Department of Large Animal Clinical Sciences

GRADUATE PROGRAM HANDBOOK

~A GUIDE FOR SUPERVISORS AND GRADUATE STUDENTS~

UNIVERSITY OF SASKATCHEWAN
Western College of Veterinary Medicine
USASK.CA/WCVM

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LACS GRADUATE STUDENT HANDBOOK

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1 WELCOME AND INTRODUCTION

Welcome to the Department of Large Animal Clinical Sciences at the Western College of Veterinary Medicine. Beginning life as a graduate student is often a daunting prospect. Many of our graduate students move to Saskatoon from other parts of the world and may not be familiar with the city of Saskatoon and the University of Saskatchewan. In addition, for many of you this will be your first experience as a graduate student. Your role as a graduate student will be very different than that as an undergraduate student. As a graduate student, you will be much more independent and responsible for your own learning. Your Supervisor and Advisory Committee will be there for guidance, along with the LACS Graduate Chair and Graduate Programs Coordinator (GPC), but ultimately, the success of your graduate degree is primarily up to you. This guidebook has been written to give new LACS graduate students a brief background to life as a graduate student at WCVM. It is a comprehensive document and contains details on many issues you may encounter but does not encompass every potential issue. For example, if you enroled in a clinical residency, it is not an entire guide for completing that portion of your program. The guiding principles for the LACS graduate programs are outlined by the University of Saskatchewan College of Graduate and Postdoctoral Studies (CGPS). Additional information you may find of value can be found on their website and the CGPS Policy and Procedures Manual:
https://cgps.usask.ca/policy-and-procedure/index.php

For your reference:

- *CGPS website: https://cgps.usask.ca*

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1.1 INFORMATION ABOUT THE DEPARTMENT AND THE COLLEGE

The Department of Large Animal Clinical Sciences is one of the largest academic units at the Western College of Veterinary Medicine. Currently there are approximately 20 - 25 faculty members in the department who specialize in the areas of Large Animal Medicine, Large Animal Surgery, Theriogenology, Production Medicine, Behavior and Animal Welfare, Epidemiology and Public Health.

There are four other departments within the WCVM: Small Animal Clinical Sciences, Veterinary Microbiology, Veterinary Pathology and Veterinary Biomedical Sciences.

Many of our clinical faculty members provide clinical services within the Veterinary Medical Centre at the WCVM, which provides primary and referral veterinary services for a wide variety of species.

The Veterinary Medical Centre has four main sections that provide veterinary care to food animals and horses. These include the Field Service or Ambulatory Practice (Ruminant and Equine), the Large Animal Medicine Service, the Large Animal Surgery Service and the Theriogenology Service. Most of the graduate students with a Doctor of Veterinary Medicine degree (or equivalent) who have a residency component as part of their training, work in these clinical areas as part of their clinical training program.

1.2 ON THE DAY OF YOUR ARRIVAL

- Introduce yourself to the LACS Graduate Programs Coordinator (GPC) - LACS Office WCVM 2401; 306-966-7076
- Pick up office keys and your building FOB from the LACS office - resource/copy room key (2502) and office key if applicable
- Fill out employment and payroll documents provided to you via email by the GPC
- Locate your office (if applicable) and mailbox; pick up office supplies needed for your academic program - LACS Office WCVM 2401
- Apply for parking <*Section 13.2*> if eligible: FAQ's https://parking.usask.ca/options/faculty-staff.php#FrequentlyAskedQuestions
- Apply for your University student card online <*Section 13.1*>.
- Register for classes: https://students.usask.ca/academics/classes.php#Confirmyourprogramrequirements
- Thoroughly read this document
- Discuss further instructions with your Supervisor regarding your program of studies, research and clinical work (if any); if you are in a thesis-based program a Student-Supervisor Agreement <*Section 15.7*> is required within the first year of study: https://students.usask.ca/documents/graduate/student-supervisor-agreement.pdf

2 GRADUATE PROGRAMS IN LACS

The LACS department has two types of graduate programs.

2.1 CLINICAL RESIDENCY PROGRAM

Only students with a Doctor of Veterinary Medicine degree (or equivalent) may enrol in a clinical residency program. In some cases, a previous internship may also be required. These programs are typically three or four years in length and include advanced clinical training, which often allows the students to qualify to write specialty board exams in their area of interest. Research and research training is a vitally important component of

these clinical residency programs, and is fulfilled by the completion of a non-thesis, Master of Science – Project (M.Sc.-Project). LACS does not typically offer a residency program without a graduate degree. Two concentrations are offered by the department:

a) **VMC Residency:** This is the traditional residency program in medicine, surgery, field service and theriogenology for Saskatoon-based residents working in the Veterinary Medical Centre. Admission to most of these programs is done through the Veterinary Intern Resident Matching Program (VIRMP). Clinical students must be eligible for licensure by the Saskatchewan Veterinary Medical Association (SVMA).

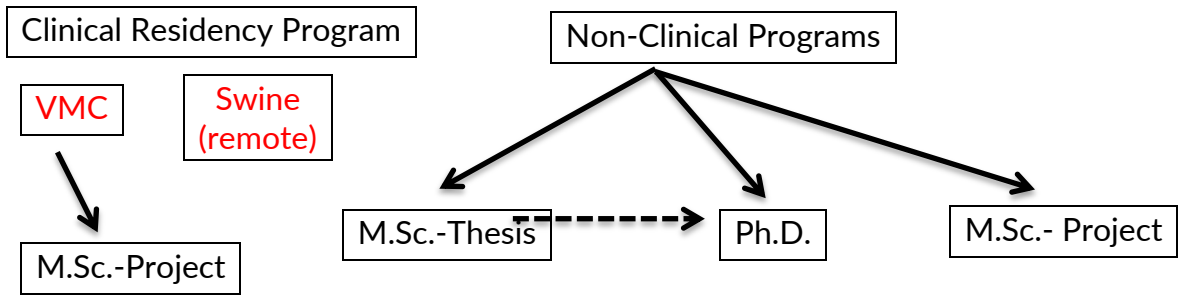
b) **Remote Swine Residency:** This is a new concentration developed specifically for veterinarians with degrees from non-accredited universities (i.e foreign-trained) who are Canadian citizens or Permanet Residents of Canada. Admission to this program requires direct application to the department. Clinical training will occur remotely in collaborating swine practices with an approved veterinary co-supervisor.

2.2 NON-CLINICAL PROGRAMS

The LACS non-clinical graduate programs are more traditional graduate programs that require the completion of a thesis-based Master of Science (M.Sc.) or Doctor of Philosophy (Ph.D.) degree; there is no residency component. Application does not require a D.V.M. degree (or equivalent); however, both D.V.M. graduates and graduates from other selected undergraduate degree programs are welcome to apply. Admission to these programs is on a case-by-case basis and is largely dependent on Supervisor approval and adequate funding. These programs do not include a clinical residency component; hence, SVMA licensure is not usually required. Typically, students wanting to complete a Ph.D. degree must have either completed a M.Sc. degree, or transfer from a M.Sc. to a Ph.D. program within two years. The transfer procedure is outlined in more detail in the CGPS Policy and Procedures Manual *<Section 4.4.5>*. In addition, the research project must be adequately funded and meet the standards of a Ph.D.

3 GRADUATE DEGREES IN LACS

The LACS department offers three graduate degrees within the clinical residency and non-clinical programs:



3.1 MASTER OF SCIENCE (M.Sc. - PROJECT) 891/892/893

This is a project-based degree that is less research intensive than a thesis-based M.Sc. This degree is done along with a clinical residency program. Completion of a research project of appropriate size and scope is an important component of this degree and is required of all students. The M.Sc.-Project degree is non-thesis, but students must complete at least one research project or experiment that results in the equivalent of a peer-reviewed quality publication. A submission-quality manuscript must be prepared but it does not need to be submitted prior to graduation despite advantages of doing so.

Course requirements:

- **30 credit units comprised of:**
    - 18 cu of approved course work - in area of clinical and research interest
    - 12 cu (total over three years; four cu each; fall and winter terms only) VLAC 891 Advanced Clinical Practice I during the first year, VLAC 892 Advanced Clinical Practice II in the second year, and VLAC 893 Advanced Clinical Practice III in the third year.
    - Students wishing to take additional courses can do so with the permission of their Advisory Committee provided adequate progress has been made on their project.
- GPS 960 Introduction to Ethics and Integrity: https://catalogue.usask.ca/GPS-960
- GPS 961 Ethics and Integrity in Human Research: https://catalogue.usask.ca/GPS-961
- GPS 962 Ethics and Integrity in Animal Research: https://catalogue.usask.ca/GPS-962
- VLAC 990 Seminar Conference – enrol fall and winter terms each year of program
- VLAC 992 Project – must maintain continuous registration in all terms (fall, winter, spring and summer) until the end of the program.

3.2 MASTER OF SCIENCE DEGREE (M.Sc. – THESIS)

This is a thesis-based degree that requires the preparation and defence of a M.Sc. level thesis. This can be either traditional or manuscript style format, which generally consists of a short abstract, a comprehensive literature review, at least two independent and robust research chapters, and a concluding chapter that summarizes and ties the results of the thesis together. The research chapters are the equivalent to publishable papers, and require the student to be involved in at least two research experiments or separate analyses of a larger dataset that are related around a common theme. The thesis must follow the format outlined by the CGPS and be approved by the CGPS by prior to graduation. Minimum requirements for admission include a D.V.M., BSc or BSc in Agriculture or applicable discipline for the research project.

Course requirements:

- **12 credit units** of approved course work - in area of research interest
    - Students wishing to take additional courses can do so with the permission of their Advisory Committee provided adequate progress has been made on their research project.
- GPS 960
- GPS 961 or 962 if research involves human (GPS 961) or animal (GPS 962) subjects
- VLAC 990 Seminar Conference – enrol fall and winter terms each year of program

- VLAC 994 Research – must maintain continuous registration in all terms (fall, winter, spring and summer until the end of the program.

3.3 MASTER OF SCIENCE DEGREE IN FIELD EPIDEMIOLOGY (M.Sc. – PROJECT)

This project-based graduate training program for veterinarians will combine self-directed learning, formal and informal instruction with a focus on application of epidemiology skills/competencies in real life situations. Size and scope of the projects for each required competency will allow completion of the program within two years of full time work. Connection with other formal Field Epidemiology Training programs will round out the learning environment.

Course Requirements:

- VLAC 809 Field Epidemiology Competencies I
- VLAC 810 Field Epidemiology Competencies II
- **12 credit units** of coursework covering biostatistics and epidemiology courses
    - VLAC 812 Statistics for Clinical Research and VLAC 813 Advanced Statistics for Research
    - PUBH 800 Introduction to Epidemiology for Public Health or VLAC 808 Introduction to Veterinary Epidemiology
    - PUBH 809 Field Epidemiology
    - One other elective three credit course
- GPS 960
- GPS 961 or 962 if research involves human (GPS 961) or animal (GPS 962) subjects
- VLAC 990 Seminar Conference – enrol fall and winter terms each year of program
- VLAC 992 Project – must maintain continuous registration in all terms (fall, winter, spring and summer until the end of the program.

3.4 DOCTOR OF PHILOSOPHY DEGREE (Ph.D.)

This is a thesis-based program that requires the preparation and defence of a Ph.D. level thesis. The format is similar to that of the M.Sc. thesis, except that it includes at least three, and generally four or five research chapters, which are the equivalent of publishable papers. This would require the student to be involved in at least three research experiments or separate analyses of a larger dataset that are related around a common theme. The thesis must follow the format outlined by the CGPS and be approved by the CGPS by prior to graduation. Ph.D. students must also pass a Candidacy Assessment, which is scheduled after all courses are completed. Refer to the CGPS Policy and Procedures Manual <*Section 6.2*> for details regarding the scheduling of the Candidacy Assessment. waived for students that have completed a M.Sc. from a North American university.

Course requirements:

- **18 total or six credit units of approved course work beyond the M.Sc.-Thesis minimum** - in area of research interest

    - Students wishing to take additional courses can do so with the permission of their Advisory Committee provided adequate progress has been made on their research project.
- GPS 960
- GPS 961 or 962 if research involves human (GPS 961) or animal (GPS 962) subjects
- VLAC 990 Seminar Conference – enrol fall and winter terms each year of program
- VLAC 996 Research – must maintain continuous registration in all terms (fall, winter, spring and summer until the end of the program.

3.5 NON-DEGREE CLINICAL EXPERIENCE (INTERNSHIP)

The LACS department offers an Experiential Learning Non-Degree Graduate Program, which is a one year clinical internship. Students in this program are considered graduate level students (Clinical Fellows) and as such must enrol in the U of S College of Graduate and Postdoctoral Studies (CGPS) **upon invitation from the department ONLY**.

Course Requirements:

- No credit units of coursework required; however, students will be registered for and participate in the VLAC 990 Seminar (Conference), and VLAC 980 Clinical Practice (Interns)

Clinical Fellows are eligible for a bursary from the WCVM to cover the cost of the application fee to the CGPS, as well as tuition and student fees.

Fellowships are available in the following clinical sections; these positions vary year to year and are dependant upon the needs of the clinical services:

- Bovine Field Service
- Equine Field Service
- Equine Theriogenology
- Medicine
- Rotating Service

3.6 ENGLISH LANGUAGE PROFICIENCY

Entry into all graduate programs by international, non-English speaking students requires proof of acceptable English language proficiency. This link provides the most current information and policy: https://grad.usask.ca/admissions/admission-requirements.php#Minimumadmissionrequirements

NOTE: The English Language proficiency requirements for students entering the Remote Swine Residency program are higher than those of the other LACS graduate programs. Acceptable test scores are as follows:

- TOEFL: a minimum of 22 out of 30 in each component with a combined minimum total score of 100
- IELTS: a minimum score of 7.5 out of 9 in each area and overall

4 COURSES

COURSES AND CREDIT UNITS
Graduate courses at the University of Saskatchewan are typically worth either three or six credits. Courses that last for one semester are usually worth three credits and courses that last for two semesters are usually worth six credits. There are also a number of courses which you must register for which are non-credit courses.

Although the LACS Graduate Programs Coordinator can advise of some general non-credit courses you should take, you, along with your Supervisor and Advisory Committee are responsible for selecting any credit classes you need to register for.

For a full listing of courses and to register, please consult the online Course and Program Catalogue: https://catalogue.usask.ca

LACS GRADUATE COURSES
The following is a partial listing of graduate courses that are commonly taken by graduate students in our department. Courses prefixed by VLAC are offered through LACS. There are also many courses available through different departments in the WCVM, as well as different colleges around campus. Some are listed below. Explore these different options, and discuss with your Advisory Committee about what courses would be most suitable for your program of studies. You should also consult the university's online course catalog to see all the possibilities. Please note that most graduate courses are numbered beginning in the 800's, and not all courses are offered each academic year. **Your program of studies must be submitted to the CGPS following your first Advisory Committee meeting scheduled in the November or May, after you begin your program.**

4.1 NON-CREDIT COURSES

GPS 960 Introduction to Ethics and Integrity (mandatory)
This is a required course for all first year graduate students at the University of Saskatchewan and **should be completed prior to your first Advisory Committee meeting**. The purpose of this course is to discuss ethical issues that graduate students may face during their program. All students must complete modules dealing with integrity and scholarship, graduate student-Supervisor relationships, conflict of interest, conflict resolution and intellectual property and credit.

GPS 961 Ethics and Integrity in Human Research
This online course is required for students whose research involves collecting clinical or survey data from humans, and introduces students to the ethics of research pertaining to human subjects. Students will complete the Tri-Council Policy Statement: Ethics Conduct for Research involving Humans (TCPS) Tutorial and become familiar with the human ethics processes at the University of Saskatchewan.

GPS 962 Ethics and Integrity in Animal Research
This course is required for students whose research involves animals, regardless if they are client-owned or experimental, and it introduces students to the ethics of research involving animal subjects. Students must complete the Canadian Council for Animal Care

tutorial and become familiar with the animal ethics processes at the University of Saskatchewan.

VLAC 990 Seminar (mandatory for M.Sc.-Project, M.Sc.-Thesis, Ph.D. and Non-Degree)
This is a departmental seminar course that is required for all registered graduate students, resident and interns. Students will be required to register in the course and participate in the departmental seminar conferences in term 1 and term 2 (dates to be announced each year). For additional information about VLAC 990 <*Appendix 15.7*>.

VLAC 992 Project (mandatory for M.Sc.-Project)
Students enroled in a M.Sc.-Project degree must register in this course throughout their program; **remain registered right up until you defend.**

VLAC 994 Research (mandatory for M.Sc.-Thesis)
Students enroled in a M.Sc.-Thesis degree must register in this course throughout their program; **remain registered right up until you defend AND until your thesis has been uploaded to the ETD site and approved by CGPS.**

VLAC 996 Research (mandatory for Ph.D.)
Students enroled in a Ph.D. degree must register in this course throughout their program; **remain registered right up until you defend AND until your thesis has been uploaded to the ETD site and approved by CGPS.**

4.2 CREDIT COURSES OFFERED BY LACS

VLAC 801.3 - *Instructor/Dept permission required <Section 4.5>*
Principles of Embryo Transfer
The course covers background information on embryo transfer with special emphasis on bovine embryo transfer. Specialized techniques e.g. embryo freezing, sexing, and splitting will be reviewed and in some cases form parts of laboratory exercises. Laboratory exercises will be conducted primarily on cattle. These will include superovulation, artificial insemination, embryo collection and transfer, and embryo handling techniques. Designed to provide the student with sufficient knowledge and laboratory experience to conduct the entire procedure in one species.

VLAC 808.3 – Instructor/Dept permission required <*Section 4.5*>
Introduction to Veterinary Epidemiology
The course will introduce students to the concepts and basic methods of epidemiology used to evaluate the distribution and determinants of disease and health interventions. The course will have a specific focus on epidemiology as it pertains to animal health issues.
***Note**: Students with credit for PUBH 800 or CHEP 800 will not receive credit for this course.*

VLAC 809.9 – Instructor/Dept permission required <*Section 4.5*>
Field Epidemiology Competencies I (NOT OFFERED FOR 2025-2026)
This course provides applied epidemiology training for graduate students enroled in the first year of field epidemiology focused on project-based (non-thesis) M.Sc. degree. The goal is to prepare students through applied opportunities to master skills in applied

epidemiology and complete the required list of competency outcomes; surveillance, risk communication and dataset analysis. Grading is based on the graduate students' completion of the required competencies, their participation and performance in structured learning opportunites and their ability to communicate appropriately with peers, veterinarians, and the lay public as required for practical learning opportunities.
Prerequisite(s): *A D.V.M. or equivalent, and enrolment in the M.Sc. project-based (non-thesis) focused on applied/field epidemiology training.*

VLAC 810.9 – Instructor/Dept permission required <*Section 4.5*>
Field Epidemiology Competencies II
This course provides applied epidemiology training for graduate students enroled in the second year of field epidemiology focused on project-based (non-thesis) M.Sc. degree. The goal is to prepare students through applied opportunities to master skills in applied epidemiology and complete the required list of competency outcomes; risk assessment, outbreak investigation and diagnostic test evaluation. Grading is based on the graduate students' completion of the required competencies, their participation and performance in structured learning opportunites and their ability to communicate appropriately with peers, veterinarians, and the lay public as required for practical learning opportunities.
Prerequisite(s): *A D.V.M. or equivalent, and enrolment in the M.Sc. project-based (non-thesis) focused on applied/field epidemiology training with successful completion of Field Epidemiology Compentencies I.*

VLAC 811.1 – Instructor/Dept permission required <*Section 4.5*>
Clinical Trial Design
This is an introductory graduate course for clinicians and clinical researchers who need a basic understanding of clinical trial design/experimental design to carry out their own clinical research. The course will cover important aspects of designing clinical trials, including appropriate reporting of clinical trials.
Note: *The course is meant to be taken with Statistics for Clinical Research course (VLAC 812.2). If the student's research involves observational study designs more than the clinical or experimental designs emphasized in this course, the Introduction to Veterinary Epidemiology I (VLAC 808.3) should be taken instead.*

VLAC 812.2 – Instructor/Dept permission required <*Section 4.5*>
Statistics for Clinical Research
This is an introductory graduate course for clinicians and clinical researchers who need a basic understanding of clinical statistics and clinical epidemiology to carry out their own research. The course will cover areas of applied medical statistics. Common parametric and non-parametric statistical tests that are used in medical research will be presented and used.
Prerequisite(s) or Corequisite(s): *Completion of Clinical Trial Design (VLAC 811.1) or enrolment/completion of Introduction to Veterinary Epidemiology (VLAC 808.3) and permission of the instructor.*

VLAC 813.1 – Instructor/Dept permission required <*Section 4.5*>
Advanced Statistics for Research (NOT OFFERED FOR 2025-2026)
This is an advanced graduate course for clinicians and clinical researchers who need a basic understanding of clinical statistics and clinical epidemiology to carry out their own

research. Advanced parametric and non-parametric statistical tests for more complex research designs will be presented.
Prerequisite(s) or Corequisite(s): *Completion of Statistics for Clinical Research (VLAC 812.2) and permission of the instructor.*

VLAC 840.3 – Instructor/Dept permission required <*Section 4.5*>
Zoonoses and Food Safety
The course will focus on the characterization and distribution of diseases common to animals and man. A selection of important zoonoses and food safety issues will be specifically covered with an emphasis on the principles of zoonotic disease transmission and control, risk factors to humans, and surveillance methods.
Note: *Not currently available.*

VLAC 841.2
Current Topics in Swine Medicine
This two-term 800-level course is open to students enroled in graduate program or residency in large or food animals who want to expand their understanding of current topics in swine medicine. Each biweekly class will feature a different topic for discussion centred around a case reports/series, original research, or review paper selected from peer-reviewed journals. The papers selected will be mainly clinical in nature on topics related to and swine health, production, and broader industry issues. Students will present in rotation, and when not presenting, will prepare a written critique. The course aims to improve critical thinking skills and evaluation of scientific literature. Students can enrol and receive credit for this course in successive years because the literature selected and topics will differ each year.

VLAC 855.3
Advanced Equine Surgery I
Advanced equine surgery I will focus on general surgery in the horse. The anatomy, pathophysiology and surgery of the equine species will be studied with respect to the basic principles of wound healing, tissue response to trauma and the related physiologic responses. Regular seminars based on current literature reviews of selected topics will be required of all students. Weekly case-based discussions will be used to bridge from the classroom to the clinical patient.

VLAC 856.3
Advanced Equine Surgery II
Advanced Equine Surgery II will focus on orthopedic conditions of the horse. The anatomy, pathophysiology and surgery of the equine species will be studied with respect to the basic principles of wound healing, tissue response to trauma and the related physiologic responses. Regular seminars based on current literature reviews of selected topics will be required of all students. Weekly case-based discussions will be used to bridge from the classroom to the clinical patient.

VLAC 857.3
Advanced Equine Surgery III
Advanced equine surgery III will focus on orthopedic conditions of the horse. The anatomy, pathophysiology and surgery of the equine species will be studied with respect

to the basic principles of wound healing, tissue response to trauma and the related physiologic responses. Regular seminars based on current literature reviews of selected topics will be required of all students. Weekly case-based discussions will be used to bridge from the classroom to the clinical patient.

VLAC 860.3
Advanced Equine Reproduction
This courses consists of lectures, laboratories and seminars pertaining to equine reproduction. Students will attend lectures and present seminars on selected topics covering reproductive biology of the brood mare and stallion, reproductive diseases and management of brood mare farms. Laboratories include demonstrations of assisted reproductive procedures and practical techniques.

VLAC 861.3
Advanced Bovine Reproduction
Currently being revised.

VLAC 862.3 – Instructor/Dept permission required <*Section 4.5*>
Field Epidemiology for Veterinarians
This class will give students theory and experience in the practical application of epidemiological methods in the investigation and control of outbreaks of disease and other animal-health related events.
Note: *Students with credit for PUBH 809.3 may not take this course for credit. This course will not be offered every year and students can opt to take PUBH 809.3 instead.*

VLAC 863.3 – Instructor/Dept permission required <*Section 4.5*>
Advanced Veterinary Epidemiology
This course will provide advanced training in the design and analysis of observational research in veterinary epidemiology and the application and assessment of veterinary diagnostics to manage disesase in populations. The course will include interpretation of data, hands on practical experience in data analysis, statistical challenges and tools for analyzing data in groups of animals.
Prerequisite(s): *VLAC 808 (or equivalent), VLAC 812 and VLAC 813 (or equivalent), and permission of the instructor.*

VLAC 875.3 - Instructor/Dept permission required <*Section 4.5*>
Advanced Large Animal Internal Medicine
This is an advanced graduate seminar course for clinical residents and graduate students who need in-depth knowledge of large animal internal medicine. The course is designed to help residents prepare for large animal internal medicine and bovine/equine practitioners' board examinations. This course will cover equine and bovine internal medicine topics including emerging diseasees, bovine populations medicine and diagnosis at the herd level, population intervention and prevention strategies, as well as veterinary drug policy and aspects of public health. Certain conditions with complex epidemiology, or of particular ecnomoic importance, or with animal welfare implications will be discussed in more detail. Special emphasis will be given to presenting and discussing the content in reference to current literature.

Prerequisite(s): *A D.V.M. ir equivalent degree, and enrolment in a graduate training program are required.*

VLAC 878.3 – Instructor/Dept permission required <*Section 4.5*>
Spermatology
This is an advanced course in normal and abnormal spermatogenesis and spermatology with emphasis on the bovine species. It includes prenatal and postnatal development of the testis, pubertal changes, detailed study of the cycle of the seminiferous epithelium, semen collection, evaluation and cryopreservation.

VLAC 980
Clinical Practice – Interns (Non-Degree)
This course is designed for clinical interns who are automatically registered in the course by the GPC. It is designed to enhance the students' clinical education and experience under the guidance of a Supervisor or senior clinician. The course emphasizes clinical practice in the student's field of specialization. Procedures in diagnostics, therapeutics and disease control are emphasized. The course involves student contribution to the Veterinary Medical Centre, routine practice, and emergency work during normal hours and on the out-of-hours duty roster.

VLAC 891.4
Advanced Clinical Practice I
This course provides advanced clinical training for graduate students enroled in the first year of a LACS clinical residency and a project-based (non-thesis) M.Sc. degree. The goal is to help students prepare for specialty boards, to facilitate the development of critical thinking and problem-solving skills, to foster a culture of academic inquiry based on clinical experiences, to instruct students in the critical review of the veterinary literature, and to hone students' presentation and discussion skills. In addition to training received as part of daily clinical practice, students receive formal instruction in form of a weekly journal club and/or case discussion rounds. Specific expectations and course details for each specialty are outlined in the discipline-specific sections available from your Residency Supervisor(s). Grading is based on the graduate students' performance of their clinical duties, their participation and performance in the structured instructional sessions, and their progress towards becoming board-certified specialists.

VLAC 892.4
Advanced Clinical Practice II
This course is similar to 891.4 above, but for second year residents.

VLAC 893.4
Advanced Clinical Practice III
This course is similar to 891.4 and 892.4 above, but for third year residents.

VLAC 898.3 and VLAC 899.6 (credit units are based on instructional hours)
Special Topics
This course is available to any student and is defined and described each time it is offered. The purpose of the course is to enable one or more students to study in a unique are of interest, either in a formal class setting or through self-study specific to the

students' needs and goals, and assumes an equivalent course is not routinely offered in the course calendar. The syllabus for a Special Topics course must be approved by the student's Advisory Committee, Graduate Chair (or department head) and the CGPS.

Special Topics ticket for approval submitted by GPC to CGPS after class is built.

4.3 SELECTED COURSES OFFERED BY OTHER DEPARTMENTS

This is not a comprehensive list; please consult your Supervisor and Advisory Committee for other course suggestions applicable for your area of interest.

PUBH 800.3
Epidemiology for Public Health
The course introduces students to the concepts and basic methods used in epidemiology in order to evaluate the distribution and determinants of disease and health interventions in public health. It is a core course for students in the Master of Public Health program, but open to other health science students.
Note: *Students with credit for CHEP 800 will not receive credit for this course.*

PUBH 805.3
Biostatistics for Public Health
The course is designed for students who wish to understand basic biostatistical methods and principles as they apply to public health data. The methods include descriptive statistics, confidence intervals and hypothesis testing, analysis of variance, non-parametric methods, multiple regression and logistic regression. The emphasis of the course is on applications of these methods to public health data, on correct interpretations of the resulting analyses as to be presented to both public health professionals and general lay audiences, and on the critical appraisal of these methods as used in the public health literature. The course also introduces the computer software program SPSS as it applies to the statistical topics discussed in the course.
Note: *CHEP 805 is an alternative course number. Students with credit for CHEP 805 will not receive credit for this course.*

PUBH 809.3
Field Epidemiology
The course links the underlying theory to the practical application of epidemiological methods in the investigation and control of disease outbreaks. Case examples will be drawn from communicable and non-communicable diseases in both humans and animals.
Note: *Students with credit for CHEP 809 may not take this course for credit.*

PUBH 832.3
Infectious Disease Epidemiology
Lectures and exercises will provide an introduction to epidemiology of infectious disease including issues in diagnosis and surveillance, disease ecology and transmission, options for control, discussion of diseases important to public health, emerging diseases, and reporting.
Prerequisite(s): *PUBH 800.3 or equivalent and an introductory course in microbiology or by*

permission of the instructor.
Note: *Students with credit for VTMC 832 will not receive credit for PUBH 832.*

PUBH 846.3
Analytic Methods in Epidemiological Research Level II
The course will provide students an advanced and comprehensive understanding of the principles of design and statistical analysis of epidemiologic research. Students will learn the strengths and weaknesses of established methods of epidemiologic research and will also achieve the ability to independently design, perform, analyze and critique observational health research.
Prerequisite(s): *Epidemiology for Public Health (PUBH 800.3) or equivalent and Biostatistics for Public Health (PUBH 805.3) or equivalent, and Current Biostatistical Methods and Computer Applications (PUBH 842.3) or PUBH 811.3 or CHEP 806.3 or equivalent (by instructor permission).*

PUBH 843.3
Advanced Topics in Analytical Epidemiology Level III
The course introduces students to advanced epidemiological tools and analytical concepts including complex data management, exposure analysis, generalize linear mixed models, GEE, survival analysis, detection of clusters, spatial models, and Bayesian analysis. Emphasis is placed on the correct application and interpretation of techniques presented as they apply to observational epidemiology.
Prerequisite(s): *PUBH 846.3 and, either PUBH 842.3 or CHEP 806.3, or by permission of the instructor.*

VTMC 830.3
Critial Evaluating and Communicating Microbiology
This is a requisite course for students in Veterinary Microbiology aiming to engage students in the process of critically evaluating and communicating scientific design, conduct, and research outputs in selected areas of microbiology; including bacteriology, epidemiology, immunology, parasitology, and virology. Coursework will develop the student's ability abilities to effectively communicate scientific concepts in microbiology, experimental design, and research outputs through a variety of means to diverse target audiences.

VTMC 831.3
Techniques in Molecular Biology
A "hands-on" laboratory course designed to familiarize students with a wide variety of techniques in molecular biology: manipulation of DNA for cloning and analysis, detection and quantitation of nucleic acids, sequencing of DNA, site directed mutagenesis, purification and detection of proteins, detection of rare nucleic acids by polymerase chain reaction, monitoring gene expression by cDNA microarrays and 2D-protein analysis, nucleic acid-based techniques for identifying organisms.
Note: *Five week course beginning in May, typically every other year.*

VTMC 833.3
Advanced Virology

Students, in discussion groups and seminars, explore current topics in virology. Some topics discussed in previous years include: interferon response and viral strategies for evading it, viral oncogenesis, viruses and cancer therapy, antiviral agents and viral strategies for resistance, viruses as tools for nanotechnology. Reviews prepared by students will be considered for publication in Student Reviews in Current Virology, an on-line publication.

VTMC 840.3
Molecular Diagnostics in Veterinary Medicine
The course provides an introduction to molecular diagnostic methods including the concepts underlying nucleic acid sequencing, manipulation, detection, quantification and genomics and bioinformatics. Concepts will be illustrated by drawing on specific applications of these techniques in veterinary medicine with an emphasis on infectious disease diagnosis and research.

VTMC 842.3
Cellular and Molecular Techniques in Immunology
This course is a hands-on course in immunology designed to provide students with theoretical and practical knowledge in immunology. The course is a 4 week all day course, it provides a review of the immune system, and it functions as well as routine immunological assays. The course is being taught in a classroom setting as well as in the lab where students will learn to perform the assays and analyze and troubleshoot their data.
Note: *Please note this is a 4-week course. Students with credit for VTMC 841.6 will not receive credit for this course.*

VBMS 880.3
Experimental Design and Statistical Analysis for the Natural Sciences
This course is designed to provide students with a working knowledge of experimental design, data analysis and data reporting. The course will cover major univariate parametric and non-parametric tools, including more complex ANOVA designs (nested, repeated-measures, ANCOVAs), as well as a few multivariate ones (MANOVA, PCA). The course introduces the computer software program SPSS.

VTPA 878.3 – Instructor/Dept permission required <*Section 4.5*>
Veterinary Clinical Pathology for Veterinary Internal Medicine and Surgery Residents
The objective of this course is to provide the student an opportunity to study the principles of cytology and clinical pathology as well as gain experience evaluating clinical case data. *This course will meet the requirements of the ACVS and ACVIM for board preparation in the respective fields*.
Contact: *Hilary Burgess at hilary.burgess@usask.ca, or call 966-3277 / WCVM 1728). VTPA 878 and VTPA 879 are offered every year, back-to-back, starting two weeks prior to the start of the 4th year 580 rotations.*

VTPA 879.3 – Instructor/Dept permission required <*Section 4.5*>; Four spots only
Veterinary Anatomic Pathology for Veterinary Internal Medicine and Surgery Residents
The objective of this course is to provide experience in anatomic pathology. This will be achieved by performing post-mortem examinations, histological evaluations of necropsy

and biopsy specimens and review of principles of gross pathology. *This course will meet the requirements of the ACVS and ACVIM for board preparation.*
Contact: *Helene Philibert at helene.philibert@usask.ca, or call 966-2369 / WCVM 1640. VTPA 878 and VTPA 879 are offered every year, back-to-back, starting two weeks prior to the start of the 4th year 580 rotations.*

ANSC 811.3
Welfare of Agricultural Animals
The course examines various aspects of farm animal welfare including historical, philosophical and scientific perspectives. The positions of animal interest groups, scientific societies, and commodity groups will be discussed. Emphasis will be on agricultural animals, but material relevant to laboratory animals and wildlife may also be presented.

ANSC 815.3
Advanced Ruminant Nutrition and Metabolism
The course covers the impact that nutrition has on ruminant metabolism in order to maintain optimal production throughout the animal's life. The main emphasis is on dairy and beef cattle. The role of nutrition in the metabolism of the fetus, the calf from birth to puberty, and of the pregnant and the lactating cow is covered. Advances in feed and animal biotechnology that may improve the efficiency of production and have an impact on metabolism are discussed. Students will be assigned to a local dairy farm, cow-calf operation, or feedlot so that they can apply the knowledge gained in this course to a practical situation. Some tours will be given.

VBMS 828.3
Gastointestinal physiology
This couse provides an in-depth coverage of monogastric gastrointestinal physiology, stressing those aspects related to the understanding of gastroenteric disease. It is suitable for clinical and non-clinical students in Agriculture and WVM.

4.4 COURSE REGISTRATION INFORMATION

Registering is important and necessary for you to receive university and scholarship payments. Please speak with your graduate program coordinator if you have questions, and register in the applicable lectures, seminars and research or reading classes as soon as you can. Make sure to register before the registration deadlines and be aware of the withdrawal deadlines.

If you decide not to attend a class you registered in, make sure to drop the class before the deadline for registration changes to avoid tuition charges or possible academic penalties. Read more about student responsibilities.

Using the links below, you can find additional information on these and other courses, registering and/or making changes to your registration, repeating or auditing classes, deadlines, missing a class, etc. Please be reminded that registration in the first half of multiterm classes (MT1) doesn't automatically register you for the second half (MT2) of

the class. When registering for the first half of a multiterm class you will be prompted to register in the second part of the class.

- How to register and make changes, and withdrawal deadlines: http://students.usask.ca/academics/classes.php#Registeringandmakingchanges

- Request a class/permit override, late registrations and audit registrations: https://jira.usask.ca/servicedesk/customer/portal/7/create/291

- Paying Tuition/Due Dates: https://students.usask.ca/money/tuition-fees/pay.php

- Link to Academic Calendar: https://students.usask.ca/academic-calendar/index.php

If you have any questions regarding enrolment and registration please contact the Graduate Programs Coordinator: jackie.gabriel@usask.ca

STUDENT AND ENROLMENT SERVICES DIVISION (SESD)
Administration Building – 105 Administration Place
Student Central General Inquiries
Phone: (306) 966-1212
Email: askus@usask.ca

4.5 DEPARTMENT/INSTRUCTOR PERMISSION TO REGISTER IN A CLASS

Some classes require a Department Permission to limit registration for any number of reasons. When requesting departmental permission for a class that requires one, you will need to file a 'Request a Class Override ticket: https://jira.usask.ca/servicedesk/customer/portal/7/create/291

- please add the *instructor* of the class as the *approver*
  (ex. VLAC 811 and 812 would be Tasha Epp as the instructor);
  for classes in other departments (ex. PUBH, PATH, MICRO, etc.) that require departmental permission you will need to contact the Graduate Administrator in that department to enter that permission (we can only enter VLAC class permissions)

- 'Share' the ticket after you create it – you won't be able to 'Share' the ticket until you 'Create' (submit); once you submit you will get an STU-number – go back in the ticket and you will then have the 'Share' option. Use JMG287 Jackie Gabriel and the ticket request is then emailed to the GPC (please do not email directly!); *if you do not officially 'Share' with JMG287 no approval notification or other communication within the ticket will be seen, and the permission cannot be entered on the student record to*

permit registration

- if you have any comments or questions at all please add them to the ticket so they are seen (if you have any questions about the process prior to creating the ticket, please email jackie.gabriel@usask.ca)

- once the permission has been added your student record, a comment will be added on the ticket that the permission has been entered and you will be notified that you are now able to register for the class

4.6 OTHER MANDATORY UNIVERSITY COURSES

All new students must register in the WSEP safety course **"Safety Orientation for Employees"**. Information on how to register for this and other WSEP courses can be found at the WSEP website: https://usask.ca-central.catalog.canvaslms.com/browse/safety

Depending on your area of research the following courses may also be required. Please consult your Supervisor or the WCVM's Biosafety Officer at biosafety@usask.ca about registration:

- Safety Orientation for Employees: required for all employees
- Biosafety: required for all handling level 2 pathogens
- Laboratory Safety: required for all working in a laboratory
- Radiation Safety: required for all working with radioactive reagents and chemicals
- Fieldwork and International Travel Safety: required for all working outside of North America
- Safety Orientation for Supervisors: required for all Supervisors, including graduate students if involved in the supervision of summer students

Students will receive a certificate for each of these courses completed/passed. **Please forward a copy of the certificate to the Graduate Programs Coordinator who will update your graduate file.**

5 COMMITTEES & ADVISORY COMMITTEE MEETINGS

5.1 WHO IS INVOLVED IN YOUR GRADUATE PROGRAM?

In addition to yourself, your graduate program involves your Supervisor or Co-Supervisors, Advisory Committee members, the LACS Graduate Chair, the LACS Graduate Programs Coordinator, and support staff in the College of Graduate and Postdoctoral Studies (CGPS). As a graduate student at the University of Saskatchewan, you are enroled in the CGPS, but your graduate program is administered at the

Department of LACS, which operates within the regulations provided by the CGPS. Your Supervisor is a member of faculty who agrees to oversee your progress throughout your graduate program. As described in more detail below, the role of your Supervisor and Advisory Committee is to assist you in course selection and definition of your research area, provide support and advice, regularly evaluate your progress, and take appropriate and timely action in view of this progress, as well as keeping records of this evaluation and all actions taken.

5.2 WHO CAN SUPERVISE GRADUATE STUDENTS AT THE WCVM?

Supervisors must be members of the CGPS, and have suitable credentials and experience. LACS and other clinical units at the University are unique in that many faculty Supervisors have advanced clinical training, rather than a Ph.D., which is often required for graduate supervison. Thus, a policy has been established by the Deans of WCVM and CGPS to ensure that clinical training is recognized, while also ensuring that the Supervisors of all WCVM graduate students have adequate training and experience for the role. The matrix provides guidelines for faculty involvement in graduate Advisory Committees and supervision (extracted from letter to Dean; Sept 30, 2012).

Table 1: Credentials and experience expected for faculty members in the Western College of Veterinary Medicine to participate in various roles in graduate student training, as indicated by the Western College of Veterinary Medicine.

	DVM	DVM/Board Cert.	MSc, MSc/DVM, MVetSc/DVM	PhD, PhD/DVM
Member of Advisory Committee	No additional experience required	No additional experience required	No additional experience required	No additional experience required
Co-supervise Master student with experienced faculty	Not eligible	No additional experience required	No additional experience required	No additional experience required
Supervise Master student	Not eligible	co-supervised at least 1 master student to successful completion	co-supervised at least 1 master student to successful completion	No additional experience required
Co-supervise PhD student	Not eligible	sole supervise at least 1 master student to successful completion	sole supervise at least 1 master student to successful completion	No additional experience required
Supervise PhD student	Not eligible	Not eligible	co-supervised at least 1 PhD student to successful completion	No additional experience required

5.3 STUDENT-SUPERVISOR AGREEMENT (THESIS PROGRAMS)

At the beginning of the program, it is a requirement that Supervisors and graduate students meet to comprehensively discuss expectations and responsibilities. To assist, the CGPS and Graduate Student Association (GSA) have recently developed a **Student-Supervisor Agreement** template that can serve as a guideline for discussion <*Appendix 15.6*>. While this document is meant for the wider University Community and not all sections are pertinent for LACS graduate programs, the document can be modified as required and should be reviewed annually. During the program, regular meetings (weekly, biweekly) should be scheduled to discuss progress and bottlenecks to completion.

Student-Supervisor Agreement Template
https://students.usask.ca/documents/graduate/student-supervisor-agreement.pdf

5.4 ROLES AND RESPONSIBILITIES OF THE GRADUATE STUDENT

You are responsible for the success of your program, although your Supervisor, Advisory Committee, the Graduate Chair and the Graduate Programs Coordinator will always be available to help with any problems. Graduate students are specifically responsible for:

- Demonstrating a commitment to your research project through diligent and conscientious work in all situations
- In the case of clinical residents, demonstrating a commitment to clinical service within your particular discipline
- Maintaining a spirit of collegiality with peers, laboratory and clinical co-workers, faculty, staff and undergraduate students
- Adherence to University regulations concerning Academic Integrity: https://academic-integrity.usask.ca
- Timely registration for courses and payment of fees owing
- Maintaining of appropriate academic performance (minimum 70% GPA in coursework)
- Attending and participating in the departmental seminar series (VLAC 990)
- Responsible for coordinating with the Chair and Committee members the date and time of all Graduate Committee Meetings <*See 5.9*>, as well as being prepared for Advisory Committee meetings and undertaking any recommendations provided
- Seeking advice from members of the Advisory Committee where appropriate
- Timely submission of scholarship applications and renewals, awareness and attendance to the stipend funding periods
- Timely submission of research proposal, annual progress reports (Graduate Student Progress Document), manuscripts, thesis, etc
- Completing all items listed in the graduation checklist <*Appendix 15.3*> provided by the Graduate Programs Coordinator

5.5 ROLES AND RESPONSIBILITIES OF YOUR SUPERVISOR

Supervisors should be available at all times to help solve issues that are clinical or scientific in nature. Your Supervisor is responsible for providing supportive advice and discussions about the research, assistance with research design, and for timely review of research proposals, manuscripts and thesis drafts. Supervisors are also required to provide sufficient resources to ensure that the research can proceed as effectively as possible. These resources include the provision of research-operating funds, and access to research space and equipment as necessary. In the case of clinical residency programs, your Supervisor may also be responsible for guiding you through the requirements for board certification within your discipline. Some students may have multiple Supervisors: either Co-Supervisors in a research project, or for some clinical residents, separate resident and research Supervisors. Regardless, of the number of Supervisors you have, they are accountable to the University or granting agency for the research you undertake.

The **Supervisor** is responsible for **recording the minutes of the Advisory Committee meetings** and circulates to all Advisory Committee members and the Graduate Programs Coordinator within seven days of the meeting.

Supervisor-Supervisee relationships can unfold in many different ways and depend on the needs and personalities of both parties. However, developing a strong, positive relationship is fundamental to successfully meeting the goals of the graduate program. Your Supervisor may wish to have a weekly meeting with each of his/her students, may desire a less formal (as required) schedule of meetings, or expect you to request meetings based whenever you require assistance or complete a task. Any of these approaches may work, but some may be preferred over others. In the end, it is best you discuss and work out the best form of communication with your Supervisor early in your program.

5.6 THE ROLES OF ADVISORY COMMITTEE MEMBERS

The guiding principle underlying the Advisory Committee is that the student needs sustained advice from the beginning of their program if they are to move expeditiously and constructively through the program requirements. Our department requires two formal Advisory Committee meetings annually typically in November and May. However, students are encouraged to arrange more frequent meetings and/or to contact individual members of their committee whenever they need technical assistance. The Advisory Committee also plays an important role in assessing student performance in qualifying and comprehensive examinations, and at the thesis defence.

As of May 1, 2022, the Advisory Committee consists of the following members (minimum of two for M.Sc. and three for Ph.D.):

1. **Supervisor***

   The Supervisor is a faculty member of LACS as well as a member of CGPS faculty. This includes Adjunct Professors. It does not include Professional Affiliates. In LACS, the Grad Chair will attend and chair regular meetings of the advisory committee and submits the student progress reports (program of studies, GSR210) to the LACS Program

Coordinator. The supervisor is responsible for recording the minutes, circulating for the committee's review, and submitting to the LACS Program Coordinator.

* A **Co-Supervisor** may be included, if applicable. Supervisors and Co-Supervisors share a vote in decision-making, and essentially count as one member. A Professional Affiliate or someone approved for one-time membership by CGPS may serve as a Co-Supervisor, with permission from CGPS.

2. **Additional member**

   This is a member of CGPS faculty, including Adjunct Professors. A Professional Affiliate or someone approved for one-time membership by CGPS can also serve in this role.

3. **Cognate member**

   The Ph.D. advisory committee must also include a cognate member who is a member of CGPS faculty. This includes Adjunct Professors. It does not include Professional Affiliates. The cognate member is from a different *principal* academic unit than the student and Supervisor. Associate faculty members holding a secondary appointment in the unit are eligible, for example, to serve as the cognate member.

   To summarize, the Supervisor and the cognate member are both members of CGPS faculty, which includes adjunct professors. The additional advisory committee member and Co-Supervisor (if applicable) may be either from the CGPS faculty or an expert from inside or outside USask that is not a member of CGPS faculty, whose expertise merits appointment as a professional affiliate or as a one-time member (on a single advisory committee). Some common examples of professional affiliates or one-time members are experts with pertinent community or technical knowledge, faculty from other universities with expertise relevant to a student's research, or university staff who are not faculty.

The Supervisor, the student and the Graduate Chair most often guide the decision-making process for committee member selection. Collectively, committee members should have sufficient experience and knowledge to be able to effectively assist the student with research design, background, methods, and analysis. It is however, not always possible or necessary to have a committee member representing each of the technical aspects of a research project. Moreover, there are advantages of having small and engaged committee.

5.7 ROLE OF THE LACS GRADUATE CO-CHAIR

The LACS graduate Co-Chairs offer advice and information regarding LACS and CGPS regulations to ensure consistency among Advisory Committees and ensure departmental standards are maintained. The graduate Co-Chairs should be viewed as advocates for the student and should be the first person that the student consults should problems arise that cannot be resolved with the Supervisor and/or committee members. On an administrative level, the LACS graduate Co-Chairs are responsible for chairing each

meeting, preparing the CGPS progress report, overseeing the candidacy assessment, and comprehensive examinations and thesis defenses. At the University level, the Graduate Chair acts as the primary liaison between the Department and the CGPS.

5.8 ROLE OF THE LACS GRADUATE PROGRAMS COORDINATOR

The LACS Graduate Programs Coordinator (GPC) provides administrative support and is a resource person who provides advice and guidance on almost everything. You should always approach the GPC first for direction, especially as it pertains to procedural matters related to the Department, the graduate programs, and CGPS requirements.

5.9 ADVISORY COMMITTEE MEETINGS

Our department requires two Advisory Committee meetings per year for each graduate student, generally in November and May, unless events require that they be held at other times. The assigned Graduate Co-Chair will email students and Supervisors when it is time to schedule these meetings, and will advise of available times set aside. Supervisors and students are responsible for contacting committee members or setting up calendar polls to determine the best available days/times, then confirm these with the Graduate Chair. Time slots will be filled on a first come basis. We aim to have all committee members present, either in person or remotely. Thus, in-person committee meetings (when possible) should be in a room supporting video conferencing to allow remote persons to log in. The Supervisor or student are responsible for setting up a Teams or Zoom meeting and sending out invitations if some advisory members attend remotely.

5.10 WHAT IS EXPECTED OF YOU AT A COMMITTEE MEETING?

The purpose of the Advisory Committee meeting is to assess your progress in terms of your program of studies and research activities. In keeping with this goal, it is important that you provide satisfactory evidence of progress at each meeting.

At least one week before your Advisory Committee meeting, you must circulate to all committee members the **LACS Graduate Student Progress Document**. A template is attached in the Appendix of this handbook <*Appendix 15.1 for M.Sc.-Project; 15.2 for M.Sc.+ Ph.D. Thesis*>. You should send this to your Supervisor and seek their review and comments before you submit it to other committee members. Having the document updated at least 2 weeks before your committee meeting is suggested to ensure your Supervisor has time to comment before distributing it to your committee.

In addition, you will be expected to update the committee by opening the meeting with a **brief PowerPoint presentation** (approximately 20 minutes and **no more than 30 minutes**) focused on your **progress in terms of your program of studies and research activities**. Again, your Supervisor should be given the opportunity to review before you present to the committee.

For new students, there may not be experimental data to present but a summary of your program of studies as well as a brief literature review, research objectives and planned methodology would be expected.

For continuing students, please focus on an update of your project, classes completed from your program of studies, any presentations or publications, changes to your research objectives, new data, and answers to any questions raised during previous meetings. Do not repeat material from previous meetings unless requested.

Committee meetings generally take 60 minutes, and no more than 90 minutes, including a brief in-camera session during which the committee will privately discuss your performance and progress.

Following each meeting, the LACS Grad Co-Chair will prepare the CGPS Progress Report (GPS210) with the committee's input. The student and supervisor must review and sign this document within 72 hours of receiving it. If not signed within 72 hours, the report will be submitted to CGPS. Your agreement to the contents of the report will be assumed.

5.11 LACS GRADUATE STUDENT PROGRESS DOCUMENT

The purpose of the LACS Graduate Progress Student Document <*Appendix 15.1 for M.Sc.-Project; 15.2 for M.Sc.+ Ph.D. Thesis*> is to create a dynamic record of your course work and research progress. Prior to each Advisory Committee meeting, you must update the LACS Graduate Student Progress Document to make the committee members aware of your progress over the preceding six months.

The document should be updated in consultation with your Supervisor. *Instructions on filling out the Graduate Student Progress Document can be found within the report's header.*

You must update and circulate it to your Advisory Committee at least seven days prior to your committee meeting.

Any new material that is being added to the document should be clearly indicated (highlighted or in different font colour) so that the reader can easily see the new material being presented for each meeting. Track changes can become very messy. A clean version with a new font color is preferred in the version sent to the committee and the graduate chair.

The GS Progress Document contains sections where you will detail activities completed since the previous meeting, and planned over the subsequent six months.

Also, students must provide, on a yearly basis, the title and date of the seminar they have presented at the LACS VLAC 990 Seminar Conference.

6 CANDIDACY ASSESSMENT

Students entering a Ph.D. program after May 1, 2024 are required to complete a Candidacy Assessment during their program. Students who began their programs before May 1, 2024 may opt for a Candidacy Assessment, or the former Qualifying and Comprehensive examinations. If the latter are chosen, the supervisor should be prepared to explain this decision to the Advisory Committee and CGPS. Please refer to previous versions of the GS Handbook for details pertaining to the Qualifying and Comprehensive examinations.

6.1 CANDIDACY ASSESSMENT FOR Ph.D. STUDENTS

The purpose of the Candidacy Assessment is to satisfy the department and CGPS that the student is "sufficiently prepared to be successful in their doctoral research and dissertation" <*Section 12.6.1; CGPS Policy Manual*>.

- All Ph.D. students must pass a Candidacy Assessment
- The research advisory committee will inform the student of the date, format, means and criteria of assessment in writing at least 60 days prior to the Assessment date
- Students failing all or parts of a Candidacy Assessment may be permitted a second attempt with permission from the CGPS Dean if recommended by the department, but may be asked to discontinue their program
- Students failing the second attempt will automatically be required to discontinue their program
- The Candidacy Assessment must be completed in the first 24 months of initial registration in a Ph.D. program, or within 36 months for students who transfer from a M.Sc. program

6.2 FORMAT

The supervisor and advisory committee must choose between one of two formats of the examination, with the choice dependent on the time in program, progress and degree to which the research program has been defined by the supervisor without the student's input. **Option A is the default.**

A. **RESEARCH PROPOSAL FORMAT:** The student will prepare a written research proposal, specific to the their anticipated research. It should include experiments completed as well as those planned, with emphasis on the latter. While future projects may be changed, the proposal should provide a realistic and anticipated road map for the remainder of the Ph.D. program. Students in the first ~18 months of their program, or in situations in which the proposed research is well defined by the supervisor or a prior grant proposal should opt for this format. The proposal should include:
    - Brief literature review and justification of the research
    - Overarching hypotheses and objectives
    - Experimental chapters: at least four, each describing specific objectives, methodologies, anticipated results and analyses, limitations and potential pitfalls

- Budget including sources of funding
- Timeline to completion

The research proposal should provide sufficient detail to be fairly evaluated by the examiners; all members of the research Advisory Committee. While there are no limits on length, 15-20 double spaced pages should be appropriate for most students. Evaluation will be based on the quality of writing, scientific content, feasibility and presentation.

The written document and presentation must be completed independently with minimal input from the Supervisor or committee members.

B. **TOPIC-BASED FORMAT:** This format should be used in situations where a research proposal has previously been prepared by the student with assistance of the Supervisor or research advisory committee members, the proposal has been defined by the supervisor, for example as part of a research funding application, or the student has advanced sufficiently in their program that the research plan is generally understood.

- Each examiner selects an appropriate topic that is related to the research area or in a field that the student wants to learn more about
- Topics are generally discussed and agreed upon at the advisory committee meeting prior to the candidacy assessment
- Within their selected topics, the examiners prepare two questions that are comprehensive and broad in scope. Typically, the student answers one of the two questions
- At least 6 weeks prior to the examine, each examiner provides the student with a list of targeted literature peripheral to the questions that the student should read to prepare for the examination
- The questions are submitted to the supervisor who prepares the examination, including instructions such as expectations on formatting, length of answer, open/closed book, resources permitted, and whether there is a choice of questions to answer
- For open book/take home examinations, students are permitted one week to answer the questions
- For closed book/on site examinations, students are typically permitted 3-4 hours to answer the questions. A quiet space and neutral computer without internet connectivity must be provided, and there should be no access to smart devices (phones, watches, etc) during the examination

6.3 PROCESS

- Examiners are the committee members including supervisor
- After completing the written documents, they are submitted to the supervisor who distributes to the appropriate examiners for evaluation

- An oral examination of the written materials will be occur ~1 week after the written report is submitted by the student. At the oral examination, each examiner will probe the student on their proposal or answers to specific questions with the goal of identifying any oversights, weaknesses or areas where a greater understanding is required
- The oral exam consists of two rounds of questions, lasting ~15 and ~10 minutes per examiner, respectively; this is followed by an in-camera session where the student's performance is discussed
- An overall pass is contingent on satisfactory performance in both the written and oral components
- Upon passing the Candidacy Assessment, the student is deemed a Ph.D. Candidate

7 THESIS WRITING & FORMATTING

7.1 FORMAT

Formatting guidelines and various templates can be found/downloaded here: https://libguides.usask.ca/c.php?g=723607&p=5180793

A thesis or dissertation is a lengthy written document that M.Sc. and Ph.D. students must prepare upon completion of their research. As stated above, it contains many chapters including a comprehensive literature review, and multiple research chapters. The format of the thesis varies according to the academic institution and the final product is approved by the CGPS prior to uploading to a public thesis depository.

Most graduate students of LACS write a Manuscript Style thesis <*Appendix 15.4*> (https://cgps.usask.ca/onboarding/blueprint/sub/manuscript-style-theses-and-dissertations.php), although a traditional thesis format is also acceptable. In a manuscript style thesis, each of the research chapters are prepared as stand-alone papers that can be submitted to a peer-reviewed journal, some of which may be submitted or published prior to the defence. Between each research chapter is a "transition section" <*Appendix 15.5*> that ties one chapter to the next, ensuring the thesis is a coherent document. Regardless of the style, the thesis represents a body of work centered on overarching hypotheses and objectives, that are generally stated at the end of the Introduction or Literature Review.

Before starting the writing process, ensure that you are formatting your thesis document appropriately. You can refer to the *"Guidelines for Preparation of a Thesis"* on the CGPS website: https://cgps.usask.ca/onboarding/grad-toolkit/roadmaps/thesis-roadmap/drafting.php#top or https://cgps.usask.ca/onboarding/grad-toolkit/about-the-roadmaps.php#top

The CGPS has specific guidelines for thesis formatting (i.e. Permission to Use and Disclaimer Statement, Global Page Settings, etc.). Determine the appropriate format with your Supervisor to avoid formatting issues later in your program. It is also helpful to look

through some theses of past LACS students, which are available in the LACS resource room.

Most students start working on their literature review early in their program. Towards the end of their program, students will query their Advisory Committee to ensure the necessary topics and sub-topics are included.

Most students will require two to three months to write their thesis, perhaps longer for a lengthy Ph.D. dissertation and for students whose first language is not English. Your Supervisor will offer suggestions and revisions along the way. When completed and approved by your Supervisor, the thesis must be read and approved by all Advisory Committee members. Committee members may offer suggestions revisions at this time, or wait until the defence examination. Some committee members want to see the entire thesis when completed; others want to see it one chapter at a time. Discuss this with your committee and realize that reading a thesis takes considerable time. You are best to give advanced warning of when it will be completed.

GRAMMARLY AND ITHENTICATE
Use of Grammarly and iThenticate, or any other plagiarism software is forbidden. By doing so you will have shared intellectual property. All U of S personnel, including graduate and undergraduate students, are required to protect university data and personal information pursuant to policies on data management, privacy, IT security, IT use: https://teaching.usask.ca/learning-technology/tools/grammarly.php

You are encouraged to review the meaning and regulations concerning Acdemic Misconduct at the University of Saskatchewan: https://academic-integrity.usask.ca/academic-misconduct.php

7.2 TIMELINES FOR COMPLETING YOUR THESIS

a) M.Sc.
A M.Sc. thesis requires a minimum of two robust and independent research chapters that are related around a common theme. The Advisory Committee is typically given three weeks to complete their review and verify that it is ready to be sent to the Arm's Length Exmainer. **Written documentation from all committee members that it is acceptable is also required.** Refer to the CGPS Policy and Procedures Manual <*Section 8.2*> for rules governing the selection of the Arm's Length Examiner. The Graduate Program Coordinator will forward the thesis to the Arm's Length Examiner and provide any defence forms to the Graduate Chair. The Arm's Length Examiner is granted a mandatory two weeks to review your thesis prior to the examination (defence).

Your Graduate Chair and the LACS Graduate Programs Coordinator also require a copy of your thesis after it is approved by the committee and prior to submitting to the Arm's Length Examiner.

b) Ph.D
A Ph.D. thesis must have at least three, and generally four or five research chapters. The research outcomes of a Ph.D. program must be novel and substantially contribute new

information to a given area of research. Thus, Ph.D. students must have an Advisory Committee meeting during which the student presents and overview of all their research in the order in which they will be presented in the dissertation, with sufficient detail that the committee understands what was done, the relevant results, and general conclusions including what is novel. In addition, the Graduate Student Progress Document should be updated to include all available results. Collectively, these will provide the evidence that sufficient research has been completed during the program. If the committee is satisfied that the research is of sufficient quality and scope for a Ph.D., the student is granted **"permission to write"**. In essence, this is an acknowledgement by the committee that sufficient research has been completed during the program In most cases, students have already written various sections of their present thesis prior to their "permission to write" committee meeting.

The Advisory Committee is typically given **three weeks to complete their review** and verify that it is ready to be sent to the University and External Examiners. Refer to the CGPS Policy and Procedures Manual <*Section 8.2*> for rules governing the selection of the University and External Examiner (Ph.D.). For Ph.D. students, the CGPS will forward a copy of the thesis to the External Examiner. CGPS provides the thesis and defence forms to the External Examiner and Supervisor. The External Examiner is granted a mandatory four weeks to review your thesis prior to the oral examination (defence).

Your Graduate Chair and the LACS Graduate Programs Coordinator require a copy of your thesis after it is approved by the committee and prior to submitting to the Examiner. The Graduate Programs Coordinator will prepare the required ticket to submit your thesis to the CGPS. It typically requires 1-2 weeks to process the thesis and obtain formal approval to proceed with the defence. **Written documentation from all committee members that it is acceptable is also required.**

The CGPS must receive the necessary documentation (including the dissertation and CV of the preferred external examiner) a minimum of five (5) weeks prior to the desired oral defence date. After approval by the CGPS, the external examiner and university examiner must have the dissertation a minimum of four (4) weeks prior to the defence. The CGPS Graduate Program Advisor forwards the dissertation and any necessary documentation to the External Examiner and University Examiner.

Accordingly, it generally requires a minimum three months from the time your Supervisor approves your thesis to the date of your defence.
https://cgps.usask.ca/policy-and-procedure/Academics/defence.php#821APPOINTMENTOFTHEUNIVERSITYEXAMINER

c) Final thesis revisions
Following the defence, students normally require 1 – 2 weeks to complet the required revisions, and sometimes up to 6 weeks if extensive revisions are required. All revisions are to be approved by your Supervisor and some revisions may require the approval of some examiners.

8 THESIS & DEFENCE

8.1 PROGRAM DURATION – TIME IN PROGRAM

While it may seem like a long road that lay ahead, LACS aims to have students complete their graduate degrees within targeted timelines, which are periodically reviewed by the CGPS. Research does not always unfold as initially planned, so delays can and do happen. If they do it is most important to work through the problems as quickly and effectively as possible to prevent a lengthy delay or an unsurpassable problem. Lengthy delays may be problematic for grant holders and/or Supervisors since funding agencies are not always flexible, so your Supervisor may be required to make other arrangements to complete the research.

LACS TARGETED TIMELINES

- Master of Science-Project with clinical residency: 36 months (surgery = 48 months)
- Master of Science-Thesis: 24 months
- Doctor of Philosophy: 48 months

Time in program is measured from the beginning of the first term of registration for work which is included in the Program of Studies (for example, if a student transfers from a M.Sc. to Ph.D. program the time in program begins when registration in the M.Sc. program began). Any periods of approved leave or suspension are excluded from time in program.

Effective May 1, 2023, the official program time limits imposed by the CGPS are four years (48 months) for a M.Sc., and five years (60 months) for Ph.D. degree.

Towards the end of your program you may want to start thinking about deadlines for submitting documents for convocation, and a few other important tasks: https://students.usask.ca/academics/graduation.php

8.2 EXTENSIONS

Notification of 1st extension of graduate program **should only be submitted after meetings with the advisory committee and Graduate Chair have taken place to discuss the extension**. These extensions may be a maximum of 12 months. To view the time in program extension policy, please visit: College of Graduate and Postdoctoral Studies Policies and Procedures Manual.

Approved plans and timelines **must be submitted to the CGPS by a staff or faculty member from the student's academic unit** via the Request for Extension to Time in Graduate Program eForm**.**

Updated **Notification of 1st Extension to Time in Graduate Program** and **Request of 2nd (or additional) Extension to Time in Graduate Program** forms are also live in the CGPS Service Desk now.

Specifically, the information requested in the ticket that you should focus on are reasons for the delay, plans to address them, and timeline to completion as follows:

a) a detailed explanation of the reasons for the delay
b) a detailed plan to address these issues
c) a developed timeline for compleation and the planned steps to meet the expectation
d) the amount of time being approved (# of terms)
e) proposed end date (last day of the last term requested for leave)
f) has the student had any other approved leaves?

8.3 PREPARING FOR THE ORAL EXAMINATION

Regardless of your degree, one of the final events is the defence examination, which includes a public seminar of your research results followed immediately by an oral examination, which is a defence of your research dissertation (or paper for M.Sc.-Project). For M.Sc.-Project students, the oral defence may extend beyond your research to include topics related to your clinical discipline. Your Advisory Committee will advise you of this before the event.

The thesis Defence will be scheduled with the assistance of the Graduate Programs Coordinator only after the LACS office has advised the CGPS that the thesis is ready to defend. In addition, the Advisory Committee will select one Arm's Length Examiner for M.Sc. defences. For Ph.D. defences. the committee should identify up to three (Ph.D.) person(s) to serve as External Examiner, as well as a University Examiner. Refer to the CGPS Policy and Procedures Manual for selection criteria for these individuals: https://cgps.usask.ca/policy-and-procedure/Academics/defence.php#82APPOINTMENTOFTHEEXTERNALEXAMINER.

The Graduate Programs Coordinator will ensure the student file contains all necessary documentation and that all academic requirements for the degree have been met. The student must ensure all requirements of the Program of Studies have been completed, registration is current, outstanding fees are paid, and University deadlines are respected in view of any particular convocation.

For **M.Sc.** defences, the CGPS must be notified a minimum two weeks prior to the desired oral defence date. Upon receipt of the notification, a convocation check will be completed by the Program Coordinator and CGPS to verify that all program requirements have been met, including current registration.

For **Ph.D.** defences, the CGPS must be notified a minimum five weeks prior to the

desired oral defence date. At least seven days prior to the defence, the students must provide a dissertation summary (not bound with the thesis) to the CGPS. This summary will be provided at the oral defence. All logistical arrangements for the Ph.D. defence examination (time, date, location, etc) will be made by the LACS Graduate Programs Coordinator. The CGPS Graduate Program Services Officer forwards the thesis and any necessary documentation to the External Examiner. The CGPS will provide a maximum of CDN$2,000 to help cover the expenses (travel, lodging, and meals) of the External Examiner to travel to Saskatoon.

Students are not permitted to correspond with the External Examiner in any way prior to the defence examination.

8.4 ORAL EXAMINATION OF THE THESIS

In LACS, the examining committee is comprised of the Advisory Committee members plus the Arm's Length Examiner for M.Sc, exams, or the External Examiner and University Examiner for Ph.D. exams. The defence examination is chaired by the Graduate Chair, Department Head, or a designate. The Research Supervisor may not under any circumstances serve as the Chair of the oral defence examination.

Following the public seminar of 30-40 minutes in length, the examination committee will convene in a private room with the student. The student will answer questions from the examining committee, beginning with the External Examiner. Examination questions are limited to work done by the candidate for the thesis, to knowledge of matters directly related to it, and to peripheral knowledge of the subject matter. Typically, there are two rounds of questions, with each examiner allotted 15-20 minutes total, depending on the number of examiners. At the conclusion of the examination, the candidate shall withdraw while the examining committee decides by majority vote whether the thesis as submitted and the candidate's oral defence meet the requirements for the degree.

For both M.Sc. and Ph.D. thesis defences, the outcome will be based on the five recommendations outlined by the CGPS (https://cgps.usask.ca//documents/pnp_m_phd-may-2022.pdf). A modification of this format will be used for M.Sc.-project examinations.

Exceptional thesis may be nominated by the External Examiner and Advisory Committee for one of several University of Saskatchewan thesis awards. ***If nominated at the defence examination, the Supervisor will take a lead role in preparing the application (generally each spring). An updated CV of the graduate student may be required.***

8.5 COMPLETION OF YOUR THESIS

After the final revisions to the thesis have been addressed and approved by your Supervisor and/or External Examiner, and your thesis is properly formatted, it will be submitted electronically to the CGPS for approval through the Electronic Thesis

Disseration (ETD) site: **https://etd.usask.ca/**
For technical help with the ETD site, email: **harvest@library.usask.ca**

8.6 PRINTING / BINDING COPIES OF YOUR THESIS

Atlas Book Bindery 12945 – 146 Street / Edmonton AB / T5L 2H6
https://www.atlasbookbindery.com
Phone: (780) 452-9130; Fax: (780) 451-4987
Email: info@atlasbookbindery.com

9 UNIVERSITY REGULATIONS ON ACADEMIC MISCONDUCT

Effective January 1, 2022, revised regulations for student academic misconduct came into effect. The new regulations are available through the following link:
https://governance.usask.ca/student-conduct-appeals/academic-misconduct.php

The process flowchart is available through the following link:
https://governance.usask.ca/documents/student-conduct-appeals/process_revised_2017.pdf

Please note the following pertinent information:

- Each College/School has a faculty Academic Administrator responsible for academic misconduct. For graduate students, it is the Associate Dean of CGPS.
- If there is a suspicion of academic misconduct, proceed as follows:
    - If the matter relates to a course (including requirements satisfied under 99X courses, such as dissertations, comprehensive exams, qualifying exams, practicums, etc.) and the instructor or Supervisor consider the infraction to be minor, the instructor/Supervisor should first speak to the student about the matter where possible. Then, contact the Academic Administrator to determine if the matter should be resolved formally or informally. When the course instructor/Supervisor and Academic Administrator agree that the infraction is minor, and if the student concedes, informal resolution may be agreed upon. The informal resolution form is to be signed, and a copy is to be provided to the Academic Administrator.
    - In all other instances, or if the student does not concede to the allegation, the matter will proceed to a formal hearing as follows:
        - Any person affected by the alleged academic misconduct is able to submit a written allegation of academic misconduct against any current or former student to the Academic Administrator. Supporting documentation should be provided when/where appropriate.
        - On limited grounds as indicated in <*Section IV. 6*> of the regulations, the Academic Administrator may dismiss an allegation. (Note that if the Academic Administrator dismisses the allegation, the matter may be

appealed to the Provost, and the ruling of the Provost would be final.)

Note that:

- All suspicions of academic misconduct must be reported to CGPS.
- Informal resolution is only possible when an allegation is being made by the instructor.

10 ADMINSTRATIVE AND COLLEGE INFORMATION

10.1 IDENTIFICATION AND WEBSITE

The Graduate Programs Coordinator will arrange to have your profile created or updated on the department website. The College organizes a photoshoot a couple of time per year for the website. Please arrange to have your picture taken as soon as possible by attending a photo session when it is announced. A notice is usually sent from WCVM Communications about when the photo session will occur (typically July and August).

10.2 OFFICE SPACE

Office space is very limited in WCVM and is allocated by the College, not LACS department. You will be assigned a desk in one of several potential locations in the building. Everyone is assigned a shared office. While we do our best to provide office space close to your Supervisor and/or area of your work, it is not always possible. DO NOT CHANGE OFFICES UNLESS YOU HAVE RECEIVED PRIOR PERMISSION FROM THE GRADUATE PROGRAMS COORDINATOR.

10.3 DOGS

Dogs are allowed in the building but must remain in offices either in a kennel or on a leash at all times. A sign must be placed on office doors at all times to indicate that a dog is in the room. Please be respectful of others working in the office space and leave your dog at home if required.

10.4 PERSONAL COMPUTERS

You are responsible to provide your own computer. If you are not able to supply your own computer please discuss with your Supervisor and they may be able to assisst. To gain access to the University network, please contact the WCVM Information Technology Services department: wcvm_itsupport@usask.ca

10.5 COPY ROOM (WCVM 2502) COMPUTERS + XEROX

To get access to print to the LACS copy room printer from a personal computer, you will need to arrange an appointment with the ITS staff by sending an email to:

wcvm_itsupport@usask.ca

You can log in to the computers and Xerox in the LACS resource room using your NSID and password. The computers are already set to print to the Xerox. There are supplies such as paper, pens, envelopes and paper available in this room (not to be used for research purposes).

The LACS office staff will provide you with a printing FOB to acces the copier if needed but your door FOB should also work (once associated with your NSID). The department office staff can assist you to associate this FOB with the printer should you need.

Make sure you associate your door FOB with your NSID by following the steps below:

1. Scan your new FOB to a printer
2. Printer screen will request to associate your new FOB with your NSID
3. Login with your NSID and password
4. Log out
5. In case printer is not associating your new FOB with your NSID it usually means the previous user did not log out; try again after a few seconds
6. Return your old printing FOB (if applicable) to department for deactivation

10.6 KEYS + DOOR FOB

The WCVM now uses an electronic FOB system to gain access to the building and specific doors throughout the building. The Graduate Programs Coordinator will provide you with a FOB and key for your office. If you lose your office key or door FOB, please inform the Graduate Programs Coordinator immediately so they can report the loss and order you new ones.

10.7 OFFICE SUPPLIES

The LACS departmental office provides basic supplies such as binders, notebooks, pens, etc. Any supplies that are used for research must be charged to a research account, including paper and envelopes for letters, etc. Please talk to your Supervisor regarding permission to bill to a research account.

10.8 WCVM LIBRARY INFORMATION (CLOSED: June 1, 2020)

Veterinary medicine, animal health and toxicology collections have been moved to the Science Library while the human health collection has been moved to the Leslie and Iren Dubé Health Sciences Library.

https://wcvm.usask.ca/departments/services/services.php#Veterinarymedicinelibrary

Research assistance for WCVM faculty and students continues to be available through

the **Veterinary Medicine research guide** or by contacting the **Veterinary Medicine liaison librarian**.

For all other library services, please see the **University Library Online guide**.

Veterinary medicine research guide: https://libguides.usask.ca/VetMed

10.9 RABIES VACCINATION

The WCVM Rabies Immunization Policy is designed to ensure that all faculty, students and staff of the WCVM working with animals and animal tissues are aware of their responsibility to ensure they are protected from exposure to rabies. If you haven't already, you will receive information from the LACS office regarding the policy and immunizations. Please see the Rabies policy <*Section 15.8*>

10.10 TUITION REFUND – THESIS PROGRAMS ONLY

Tuition must be paid until your thesis is uploaded to the ETD site and approved by the CGPS. To avoid paying tuition for the upcoming semester, you should aim to submit your thesis to the CGPS and have all documents signed by the last day of a given term (April 30th, August 30th, December 31st). If you fail to meet one of thee deadlines, you will be charged tuition, but can be refunded a pro-rated amount based on the month all of the paperwork is submitted.

Program Completion During the Term
Graduate students who defend their thesis and complete all program requirements prior to the end of an academic term may be eligible for a partial tuition refund. Only students in thesis-based programs are eligible.

To be eligible for a refund, all program requirements must be complete and submitted, including all defence and program completion paperwork from the academic unit and student, and the final thesis being successfully submitted through the **electronic site**. The date that all of these requirements are met is the student's official completion date, and will be the date used to assess any refund.

Refunds are pro-rated monthly (e.g. a student with a completion date which falls on any day in January will receive a tuition refund for February, March and April. A student who completes on any day in February will receive a tuition refund for March and April, etc.). This refund applies only to tuition, student fees are non-refundable.

Program Completion Prior to the Term Add/Drop Deadline
Students who complete all requirements prior to the University add/drop deadline in a term (per the **Academic Calendar**) have the ability to drop their registration for the term, which will result in a full refund of tuition AND fees for that term. Students must do this themselves through the Registration Channel in PAWS. The resulting refund is automatic and does not require the submission of a refund application form.

Before dropping registration for the term, students must ensure that all program requirements are complete and submitted, including all defence and program completion paperwork from the academic unit and student, and the final thesis being successfully submitted through the **electronic site**. If a student drops registration for the term and has not completed all requirements, they will be required to re-register and will be responsible for any associated tuition and fees.

To apply for a refund, please visit the **Tuition & Fees Students Site** website to access a **Request for Refund form**. Eligible students can expect to receive the credit on their account within one month after completion of requirements. Contact **Student Central** for further details.

Refunds will be placed on the student's account by Registrarial Services, Student and Enrolment Services Division.

10.11 LEAVES AND VACATION

Please see the CGPS Policies and Procedures Manual for the most current information regarding leaves of absence, including compassionate, medical and maternity, and vacations.

In most cases in the revised policy (except for leaves to pursue an additional program of study) **the department would be the sole approver for leaves up to one-year in duration**. Beyond a year, CGPS would continue to play an oversight/approval role.

International graduate students should note that taking a leave from their academic program may impact their study permit/immigration status in Canada. It is recommended that any international graduate student pursuing a leave of absence contact the International Student and Study Abroad Centre (ISSAC) as soon as possible to be advised appropriately.

The Graduate Programs Coordinator is responsible to submit the Ticket Request on behalf of the student, however, written approval (a letter) from the academic unit is required before the CGPS can process this request as the letter must be uploaded with the ticket submission.

Supervisors and students can review requirements of the request using the following blank form:
https://teamdynamix.usask.ca/TDClient/33/Portal/Requests/TicketRequests/NewForm?ID=ZtOyRYAd-aQ_&RequestorType=ServiceOffering

The leave request must fall within the time limits in accordance with the CGPS Leave of Absence Policy terms.

Following receipt of a complete leave of absence notification, CGPS will request that the Registrar's Office adjust the student's tuition, fees, and registration accordingly.

Students are advised to refer to the terms of their particular funding agreement(s) and contact the office responsible for their funding to inform them of the leave and learn whether further steps concerning their funding are to be taken.

Students holding government loans, or loans from other student loan providers are advised to learn the financial implications for going on a leave of absence.

10.12 AWARDS AND SCHOLARSHIPS

There are numerous awards potentially available for graduate students at the U of S. You can look up awards that pertain to you at:
https://cgps.usask.ca/policy-and-procedure/financial/graduate-student-funding.php#101CENTRALLYADMINISTEREDFUNDING

Contact the College of Graduate and Postdoctoral Studies (CGPS) if you have any questions regarding these awards (i.e. your academic average that will be used for specific awards).

10.13 SOFTWARE ISSUES

The University has resources available for computer issues that may come up during your graduate program, such as with Blackboard, or other software programs. More information on these resources can be found on the following website:
https://servicecatalogue.usask.ca/it/advice-help-and-support.php

If you ever require assistance with your computer or software, the WCVM Information Technology department is willing to help but cannot guarantee a solution. Requisitions are dealt with first-come-first serve. To request a service appointment, please email wcvm_itsupport@usask.ca. A ticket number will be issued and your issue addressed as soon as possible. The WCVM IT department has experience with both Mac and PC systems.

10.14 CONFIRMATION OF ENROLMENT

If you need to prove to a person or organization that you are a student, you can request a Confirmation of Enrolment letter through the My Records channel in PAWS. The electronic confirmation of enrolment document is issued through MyCreds and is a secure, official and certified listing of your educational record.
https://paws2.usask.ca/records

10.15 HEALTH AND SAFETY AT THE WCVM

A link to some of the the health and safety services available at the WCVM and on campus is available at: https://wcvm.usask.ca/about/health-safety.php

11 TRAVEL AND CONCUR

11.1 TRAVEL ALLOTMENT / RESEARCH ASSISTANCE

Residents who are recipients of the IPGF and EHRF Fellowships myay be eligible for extra funding to be used for travel to conferences or research costs. Typically, this extra funding is reserved for residents in their third/fourth year of residency. Recipients of these awards can make specific requests to the Graduate Oversight Committee (GOC) who reviews requests and allocates funding. If you have a request for funding please email the Graduate Programs Coordinator (jackie.gabriel@usask.ca) with the details (name of conference, dates, amount of request); and the administrator will submit the request to the GOC for review on your behalf.

If you are not a recipient of the fellowships listed, please speak to your Supervisor about funding that may be available through a research grant or scholarship.

11.2 CONCUR

Concur is the system located in your PAWS account that enables the department to submit Travel Requests (required for any travel in which an expense claim will be submitted). In Concur, you will need to set up the department office assistants as Expense Delegates and Travel Assistants. ***Please see the department office assistants for help in setting this up and submitting requests and claims***.

- Once the request is approved, flights, hotels and car rentals can be booked using Concur. After travel is complete, a Travel Expense Report can be submitted for reimbursement of travel expenses
- Reimbursements for food can be made based on actual costs (requires a receipt) or based on per diems. Discuss with your Supervisor which is most appropriate.
- Concur can also be used for staff reimbursement for items purchased for research purposes.

EXPENSE REPORTS MUST BE SUBMITTED TO THE DEPARTMENT WITHIN TWO MONTHS OF TRAVEL.

12 HANDY EMAILS AND OTHER USEFUL INFO

12.1 CAMPUS EMAIL ADDRESSES

Emailing just about anyone on campus is typically firstname.lastname@usask.ca, however there are a few exceptions to this rule so it is best to look up an email address in the University directory rather than assume. However, all individuals on campus can be

contacted by email using their NSID (example: JMG287); the email address is jmg287@mail.usask.ca

Emails (and other information) can be searched using the University's home page search engine - in the *People*, *places*, *web*... search space, type in the person's name or a campus telephone number to perform a search, or use the following link: https://search.usask.ca

12.2 EMAIL GROUPS

LACS
wcvm_lacs_ca@usask.ca - all clinical associates in LACS
wcvm_lacs_faculty@usask.ca - all faculty in LACS
wcvm_lacs_gs@usask.ca - all graduate students and residents of LACS
wcvm_lacs_residents@usask.ca - reaches only clinical residents of LACS
wcvm_lacs_interns@usask.ca - reaches only clinical interns of LACS
wcvm_lacs_staff@usask.ca - LACS Department Assistants, Lab Techs, etc.
wcvm_lacs_everyone@usask.ca – includes all groups as above
wcvm_lacs_faculty_retired@usask.ca – reaches our retired faculty
wcvm_lacs_everyone@usask.ca – reaches everyone

WCVM
wcvm_everyone@usask.ca - does not include undergraduate D.V.M. students
wcvm_itsupport@usask.ca - any issues or assistance
wcvm_classifieds@usask.ca - you can use this to advertise housing for example

Do not use "everyone" email addresses for personal business of any type.
Because it is a self-serve list, you can subscribe (or unsubscribe) from the classifieds list.

Visit the URL, and enter your U of S email address, and choose Add/Remove:
http://listman.usask.ca/subscriptions/manage_page.php?listname=wcvm_classifieds&action=subscribe

Also, if you are posting to this list, we ask that you use your @usask.ca (or @pds.usask.ca) email address. External email addresses are blocked to prevent all of you from getting spammed from unknown people.

If you have trouble subscribing/unsubscribing, please email wcvm_itsupport@usask.ca and they will assist you.

13 AROUND CAMPUS

13.1 CAMPUS IDENTIFICATION (ID) CARD

Your student card is used to:

- take out books at the **library**
- track your **meal plan balance**
- get into your **residence** room and building
- get discounts from business' that offer deals to students

Student cards are available for pick-up only at Shop USask Bookstore on campus. No confirmation email will be sent to confirm that your card is ready for pick up, so we ask that you wait at least a week after placing your request before you try to pick up your card.

Please note: Student cards cannot be mailed out. Replacement cards are subject to a $20 fee. This fee must be paid before a replacement card is printed.

Get your student card **here.**

If you have any questions, please contact us at cardoffice@usask.ca

University Bookstore:
97 Campus Drive in Marquis Hall.
The hours of operation are 8:30 AM – 5:00 PM, Monday to Friday.

13.2 PARKING ON CAMPUS

Not all students are entitled to a parking permit. Students with a clinical component (residents, interns) are eligible for a parking tag because they have after-hours and on-call attendance. If you are a non-clinical graduate student, you can apply for a parking permit via the main Parking Services site: https://parking.usask.ca

If you are a resident or intern, please fill out the Staff/Faculty Parking Application: https://parking.usask.ca/options/faculty-staff.php

Parking on campus costs approximately $100 per month and is automatically deducted from your payroll.

Email: **staff.facultyparking@usask.ca**
Phone: 306-966-4509

13.3 INTERNATIONAL STUDENT AND STUDY ABROAD CENTRE (ISSAC)

The ISSAC is a central support unit and campus partner for all students, staff and faculty. ISSAC is dedicated to fostering a welcoming, globally aware and inclusive campus community. They can also assist with obtaining visa's and extensions.

Arrival, Transition and Cultural Support
The International Student and Study Abroad Centre is a place for international students to:

- receive support with their transition into student life in Canada

- get involved in transition events and social activities
- access advising services, including immigration advice
- make friends from around the world
- attend workshops on topics such as employment in Canada and immigration
- get support throughout their studies
- inquire about supports during unexpected life events

Study Abroad, Awards and Travel Safety
ISSAC supports all USask students who wish to travel abroad with the university. Through ISSAC' s various programs and services, the centre is a place where students can:

- apply to go on exchange for one or two terms
- take part in summer programs offered by our international partners
- get travel safety support and complete the University's pre-departure process
- apply for travel awards and conference funding
- get support while studying abroad with the university

You can access the ISSAC site here: https://students.usask.ca/international/issac.php
Contact ISSAC:
Room 80, Place Riel, 1 Campus Drive
(306) 966-4925
EMAIL: international.students@usask.ca or study.abroad@usask.ca

13.4 ACCESS AND EQUITY SERVICES

You are encouraged to register with AES as soon as possible if you identify with one or more of the following broad categories. Please contact:
https://students.usask.ca/health/centres/access-equity-services.php

- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorder
- Brain injury or concussion
- Chronic health issues (bowel diseases, epilepsy, migraines)
- Deaf or hard of hearing
- Learning disability
- Mental health (anxiety, depression, schizophrenia, eating disorders)
- Mobility or functional issues
- Low vision or legally blind
- Temporary issues (broken limbs)

13.5 GRADUATE STUDENT ASSOCIATION (GSA) – HEALTH AND DENTAL BENEFITS

Phone: (306) 966-8471 or (306) 966-1295

Please visit these sites for the latest information:

- Main site: https://gsa.usask.ca

- Health and Dental Info: https://www.studentcare.ca//View.aspx?locale=en&uid=UniversityofSaskatchewangraduatestudentsGSA_Home& and https://gsa.usask.ca/services/health-and-dental-plan.php

13.6 DENTAL CLINIC

103 Wiggins Road
Appointments: (306) 966-5056 (Student Clinic)

13.7 STUDENT COUNSELLING & HEALTH SERVICES

Counselling
Place Riel Student Centre – 1 Campus Drive
Phone: (306) 966-4920

Health Services
Place Riel Student Centre – 1 Campus Drive
Reception and Clinical Services: (306) 966-5768

13.8 MENTAL HEALTH (WCVM DIVERSE)

https://wcvm.usask.ca/students/dvm-program/student-services.php#Studentorganizations

Here are a few resources that can serve as a support system for anyone in our vet college community who may be facing some challenges:

WCVM Student Specific Counselors: Our college offers counseling services tailored to the unique needs of veterinary students and professionals. The counselors are experienced in dealing with the pressures of our field and can provide a safe space for you to express your concerns. Please call 306-966-5768 to book your appointment and indicate you are from the vet college.

Anonymous Google Doc Chat: This is a doc that is shared with the WCVM community. It is meant to serve as an anonymous way for you to share your story, thoughts and feelings on diversity, equity and inclusion, in hopes that they may resonate with someone - as there is likely someone that is either going to gain from your story or they may feel heard as they echo your thoughts and perspectives. Sometimes, talking to someone who understands the challenges we face can make a world of difference: https://docs.google.com/document/d/1x2FR33znGYG2RlsoEf66P5cbiTxgl1SdZXeJKpokqu0/edit?usp=sharing

DIVERSE Members: If you prefer not to seek assistance from a distant source but still desire a friendly conversation, feel free to connect with any of the Diverse club members. We are committed to fostering a closer-knit community and upholding our

core values: Diversity and Inclusion in Veterinary - encompassing Respect, Solidarity, and Empowerment. Any of our Diverse club members would be delighted to engage with you over a coffee chat and simply converse.
Instagram: https://www.instagram.com/wcvmdiverse/?igshid=NTc4MTIwNjQ2
Website: https://wcvmdiverse.ca/exectutive-team/

As we continue our journey in veterinary education and practice, let us make a conscious effort to foster a supportive and understanding community where each member feels comfortable seeking assistance when needed.

13.9 STUDENT CENTRAL

Student Central provides undergraduate and graduate students with holistic, centralized assistance with finances, registration and academic life.

Student Central Officers:
- provide confirmation of enrolment for federal and provincial student loans
- authorize emergency loans and financial appeals
- provide information on scholarships, bursaries and other financial information
- troubleshoot registration problems
- process late registrations, audit registrations and section changes
- help students navigate PAWS
- provide information about exams, transcripts and convocation

Staff can also help complete Pension Plan forms, provide information on student records to third parties with appropriate authorization and assist with personal information changes. In addition to these direct services, Student Central Officers are information specialists who guide students to campus-wide services and resources. For more information: call (306) 966-1212 or email: askus@usask.ca

14 AT THE END OF YOUR PROGRAM

14.1 OFFICIAL TRANSCRIPTS

You can order official transcripts through your PAWS account at a cost of $10.00

14.2 PAWS ACCOUNT CLOSURE

USask alumni (30 cu or more) have the privilege of retaining their USask email account long after convocation. This service is offered so you can access university services and stay connected.

Email accounts may be accessed through your **PAWS** account as well as other operating systems and apps. Maintain, personalize or forward your **mail.usask.ca** email address in the "My Profile" section of **PAWS**.

Contact University Advancement to request at #5186 or email advancement@usask.ca

14.3 WHEN YOUR PROGRAM IS COMPLETE – A CHECKLIST

- Return keys to LACS office, pharmacy, clinic, etc.
- Return parking tag to parking services (if applicable)
- Return cell phone or pager to VMC Office (if applicable)
- Clean out your space and/or locker for the next user
- Maintain your PAWS account (if 30 cu minimum)

15 APPENDICES

15.1 GRADUATE STUDENT PROGRESS DOCUMENT (M.Sc. - PROJECT)

LACS Graduate Student Progress Report (Advisory Committee update)
Version: M.Sc.-Project (clinical residents)
May 2022

Instructions:

- ***This report is to be completed by graduate students (residents) enroled in a project-based (non-thesis) Master of Science (M.Sc. project) degree, with assistance from their Supervisor***
- ***It is to be electronically submitted to all members of their advisory committee at least 7 days prior to the committee meeting.***
- ***New students are to complete sections 1-11 to the best of their ability. Section 12 is to be completed as research plans are finalized.***
- ***Section 13 must be updated by all students for each meeting. These will assist the advisory committee in determining if the student is making sufficient progress.***
- ***As the research and residency progress, appropriate sections should be updated to assist advisory committee members in monitoring progress. Students should track all changes made for each committee meeting.***

1. **Date of report:** May 1, 2023
2. **Name:** John Doe
3. **Program:** M.Sc.-Project
4. **Title of research project:** "Characterization of extracurricular habits of LACS graduate students"
5. **List of members of advisory committee (minimum 3 including grad chair and Supervisor):**

Name	Department	Role	Email address
Dr. Grad Chair	LACS	LACS Grad chair	Grad.chair@usask.ca
Dr. John Smith	LACS	Supervisor	John.smith@usask.ca
Dr. Gus Smith	Dept LACS	Regular Member	Gus.smith@usask.ca

6. **Program dates:**
   - Start date of graduate program: July 1, 2017
   - Projected end date of graduate program: June 30, 2020
   - Expected program duration: 36 months
   - Number of months since start of program: 8 months

7. **A program of studies* (a list of courses and credit hours approved by committee):**

Course code	Course title	Credit units	Year/Term	Grade (when completed)
VLAC 990	Seminar	0	2016/17 -Term 1	n/a
VLAC 994	Research	0	2016/17 -Term 1	n/a
GPS-960	Introduction to Ethics and Integrity	0	2016/17 -Term 1	n/a
GPS 962	Ethics and Integrity in Animal Research	0	2016/17 -Term 1	n/a
VLAC 891	Adv. Clinical Practice 1	4	2016/17 -Term 1&2	Incomplete
VLAC 892	Adv. Clinical Practice 2	4	2017/18 -Term 1&2	Incomplete
VLAC 893	Adv. Clinical Practice 3	4	2018/19 -Term 1&2	Incomplete
VLAC 881	Clinical trial design & analysis	3	2016/17 -Term 2	Incomplete
VLAC XXX	Diseases of camelids	3	2016/17 -Term 1	Incomplete
VLAC XXX	Course title XXX	3	?	
VLAC XXX	Course title XXX	3	?	
VLAC XXX	Course title XXX	3	?	
VLAC XXX	Course title XXX	3	?	

*Required program credit units: **M.Sc. (project) = 30**

8. Titles and dates of VLAC 990 seminar

Month /yr	Attend (y,n)	Evaluate others (y,n)	Presenter (y, n)	Absent (y,n)	Reason for absence (granted with permission)	Suggestions given
12/21						
Year 2						
Year 3						
Year 4						

9. Funding source for research project(s): Sask ADF – project number #2015001

10. Animal care protocol number(s) and faculty applicant:

11. Background, relevance and justification for proposed research (maximum 1 page including references):

12. Description of research:

- ***This section forms the basis of the required paper and is to be updated for each committee meeting. For students starting their program, this section must be completed by their first committee meeting and should reflect their intended research plan over the duration of their program. For results, state the anticipated results of research to be completed.***

- ***M.Sc. (project) students require 1 publication quality paper that is properly formatted for the targeted journal. The paper does not need to be submitted at the time of examination, but if it is, it will be an asset.***

a) *Specific objectives*:

b) *Methods/experimental design*:

c) *Analysis (statistical, laboratory)*:

d) *Results:*

e) *Discussion/Conclusions*:

13. List progress made since your last committee meeting (or beginning of program for new students) in terms of: a) PROGRAM OF STUDIES, b) CLINICAL COMPETENCIES, AND c) RESEARCH. Please complete in bullet form.

a) PROGRAM OF STUDIES

Progress made in last 6 months	Anticipated progress for next 6 months
• Completed GPS 960 & 962 • Enroled in VLAC XXX	• Complete VLAC XXX • Start VLAC YYY

b) CLINICAL COMPETENCIES

Progress made in last 6 months	Anticipated progress for next 6 months
• XX weeks of on clinic time • XX cases (or farm visits) • online surgical case log up to date and submitted appropriately • presented in XX journal clubs • attended xx journal clubs • presented in xx case rounds • attended xx case rounds	• complete first of 2 case reports • prepare and deliver undergraduate lecture • present t departmental seminar

c) RESEARCH

Progress made in last 6 months	Anticipated progress for next 6 months
• Experiment 1 was completed, blood samples were submitted to the laboratory for testing, statistical analysis is substantially complete,	• Experiment 2 is designed and recruitment of animals underway. Research funding was confirmed. Anticipate completing this experiment by March 31st.

manuscript will be drafted by January 1st	• submit research abstract for presentation at scientific meeting

Discipline-specific residency requirement can be found at the following URLs:

ACVIM: Please refer to the version of the GIG that corresponds to the start year of your residency program: https://www.acvim.org/certification/certification-manual-and-general-information-guide

ACVS: https://www.acvs.org/residents

ACT: American College of Theriogenologists (ACT), General Information Guide (GIG) which reflects current procedures and guidelines for individuals interested in certification by the American College of Theriogenologists. The requirements specified in the GIG at the time of registration will apply for the duration of the trainee's certification process: https://cdn.ymaws.com/www.theriogenology.org/resource/resmgr/diplomate_files/8-22-24_gig_for_website_gig_.pdf

15.2 GRADUATE STUDENT PROGRESS DOCUMENT (M.Sc. + Ph.D. - THESIS)

LACS Graduate Student Progress Report (Research Advisory Committee update)
Version: M.Sc.+ Ph.D. Thesis
December 2021

Instructions:

- ***This report is to be completed by the graduate student, with assistance from the Supervisor, and electronically submitted to all members of the research advisory committee (RAC) at least 7 days prior to the committee meeting.***
- ***New students are to complete sections 1-13 to the best of their ability. Section 14 will be completed as research plans are finalized. More senior students will complete sections 15-16 as their research draws to a conclusion.***
- ***Section 17 must be updated by all students for each meeting. These will assist the RAC in determining if the student is making sufficient progress.***
- ***As the research progresses, appropriate sections should be updated to assist advisory committee members in monitoring progress. Students should track all changes made for each committee meeting.***

1. **Date of report:** May 1, 2023
2. **Name:** John Doe
3. **Program:** Ph.D., M.Sc.-Thesis
4. **Title of research project:** "Characterization of extracurricular habits of LACS graduate students"

5. **List of members of advisory committee:**

Name	Department	Role	Email address
Dr. Grad Chair	LACS	LACS Grad chair	grad.chair@usask.ca
Dr. John Smith	LACS	Supervisor	John.smith@usask.ca
Dr. Ted Smith	Dept, Univ of Someplace	Cognate Member	tedsmith@someplace.edu
Dr. Gus Smith	Dept LACS	Regular Member	Gus.smith@usask.ca

6. **Program dates:**
   - Start date of graduate program: July 1, 2017
   - Projected end date of graduate program: June 30, 2019
   - Expected program duration: 24 months
   - Number of months since start of program: 8 months
   - Qualifying examination required (Ph.D. only): No Yes Date if required _____

- Date of comprehensive examination (Ph.D. only): _____

7. A program of studies* (a list of courses and credit hours approved by committee):

Course code	Course title	Credit units	Year/Term	Grade (when completed)
VLAC 990	Seminar	0	2016/17 - Term 1	n/a
VLAC 994 or 996	Research	0	2016/17 - Term 1	n/a
GPS-960	Introduction to Ethics and Integrity	0	2016/17 - Term 1	n/a
GPS 962	Ethics and Integrity in Animal Research	0	2016/17 - Term 1	n/a
Safety resources	Biosafety, lab safety (as required)	0	2016/17 - Term 1	n/a
VLAC 881	Clinical trial design & analysis	3	2016/17 - Term 2	Incomplete

*Required program credit units: M.Sc. = 12; Ph.D. = 6 above M.Sc. (18 in total)

8. Titles and dates of VLAC 990 seminar

Year of program	Date of seminar	Title	Supervisor attended (y, n)	Feedback given
Year 1				
Year 2				
Year 3				
Year 4				

9. Funding source for research project(s): Sask ADF – project number #2017001

10. Animal care protocol number(s) and faculty applicant:

11. Background, relevance and justification for proposed research (maximum 1 page including references):

12. Overarching research hypothesis (encompassing entire thesis for M.Sc. and Ph.D. students):

13. Overarching research objectives (encompassing entire thesis for M.Sc. and Ph.D. students):

14. Description of research:

- ***This section is to be <u>updated for each committee</u> meeting. For students starting their program, this section must be completed by their first committee meeting and should reflect their intended research plan over the duration of their program. For results, state the anticipated results of research to be completed.***
- ***Please use different colored text to indicate new material. Use of track changes in the final version provided to the committee is not encouraged as it becomes very messy over time.***
- ***Each project/chapter/experiment will likely result in separate manuscript although not all will be necessarily submitted for publication, or more than one experiment may be combined into a single published paper. M.Sc. students require minimum 2 chapters that are both unique and independent. Ph.D. students require 3 or more chapters that are unique and independent which collectively contribute to a novel body of work.***

Experiment/chapter 1:

f) *Intro/justification*:

g) *Specific objectives (this experiment)*:

h) *Methods/experimental design*:

i) *Analysis (statistical, laboratory)*:

j) *Results:*

k) *Discussion/Conclusions*:

Experiment/chapter 2:

a) *Intro/justification*:

b) *Specific objectives (this experiment)*:

c) *Methods/experimental design*:

d) *Analysis (statistical, laboratory)*:

e) *Results:*

f) *Discussion/Conclusions*:

Experiment/chapter 3:

a) *Intro/justification*:

b) *Specific objectives (this experiment)*:

c) *Methods/experimental design*:

d) *Analysis (statistical, laboratory)*:

e) *Results:*

f) *Discussion/Conclusions*:

Experiment/chapter 4:

g) *Intro/justification*:

h) *Specific objectives (this experiment)*:

i) *Methods/experimental design*:

j) *Analysis (statistical, laboratory)*:

k) *Results:*

l) *Discussion/Conclusions*:

15. General conclusions (entire thesis):

16. Limitations and future research:

17. List progress made since your last committee meeting (or beginning of program for new students) in terms of: a) PROGRAM OF STUDIES, and b) RESEARCH. Please complete in bullet form.

a) PROGRAM OF STUDIES

Progress made in last 6 months	Anticipated progress for next 6 months
• Completed GPS 960 & 962 • Enroled in VLAC XXX	• Complete VLAC XXX • Start VLAC YYY

b) RESEARCH

Progress made in last 6 months	Anticipated progress for next 6 months
• Experiment 1 was completed, blood samples were submitted to the laboratory for testing, statistical analysis is substantially complete, manuscript will be drafted by January 1st	• Experiment 2 is designed and recruitment of animals underway. Research funding was confirmed. Anticipate completing this experiment by March 31st.

15.3 STUDENT GRADUATION CHECKLIST

College of Graduate and Postdoctoral Studies
Graduating STUDENT CHECKLIST

Information Concerning the Completion of Program Requirements, Eligibility to Graduate, and Attending Convocation Ceremonies

Information for all Students:

1. The online application to graduate will be found under the "Academic Profile" channel in your PAWS account

2. Deadlines to apply are: **March 31** for Spring Convocation
   August 31 for Fall Convocation

3. Applications to graduate after the deadlines may not be accepted. If you expect to complete all requirements in time for convocation, but have not done so by the deadlines stated above, ensure that you apply to graduate. Deadlines for eligibility may be referenced in the Academic Calendar and are described as "Last day for Master's and Ph.D. students to submit approved thesis to ETD site."

4. Submitting an application to graduate is necessary to receive a degree parchment. The application steps **must** be completed even if you do not attend the ceremony.
   - You must submit an application to graduate to the specific convocation ceremony at which you receive your degree. Ceremonies occur in June and November.
   - Applications to graduate will have a status of 'Pending' until the degree is awarded. Information about your eligibility to graduate may be sought from your department's graduate program administrator.
   - Information about receiving a degree parchment can be found here: https://students.usask.ca/academics/graduation.php#Parchments

5. Letters of completion/ To Whom It May Concern letters are not automatically generated and issued upon completion of requirements. In order to receive a letter of completion, you must submit a request for one through the CGPS Service Desk. This letter will only be issued following confirmation of satisfaction of all required degree components.

Please note that:

- For students completing thesis/ dissertation-based programs, these letters may only be issued following approval of your ETD and receipt of all required signed defence forms from your academic unit

- For students completing project and course-based programs, these letters may only be issued once your academic provides a recommendation to award the degree, and CGPS is able to confirm that you are eligible to graduate

- These requests are handled in the order received and will be balanced against competing priorities. Please allow ample time for processing of your request.

- Degree parchments are issued by the Registrar's office and not the College of Graduate and Postdoctoral Studies. Questions concerning Convocation and degree parchments should be directed to convocation@usask.ca.

- Information relating to ordering Usask transcripts can be found here: https://students.usask.ca/academics/grades.php#Transcripts. Your Usask transcript must be ordered through PAWS. Questions specific to transcripts can be directed to transcripts@usask.ca.

- Deadlines to meet eligibility for Fall and Spring Convocation may be referenced on the Academic Calendar: https://students.usask.ca/academic-calendar/.

  ***Course-based and Project students:** Check with your department's graduate program administrator to ensure that you have completed all requirements.

Information for Thesis/Dissertation students:

1. Students in thesis and dissertation-based programs must be registered in the term during which their defence takes place, and must maintain this registration until all degree requirements are complete. The dates noted on defence documents signed by your academic unit may be a factor in determining the end date of your program and whether registration in a term will be required.

2. Once you have successfully defended your thesis/dissertation, there are several forms that your Supervisor, committee members, and Graduate Chair must complete, sign, and submit to the CGPS. Please communicate with your Supervisor or graduate program administrator to ensure that these forms have been submitted.

3. Supervisors or departments may require bound copies of you thesis/dissertation. Please check with your home department for clarification about whether this may be required.

   Note: CGPS requires bound copies *only* for MFA Writing students

4. **If degree requirements have been met prior to the term's add/ drop deadline, please drop registration before the add/ drop deadline**. For students in thesis/ dissertation programs, completion of degree requirements customarily is understood to mean the date of ETD upload. Please ensure you keep informed of term add/ drop deadlines. You may check with your academic unit to ensure all elements relating to degree completion have been completed.

Withdrawing registration after the add/ drop deadline will result in the assessment of tuition and student fees for the term.

5. **Do not withdraw from the current term if program completion requirements are met after the add/drop deadline. You will be required to submit late enrolment requests to re-establish registration.**

   For graduate students, the Spring and Summer terms are treated as a single term. The add/drop deadline for the Spring/Summer term generally aligns with the Spring term deadline for undergraduate programs. Please check the USask academic calendar to verify these dates.

   Do not drop registration for the Summer half of the term if completion of degree requirements extends beyond the Spring term add/ drop deadline. You will be required to submit late enrolment requests to re-establish registration.

6. If you are eligible to receive pro-rated tuition rebate, a Graduate Program Services Officer will initiate this process on your behalf *only* once confirmation that all degree requirements have been satisfied, and the final ETD (electronic thesis/ dissertation) corrections have been approved by CGPS. Once a refund is processed, it may be credited to your student account. In order to receive all money refunded, please fill out the 'Request for Refund Form' found here: https://students.usask.ca/money/tuition-fees/refunds.php

Please note that: the tuition rebate policy applies only to students in thesis-based programs.

Notes on Thesis Formatting for Thesis/Dissertation Students:

1. All Master's thesis and Ph.D. students are required to submit their theses/dissertations to the Electronic Thesis and Dissertation (ETD) site.

2. Final revised and approved version of the thesis or dissertation must be uploaded to the ETD Site at https://etd.usask.ca/.

3. Thesis and Dissertation titles should be entered in title case (most words capitalized), NOT in all capital letters.

4. **Before uploading your thesis to the ETD site, please ensure that the thesis/dissertation will meet CGPS thesis formatting requirements.** Information regarding the ETD formatting and style may be found here: https://cgps.usask.ca/onboarding/grad-toolkit/roadmaps/project-roadmap/submitting.php#top

5. **Students are also required to upload a completed and signed version of GPS 404 – Final Thesis Confirmation Form along with their thesis on the ETD site.**

Please note that:

- The Learning Commons in the Main Library has resources to assist you with converting to PDF

- The ETD site can be accessed from anywhere in the world, and will accommodate large file sizes
- **The date of ETD upload will be considered as the date of completion of program requirements, provided documentation attesting to completion of your program, issued by the department, is not dated any later**

- The 'Submission of Electronic Thesis item in your DegreeWorks record will be updated upon approval of the ETD

6. A Graduate Program Services Officer will review the formatting of your thesis and may then advise you about any required changes. Students in project-based programs may submit their projects to the ETD site,
   but are not required to do so by CGPS for completion of degree requirements. If you submit your project to the ETD site, you must follow the formatting rules for theses.

7. **A first review of your ETD submission may take up to 7 - 10 working days**. Please note that this may take longer during peak periods. Please bear this in mind when completing your program and for any deadlines which may require proof of your degree completion. **Your eligibility for tuition rebate will not be affected by the length of time between ETD upload and approval**.

8. Supervisors and academic units have the option to delay publication of a thesis/dissertation for copyright or other reasons. Students will have options to assign an embargo period during the ETD upload process. Any request to modify these restrictions must be submitted before the allowed access time has expired. If further information is requires please submit a question to:

   https://jira.usask.ca/servicedesk/customer/portal/7

General Notes for all Students:

1. Please verify with the graduate administrator in your academic unit that documents are complete for graduation. You may also verify this information on your DegreeWorks record. Owing to the volume of documents and competing priorities, please allow a reasonable length of time for processing. Information on your DegreeWorks record updates overnight, and may not appear immediately

2. Your home department will be responsible for submitting and approving final grades for 996, 994 (Research), 992 (Project), 995 (Exhibition), and 990 (seminar), registrations.

3. If you are a current recipient of a graduate scholarship from CGPS, you must notify the CGPS Director of Awards & Scholarships when you will complete your degree. Notification should be sent to: gradstudies.awards@usask.ca.

Note: Students are financially responsible for reimbursing the University for any payment(s) given in error.

About the Convocation Ceremony:

1. Information about Convocation ceremonies is available here: https://students.usask.ca/academics/graduation.php.

   This site will have information about tickets, ceremonies, where to meet, photos, etc. It is adjusted for the next series of ceremonies approximately one month after the conclusion of the current cycle.

2. Announcements regarding graduation will be made available through your PAWS email account.

   To be able to order tickets online for the ceremony, you ***must*** have a current mailing address on your PAWS account. To add or verify your mailing address, go to paws.usask.ca, click on address, click on "*My Mailing Address*", and ensure that the most current address is listed and topmost. The address at the top is where your degree parchment will be mailed if you do not attend the graduation ceremony. It is the student's responsibility to ensure this information is accurate and complete. This address change should be done at the time of submitting your application to graduate online.

3. **Purses, handbags, etc. *should not* be brought into the backstage area. There are no facilities available to store valuable articles**. Please leave any items with a family member or elsewhere.

4. Information about the ceremony itself will be provided by the Convocation staff of Teaching, Learning and Student Experience. Notification about the ceremony will be made available approximately two weeks after the deadline to apply to graduate. This information will include: how to order tickets, how to order your gown for the ceremony, and other important considerations.

5. Questions concerning Convocation should be directed to convocation@usask.ca

6. Questions to CGPS can be directed to: https://jira.usask.ca/servicedesk/customer/portal/7

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Information about a student cannot be released to a third party without the student's authorization.

March 2022

15.4 CGPS MANUSCRIPT STYLE THESIS GUIDELINES

Consistent with CGPS Policies and Procedures <*Section 5.3.4*>, all theses must be written in good scholarly style and conform to the requirements approved by the academic unit. The following are intended to act as guidelines for minimum requirements in the creation of a manuscript style thesis. Academic units may choose to provide additional discipline-specific instructions.

Introduction - Principles of a Thesis

The thesis is an essential element of a research-based graduate degree. The thesis serves as evidence that a student is able to describe, explain and defend the research work that he/ she has undertaken, and how it contributes to and furthers the knowledge within the discipline. The thesis describes why the research work was undertaken, justifies the methods used, and provides an interpretation and analysis of the results. If a student is successfully able to defend the thesis, it prepares him/ her to undertake further research in the field of study, and to make significant contributions to the field of knowledge. With these principles in mind, a thesis should be presented as a single, cohesive, consistently formatted and unified document, which clearly articulates the progression of a student's chosen field of research. A thesis presents a student's research work as a whole, rather than discrete pieces, and the student should be able to justify and defend each part of it, from the introduction through to the conclusion.

Manuscript-Style Thesis

With the permission of his/ her research Advisory Committee, a student may submit a manuscript-style thesis in a style approved by the academic unit. A manuscript-style thesis is a document that includes one or more scholarly manuscripts, written in a manner suitable for publication in appropriate venues. A manuscript-style thesis allows a student to prepare and present their graduate research work in a format that facilitates publication.

A manuscript-style thesis is not, however, merely a collection of published or publishable papers, and it must meet the principles and objectives required of a thesis <*Section 5.3.4; CGPS Policy Manual*>.

Format

Consistency of format and style is essential in a manuscript-style thesis to produce a coherent and defendable document which will satisfy the principles of a thesis. Consistent formatting will help maintain the integrity of the document as a cohesive whole and sustain the clarity required to facilitate the review of the thesis by the Advisory Committee and Examining Committee. A consistent style and format must therefore be maintained throughout the thesis.

- The format and style of a thesis may differ from department to department, and from discipline to discipline. The student's academic unit will identify an acceptable format for the thesis and communicate it to the student, and the style selected must be maintained throughout the thesis.

- Accepted rules of grammar must be followed, and forms of spelling and punctuation must be used with consistency.
- Even if a manuscript was published in a particular format, when included as a chapter in a thesis, it will match the formatting standard of the thesis. For example, it is expected that the numbering of tables and figures within chapters (see details below) should be done for the thesis as a whole, which means that there should not be two tables or two figures in the thesis with the same number.
- Previously published manuscripts should not simply be inserted into the thesis as copies of journal pages. To ensure consistency and clarity in presentation, previously published materials should be assigned page numbers that are sequential within the thesis, and page numbers as they may have been assigned within the publication must be removed. The page numbers assigned within the publication will be included in the citation.
- Guidelines on more general aspects related to formatting and style, including suggested arrangement of preliminary content, referencing, layout of figures and chapters, etc. are available on the Electronic Theses and Dissertations page of the CGPS website.

Content

The thesis is a single cohesive document that presents and describes the entirety of the research work that was conducted as part of the graduate degree. Individual manuscripts in a manuscript-style thesis should fit together into a single body of work to achieve the goals of the thesis.

- The manuscript-style thesis, as with any thesis, will develop a general theme that presents the candidate's research work; it must include an introduction that outlines the theme and objectives of the research, and a conclusion that draws out it's overall implications.
- The different chapters or sections will contribute to the general theme, but the substance of each chapter should focus on a different aspect of the research.
- As the thesis needs to be a single body of work, there needs to be some content of the thesis that deals with the thesis as a whole and unifies it into a single document. How this content is arranged may vary from discipline to discipline, and from thesis to thesis (see details below).
- Chapters of the thesis need to be numbered sequentially. Subsections, tables, figures and equations within each chapter will be assigned a unique number, (for example use the chapter number followed by a sequentially increasing number, separated by a period, i.e. 1.1, 1.2, 1.3…), with no two elements of the same type having the same number. This will help ensure the clarity of the document and ease of navigation for the Examining Committee.
- References for the thesis can either be listed chapter-by-chapter, or be presented in a single list at the end of the thesis. If the chapter-by-chapter approach is adopted, each chapter, including chapters that are not manuscripts (such as the introduction and concluding chapters), requires a list of references. If a single

list appears at the end of the thesis, all references cited in the component manuscripts must be included in the list of references at the end of the thesis.

A particular manuscript can only be included in a student's thesis if that student's Advisory Committee agrees that it is appropriate to be included in the thesis.

- Co-authored manuscripts can be included in the thesis, if acceptable to the student's Advisory Committee and if approved by the academic unit:
    - The Advisory Committee will confirm that the student has made a substantial contribution to each of the manuscripts, and determine that the paper merits inclusion in the thesis. There is no limit to the number of co-authors.
    - To assist the Examining Committee in assessing work involving multiple authors, the student should include an explicit statement in the thesis describing his/ her original contributions to the paper in detail, and justifying the inclusion of the paper in the thesis. Individual disciplines and academic units may require further acknowledgment of contributions.
    - There may be cases when the student, Supervisor(s) and other research collaborators are co-owners of the intellectual property presented within the thesis, and they may also be co-authors of the manuscript(s). Prior to preparing the thesis, all associated individuals should understand their respective obligations related to data confidentiality (if applicable), copyright, and authorship (see regulations below). The nature of these obligations will vary with discipline and with the specific policies of the academic unit.
- With the approval of the academic unit, the same manuscript may appear in more than one thesis if multiple students are co-authors on the manuscript, and each made a significant contribution to the research and preparation of the manuscript. Where there may be two students who will include the same manuscript in two separate theses, each student should acknowledge the existence of the other thesis, and the fact that the manuscript appears in both theses.
- In a manuscript-style thesis, it is expected that the author of the thesis will be the lead author on at least one manuscript included in the thesis.
- The manuscript-style thesis may include both published and unpublished manuscripts. However, the publication status of each manuscript should be clearly indicated:
    - For each published article, a complete citation, including first and last page numbers and recognition of the copyright holder, should be printed at the beginning of the manuscript.
    - For a paper that has been submitted but not yet published, a statement concerning the status of any dealing or contemplated dealing with the copyright or the auspices under which the work was prepared should be printed at the beginning of the manuscript.
- If the included manuscript differs in content from a published version of the manuscript, this difference should be briefly described in an addendum. If no content has changed from the published version, there should still be a statement

that indicates that the document has been reformatted from the original version for inclusion in the thesis.

- There can be alternate ways in which to revise a manuscript that is presented as a chapter within a thesis. The manuscript itself may be revised, or an addendum explaining the modifications may be inserted within the thesis.

Thesis content falls into the following categories:

1. **Introduction and Literature Review** - The purpose of the introduction and review of literature is to establish the student's familiarity with relevant work in the field; establish the purpose and objectives of the research; place the research within the larger context of the discipline; and provide overall context for the research manuscript(s). The introduction should establish the central aim and themes of the research and explain how these are addressed in the various manuscripts making up the thesis. In some disciplines, a separate literature review (possibly as a distinct manuscript) will be a stand-alone chapter, rather than be included in the Introduction; while in other disciplines, the literature review may be incorporated as part of the manuscripts.
2. **Methods (optional)** – If appropriate to the discipline, a discussion of methodology, either as its own chapter, a section in the Introduction or, depending on the context, a section in each individual manuscript can be a necessary part of the thesis.
3. **Transition** - The manuscripts should fit together in the thesis much as chapters would normally fit together in any thesis. Specifically, it needs to be clear to the reader how each manuscript included in the thesis contributes to the overall objectives of the thesis outlined in the abstract and introduction, and should tie each manuscript to the overall aims of the research project. There needs to be a clear and logical progression from one chapter to the next, so that the thesis functions as a complete and unified whole with a clear singular research project as its focus. How the author of the thesis accomplishes this task is at the discretion of the author, the Advisory Committee and, if available, the policies of the academic unit. It may be useful to have short transition sections appended either to the beginning or end of appropriate manuscripts that explain the progression from one manuscript to the next; however, this transition may also be accomplished in the introductory and concluding chapters.
4. **Manuscript(s)** - Each manuscript should have its own chapter. While the manuscript may be a published document, the format of the document in its role as a component of the thesis must be consistent with the thesis as a whole, regardless of the format in which the document was published (see comments on formatting above). The manuscript content may also differ from the published version, and may include additional tables, figures or text, as required to ensure clarity. The format of the manuscript would normally include a brief introduction and statement of the research problem; synthesis of the literature; description of research methods and study area (if applicable); analysis, and presentation and discussion of results. Manuscript length may vary and is at the discretion of the Advisory Committee, although the intent is to emulate the norms of publication or presentation in the discipline.

5. **Discussion and Conclusions** - The final chapter revisits the main contributions or findings of the research manuscript(s) within the broader context of the literature and discipline, linking the findings of each manuscript back to the literature identified in the introduction. Directions for future research are normally identified in this section, as well as any limitations to the research overall. Each thesis is required to contain a concluding section that relates the individual manuscripts, and the conclusions drawn in those manuscripts, to the overarching goal of the thesis.
6. **Appendices and Supporting Documentation** - Material that is not part of the research manuscript(s) but deemed necessary by the student's Advisory Committee as supporting documentation (e.g. research instruments; raw data =summaries; copyright permissions, additional site descriptions, etc.) should be included in Appendices. If there are changes suggested to published manuscripts (i.e., chapters of the thesis) through the defence process, these changes may be addressed and included in a separate appendix at the end of the thesis, if copyright issues are a concern, or if it disrupts the flow of a published manuscript to make the changes within the published chapter itself. This consideration is for published manuscripts only.

Although the Advisory Committee will discuss and approve the number and focus of manuscripts at the proposal stage, this may be modified by agreement of the committee as the research progresses. Such revisions must be approved by the Supervisor and Advisory Committee.

Review of the Thesis

- The merits of the manuscript-style thesis will be judged on the criteria outlined at the beginning of this document and by the defence processes outlined for all theses. The judgement of the thesis rests with the Examining Committee (Advisory Committee plus the External Examiner) and is **independent of and separate from any judgement (favourable or unfavourable) related to the acceptance of individual papers for publication or presentation within the relevant discipline**.
- Similar to all other theses, everything in the thesis is subject to review, criticism and possible revision, following the oral defence. Notwithstanding the status of a manuscript considered for publication by other means, the form and content of the thesis must be deemed acceptable by the External Examiner and a majority of the Examining Committee in order for the student to complete the degree requirements.

Copyright

It is the responsibility of the student and any co-authors of material included in the thesis to obtain from all copyright holders written permission to include copyrighted material in the thesis. Written permission must be obtained from any co-author who retains copyright or from the person to whom the co-author has assigned copyright. Any payment which might be required by the rights holder(s) is the responsibility of the student. The thesis should indicate that copyrighted and/or co-authored material have been printed either "with permission" or "under license"

(either by a statement in the preface or on the first page of each article). Copies of the letters of permission or licenses must be available upon request and may be included within the thesis as appendices. Given this, it would be good practice for students to inform the journals to which they submit manuscripts that these manuscripts may eventually be included in a manuscript-style thesis.

15.5 TEMPLATES FOR THESIS TRANSITION SECTIONS

15.5.1 FOR CHAPTERS THAT ARE ALREADY PUBLISHED

Chapter 4. Diagnostic investigation of porcine periweaning failure-to-thrive syndrome in a farm from Saskatchewan: lack of compelling evidence linking to common porcine pathogens

This chapter presents a diagnostic investigation performed in a farm from Saskatchewan as the first step of the PFTS investigation. Several highly prevalent histological changes were found in this farm. And none of the tested pathogens were clearly associated with PFTS pigs in this farm.

Copyright statement: Chapter 4 has been published and is reproduced here with the permission of the copyright owner (American Association of Veterinary Laboratory Diagnosticians)

Full citation: Huang, Y., H. Gauvreau, and J. Harding, Diagnostic investigation of porcine periweaning failure-to-thrive syndrome lack of compelling evidence linking to common porcine pathogens. J Vet Diagn Invest, 2012. 24(1): p. 96-106.

Author contributions: Huang and Harding were responsible for the experimental design and necropsies. Huang contributed to the histological evaluation of tissues. Gauvreau was the veterinarian of the farm and contributed intellectually of the discussion of potential etiologies of PFTS.

15.5.2 FOR CHAPTERS THAT HAVE NOT BEEN PUBLISHED

Chapter 5. Pathological features and proposed diagnostic criteria of porcine periweaning failure-to-thrive syndrome (PFTS)

The investigation from Chapter 4 revealed several highly prevalent lesions, but whether these are consistent between different farms affected by PFTS is unknown. This is a very important question to answer. In Chapter 5, a second investigation involving 8 farms is presented. The results confirmed that the pathological findings between different farms are consistent. This finding further justifies the proposal of PFTS as a clinical syndrome. Consistent with the results of the previous study (Chapter 4), there is a lack of evidence that any tested pathogen in Chapter 5 is causally associated with PFTS.

Copyright statement: This Chapter has been submitted for publication. The copyright of this Chapter will belong to the journal it is published in.

Full citation: Huang, Y. and J.C.S. Harding, Pathological features and proposed diagnostic criteria of porcine periweaning failure-to-thrive syndrome (PFTS). Vet Pathol, 2013. Submitted, under revision.

Author contributions: Huang and Harding performed farm visits, necropsies, data analysis and manuscript writing. Huang evaluated the histopathology and performed laboratory tests.

15.6 STUDENT / SUPERVISOR AGREEMENT

https://students.usask.ca/documents/graduate/student-supervisor-agreement.pdf

UNIVERSITY OF SASKATCHEWAN
College of Graduate and Postdoctoral Studies
GRAD.USASK.CA

Student-Supervisor Agreement

for thesis-based degree programs

(May 2017, updated September 2020)

This document has been adapted from guidelines created by the University of Manitoba Faculty of Graduate Studies and the Canadian Association of Graduate Studies.

LINK TO ONLINE TEMPLATE:
https://students.usask.ca/documents/graduate/student-supervisor-agreement.pdf

NOTE:

The student should be the main party responsible for the study program and the performance of related activities, such as the submission of a Master's or Doctoral thesis, and should demonstrate a deep commitment to the program of study and interest in the selected research topic.

Introduction

- This form is designed to provide a framework for discussion between the Supervisor(s) and the Graduate Student and to establish guidelines to govern their relationship. It may be revisited at any stage of the Student's graduate program to accommodate for changes in the Student-Supervisor(s) relationship and/or the research project.

- The Supervisor(s)-Student relationship involves mentoring, support, career development, as well as academic oversight. The Supervisor(s) and Student should work together to arrive at jointly acceptable terms to establish their relationship.

- The completed form is to be regarded as an aid to planning and finishing the thesis project. It is not intended to be legally binding.

- The Supervisor and the Student are free to add items to the form to tailor it to their joint purposes.

- The Supervisor(s) is/are responsible for supervising the Student's graduate program. The Supervisor(s) is/are the Student's primary contact(s) at the University of Saskatchewan, and should be familiar with the general policies and regulations of the College of Graduate and Postdoctoral Studies as well as the specific supplementary regulations of their academic unit. This form does not replace official University of Saskatchewan statements of policy and procedure.

- If the Student or Supervisor(s) have any questions or concerns regarding their graduate program or this form, advice may be sought from the program graduate chair, unit head, or the College of Graduate and Postdoctoral Studies.

- Please visit the College of Graduate and Postdoctoral Studies website to find more information and guidance for both the Supervisor(s) and Student.

- The Supervisor(s) and the Student should review each of the points listed below and check off each box to confirm that the items have been discussed and understood by the Supervisor(s) and the Student. **Ideally, this document should be completed prior to the commencement of any research and no later than the submission of the first Progress Report for the Student.**

Part 1 | Supervisor(s) and Student

a. The Supervisor(s), _____
(the "Supervisor(s)") is/are a member/s of the College of Graduate and Postdoctoral Studies and agree(s) to supervise the graduate program of the Student named below; and

b. The student _____ (the "Student") is registered in the College of Graduate and Postdoctoral Studies, studying in _____ at the University of Saskatchewan and wishes to carry out a graduate program under the supervision of the above named Supervisor(s).

c. Students and Supervisors should be aware of the numerous student services provided on campus. Information is available online: https://students.usask.ca/.

Part 2 | General Roles and Responsibilities

2.1 The Supervisor(s)

Please review the following points, and click each box to acknowledge that it was discussed. The Supervisor(s) will:

- ☐ Guide the Student on degree requirements, appropriate elective course work, research, thesis proposal, thesis writing, suitable resources, and workspace.
- ☐ Assess and confer appropriate and fair acknowledgment of Student contributions to scholarly activity.
- ☐ Give reasonable notice to the Student of extended absences from campus, such as research leaves, and make satisfactory arrangements during such absences.
- ☐ Provide advice on the composition of the advisory and examining committees. Disclose any conflict of interest that may arise with respect to the Student.
- ☐ The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.
- ☐ Provide guidance on how to work effectively as a member of a team.
- ☐ Assist in providing infrastructure and facilities required for the Student to undertake scholarly activities.
- ☐ Any other mutually agreed upon responsibilities:

2.2 The Student

Please review the following points, and click each box to acknowledge that it was discussed. The Student will:

- ☐ Familiarize themselves with the policies, procedures, regulations and deadlines established by the University of Saskatchewan, the College of Graduate and Postdoctoral Studies, and their respective unit.
- ☐ Seek the advice of the Supervisor(s) regarding required course work including appropriate electives, research, thesis proposal, thesis writing, suitable resources, and workspace.
- ☐ Demonstrate appropriate professional judgment, collegial behavior, academic rigor and integrity at all times and in every facet of the graduate program.
- ☐ Dedicate time to the graduate program to make timely and effective progress towards degree completion.
- ☐ Maintain contact with the Supervisor(s) and provide any changes in contact information.
- ☐ Consult with the Supervisor(s) regarding graduate program examiners and assessors.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ☐ Keep laboratory, research, and computer areas tidy, and respect the space and property of others.
- ☐ Strive to work effectively as a member of a team.
- ☐ Any other mutually agreed upon responsibilities:

2.3 The College of Graduate and Postdoctoral Studies

The College of Graduate and Postdoctoral Studies holds primary responsibility for ensuring that program policies, including admission criteria, program timelines, and requirements are clearly articulated and duly followed. The College also facilitates access to funding sources. Students and Supervisor(s) should be familiar with the College website, regulations, and resources.

See http://www.usask.ca/cgps/

Part 3 | Meetings

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ The Supervisor(s) and Student will arrange and attend regular meetings. The frequency of the meetings may vary, but at a minimum, meetings normally will be held every _____ (indicate weekly or monthly intervals and/or frequency).
- ☐ The Supervisor(s) will respond in a timely manner (normally not to exceed 30 days) with constructive suggestions/revisions to written work (including proposals, literature reviews, analysis, chapters), as well as research and scholarship applications, reports, manuscripts, or scholarly presentations.
- ☐ The Supervisor(s) and Student will organize and schedule an in-person meeting with the entire advisory committee at least once annually. Additional meetings may be held at the request of either the Student or the Supervisor(s). If appropriate, the Student will distribute reports in advance of scheduled meetings with the advisory committee.
- ☐ Any other mutually agreed upon responsibilities:

Part 4 | Publications

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ The Supervisor(s) will acknowledge the contribution of the Student in any publications and/or presentations, as appropriate.
- ☐ Order of authorship and the criteria to determine the order of authorship on any shared publications will be established.
- ☐ All University policies pertaining to attribution and/or authorship will be followed.
- ☐ The Student and the Supervisor(s) will discuss the patentability of any invention arising out of the research before any publication or presentation of the research in order to ensure that the patentability of the invention is not jeopardized.
- ☐ Any other mutually agreed upon responsibilities:

Part 5 | Intellectual Property, Academic Integrity, and Ethics

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ The Student will hold the copyright of their thesis.
- ☐ The Supervisor(s) and Student will abide by the specific guidelines and rules for copyright and intellectual property at the University of Saskatchewan.
- ☐ The Student will keep orderly records of all research data produced or developed.
- ☐ Where research data is produced or developed, both the Student and Supervisor(s) will have access to the data at all times.
- ☐ Both Student and Supervisor(s) understand that the provisions of the University's Intellectual Property Policy pertaining to work done while a graduate student, as well as the guidelines around publication and access to research data, remain in place even after the Student is no longer attending the University.
- ☐ Questions or concerns relating to Intellectual Property that cannot be addressed at the unit level should be referred to the Office of the Vice-President Research
- ☐ The Student is responsible for understanding the meaning of academic integrity at the Uni- versity of Saskatchewan and ensuring it is applied to all their work.
- ☐ The Supervisor(s) and the Student will adhere to the University's policies and procedures related to the conduct of research, including any necessary human ethics review procedures, and animal care ethics, that must be completed.
- ☐ Where the Supervisor(s) is/are a member(s) of the University of Saskatchewan Faculty Association ("USFA"), the provisions of the USFA collective agreement will apply to the Supervisor(s).
- ☐ The following are optional points to be discussed if relevant. Please review the following points and click the box to acknowledge that it was discussed.
- ☐ The Student must complete appropriate courses on the use of animals or humans in research.
- ☐ Any other mutually agreed upon responsibilities:

Part 6 | Timelines and Completion

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ Progress Report forms are to be submitted at least once per 12-month period. More frequent updates may be necessary. The Advisory Committee and the Supervisor(s) must jointly complete this form.
- ☐ The maximum time period, including course work, examinations, research, thesis writing and defence (if applicable) permitted for the Student's graduate program is ___ years (please consult your specific program regulations as set by the College of Graduate and Postdoctoral Studies). It is anticipated that the Student should complete the graduate program within ___ years.

The following are optional points to be discussed. If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ☐ Student commitments for other duties such as non-degree research, teaching and teaching assistantships, or other responsibilities, should not delay efforts to complete the graduate program.
- ☐ Any other mutually agreed upon responsibilities:

Part 7 | Funding

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ The Student will seek opportunities for scholarships appropriate to their program, aided by the Supervisor(s).

  If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ☐ The student will receive $ ___ per month for _____ (duration) from (source) _____ subject to satisfactory progress in program requirements.
- ☐ Any other mutually agreed upon responsibilities:

Part 8 | Safety

If relevant, please review the following points, and click the box to acknowledge that it was discussed.

- ☐ The Student will be subject to appropriate safety courses or requirements at the University of Saskatchewan, including those pertaining to workplace and fieldwork protection, hazardous materials, radioisotopes, laboratory and environmental waste management, or others.

- ☐ The Supervisor(s) and Student will seek input and direction from safety officers or other appropriate personnel within their unit if further training is required.

Part 9 | Privacy and Confidentiality

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ If confidential information is provided to a student in the program, the student will not disclose the confidential information to any third parties, except as required by law or as permitted by agreement pursuant to which the confidential information was shared.
- ☐ The U of S Freedom of Information and Protection of Privacy Policy applies to the Student's program along with provincial and federal legislation.

Part 10 | Professional Development

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ Opportunities for the Student to attend suitable conferences and present scholarly work will be sought.
- ☐ Professional development programs, such as effective writing courses, teaching training, academic integrity, and workshops on research grants and career opportunities will be encouraged.
- ☐ Sources of funding for Student travel should be investigated and applied for.
- ☐ Any other mutually agreed upon responsibilities:

Part 11 | Vacation

Please review the following points, and click each box to acknowledge that it was discussed.

- ☐ Graduate students are entitled to a minimum of 2 weeks vacation per year in addition to weekends, statutory holidays, and university closures. Vacation time will be scheduled at times that are mutually agreed upon by the student and Supervisor(s).
- ☐ Where program requirements necessitate working during weekends, statutory holidays, or university closures, alternate time off will be provided as mutually agreed.

☐ Students receiving funding with a service requirement may not take vacation at a time that causes disruption to the service requirement unless approved by the person/unit in charge of the service.

Part 12 | Other

Any other mutually agreed upon responsibilities:

The Student and Supervisor(s) have reviewed and understand these guidelines.

By checking this box, you agree that you have read and understood this form, and that the information provided within is true and accurate to the best of your knowledge.

student signature

student printed name

Date: _____

Supervisor signature

Supervisor printed name

Date:_____

Supervisor signature

Supervisor printed name

Date: _____

Copies of these signed guidelines will be kept by the Supervisor(s) and the Student, the unit (in the Student's file – please provide a copy to Jackie Gabriel for student file and ticket submission to CGPS), and the College of Graduate and Postdoctoral Studies.

15.7 VLAC 990 SYLLABUS

Large Animal Clinical Sciences

VLAC 990 Seminar Series Conference - syllabus (2019-2020)

Course Coordinators

Dr. Colin Palmer, LACS Graduate Co-Chair, colin.palmer@usask.ca
Dr. Yolande Seddon, LACS Graduate Co-Chair, yolande.seddon@usask.ca
Dr. Murray Jelinski, LACS Graduate Co-Chair, murray.jelinski@usask.ca
Jackie Gabriel, LACS Graduate Programs Coordinator, jackie.gabriel@usask.ca

Course Description

VLAC 990 is the departmental seminar course for graduate students enroled in M.Sc. (project and thesis) or Ph.D. degrees. All graduate students must register in the fall and winter terms (Term 1 and 2) each year of their program. Attendance is mandatory for all graduate students, as it is in most other departments at WCVM.

Learning Objectives

- To obtain skills and experience developing and delivering a scientific abstract presentation to a multidisciplinary audience within an allotted time.
- To acquire skills and training in areas indirectly related to research or residency that are necessary for a full academic development.
- To develop cross-disciplinary training, awareness and communication skills, and provide the opportunity for students to broaden their network through interaction with other LACS students and faculty.

Course Delivery and Attendance

LACS will sponsor two, full-day research seminars in December and April (specific dates to be determined). Student attendance is mandatory at both events for the full day. In the event that students have a scheduled graduate level class or assessment, they will be excused from the seminar for that period of time, provided they have advised the Graduate Programs Coordinator of the conflict prior to the seminar. Clinical residents will be excused from their clinical activities in order to attend the seminar. Students will present at one seminar per year, and take an active role in evaluating other student presentations at the seminar in which they do not present. Some students will be asked to Co-Chair the abstract session.

Credits

This is a non-credit course. A credit (CR)/pass will be awarded if the student:

a) attends both seminars in each year of their program*
b) presents a satisfactory or outstanding presentation once per year
c) submits a satisfactory abstract not exceeding the word limit defined below 21 days prior the seminar at which they present

* We understand that conflicts do occur. M.Sc. students will be allowed one excused absence during their program; Ph.D. students will be allowed two excused absences during their program. Whether or not an absence is considered "excused" is at the discretion of the Graduate Chair, Department Head, and Supervisor. Some examples of an excused absence include death in family, or illness verified by doctor's

certificate. Unacceptable absences include too busy, need to study, other research activities planned on the seminar day, unwillingness to travel to Saskatoon (if off-site student). Attendance at each event will be taken. Students must be in attendance at the beginning and end of the seminar day to be given an attendance credit.

Students who have submitted their thesis to an External Examiner before the seminar day will be exempt from presenting; otherwise they will present in the term that they are scheduled (generally – senior students will be expected to present in T1/December, junior students T2/April). All students must attend the VLAC 990 seminar that take place before their final oral exam (defence). Interns will present (generally T2) once, and must attend both conferences.

Student Presentations
The presentation will be up to 12 minutes in length followed by up to three minutes of questions from the audience. Presentations will be timed, and students running overtime will be stopped. Types of presentations permitted:

- **Research** - students are generally expected to present material directly related to their research project. For more senior students, the results of one or more experiments are to be presented, including sections for background/justification for research, objectives, methods including statistical analyses, results, and conclusions (including limitations), acknowledgements, and references. New students who have not yet progressed far enough in their research to be able to report results may, at the discretion of their Supervisor, present their research proposal. This type of presentation should include: background/justification for research, objectives, proposed methodology, anticipated results, and anticipated pitfalls and/or limitations. This type of presentation can only be presented once and must be followed up with a research presentation the following year.
- **Clinical case report or series** –At the discretion of their Supervisor, clinical residents (project M.Sc. students) may present a case report or case series on a topic related to their clinical training. This would typically only be appropriate for clinical residents who have previously presented their research and have minimal new information or results to present.

  Interns are required to attend and participate.

Submission of Titles
The Graduate Programs Coordinator (GPC) will request the title from all presenters about two months before the conference date. In anticipation of this, please discuss an appropriate title with your Supervisor early in the semester. Once submitted, the title cannot be changed because promotional material will be prepared.

Written Abstracts
Three weeks prior to the seminar date, all students presenting will submit a short abstract pertaining to their presentation to the LACS GPC following the "Instructions for Abstracts".

The goals of preparing an abstract are twofold: first to provide the opportunity for students to develop abstract writing skills, and second, to help organizers schedule

presentations and prepare evaluations. The title of the abstract must be the same as the presentation. All co-authors/collaborators should be listed. Sources of funding, and other acknowledgements should be included but are not included in the word count limit.

Format
Abstracts are to be prepared as per the format indicated in "*Instructions for Abstracts*" that will be available on the VLAC 990 course site on PAWS. Please adhere exactly to the posted instructions for word count, format and content. The due date for abstracts is firm. Late abstracts will not be accepted. This policy is consistent with that for large scientific meetings.

Evaluations
All student presentations will be formally evaluated by a team of LACS graduate student and faculty judges. Evaluation forms will be reviewed by the faculty member in charge of each session before returning to each student.

Tentative Schedule
Dates will be chosen for December and April each year. The organizing committee will assign the senior LACS graduate students to present in December. The remaining graduate students and interns will present in April.

Remote Students
Students who do not normally reside in Saskatoon are expected to attend **in person**. Due to the length of the program, it is not feasible to videotape the seminar enabling remote access.

Session Coordinators:
Two students will be asked to chair the morning and afternoon sessions of each conference. *Volunteers are encouraged*. Please contact the LACS Grad Program Coordinator and/or graduate Chair if interested.

Expectations of Graduate Students
- Select a topic in consultation with your Supervisor early in the academic year.
- Prepare a presentation using PowerPoint using your own materials.
- Review your presentation with your Supervisor at least one week prior to your seminar date to allow for changes if necessary.
- Ensure that the presentation can be delivered within the time allotted (12 minutes). Most scientific presentations given at conferences have strict time limits, and you will be evaluated based on your ability to stay within the allotted time. While presenting styles differ, a good rule of thumb is to prepare one slide per minute.
- Bring the presentation to the seminar on a flash drive. The use of personal laptops will not be permitted. If using videos, check presentation after uploading to ensure the video opens.
- Be prepared to answer questions from the audience following your presentation (up to 3 minutes).
- If you are a new student or have developed a new presentation, have a practice presentation with friends and colleagues prior to your seminar to refine your delivery and content.

- Review and consider the comments given in peer-evaluations.
- Provide positive and constructive criticism to your peers using the evaluation sheets provided.
- Sign the attendance log. Advise the GPC prior to the seminar if you are unable to attend. Obtain a doctor's note if you are ill and cannot attend the seminar.

Expectations of Supervisors

- Review your student's topic and presentation prior to their seminar. Provide coaching and ensure the presentation is appropriate for the audience and can be delivered in the time allotted.
- Attend the seminars at which your students present, and as many other seminars as you can. Faculty support for students is greatly appreciated and builds collegiality, even if the presentations are on topics outside your discipline.
- Evaluate student presentations on forms provided. Review the evaluations provided to your student by others and coach on ways to improve the content and delivery.

Enrolment Limit: none

Academic Dishonesty

The University of Saskatchewan is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Student Conduct & Appeals section of the University Secretary Website and avoid any behavior that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

All students should read and be familiar with the Regulations on Academic Student Misconduct: https://governance.usask.ca/student-conduct-appeals/academic-misconduct.php#top as well as the Standard of Student Conduct in Non-Academic Matters and Procedures for Resolution of Complaints and Appeal: https://governance.usask.ca/student-conduct-appeals/non-academic-misconduct.php

For more information on what academic integrity means for students see the Student Conduct & Appeals section of the University Secretary Website at: https://governance.usask.ca/student-conduct-appeals/appeals-in-academic-matters.php

In terms of the VLAC 990 seminar series, potential academic dishonesty is likely to be in the form of plagiarism. Therefore, new material is expected to be presented annually, rather than the delivery of materials from a previous VLAC 990 seminar. Moreover, do not copy a presentation or content from others without acknowledgement. This includes using your Supervisor's work or tables and figures from publically available sources such as the internet or journals.

15.8 WCVM RABIES IMMUNZATION POLICY + PROCEDURE

PROCEDURE FOR GRADUATE STUDENTS INCLUDING RESIDENTS AND INTERNS

All graduate students at WCVM fall into one of the following categories:

1. Clinical – requiring vaccination upon arrival
2. Non-clinical - requiring rabies vaccination at some point in their studies
3. Non-clinical - not requiring vaccination

CATEGORY 1 - CLINICAL – REQUIRING VACCINATION UPON ARRIVAL

1. The department under which the graduate student falls will communicate with all potenfial graduate students, residents, and interns coming to WCVM of the requirement for rabies protecfion, and will ensure graduate students, interns and residents provide, **PRIOR TO ARRIVAL AT WCVM**, proof of a rabies series of vaccine OR proof of a valid fitre level within the past two years. This proof must be in the form of a PDF from a medical facility indicafing the dates of the inifial series of rabies shots OR a PDF from a medical facility indicafing the result of the last fitre test. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database.

2. If a graduate student arrives at WCVM without the required proof of rabies protecfion and has never been vaccinated, department administrafion will send graduate students who have a valid Canadian health card and require a full series of rabies vaccinafions to Usask Student Wellness with the understanding that Student Wellness will administer the series of shots and the student will pay the $750 out of pocket and get reimbursed through their student coverage ($150) and WCVM will pay the remainder from either the supervisor funding or another approved source. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database. It is recommended that the graduate student, resident or intern be put on a modified work arrangement unfil proof of protecfion is provided.

3. If a graduate student arrives at WCVM without the required proof of rabies protecfion but they have had an inifial series of vaccines, department administrafion will send graduate students who have a valid Canadian health card and require a rabies fitre test to Student Wellness for a rabies lab requisifion to get the blood test at a local blood collecfion lab. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database. It is recommended that the graduate student, resident or intern be put on a modified work arrangement unfil proof of protecfion is provided.

4. In the case of a graduate student arriving at WCVM who DOES NOT HAVE a valid Canadian health card and they require a full series of rabies vaccinafion, the department administrafion will send them to Student Wellness with the understanding that Student Wellness will administer the series of shots, the student will pay the $750 out of pocket

and get reimbursed through a combinafion of their student coverage ($150) and WCVM will pay the remainder from either the supervisor funding or another approved source. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database. It is recommended that the graduate student, resident or intern be put on a modified work arrangement unfil proof of protecfion is provided. Approved by WCVM Executive Commiftee – November 20, 2023

5. In the case of a graduate student arriving at WCVM without proof of valid rabies fitre but has had a primary series of vaccinafion and DOES NOT HAVE a valid Canadian health card and they require a fitre test, the department administrafion will send them to Student Wellness with the understanding that Student Wellness will provide a rabies lab requisifion to get the blood test at a local blood collecfion lab. It will be communicated to the student that there may be a charge for this Student Wellness visit and for the requisifion and also a charge for the blood test at a collecfion lab. WCVM will reimburse the student for any charges through either the supervisor funding or another approved source. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database. It is recommended that the graduate student, resident or intern be put on a modified work arrangement unfil proof of protecfion is provided.

CATEGORY 2 - NON-CLINICAL - REQUIRING RABIES VACCINATION AT SOME POINT IN THEIR STUDIES

1. The department under which the graduate student falls will communicate with all potenfial graduate students the requirement for rabies vaccines several months **PRIOR TO WORKING WITH SPECIMENS/ANIMALS THAT POSE A RISK** with proof of a rabies series of vaccine within the past two years OR proof of a valid fitre level within the past two years requested. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database.

2. When a graduate student needs rabies protecfion for the student's acfivifies and they are not yet vaccinated, department administrafion will send graduate students who have a valid Canadian health card and require a full series of rabies vaccinafions to Usask Student Wellness with the understanding that Student Wellness will administer the series of shots and the student will pay the $750 out of pocket and get reimbursed through their student coverage ($150) and WCVM will pay the remainder from either the supervisor funding or another approved source. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database.

3. Prior to the fime where rabies protecfion is required for the student's acfivifies and the student does not have the required proof of rabies protecfion but they have had an inifial series of vaccines, department administrafion will send graduate students who have a valid Canadian health card and require a rabies fitre test to Student Wellness for a rabies lab requisifion to get the blood test at a local blood collecfion lab. Note: This process can take up to one month to obtain the official results. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database.

4. Prior to the fime where rabies protecfion is required for the student's acfivifies and the student DOES NOT HAVE a valid Canadian health card and they require a full series of rabies vaccinafion, the department administrafion will send them to Student Wellness with the understanding that Student Wellness will administer the series of shots, the student will pay the $750 out of pocket and get reimbursed through a combinafion of their student coverage ($150) and WCVM will pay the remainder from either the supervisor funding or another approved source. Note: This process take a full three weeks for the series of shots. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database. Approved by WCVM Execufive Commiftee – November 20, 2023

5. Prior to the fime where rabies protecfion is required for the student's acfivifies and student does not have proof of valid rabies fitre but has had a primary series of vaccinafion and DOES NOT HAVE a valid Canadian health card and they require a fitre test, the department administrafion will send them to Student Wellness with the understanding that Student Wellness will provide a rabies lab requisifion to get the blood test at a local blood collecfion lab. It will be communicated to the student that there may be a charge for this Student Wellness visit and for the requisifion and also a charge for the blood test at a collecfion lab. WCVM will reimburse any charges paid by the student through the supervisor funding or another approved source. Note: This process can take up to one month to obtain official results. Department administrafion will ensure proper follow up to record these results in the VetNet Rabies Database.

CATEGORY 3 - NON-CLINICAL - NOT REQUIRING VACCINATION
Rabies vaccinafion and corresponding fitre tests are not required and will be solely up to the individual to work through this process on their own if they choose. All costs are the individual's responsibility and there will be no administrafion or follow up from the individual's department.

NOTE: Student Wellness has asked that, whenever possible, we send graduate students to them in groups or batches and nofify them in advance if any students are coming for rabies vaccinafions so they can have a sufficient supply of vaccine on hand. They may not always have Rabies vaccine in stock, in which case the student will either wait for stock to arrive or be sent to the Internafional Travel Clinic for aftenfion.

Usask Student Wellness Quesfions and Appointments
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