Coordinator will send Form A to the student for signature and will submit the completed form to the Department of Crop Sciences.

**Form C. *Form to be completed when the student has completed the requirements for the M.S. Degree in Crop Sciences.*** The Program Coordinator will fill out Form C at the time of the student's oral exam. After the successful completion of the oral examination, the student's advisor will sign the form and submit it to the Department of Crop Sciences.

## GRADUATE STUDENT PETITION

## INSTRUCTIONS FOR STUDENTS

**Please read *A Guide to Graduate College Petitions* before completing the petition.**

Complete the petition in consultation with your adviser. The petition is used to request any exceptions to the Graduate College rules, regulations, or requirements, to request *in absentia* registration or to request credit for work completed elsewhere toward your degree. Petitions that do not appear to have received careful consideration by the adviser and the department will not be approved by the Graduate College.

After the adviser and department have made their recommendations, the petition should be sent to the Graduate and Professional Admissions Support Unit, 309 Coble Hall, 801 South Wright Street (MC-322), Urbana, IL 61801.

_____ UIN	_____ E-MAIL ADDRESS	_____ DATE OF BIRTH	_____ TODAY'S DATE
_____ NAME		_____ STUDENT'S CURRENT DEPARTMENT	
_____ STREET ADDRESS		_____ CURRENT DEGREE	
_____ CITY	_____ STATE	_____ ZIP CODE	_____ DAYTIME PHONE

**International students: What visa status do you currently hold (F-1, J-1, H1B, etc.)?** \_\_\_\_\_

## REQUEST

Please choose all requests that apply and complete the explanation section:

- |  |   |
|--|---|
| <input type="checkbox"/> *ADD A COURSE TO PAST TERM (supplemental grade report form) | <input type="checkbox"/> LATE ADD TO MASTER'S DEGREE LIST                         |
| <input type="checkbox"/> DROP A COURSE TAKEN IN A PAST TERM                          | <input type="checkbox"/> LATE ADD TO DOCTORAL DEGREE LIST                         |
| <input type="checkbox"/> CHANGE TO A COURSE TAKEN IN A PAST TERM (mark one)          | <input type="checkbox"/> OVERLOAD (21 or more hours)                              |
| ___ *INCREASE CREDIT TO COURSE (supplemental grade report form)                      | <input type="checkbox"/> RE-ENTRY (additional form must be completed)             |
| ___ *REDUCE CREDIT TO COURSE (supplemental grade report form)                        | <input type="checkbox"/> REGISTER IN ABSENTIA (indicate term(s))                  |
| ___ EXTEND TIME FOR 'I' OR 'DFR'   | <input type="checkbox"/> *REGISTER FOR PAST TERM (supplemental grade report form) |
| <input type="checkbox"/> CHANGE CURRICULUM (please indicate term/year of change)     | <input type="checkbox"/> REINSTATEMENT AFTER DISMISSAL FOR LOW GPA                |
| <input type="checkbox"/> COUNT EXTRAMURAL COURSE(S) TOWARD DEG                       | <input type="checkbox"/> TIME EXTENSION (include timeline)                        |
| <input type="checkbox"/> COUNT NON-DEGREE COURSE(S) TOWARD DEG                       | <input type="checkbox"/> WITHDRAWAL FROM UNIVERSITY (additional form)             |
| <input type="checkbox"/> COUNT TRANSFER COURSE(S) FROM ANOTHER INST TOWARD DEG       | <input type="checkbox"/> CANCELLATION FROM TERM (additional form)                 |
| <input type="checkbox"/> COUNT COURSES TAKEN WHILE UNDERGRADUATE TOWARD DEG          | <input type="checkbox"/> USE OF COURSEWORK > 5 YEARS FOR MASTER'S                 |
| <input type="checkbox"/> COUNT OTHER UIUC GRADUATE COURSES TOWARD DEG                | <input type="checkbox"/> USE OF COURSEWORK > 7 YEARS FOR DOCTORAL                 |
| <input type="checkbox"/> EARLY ADMISSION TO THE GRADUATE COLLEGE                     | <input type="checkbox"/> OTHER  |

**\*A supplemental grade report form needs to be submitted by the department with the completed petition for each course when there is a request to (1) increase credit, (2) reduce credit, (3) add a course or (4) register for a past term. (Faxes and photocopies of the supplemental grade report form are not acceptable.)**

EXPLANATION (Required for all requests; please be thorough):

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

UIN: \_\_\_\_\_ Student's Name: \_\_\_\_\_

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### INSTRUCTIONS FOR DEPARTMENTS

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**Comments and Recommendations** should be indicated below. The more unusual or major the request, the more detailed the comments should be. Petitions with minimal comments such as “approve” or “agree” may be returned for more detail. All petitions require a **minimum of two different signatures** from faculty or from departmental personnel. Generally a signature from the student’s adviser is required. The second signature must be from another person previously designated as being an “authorized signature” for graduate petitions. In some cases a signature from the course instructor and/or from an authorized signature from another department or college is appropriate as well. At least one signature must be from a member of the graduate faculty in the student’s current or proposed program. Rubber-stamped signatures will not be accepted under any circumstances.

Comments and Recommendations (Student's Adviser)		
_____		
_____		
_____		
Dept	Name (print or type)	Signature/Date

Comments and Recommendations (Departmental Authorized Signature)		
_____		
_____		
_____		
Dept	Name (print or type)	Signature/Date

Comments and Recommendations (Course Instructor)		
_____		
_____		
_____		
Dept	Name (print or type)	Signature/Date

Comments and Recommendations (second department or college, etc.)		
_____		
_____		
_____		
Dept	Name (print or type)	Signature/Date

Comments and Recommendations (Other)		
_____		
_____		
_____		
Dept	Name (print or type)	Signature/Date

**Credit for work completed elsewhere**, other than study abroad, requires validation by the department. On a separate sheet, please provide the following information for each course being approved: title of course, institution attended, term and year course was taken, transcript credit, credit recommended. All requests must include an original transcript. In addition, a statement of validation confirming that the course was taken at a level commensurate with a graduate course offered by the department is required. The statement must be dated and signed by a person previously designated as being an “authorized signature” for graduate petitions. For more details on transfer credit, see [A Handbook for Graduate Students and Advisers](#) or the [guide for petitions](#).

Completed petitions should be returned to:  
Graduate and Professional Admissions Support Unit, 309 Coble Hall, 801 South Wright Street, MC-322, Champaign, IL 61820.

# OFF-CAMPUS GRADUATE STUDIES PROGRAM

## FORM A. GRADUATE STUDENT ADVISORY COMMITTEE

Name of Student \_\_\_\_\_

Advisor \_\_\_\_\_

Projected Degree Date (Semester and Year) \_\_\_\_\_

### COMMITTEE MEMBERS:

_____	_____
Chairperson	
_____	_____
_____	_____

The above faculty have agreed to serve on the Advisory Committee of this student, and their appointment is recommended. At least 3 members of the graduate faculty will be appointed for an M.S. candidate.

_____	_____
Student Signature	Date

_____	_____
Advisor Signature	Date

_____	_____
Department Representative	Date

This form should be filed during the first year of study.

# OFF-CAMPUS GRADUATE STUDIES PROGRAM

## FORM C. FORM TO BE COMPLETED TO DETERMINE THAT THE STUDENT HAS COMPLETED THE REQUIREMENTS FOR THE M.S. DEGREE IN CROP SCIENCES

This form must be on file in the Crop Sciences Main Office (AW 101 Turner Hall) before a student can be certified for the Crop Sciences M.S. degree list.

Name of Student \_\_\_\_\_

Advisor \_\_\_\_\_

Semester and Year Enrolled in Graduate College \_\_\_\_\_

Anticipated Conferral Date of M.S. Degree (Semester and Year) \_\_\_\_\_

### REQUIREMENTS FOR MASTER OF SCIENCE DEGREE IN CROP SCIENCES (please check)

\_\_\_\_\_ Student has completed 32 hours of graduate work with at least a 3.0 average

\_\_\_\_\_ Student has 12 hours of credit at the 500 level

\_\_\_\_\_ Student has no more than 4 hours of Crop Sciences 593

\_\_\_\_\_ Student has passed oral examination by unanimous vote of committee

Date of exam \_\_\_\_\_

Course	Credit	Course	Credit
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Approved by Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Representative

\_\_\_\_\_  
Date