Agronomy and Soils

Distance Education

Graduate Student

Handbook

Prepared by Agronomy and Soils Graduate Committee, October, 2008:

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Revised for distance education by Dennis A. Shannon, November 2012
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GRADUATE DEGREE REQUIREMENTS

Admission:

Admission and general regulations for graduate programs at Auburn University are outlined in the AU Bulletin at the following web address: http://www.auburn.edu/student_info/bulletin/. Prospective students may apply for admission to the Graduate School at the following website: http://www.grad.auburn.edu/prospective.html. One may enroll in individual graduate courses applying as a non-degree seeking student. To enroll in a distance education graduate degree program, it is important to specify the desired program and specify distance education.

Graduate Programs:

The Department of Agronomy and Soils offers two graduate degree programs, the traditional on-campus program, and the Agronomy and Soils Distance Education Graduate Degree Program. Two other distance education programs will soon be available, the Soil, Water and Environmental Sciences Graduate Degree Program offered through the Ag*IDEA Consortium (www.agidea.org) and a Master of Turfgrass Management program. Policies and course requirements differ between the four programs. Students applying to the Graduate School should select the program that best meets their needs.

Requirements for Acceptance into Graduate Studies:

1. B.S. in Agronomic Sciences or related field.
2. 3.0 GPA for last 90 semester hours for B.S degree.
3. Minimum of 290 GRE (145 each on verbal and quantitative).
4. If items “2” and “3” are not met but student is accepted for graduate studies by The Graduate School, then a student may be accepted by Agronomy and Soils as a provisional for two semesters under the following conditions:
   1. Major Professor indicates in writing to Department Head that she/he is willing to accept the student.
   2. For two semesters, student must earn a 3.0 or better for each graded course (minimum of 12 semester hours). Major Professor must receive approval of courses from Graduate Studies Committee. Undergraduate leveling courses must meet the same criteria.
   3. At the end of the two semesters, the Major Professor will provide the Graduate Studies Committee and Department Head a written report indicating reasons for or against the student’s continued graduate studies in the Agronomy and Soils Department. The recommendation will then be made known to the student by either the Department Head and/or Major Professor.

Tuition and Funding:
There are several types of funding available to graduate students. For campus students, graduate research assistantships (GRA) are the most common in the department. GRA’s receive a small stipend and out-of-state tuition waiver in return for participating in a research program.

Generally, distance education students are expected to pay tuition. The tuition rate for graduate level distance education courses is set by the program. For the Distance Education Graduate Degree program in Agronomy and Soils see: http://www.ag.auburn.edu/agrn/distancelearning/tuition.php; for AG*IDEA Programs see: http://www.gpidea.org/students/costs/.

For students with deficiencies in undergraduate agronomy, plant pathology and entomology courses, the College of Agriculture offers some certificate courses by distance education. These courses cost $260 per credit hour and there is no registration or proration fee. These courses do not appear on transcripts, but a certificate of completion is awarded, which satisfies the need to show competency in the course material.

Information concerning loans and other financial aid options can be obtained from the Student Financial Aid Office (http://www.auburn.edu/administration/business_office/finaid/).

There are costs associated with carrying out thesis research. Students seeking a M.S. degree should discuss with their prospective major professor in order to determine if he/she has funds to cover the costs of research, or seek out other sponsors. Some employers might be willing to cover research expenses if the research results might benefit the company or institution.

**Student Standing, In-State vs. Out-of-State:**

Students taking graduate courses by distance education are not classified based upon residency and do not pay additional fees. Undergraduate students are charged tuition based upon residency, and also must pay registration and proration fees each semester. Graduate students who take undergraduate courses are generally charged the graduate tuition rate. They may also take undergraduate courses as certificate courses when available, provided that they do not need the course to appear on a transcript.

**AGRONOMY AND SOILS GRADUATE DEGREE PROGRAM**

**Graduate Distance Education Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6016</td>
<td>Analysis of Plant, Soils and Animal Data</td>
</tr>
<tr>
<td>6066</td>
<td>Soil Micorbiology/Spring</td>
</tr>
<tr>
<td>6061</td>
<td>Soil Microbiology Lab/Spring (campus visit for distance education students)</td>
</tr>
<tr>
<td>6086</td>
<td>Soil Resources and Conservation/Fall</td>
</tr>
<tr>
<td>6106</td>
<td>Plant Genetics and Crop Improvement/Spring</td>
</tr>
<tr>
<td>6166</td>
<td>Advanced Turfgrass Management/Spring</td>
</tr>
</tbody>
</table>
Additional undergraduate courses in Agronomy and Soils, Entomology, Plant Pathology and Horticulture are available by distance education, as well as graduate courses in Entomology and Plant Pathology.

**Graduate Courses Not Yet Offered by Distance Education**

- 6000 Soils and Environmental Quality/Fall
- 6020 Nutrient Management/Spring
- 6150 Soil Morphology/Spring
- 6590 Environmental Soil Physics/Fall
- 7120 Cytology and Cytogenetics
- 7150 Seminar in Genetics/Spring
- 7170 Advanced Plant Breeding/Spring
- 7180 Crop Ecology/Spring (even years)
- 7190 Advanced Forage Crop Management and Research Methods/Spring
- 7250 Crop Physiology/Fall (odd years)
- 7540 Principles of Plant Nutrition/Summer (odd years)
- 7550 Soil and Plant Analysis/Spring
- 7560 Clay Mineralogy/Fall (even years)
- 7160 Genetic Data Analysis/Fall (even years)
- 8570 Physical Soil Chemistry/Summer (even years)
- 8580 Advanced Soil Physics/Spring (even years)
- 8990 Research and Dissertation

Note: some of the above courses are available by distance education at other universities and may be taken as transfer credits.

**Minimum Course Requirements**

The following courses are required of all candidates for advanced degrees in Agronomy and Soils on campus or through the Agronomy and Soils Distance Education Graduate Degree Program. If a given course will not be beneficial to a student because of the nature of his/her research, the student's major professor may petition the Graduate Program Committee to substitute a course of equal or higher standing and from which the student will clearly benefit more. However, course substitutions for required courses are rarely allowed.

**Transfer Credits for Distance Education Students:** Because distance education students may
not find all of the courses that they need available by distance education at Auburn, the Graduate School will allow students enrolled in the Agronomy and Soils Distance Education Graduate Degree Program to transfer up to 50% of their course credits from other universities.

**Soil Science: Requirements for non-thesis Master of Agriculture (M.Ag.) degree**

The Master of Agriculture (M.Ag.) and Master of Science (M.S.) have the same course requirements, except the M.Ag. degree requires at least two additional graded courses. Students on the M.S. degree track that change to the M.Ag. program will not receive credit for thesis research hours. Both degrees require a final oral examination. M.Ag. students register for GRAD 7000 during the semester the exam is taken. M.Ag. students must write a professional paper as part of a special problems course (AGRN 6976) and present an exit seminar (AGRN 7956) on this paper.

**Soil Science: Course Requirements for the M.S. degree**

Calculus I                  MATH 1610 or 1680 or 1710  
Physics                    PHYS 1000 or 1510  
Organic Chemistry          CHEM 2030 or 2070 & 2071  
Fundamental Chemistry II   CHEM 1040 & 1041  
Analytical Chemistry       CHEM 3050 & 3051  
Plant Biology (Plant Physiology)  BIOL 3100 or HORT 3000  
Statistics                 STAT 7000  

**Minimum of 12 semester hours from the following list**

Soils & Environmental Quality AGRN 6000†  
Nutrient Management          AGRN 6020  
Soil Microbiology            AGRN 6060/6066 & 6061  
Soil Resources & Conservation AGRN 6080/6086  
Soil Morphology              AGRN 6150  
Soil Chemistry               AGRN 6300/6306  
Environmental Soil Physics   AGRN 6590  

†A course number ending in “0” denotes a campus course. A course number ending in “6” indicates a graduate distance education course, whereas a course number ending in “3” indicates an undergraduate distance education course.

*(Where the course is not available by distance education from Auburn University, student may substitute the equivalent course available by distance education at another institution. For distance education students only, the Graduate School will allow up to 50% of course credits to be transfer credits)*

**Number of Hours Required for Degree, M.S.**

A minimum of 30 semester hours (6000-level or above) of which:
1. At least 21 semester hours must be in a major area of concentration.
2. Two hours of AGRN 7956 (Seminar).
3. Campus students are required to register for one hour of AGRN 7996 (Research and Thesis) each semester including summer semesters. Distance Education students need to take at least 4 credit hours of research and thesis over the course of their program. They should register for one hour of research and thesis in those semesters in which they are not registered for a course, or they may take 2 credits of AGRN 7996 in each of the last two semesters of their program. Up to 6 hours of AGRN 7996, may be counted toward degree.

**Plant and Weed Science: Requirements for non-thesis Master of Agriculture (M.Ag.) degree**

The Master of Agriculture (M.Ag.) and Master of Science (M.S.) have the same course requirements, except the M.Ag. degree requires at least two additional graded courses. Students on the M.S. track that change to the M.Ag. program will not receive credit for thesis research hours. Both degrees require a final oral examination. M.Ag. degree registers for GRAD 7000 during the semester the exam is taken. M.Ag. students must write a professional paper and present as part of a special problems course (AGRN 6976) and present an exit seminar (AGRN 7956) on this paper.

**Plant and Weed Science: Course Requirements for the M.S. degree**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus I</td>
<td>MATH 1610 or 1680 or 1710</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>CHEM 2030 or 2070 &amp; 2071</td>
</tr>
<tr>
<td>Fundamental Chemistry II</td>
<td>CHEM 1040 &amp; 1041</td>
</tr>
<tr>
<td>Analytical Chemistry</td>
<td>CHEM 3050 &amp; 3051</td>
</tr>
<tr>
<td>Plant Biology (Plant Physiology)</td>
<td>BIOL 3100 or HORT 3000</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT 7000</td>
</tr>
<tr>
<td>Plant Pathology</td>
<td>PLPA 3000/3003</td>
</tr>
<tr>
<td>Economic Entomology</td>
<td>ENTM 4020</td>
</tr>
<tr>
<td>Systematic Botany</td>
<td>BIOL 5120/6120</td>
</tr>
<tr>
<td>Genetics</td>
<td>BIOL 3000/3003*</td>
</tr>
</tbody>
</table>

*AGrün 5103 can be substituted for BIOL 3003 if student is not majoring in plant breeding.

**List A: minimum of 12* semester hours from the following:**

<table>
<thead>
<tr>
<th>Course Requirement</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant Genetics &amp; Crop Improvement</td>
<td>AGRN 6100/6106</td>
</tr>
<tr>
<td>Advanced Turfgrass Management</td>
<td>AGRN 6160/6166</td>
</tr>
<tr>
<td>Bioenergy and The Environment</td>
<td>AGRN 6400/6406</td>
</tr>
<tr>
<td>Chemistry &amp; Use of Herbicides</td>
<td>AGRN 7140/7146</td>
</tr>
<tr>
<td>Crop Ecology</td>
<td>AGRN 7180</td>
</tr>
<tr>
<td>Advanced Forage Mgt. &amp; Research Methods</td>
<td>AGRN 7190</td>
</tr>
<tr>
<td>Crop Physiology</td>
<td>AGRN 7250</td>
</tr>
<tr>
<td>Soils and Environmental Quality</td>
<td>AGRN 6000</td>
</tr>
<tr>
<td>Soil Microbiology</td>
<td>AGRN 6060/6066 + AGRN 6061</td>
</tr>
</tbody>
</table>
Insect Toxicology \hspace{1cm} ENTM 7100
Insecticides & Environment \hspace{1cm} ENTM 6030
Plant Nematology \hspace{1cm} PLPA 6506
Field Survey Plant Pathology \hspace{1cm} PLPA 6080
Introductory Molecular Genetics \hspace{1cm} CMBL/BIOL 6220
*Course substitutions have to be approved.

\textit{(Where the course is not available by distance education from Auburn University, student may substitute the equivalent course available by distance education at another institution. For distance education students only, the Graduate School will allow up to 50 \% of course credits to be transfer credits)}

**Number of Hours Required for Degree, M.S.**

A minimum of 30 semester hours (6000-level or above) of which:

1. At least 21 semester hours must be in a major area of concentration.
2. Two hours of AGRN 7956 (Seminar).
3. Campus students are required to register for one hour of AGRN 7996 (Research and Thesis) must be registered for each semester including summer semesters. Distance Education students need to take 4 credit hours of research and thesis over the course of their program. They should register for one hour of research and thesis in those semesters in which they are not registered for a course, or they may take 2 credits of AGRN 7996 in each of the last two semesters of their program. Up to 6 hours of AGRN 7990, may be counted toward degree.

In addition to the courses listed above, a student's major professor may have core courses which they expect you to take for your area of specialization. Advisory committee members may require you to take courses in addition to your advisor’s and the departmental requirements.

There are no foreign language requirements for graduate degrees in Agronomy and Soils.

**AG*IDEA SOIL, WATER AND ENVIRONMENTAL SCIENCE GRADUATE DEGREE PROGRAM**

The Ag*IDEA Soil, Water and Environmental Science (SWES) is a graduate degree program offered through a consortium of universities that shares courses. This program offers both Master of Agriculture and Master of Science degrees. Students enrolled in this program must take at least 36 credits including 12 to 15 credit hour general core courses (biology, chemistry, physics, hydrology, and pedology), with the remaining 21 to 24 credit hours in electives. A seminar course (1 credit hour) and one course in statistics (3 credit hours) are also required. A student may elect to conduct a research project and complete a thesis for a Master of Science degree. Students enrolled in the program may take any of the courses offered by the 7 universities and they all count towards credit from Auburn University. Students seeking a Master of Agriculture degree must complete an Advanced Special Problems course and submit a report and present a seminar on a subject approved by the students’ graduate committees.
To enroll in this program, students must meet the admission requirements of the Graduate School and the Department of Agronomy and Soils (see above). Prerequisites for SWES are identical those for the Soil Science option in the Agronomy and Soils Program.

**Course Requirements**

**Core Courses:**

- AGRN 6066 Soil Microbiology
- AGRN 6306 Soil Chemistry
- AGRN 7136 Soil Morphology, Genesis and Classification
- AGRN 7586 Soil Physics

*Choice of:*

- BSEN 7156 Introduction to Land and Water Engineering, OR
- BSEN 7526 Introduction to Fluvial Geomorphology, OR
- BSEN 7536 DRAINMOD

**Additional Required Courses:**

- AGRN 6016 Analysis of Plant, Soils and Animal Data
- AGRN 6976 Advanced Special Problems
- AGRN 7956 Seminar

**Elective Courses:**

**Resource Management**

- AGRN 6026 Nutrient Management
- AGRN 6086 Soil Resources and Conservation
- AGRN 6406 Bioenergy and the Environment
- AGRN 7016 Environmental Soil Science
- AGRN 7076 Soil Erosion and Conservation
- AGRN 7146 Chemistry and Use of Herbicides in Crop Production
- AGRN 7216 International Agronomic Development
- AGRN 7226 Soil and Crops in Arid Lands
- AGRN 7326 Wetland Soils
- BSEN 7216 Biomass to Renewable Energy Processes
- BSEN 7616 Agricultural Waste Management
- BSEN 7626 Design of Structural Stormwater BMP’s
- BSEN 7636 Stream Channel Assessment and Restoration
- BSEN 7646 Open Channel Hydraulics for Natural Systems
- BSEN 7656 Ecohydraulics and River Corridor Function
- BSEN 7666 Wetlands Engineering
- Theory of Drainage – Saturated Flow
- Pesticides
- Plant Water Relations
- Environmental Application of Soil Science
Technology and Analytics

AGRN 7086  Experimental Methods
AGRN 7286  Applied Geostatistics
BSEN 7016  Quantitative Agricultural Remote Sensing
BSEN 7026  Precision Agriculture Technology
BSEN 7116  Instrumentation for Hydrologic Application
BSEN 7376  Watershed Monitoring & Assessment
BSEN 7366  Integrating AutoCAD Civil3D & GIS
BSEN 7136  GIS in Hydrologic & Water Qual. Modeling
GIS Applications in Precision Agriculture

Policy and Law

Environmental Law & Governmental Regulation

For more information on the Soil, Water and Environmental Science graduate degree program, please refer to the following website:
http://www.ag.auburn.edu/students/distanceeducation/degree-programs.php

ADVISORY COMMITTEE AND PROGRAM OF STUDY

Once you have been admitted to a graduate degree program, you should identify a faculty member who agrees to be your major professor and who will guide you in developing your program of study and advise you in carrying out your research or special project. You should also begin right away to identify any deficiencies that you may have and complete the appropriate part of Form 2, described below. During the first semester of study, you and your major professor should set up an advisory committee and outline a program of study. The department requires four or more committee members for M.S. and Ph.D. programs. All forms (1-6) mentioned in the next section can be found at the end of this book, and will also be posted on the website.

Policies for Graduate Students:

1. AGRN GRA Form 1 is primarily a planning form for meeting specific deadlines. The student and major professor will retain a copy of this form. The original will be kept in the departmental office, and updated each time a deadline is met.

2. Deficiency courses (departmental minimum course requirements) should be identified during the first semester and must be identified prior to registration for the third semester. A list of the required courses already taken (or proposed substitution for these courses) and courses that have not been satisfied, must be submitted to and signed off by the major professor before the student is allowed to register. Use AGRN GRA Form 2. SWES students use
Form 2 for Soil Science Students.

All undergraduate level deficiency courses should be completed before the end of the 4th semester.

3. A brief research project outline and a tentative plan-of-study must be presented to the Departmental Graduate Program Committee before the end of the first year. No names or signatures of advising committee members should be included in the tentative plan-of-study. Master of Agriculture students do not submit a thesis but must submit a project report.

This outline will include:
   1. Proposed thesis or project title
   2. Research objectives
   3. Outline of research methods
   4. Advisory committee members

After the Departmental Graduate Program Committee approves the tentative plan-of-study and the research outline, the official plan-of-study (signed by all members of the advisory committee) will be submitted to the Chairman of the Graduate Program Committee along with AGRN GRA Form 3.

If the student does not receive a signed copy of the plan-of-study from The Graduate School within 6 weeks after submitting, he/she must request a tracer.

4. By the end of the 5th semester, the student must present an oral progress report to the thesis advisory committee. This report will include:
   1. Experiment outline.
   2. Explanation for deviations from item 3.
   3. Problems encountered with the research and possible solutions.
   4. Accomplishments to date and future work.
   5. Estimated completion date.

All advisory committee members must sign AGRN GRA Form 4 or provide reason(s) for not signing.

A signed copy of form 4 must be submitted to the departmental office before the beginning of the 5th semester. If not submitted, the assistantship will be terminated.

5. Ph.D. Students must repeat item 4 by the end of the 8th semester. Use AGRN GRA Form 5 for item 5.

6. AGRN GRA Form 6 is to verify that the Plan of Study approved the Agronomy and Soils Department has been completed. This form must be completed just prior to final exams for M.S. and preliminaries for Ph.D. students.

7. The burden of meeting all deadlines is the responsibility of the graduate student and no one
else. Situations beyond the control of the student must be presented to the Department Head prior to the deadline.

8. Deadlines apply to all students. However, some appointments and/or some research programs may require different deadlines. In these situations it will be the responsibility of the major professor to amend the deadlines for approval by the Department Head. Request for extensions to any deadline should be filed as early as possible, but no later than 1 semester prior to the deadline. The request must contain brief reasons for changes, new deadline dates (no one will be allowed to have an open ended program), and signatures of the student and major professor.

9. If a student's grade point average for all graded courses falls below 3.0, the student will have two semesters to bring it back to 3.0.

10. If a student receives an incomplete in a course, it must be removed before the end of the next semester.

11. Policies also apply to non-traditional graduate students, such as distance education students, research associates, and to international students even if they are not on assistantships.

12. It is obvious that time limits will be different for some of these students, but specific dates must be established during the first year.

13. It is the responsibility of international students to keep their visa current. In other words, each student must maintain a legal status with the INS.

In addition, any international student who is out of status with INS will not be allowed to use any facilities in Funchess Hall including office, telephone, computer, etc., without special permission by the department head. Special permission will only be considered for situations beyond the student's control.

**Seminar Requirements:**

All M.S. and Ph.D. Agronomy graduate students will present at least two seminars. Each M.S. and Ph.D. graduate student will be required to take two hours of AGRN 7956 for credit (1 credit hour for each seminar). Agronomy M.Ag. students are required to take one hour of AGRN 7956 the semester they present a seminar on their professional paper. Attendance is required at all departmental seminars unless excused for valid reasons such as class conflicts. Distance education students may watch the recordings of seminars in Panopto CourseCast: [http://aces.panopto.auburn.edu/Panopto/Pages/Sessions/List.aspx#folderID=%22f7cccc26-0a90-4283-be20-b2be9abd5ebc%22](http://aces.panopto.auburn.edu/Panopto/Pages/Sessions/List.aspx#folderID=%22f7cccc26-0a90-4283-be20-b2be9abd5ebc%22).

Seminars are scheduled for Fall and Spring semesters. Literature review seminars should be presented no later than the 6th semester. A detailed literature review (rough draft will be adequate), approved by the major professor, should be presented to the advisory committee prior
to the literature review seminar presentation. The first seminar should focus on research objectives but some results may be presented.

A second seminar, in which the student reports on research accomplishments, will be presented near the end of the student's program. The second seminar consists of the presentation of research results to a faculty/student audience. A third seminar may also be presented if you and your major professor feel it is necessary to split the results into two seminars. Seminars should be prepared to last approximately 20 minutes with an additional 10 minutes given for discussion and questions. Two to 7 days before your seminar, e-mail an abstract of your seminar presentation to 'ay-all’. If faculty on your advisory committee are outside of the department, invite them and send a copy of the abstract.

The format for abstracts should be adhered to:

**TITLE:**

**YOUR NAME:**

**MAJOR PROFESSOR'S NAME:**

**DATE:**

**TIME:**

**LOCATION:**

**ABSTRACT:**


Two to five of "the most important" references should be included at the end of the abstract. The abstract should be no longer than 1 page. All seminars are presented utilizing a LCD projector. Distance education students may present their seminar via video conference to the Department of Agronomy and Soils or to an audience approved by the student’s graduate advisory committee.

**RESIDENCY REQUIREMENT**

Residency requirements do not apply to distance education students. However, M.S. distance education students may need to visit campus or another research facility in order to carry out the research program approved by the student’s research committee.

**ORAL AND WRITTEN EXAMINATIONS**

**Master of Science/Master of Agriculture:**

The advisory committee will administer the oral examination upon successful completion of course work and thesis research or special project. Distance education students may take the exam via video conferencing if they cannot come to campus. Oral examination results must be submitted to the Graduate School within three days. It is the responsibility of the student to get the necessary forms from The Graduate School before the examination.
**Graduation Clearance Check:**

The Graduate School requires each student to request a graduation in the semester **preceding** the semester of anticipated graduation. The end of the semester is defined as graduation day. The Graduation Check form is available on-line at www.grad.auburn.edu. This on-line form enables the student to submit a graduation check electronically instead of completing a hard copy form. This check is not to be confused with a residency plan or a plan of study which are due earlier in a student's program. This procedure provides sufficient time for a student to address any problems or needs to meet graduation deadlines. This procedure also facilitates the final graduation clearance.

**COMPLETION OF THESIS OR DISSERTATION**

A final draft of the thesis must be submitted to the advisory committee at least 3 weeks before the final examination. The draft is one which is approved by the major professor as being complete and editorially correct. The style of the thesis should be based upon professional journals in the field of study. Completed theses and dissertations from Auburn Agronomy and Soils graduates can be checked out for reference by checking with the main office.

Remember **at least 4 copies** of the corrected thesis or dissertation must be delivered to the Thesis and Dissertation Office for binding — two to be retained by the library, one by the student’s department and one by the student’s major professor. Also, the student is responsible for the expenses of copying and binding. *The Guide to the Preparation and Submission of Theses and Dissertations* is available on the web at [http://www.grad.auburn.edu/cs/thesis_guide.html](http://www.grad.auburn.edu/cs/thesis_guide.html)

**LEAVING AUBURN**

The following applies only if you have a stay on campus: An exit form (last page of this book) must be completed before your departure. The day after you graduate, resign, or leave the department, your office is no longer your personal storage area and anything personal in the office the day after you graduate, resign or leave will be thrown away.

**ROLES AND RESPONSIBILITIES**

**RESPONSIBILITIES OF STUDENTS**

The graduate student is expected to read and follow the guidelines described in this handbook. Being a graduate student cannot be considered as only a job. Rather, it is a means of accomplishing professional goals. The student is a representative of Auburn University and the Department of Agronomy and Soils.
Both thesis and non-thesis students have the following responsibilities:

1. to make the commitment to his/her graduate program which is required for the successful completion of his/her degree. This often requires more time than generally expected when initiating a graduate program.

2. to read and be familiar with the information presented in the AU Graduate Studies 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. Rules, regulations and requirements listed in Auburn University Bulletin take precedence over the departmental document if a difference occurs. A student planning to graduate should be familiar with the dates relating to application for graduation and other pertinent deadlines (Form 1).

3. to satisfy the requirements of the bulletin in force at the time the student is admitted to, and begins course work in, a degree program; or the student may, with the consent of his/her advisor, graduate under a subsequent bulletin provided the student complies with all requirements of the later bulletin.

4. to follow all policies and meet all requirements and deadlines.

5. to perform project related work, regardless of funding status, as defined by the faculty advisor.

6. to ensure security and energy conservation of the project and department equipment and facilities.

7. to maintain and care for all project and department materials.

8. to set a demanding schedule to maintain his/her progress.

9. to call meetings of the graduate committee, reserve the room, and provide committee members with the time, location, and purpose of the meeting.

10. to conduct committee meetings.

11. to inform his/her graduate committee of the status of their program and research at regular intervals.

12. to pursue employment upon graduation.

The thesis/dissertation student also has the responsibility:

13. to ensure that his/her research is original, which requires a detailed literature review.
14. to properly summarize and interpret his/her research.

15. to perform his/her own research-related work.

**ADVISOR’S ROLE**

1. to provide competent advice on course work, research, and employment opportunities when requested.

2. to describe the limits of supplies, equipment, and labor, to the graduate student before the initiation of his/her work.

3. to provide the graduate student the opportunity to be imaginative and innovative in the pursuit of his/her degree program.

4. to provide an atmosphere that will encourage successful completion of the graduate program.

5. when appropriate, to provide supplies, equipment and labor within the limits of available funding.

6. to stay abreast of the graduate student's research and its progress.

7. to provide assistance in the form of critical review of the initial project proposal, seminars, manuscripts, presentation, and the thesis/dissertation.

8. to accept final responsibility for research conducted under his/her project.

**GRADUATE RESEARCH ASSISTANT (GRA) DUTIES**

Graduate assistantships generally do not apply to distance education students.

**AGRONOMY AND SOILS PERSONNEL**

**FACULTY:**

David I. Bransby, Professor; B.S., Univ. of Natal, South Africa; M.S., Univ. of Missouri; Ph.D., Univ. of Natal, South Africa. Forages, Energy Crops.

Eve F. Brantley, Assistant Professor; B.S. Berry College; M.S. Clemson University; Ph.D. Auburn University. Water Resources
Charles Y. Chen, Associate Professor, B.S. China Agricultural University; M.S. Chinese Academy of Agricultural Science; Ph.D. University of Illinois at Urbana-Champaign. Peanut breeding, genetics and genomics.


Yucheng Feng, Professor, B.S., Beijing Agricultural Univ.; M.S., Ph.D., Penn State. Soil Microbiology.

Elizabeth Guertal, Professor; B.S., M.S., The Ohio State Univ.; Ph.D., Oklahoma State Univ. Turf and Soil Fertility.

David Han, Extension Specialist and Associate Professor; B.A., Cornell University; M.S., Cornell University; Ph.D., The Ohio State University. Turfgrass Management.

Julie Howe, Assistant Professor, B.S., M.S., Texas A&M University, Ph.D., University of Wisconsin. Soil Science.

Gobena Huluka, Associate Professor, Ph.D., Auburn University. Soil Science.

Johnson, Jennifer M., Assistant Professor. B.S., M.S. Western Kentucky University; Ph.D. University of Kentucky. Forage Extension

J. Scott McElroy, Associate Professor, B.S., M.S., Auburn University, Ph.D. North Carolina State University. Weed Science/Turfgrasses.

Charles C. Mitchell, Jr., Extension Agronomist and Professor; B.S., Birmingham Southern College; M.S., Auburn Univ.; Ph.D., Univ. of Florida. Soil Fertility.

C. Dale Monks, Extension Agronomist and Professor; B.S. Middle Tennessee State; M.S. University of Arkansas; Ph.D. University of Georgia. Cotton Production.

John W. Odom, Associate Professor; B.S., M.S., Univ. of Tennessee; Ph.D., Purdue Univ. Soil Fertility.

Brenda V. Ortiz, Extension Specialist & Assistant Professor, Precision Agriculture/Grain Crops, B.S., Univ. Nacional de Colombia-Univ. del Valle, Cali (Agricultural Engineering), Ph.D., Univ. of Georgia, Athens (Biological & Agricultural Engineering)

Michael G. Patterson, Extension Weed Scientist and Professor; B.S., M.S., Ph.D., Auburn Univ. Cotton Weed Control.

Dennis A. Shannon, Professor; B.A., Goshen College; B.Sc. (Agr), McGill Univ. (Canada); M.S., Ph.D., Cornell Univ. Medicinal Crops, Agroforestry, International Agronomy.
Joey Shaw, Professor; B.S., James Madison Univ., M.S., Univ. of Maryland, Ph.D., University of Georgia. Pedology.

J. T. Touchton, Professor and Head; B.S., M.S., Univ. of Georgia; Ph.D., Univ. of Illinois. Soil Fertility.

Edzard van Santen, Professor, Staatsexamen, Philipps Univisitas Morburg, Federal Republic of Germany; M.S., Ph.D., Univ. of Wisconsin-Madison. Forage Breeding.

Robert H. Walker, Professor; B.S., M.S., Ph.D., Mississippi State Univ. Weed Biology and Management.

David B. Weaver, Professor; B.S., M.S., Univ. of Georgia; Ph.D., Purdue Univ. Cotton Breeding.

Glenn Wehtje, Professor; B.S., Washington State Univ.; M.S., North Dakota State Univ.; Ph.D., Univ. of Nebraska. Weed Science.

C. Wesley Wood, Professor; B.S., M.S., Mississippi State Univ.; Ph.D., Colorado State Univ. Environmental Soil Science.

NON-TENURED FACULTY

Charles H. Burmester, Extension Agronomist; B.S., M.S., Auburn Univ. Cotton Production.

Dennis P. Delaney, Extension Specialist; B.S., Michigan State Univ.; M.S., Clemson Univ., Ph.D., Auburn University. Soybean and Conservation Cropping.

AFFILATE AND ADJUNCT FACULTY

Adjunct faculty:

William Birdsong, Agronomist, Wiregrass Extension & Research Center

Michael Davis, Agronomist, Blackbelt Extension & Research Center

Joyce Ducar, Agronomist, Sand Mountain Extension & Research Center

Affiliate faculty:

Wayne Reeves, Professor, J. Phil Campbell Sr. Natural Resource Conservation Center, Watkinsville, Georgia.

Bret Runion, Assistant Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL
Steve Prior, Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL
Seth Pritchard, Assistant Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL
Jim Bostick, Assistant Professor, Crop Improvement Association, Headland, AL
Allen Torbert, Associate Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL
Kip Balkcom, Assistant Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL
Randy Raper, Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL.
Francisco Arriaga, Assistant Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL.
Andrew Price, Assistant Professor, USDA-ARS, National Soils Dynamics Lab, Auburn, AL.
Alan Franzluebbers, Associate Professor, USDA-ARS, Natural Res Cons Ctr, Watkinsville, GA.
Kevin Robertson, Tall Timbers, Tallahassee, FL.
Russ Jessup, Assistant Professor, USDA-ARS, Mendel Genetic., Auburn, AL.
Dexter Watts, Agronomist, USDA-ARS, National Soils Dynamics Lab, Auburn, AL.
Nirmal Joshee, Assistant Professor, Fort Valley State College, Fort Valley, GA.

**ALABAMA CROP IMPROVEMENT ASSOCIATION:**

James P. Bostick, Executive Secretary-Alabama Crop Improvement Assoc., Inc. and Adjunct Professor; B.S., M.S., Auburn Univ.; Ph.D., Mississippi State Univ.

Hamilton Bryant, Associate Director, Agric. Research/Extension Center.

**EMERITUS:**

Fred Adams, Professor Emeritus; B.S., M.S., Louisiana State Univ.; Ph.D., University of California. Soil Chemistry.

Donald M. Ball, Extension Agronomist and Professor Emeritus; B.S., Western Kentucky Univ.; M.S., Ph.D., Auburn Univ. Pasture and Forages.

Jacob H. Dane, Professor Emeritus; B.S., Agric. Univ. of the Netherlands; M.S., New Mexico State Univ.; Ph.D., Colorado State Univ. Soil Physics.

Ray Dickens, Professor Emeritus; B.S., Univ. of Arkansas; M.S., Ph.D., Auburn Univ. Turfgrass
Management.

Clyde E. Evans, Professor Emeritus; B.S., Abilene Christian Univ.; M.S., Auburn Univ.; Ph.D., North Carolina State Univ. Soil Fertility.

John W. Everest, Extension Weed Scientist and Professor; B.S., Univ. of Alabama; M.S., Ph.D., Auburn Univ. Weed Science.

Benjamin F. Hajek, Professor Emeritus; B.S., Texas A&M Univ.; M.S., Ph.D., Auburn Univ. Clay Mineralogy.

James E. Hairston, Extension Agronomist and Professor Emeritus; B.A., Berry College; Ph.D., Univ. of Georgia. Water Quality.

Dallas L. Hartzog, Extension Agronomist and Professor; B.S., M.S., Auburn Univ. Peanut Production.

John B. Henderson, Extension Agronomist and Professor; B.S., M.S., Auburn Univ.; Ph.D., North Carolina State Univ. Soybean and Oil Crops.

Arthur E. Hiltbold, Professor Emeritus; B.S., Cornell Univ.; M.S., Iowa State Univ.; Ph.D., Cornell Univ. Soil Microbiology.

Joseph T. Hood, Professor Emeritus; B.S., Univ. of Georgia; M.S., Purdue Univ.; Ph.D., Cornell Univ. Soils.

Charles C. King, Jr.; Professor Emeritus; B.S., M.S. Auburn Univ.; Ph.D. North Carolina State Univ. Crop Production.

Jorge A. Mosjidis, Professor Emeritus; B.S., Univ. of Chile, Santiago; Ph.D., Univ. of California Riverside. Forage Legumes Breeding.

David H. Teem, Professor Emeritus; B.S., M.S. and Ph.D., Auburn Univ. Weed Science.

PROFESSIONAL STAFF:

Laurent Bahaminyakamwe, Research Associate IV, Soil Physics
Kris Balkcom, Research Associate IV, Wiregrass Station
Jason Belcher, Advisor III, National Resources Program, Weed Science
Bill Bryce, Research Assistant IV, Turf Management
Kathy Glass, Advisor III, National Resources Program, Variety Testing
Jim Harris, Assoc Dir, Agric. Research/Extension Center, Turfgrass Research Unit
Christy Hicks, Research Assistant IV, Turfgrass Research Unit
Cynthia Hunter, Technician IV, Laboratory, Soils
Kirk Iversen, Administrator III, Outreach Programs, Technology Transfer

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Michelle Owsley, Research Associate I, Soil Microbiology
Donn Rodekohr, Advisor III, National Resources Program, Precision Agriculture
Jack Rose, Research Assistant I, Weed Science
Rachel Sharpe, Research Associate IV, Plant Breeding
Susan Sladden, Research Assistant IV, Forage Quality
Udenika Wijesinghe, Research Associate I, Soil Microbiology
Brenda Wood, Research Associate IV, Environmental Soil Science
John Owen, Advisor III, National. Resources Program, Precision Agriculture

SOIL TESTING STAFF:

Gobena Huluka, Associate Director, Agriculture Research/Extension Center
Michelle Castro Burditt, Technician III, Laboratory
Hirut Gifawosen, Technician II
Edward Hiltbold, Technician II, Laboratory
Sheila Holt, Administrative Support Assistant II - Academic
Lacy Jones, Technician II, Laboratory
Bill Wills, Technician IV, Laboratory

OFFICE STAFF:

Kay Holloway, Administrative Support Associate II - Academic
Letha Stenson, Administrative Support Assistant II - Academic
Deborah Buchanan, Administrative Support Assistant II – Academic
Latasha McIlwain Mingo, Accountant II

AUBURN UNIVERSITY LIBRARY
(http://www.lib.auburn.edu):

The Ralph Brown Draughon Library is named in honor of Ralph Brown Draughon, President of Auburn University from 1947 to 1965, and a moving force behind the construction of the original portion of the Library. With the completion of a 207,000 square foot addition in 1991, the Library has a seating capacity of 2,500 designed to serve the study, teaching, and research needs of Auburn University.

The library has many electronic resources available to distance education students including electronic databases, journals, electronic document delivery for graduate students and more. If special assistance is needed in finding information related to agriculture, Mrs. Claudine Jenda is the subject specialist librarian for agriculture (http://libguides.auburn.edu/subjectspecialists).

INTERNATIONAL STUDENT INFORMATION

If you are a foreign national and need to travel to Auburn University as part of your program,
you will need to obtain a visa. You must work with the Office of International Students and Scholars for assistance in obtaining a student visa. They will provide you with the forms that you need to take to the American Consulate in your country.

Upon arrival at Auburn University, you must report to the Office of International Education, located in Hargis Hall within 5 days. Afterwards, please present your passport, I-94 and I-20 documents to Kay Holloway or Latosha Mingo in Funchess 201. Copies of these documents will be made and stored in departmental files. Additional departmental forms are required and will be given to each student for processing.

For more information, please see the international student website at:
http://www.auburn.edu/academic/international/oie/iss/

SAFETY

Safety, at all times is absolutely essential and everyone’s responsible. You are responsible for your safety and probably, legally liable for the safety of anyone you supervise. The following is not an all-inclusive list, but points out some major safety issues. Some of the information given below is specific to use of Departmental or Experiment Station facilities and equipment, but the general safety recommendations are applicable to all laboratory and farm equipment and agricultural or laboratory chemicals.

1. See page 30 on state vehicle operations.

2. Do not operate any machinery or equipment until you have read and understand the safety issues associated with it (this includes lawnmowers, tractors, grinders, harvesters, etc).

3. Do not operate any machinery or equipment if you are under the influence of mind altering drugs (legal or illegal).

4. **Pesticides:** Do not handle, mix, transport or apply any pesticide unless you have a permit from the State of Alabama that covers the class or classes of pesticides in question, i.e., restricted or non-restricted use.

5. Do not get close to pesticides unless you have been through a safety training session.

6. In order to operate any piece of motorized machinery you must sign the departmental safety form indicating you have received instructions on safety and correct operations. The person giving the instructions must sign as well.

7. If you have not had training in lab chemical safety, either through chemistry course, specific safety course, do not mix or handle laboratory chemicals unless you have been instructed by or are being supervised by someone who has been well educated in chemical safety.
8. Items 1 - 7 applies to anyone you supervise and you are responsible for making sure they are well trained in safety operations.

9. Report any safety problems that you know of to your immediate supervisor.
Agronomy and Soils Safety Requirements
(This page applies primarily to those students who come to campus)

It is the responsibility of each student to seek safety training before operating motorized equipment and/or machinery. See Kay Holloway for more details.

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<th>Equipment name and date</th>
<th>Student’s signature; having received safety instructions</th>
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The following information does not generally apply to distance education students unless they have to carry out work on campus. However, should you have business on campus or with the department, such as if you are carrying out research for a Master of Science degree please take note.

Listed on the following pages are some of the items covered in this book that will require help from the main office. Please keep these in mind as you make requests for assistance.

**Administrative Assistant:** Submits **ALL** purchase requests, receipts, vehicle mileage summaries, etc.

**Secretaries:** Submits travel reimbursements and/or requests for travel; tuition certificates; requests for keys; plans of study; conference room and department car reservations; typing needs such as mailing labels.

Secretaries may assist graduate students with projects that relate to their major professor’s research and/or teaching functions within the department and on the same priority as faculty. Under **NO** circumstances is typing of graduate student’s theses, term papers, etc., considered part of their job responsibilities.

**Purchase Orders:** The department will follow the University’s policy of not issuing individual purchase orders for purchases under $2,500 unless required by the vendor. All faculty and staff have been issued a Visa purchasing card to make purchases for items under $2,500. See your project leader for details. For all single purchases that total **more than** $2,500, and other questions regarding making purchases, please see Linda Bankston.

**Supplies:** The department's main office has some common items that you may need to keep your desk operational. However, if you need items that can not be borrowed or are not available in the department, please give your order and account number to the secretary in 201 Funchess. She will order supplies at a competitive rate. In case of an emergency, you may purchase supplies at the University Bookstore in Haley Center. **All charges** (including purchases for laboratory supplies) to the department must have FOP (account number). See your project leader for details. All receipts must be turned in to the administrative assistant/bookkeeper with your project's name and number.

**Keys:** Keys to your office and the computer room are checked out from the main office staff. You will be signing a key release form for the duration of your stay. All university keys are to be returned after you have finished at Auburn. Your major professor may also have a few keys that you will need. Lost keys are the responsibility of the student.

**Telephone:** Graduate students and staff should obtain their supervisor's permission to place long distance calls. To make a long distance call, dial *76 + access code (obtain from your supervisor) + 9 + 1 + area code + number. The call will be billed to the project's account. This access code is also needed for long distance FAX transmissions. For on-campus calls dial 4 + the last four numbers. For local off campus calls dial 9 + seven-digit number.
**Department Flower Fund:** The department maintains a "flower fund" for such things as births, funerals, and social events. Graduate students are asked to contribute $10 when this fund is depleted; usually just once a year.

**Copiers:** There are two photocopy machines in the department; rooms 201 and 231. Agronomy students can use a copy machine for research purposes, but may not photocopy books or journal articles or any large volume copying, such as dissertations and theses. Copy cards can be purchased from Ralph Brown Draughon Library for use in the library.

**FAX Machine:** Students can use the departmental FAX machine (334-844-3945) in the mail room when it pertains to research and with your supervisor's permission. Long distance telephone call regulations also apply for long distance FAX transmissions.

**Mail, UPS packages, Deliveries:** Individual folders for incoming mail are provided in room 230. The folders are assigned by the department secretary. Outgoing campus and departmental mail is placed in mailbox at bottom of stairs near the entrance, second floor Funchess. Personal mail is not accepted even if stamped.

UPS packages must have a packaging slip with a street address attached to the package. Ground UPS packages are picked up at the mailroom by UPS. You are responsible for getting packages over 25 lbs to the mailroom. UPS and Federal Express provide overnight delivery. Street address, phone number AND account number must be made available for overnight mailings. Overnight airbills are processed by the department secretary.

All packages are delivered to the main office. Students will be informed by the secretary if they have received a delivery. **NO CASH ON DELIVERY PACKAGES WILL BE ACCEPTED.**

**Petty Cash Reimbursements:** Do **NOT** assume under any circumstance that you will be reimbursed for expenses from the petty cash fund. See the department's bookkeeper for details prior to purchasing.

**TRAVEL AND DEPARTMENT VEHICLES**

This information only applies if you are carrying out department or university sanctioned travel.

**In-State Travel:**

When traveling in project leader’s vehicle, gas can be charged to the department using the state credit card located in the vehicle’s glove compartment. You will be asked for a **Driver ID Number** when using the card. See your Project Leader or Linda Bankston for this number. Receipts need to be turned in to main office – include vehicle tag number on the receipt. For department car, your name and the begin/end mileage must be recorded in the log book located in the vehicle. There are varying reimbursement rates depending on the duration of the trip.
Travel Reimbursements Rates:

In-State
less than 6 hours.................................................................$0
6-12 hours .....................................................................$11.25
more than 12 hours.....................................................$30.00
Overnight .....................................................................$75.00/day

Out-of-State
Meals:
up to $34.00/day ......................................................No receipts needed
$60.00/day ..................................................................Itemized receipts required
Lodging .......................................................................Receipts required
Personal Mileage...............................................................55 cents/mile
Atlanta airport ............................................................$110.00 round trip/55.00 one way
Birmingham airport .....................................................$145.00 round trip/73.00 one way
Montgomery airport ....................................................$57.00 round trip/28.50 one way
Columbus airport ..........................................................$41.00 round trip/20.00 one way

When filing for reimbursements be sure to obtain the project name and FOP from your project leader and include it on your request.

Out-of-State Travel:

When traveling out-of-state, please sign out in the main office. Upon your return, submit a completed travel expense form to the department secretary. In addition to lodging receipts, we need rental vehicle, taxi and gas – if you are unsure about a receipt it’s probably best to get one. Original receipts are required, along with the FOP from your professor. Also, for meetings, conferences, etc. a copy of a meeting brochure, announcement or program (with dates) must be submitted.

Graduate Travel Awards:

Graduate students must file an Application for Graduate Travel Awards form with the Graduate School to request out-of-state travel funds. This is a general fund created to assist students in their travels. All departments have limited funds for travel. Applying for travel awards will help you and the Agronomy Department. Guidelines and applications are available from the Graduate School home page. Be sure to check the guidelines for deadlines!

International Travel:

An authorization to travel form – RAT50 – must be approved at least 1 month prior to travel. Please check the following web site for necessary information:
http://www.auburn.edu/academic/international/oie/travel_requests/RAT50EnrollmentForm.pdf
Driving State Vehicles:

The University requires every person driving state vehicles to have a valid driver's license, wear a seat belt, and be certified by Auburn University. A defensive driving course is offered and must be attended before driving a university vehicle. When you do the initial paperwork as a new student, you will be assigned a class date for taking the course. **Anyone that will be driving a 15 passenger van or larger must take an additional class.** State vehicles can be parked at the Funchess Hall loading deck, but only when loading and unloading material. Time in these zones is 15 minutes or less. Check with front office about current parking regulations for state vehicles.

Department Car and Project Vehicles:

The department car can be used anytime for official University business other than field work. The sign-out sheet and the keys for the car are in the main office (201 Funchess). To be assured that the car is available, reserve in advance.

Before you begin your trip, check the tires, body, interior, and dashboard lights of the car. Problems must be reported to Linda Bankston immediately. Some problems you can correct yourself such as low oil, low or flat tire, etc. Put your name and the car's mileage in the log and be sure the insurance card is there. When you return, put the ending mileage and report any problems. **ALWAYS, WEAR YOUR SEATBELT, do not exceed the speed limit, clean out your trash** and fill up the gas tank upon your return. Traffic tickets are the responsibility of the driver.

Most professors are fortunate enough to have a project vehicle. The project vehicle is considered state property and should be treated as such. Check with your major professor concerning usage procedures for their vehicles.

When driving a project vehicle, whether it is yours or someone else's, follow the departmental car procedure. If you borrowed a vehicle from someone and you encountered problems, please tell the person you borrowed it from, no matter how trivial it may seem.

**NEVER RETURN A VEHICLE WITH LESS THAN ½ TANK OF FUEL!**

UNFORTUNATE CIRCUMSTANCES INVOLVING VEHICLES

The following are circumstances that, hopefully, you will never encounter. But if you do, here are some guidelines to follow:

**If you receive a speeding ticket:**

The University does not pay speeding tickets. It is your responsibility to pay your fines. It would also be a good idea to inform the departmental bookkeeper in case any questions arise.
Driving within posted speed limits will eliminate the majority of problems.

**If you are involved in an accident:**

Do exactly what you would do with your own car. The police should be called and a report prepared. Inside the glove compartment should be an insurance card that will be needed. If someone is hurt, call an ambulance. Notify the department secretary on your return to the University and file an accident report for the University insurance company.

**If your vehicle has a mechanical failure:**

Find the nearest telephone and call the main office and let them know. They will find someone to pick you up and help make arrangements to either get it fixed or hauled back.

**If you lock the keys inside the vehicle:**

If you are out of town, the police usually can help you retrieve them. There are times though, that even the police can't get inside the vehicle. A locksmith should be called and the bill from the locksmith will have to be paid by you.

Of course, if you are in town and you lock your keys inside the vehicle, call the main office (334-844-4100) or your major professor. They both should have an extra set.

**AGRONOMY AND SOILS FACILITIES**

**Greenhouses:**

Greenhouses are available to research scientists of the Alabama Agricultural Experiment Station. The current Plant Science Research Facility (PSRF) provides 10,800 square feet of modern greenhouse space and a header house containing laboratory and work space. The greenhouse is divided into ten 30 x 36 feet zones, each equipped with individual temperature, air circulation, and shade controls. Three of the zones are equipped with high intensity auxiliary lighting. Each of six zones is equipped with two, 3 x 24 feet and three, 5 x 30 feet benches for a total of 594 square feet of bench space.

There is no permanent assignment of space. Specific areas and type of greenhouse and laboratory space will be assigned to project leaders for the duration of an experiment. At the end of an experiment, space will be vacated and all containers, plant material, supplies, and equipment must be removed from both the greenhouse and the laboratory. An extension of time may be obtained by submission of a written request one month prior to the original termination date. A key for greenhouse and header house areas will be checked out by the project leader at the initiation of an experiment and must be checked in at the completion of the experiment.

Space assignments will be made on the basis of an approved experimental outline. The outline, signed by the project leader and department head should be submitted to the superintendent of
the PSRF. Project Leaders are encouraged to confer with the PSRF Superintendent prior to preparation of an outline. Space request for teaching and extension should follow the same procedures as for research. The Outline should follow the format of those now used for research on Alabama Agricultural Experiment Station substations according to guidelines given in the AAES Handbook for Project Leaders.

Special growing media must be provided by project leaders, however PSRF personnel will work with researchers in mixing and preparing special media. Limited quantities of special growing media and soils can be stored at the PSRF for the duration of an experiment. Routine watering with tap water or a standard nutrient solution will be performed by PSRF as stated in the Research Outline. The standard nutrient solution is made up from a 15-16-17 soluble fertilizer with trace and minor elements. PSRF will continuously monitor all greenhouses for insects and diseases and will apply preventive and curative pesticide treatments as needed and that are compatible with plants and research objectives. Researchers (graduate students and technicians, etc.) are urged to monitor for diseases and insects and to notify the PSRF superintendent if any are detected.

PSRF has a conference room equipped with a slide projector, a screen, a table, and chairs that will comfortably seat 14. Priority for use of the conference room will be given to planning sessions, seminars, and group meetings directly related to work at the PSRF. However, the room is available for other group meetings. Room reservations are required in advance.

**Agronomy Farms:**

Agronomy Farms and available research areas are controlled by AAES and not the department.

**Computer Facilities:**

The Agronomy and Soils Department has a computer lab in room 205 Funchess Hall. Many software packages have been loaded onto the computer hard-drives. All computers are access protected. Users are encouraged to recycle their draft copies and reserve clean paper for final drafts.

**Seed Storage:**

The seed storage room is a refrigerated room (278 Funchess) to be used for seed storage only. The seeds must be labeled with the professor's name and placed in the assigned drawer. DO NOT stack seeds on the floor. See Kathy Glass (275 Funchess) before using.

**Forage Drying:**

There are six large forage dryers in 220 Funchess. Heat is provided through a steam boiler from the basement of Funchess. Temperatures are not easily adjusted. See Brenda Wood if the temperatures do not meet your needs. As soon as your plants are dry you must remove them from the driers. They will be removed for you if they are dry and space is needed. Do not use the room for long term storage of plant material; longer than 2 weeks.
Grinders:

**Plant Preparation:** Two Wiley mills, three cyclone mills, and a hammer mill are available in Funchess 221. Do not grind whole grain samples through these mills. Oven dried, pre-ground grain (such as that which has been through a blender) can be put through the cyclone mills.

As you can imagine this room can become quite dusty and pose a potential health hazard. For those particularly dusty jobs it is highly recommended that air purifying helmets be worn. A face shield also protects the eyes from dust and flying debris. Paper filter masks, ear plugs, and safety goggles are also available. See Dr. Odom in 236 Funchess or your major professor for these supplies. Susan Sladden and Brenda Wood are in charge of this room. A brief safety seminar must be attended before use - contact Brenda Wood.

**Soil Preparation:** Soil grinders in 225 Funchess are for your use in preparing samples. Samples must be dry. See Dr. Odom or Dr. Wood for special needs.

**Soil Drying:**

Soils can be dried in 225 Funchess. Just remember to have them clearly labeled and remove them once they are dry. Unclaimed, unlabeled, and old samples will be removed without warning.

**Soil Testing Laboratory:**

Auburn University’s Soil Testing Lab is located in the ALFA Building at 961 South Donahue Drive. It has operated since 1953 as a cooperative effort of the Alabama Agricultural Experiment Station and the Alabama Cooperative Extension Service. The Experiment Station conducts research and operates the laboratory. This lab serves the public throughout Alabama and also provides support to extension and research projects. With proper planning and advanced communication with soil testing, research projects can utilize many of the services provided. Analyses include soil, plant, forage and feed, and water. Soil sampling boxes can also be obtained from this lab. If you have any questions or want more details about soil testing, contact Dr. Gobena Huluka (844-3958).

**DEPARTMENTAL EQUIPMENT**

The following is a list of equipment that is used in many graduate programs. Much of the equipment listed below requires training and/or supervision, so please talk to the contact person before using the equipment. Failure to do so can seriously hinder your process in getting your degree.

<table>
<thead>
<tr>
<th>CONTACT PERSON</th>
<th>EQUIPMENT</th>
</tr>
</thead>
</table>

-32-
Brenda Wood  Leco total carbon, nitrogen analyzer, Kjeldahl N analysis, Retsch soil grinder, Millipore water filtration, incubators, HPLC, toxic bioassay analysis

Kathy Glass  Planters, seed counters, bushel weight scales, large scales, cotton gin, crop moisture meter

Dr. Joey Shaw  X-ray diffraction, thermo-gravimetric analysis, particle size analysis, mineral classification

Dr. Laurent Bahaminyakamwe  Dual energy gamma system, soil water retention analysis, spatial variability analysis, bulk density analysis, saturated hydraulic conductivity

Dr. John Odom  Atomic adsorption spectrophotometer, safety officer, inductively coupled plasma, spectrophotometer, plant and soil grinders, water purification, freeze drier, fluorometer

Dr. Julie Howe  Ion chromatography, HPLC, pH and electrical conductivity

Susan Sladden  Kjeldahl N analysis, forage fiber analysis, in vitro dry matter digestion analysis, near infra-red spectrophotometer, spectrophotometer, distillation units, constant temperature bath, root count materials

Dr. Jorge Mosjidis  Ethylene glycol bath, sterile hoods, leaf area meters

Dr. Harold Walker  LI 3100 leaf area meter

Dr. Scott McElroy  OSFL-1 chlorophyll florescence detection system, chlorophyll florescence imaging system, LI-6000 infrared gas analyzer

Dr. Glenn Wehtje  Scintillation detector

Dr. Beth Guertal  Spectrophotometer, microplate reader

**CAMPUS SERVICE FACILITIES**

**Scientific Supply Store:**

Chemical supplies and some equipment for research may be obtained from the Scientific Supply Store (844-4307) located on the 2nd floor in the new Science Center. It often helps to bring a Fisher, Aldrich, Sigma, etc., catalog with you when ordering materials since the Scientific Supply Store orders directly from these suppliers. Campus discounts apply for most all supplies obtained through Scientific Supply. Purchase orders must be processed by Linda Bankston in
the main office.

**Glass Blowing Shop:**

Located in the new Science Center (844-6977) is a glass blowing shop that will repair or fabricate glass laboratory items. An account number is needed, see Linda Bankston.

**AAES Land and Facilities Management:**

The purpose of the AAES Land & Facilities Management Department is to provide construction, earth preparation, irrigation systems, and other support of experiment station projects. They are located at 925 Camp Auburn RD (844-3596). With approval of your major professor, work orders can be submitted on-line.
GRADUATE FORMS

AGRN GRA Form 1
AGRN GRA Form 2, Soil Science
AGRN GRA Form 2, Plant and Weed Science
AGRN GRA Form 3
AGRN GRA Form 4
AGRN GRA Form 5
AGRN GRA Form 6
Employee Exit Check List
AGRN Graduate Form I

Student: __________________________; Major Professor: __________________________

1. Deficiency courses identified __________________________ (This line must be initialed by the major professor)

2. Semester in which Research Outline and Plan-of-Study are due to the Departmental Graduate Program Committee. ____________________ (semester/year)
   a. AGRN GRA Form 3 received in departmental office ________________ (date/initials)

3. Scheduled date for first seminar ______________________ (semester/year)
   a. Semester in which rough draft of literature review must be received by the major professor ______________________ (semester/year)
   b. Date seminar was presented ________________________ (date/initials)

4. Semester in which progress report must be made to advisory committee ____________ (semester/year)
   a. Date AGRN GRA Form 4 was received in departmental office ____________ (date/initials)

5. For Ph.D. students only. Semester in which second progress report must be presented to thesis committee ___________________ (semester/year)
   a. Date AGRN GRA Form 5 was received in departmental office ____________ (date/initials)

6. I have read and understand policies for graduate students in the Agronomy and Soils department. I understand that I am responsible for ensuring that all deadlines are met, and that all other forms (2, 3, 4, 5 and 6) must be filed with the departmental office

________________________ _______________ _______________
Printed Name Signature Date

This form must be completed (except items 2a, 3b, 4a, and 5a) before a PAF will be filed by the departmental bookkeeper. You cannot receive a paycheck until a PAF is filed.
AGRN GRADUATE FORM 2 FOR SOIL SCIENCE STUDENTS

Minimum course requirements or equivalents for M.Ag. and M.S. degrees. Any deficiency course must be taken for a grade. No graduate credit for courses below 6000 level. All courses count against 40 hours (M.S.) of tuition waver.

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Equivalent substitute from another institution. Graduate Studies Committee may require verification by Institution.</th>
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</thead>
<tbody>
<tr>
<td>MATH 1610 or 1710 or 1680</td>
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<td>PHYS 1000 or 1510</td>
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<td>CHEM 1040 &amp; 1041</td>
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<tr>
<td>CHEM 2030 or 2070 &amp; 2071</td>
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<tr>
<td>CHEM 3050 &amp; 3051</td>
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<tr>
<td>BIOL 3100 or HORT 3000</td>
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<tr>
<td>STAT 7000</td>
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</table>

12 semester hours from following list:

| AGRN 6000             | AGRN 6156                                                                                     |
| AGRN 6020             | AGRN 6306                                                                                     |
| AGRN 6066/6061        | AGRN 6590 or AGRN 7586                                                                        |
| AGRN 6086             |                                                                                                  |

Additional requirements for all soil science Ph.D. students include all courses listed for the M.S. degree in soil science plus:

| MATH 1620 or 1690 or 1720 |                                                                                                   |
| CHEM 4070 or 4080 or BCH 6180 or 7200 |                                                                       |
| STAT 7010               |                                                                                                   |

6 semester hours graded coursework 7000-level or above in major area of study; list course titles and numbers in spaces below:
### AGRN GRADUATE FORM 2 FOR PLANT AND WEED SCIENCE STUDENTS

Minimum course requirements or equivalents for M.Ag. and M.S. degrees. Any deficiency course must be taken for a grade. No graduate credit for courses below 6000 level. All courses count against 40 hours (M.S.) of tuition waiver.

<table>
<thead>
<tr>
<th>Course Numbers</th>
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</thead>
<tbody>
<tr>
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<td>BIOL 3100 or HORT 3000</td>
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<td>PLPA 3003</td>
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<td>ENTM 4020</td>
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<td>BIOL 5130/5131 or 6130/6131</td>
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<td>BIOL 5120/6120</td>
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<tr>
<td>BIOL 3003 (sub. AGRN 5100 for non plant breeding majors)</td>
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</table>

12 semester hours for M.S. from **List A** under Plant and Weed Science Course Requirements in Graduate Student Handbook

Additional requirements for all **Plant and Weed Science** Ph.D. students include all courses listed for the M.S. degree in **Plant and Weed Science** plus:

<table>
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<th>Course Numbers</th>
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<tr>
<td>MATH 1620 or 1690 (substitution)</td>
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<td>CHEM 2080/2081</td>
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<td>STAT 7010</td>
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<td>BCHE/CHEM 6180/6181</td>
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<tr>
<td>BCHE/CHEM 6190/6191 (substitution)</td>
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</tbody>
</table>

6 semester hours 7000-level or above in major area of study for Ph.D; list courses and numbers
**AGRN Graduate Form 3**

Approval of Research Project Outline

**This form must be completed prior to the end of the third semester**

Student: ___________________________________________

Major Professor: _________________________________

I agree with the tentative thesis title, objectives, and materials & methods presented by the student.

Thesis Committee:

<table>
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<tr>
<th>Name (printed or typed)</th>
<th>Signature</th>
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AGRN Graduate Form 4
Fifth Semester (including summers) Progress Report to Thesis Committee

Student: _____________________________________

Major Professor: ________________________________

Estimated Completion Date: ______________________

I agree that the student is making satisfactory progress towards completion of his/her program (Research & Course Work). Changes and deviations from the original plan-of-study and research outline are well documented and are acceptable or the student and major professor have agreed to make acceptable modifications. (Acceptable modifications must be written; oral agreements are not acceptable). A brief list of modifications must be attached to this form and signed by the committee member(s) requesting modifications.

If you believe that there are problems with the program that cannot be reasonably corrected, do not sign this form; and please provide the major professor and the head of the Agronomy and Soils Department a written and signed summary of the problems.

Thesis Committee Signatures:

<table>
<thead>
<tr>
<th>Name (Print or type)</th>
<th>Signature</th>
<th>Date</th>
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-40-
AGRN Graduate Form 5
Eighth Semester Progress Report to Thesis Committee
Ph.D. Students Only

Student: ______________________________________

Major Professor: ______________________________

Estimated Completion Date: _____________________

I agree that the student is making satisfactory progress towards completion of his/her program (Research & Course Work). Changes and deviations from the original plan-of-study and fifth quarter progress report are well documented and are acceptable or the student and major professor have agreed to make acceptable modifications. (Acceptable modifications must be written; oral agreements are not acceptable). A brief list of modifications must be attached to this form and signed by the committee member(s) requesting modifications.

If you believe that there are problems with the program that cannot be reasonably corrected, do not sign this form; and please provide the major professor and the head of the Agronomy and Soils Department a written and signed summary of the problems.

Thesis Committee Signatures:

<table>
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<tr>
<th>Name (Print or type)</th>
<th>Signature</th>
<th>Date</th>
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</table>
AGRN Graduate Form 6
PLAN OF STUDY VERIFICATION

This form is to verify that the Plan of Study approved by the Agronomy and Soils Department has been completed as approved. The form must be completed and signed by all members of each student’s Graduate Committee just prior to final exams for M.S. students and prelims for Ph.D. students. Also, a non-committee faculty member will be assigned by the Department Head to serve in the verification process.

The undersigned affirm that the Plan of Study for ___________________________________ (student’s name) was completed as approved.

______________________________  _____________________________
Major Professor   Committee Member

______________________________  ______________________________
Committee Member   Committee Member

______________________________  ______________________________
Committee Member   Non-Committee Member

Any changes in the approved Plan of Study must be shown below:

<table>
<thead>
<tr>
<th>Approved Course</th>
<th>Substituted Course</th>
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Auburn University

Employee Exit Check List

Employee Name _____________________________   Banner ID#  ______________________

Department Name ___________________________   Title _____________________________

This checklist must be completed by all terminating employees except hourly student employees and forwarded by their respective departments to the College of Agriculture Dean/Director office along with the terminating PAF. Employees who leave University employment have an obligation to return all University property issued to them and settle all outstanding accounts.

<table>
<thead>
<tr>
<th>Check (✓) or indicate N/A</th>
<th>Authorized Signature</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>****</td>
<td>****</td>
<td>Returned/paid/made arrangements....</td>
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<tr>
<td></td>
<td></td>
<td>for all items obtained from RB Draughon Library and its branches</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for AU Identification Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for all traffic fines/fees and hang tag</td>
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<tr>
<td></td>
<td></td>
<td>Purchasing card, AUHDCC Aid, American Express, Diners Club, telephone cards, all departmental books, apparatus, keys, or any other material</td>
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<td></td>
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<td>for all uniforms, property equipment, and supplies</td>
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<td></td>
<td></td>
<td>terminated access to computer systems (ID and passwords)</td>
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<td>for all federal property</td>
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<td>made all satisfactory arrangements with Department Head (must have supervisor signature)</td>
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</tbody>
</table>

___________________________________  _______________  
Supervisor signature      Date

____________________________________ _______________
Employee signature      Date