GRADUATE HANDBOOK

The University Graduate Handbook provides answers to general questions about the policies and procedures of the University and the Graduate School. The Handbook can be found on the Graduate School’s Web site (http://www.ksu.edu/grad/handbook/). It is your responsibility to know the Graduate School policies and procedures.

GRADUATE STUDENT OFFICES

Several graduate student offices are located in the building (S-30A, S-31, and 43A). The Graduate Programs Coordinator assigns office space based on need and availability.

CONFERENCE ROOM

The Department Conference Room (S-133) is available for oral examinations and Graduate Committee meetings. You may reserve the conference room by checking with one of the office staff.

DEPARTMENT LIBRARY

The Biological and Agricultural Engineering Library is located in S-147A. You may check out books or theses for your research projects. Always complete a check out card and give it to one of the office staff when you check out materials.

OFFICE STAFF

The office staff is available to assist you in preparing and formatting papers, posters, and proposals with the permission of your Major Professor. The office hours are from 8 a.m. to noon and from 1 p.m. to 5 p.m., Monday through Friday. You are responsible for typing your own Program of Study.
PAYCHECKS

For those on payroll, biweekly paychecks are sent to your home or your bank every other Friday. If the paycheck is mailed to your bank, you will receive a notification the day before your check is received by your bank.

TELEPHONE

Each graduate office is equipped with a telephone. Only local and 1-800/888 calls are to be made from this telephone. For long distance calls related to departmental business, you may ask your Major Professor for use of the phone in his/her office or the office staff will assist you. Personal long distance calls can only be dialed using your personal phone cards.

For on-campus numbers, you only need to dial the last five digits. To call off campus, dial "9" and wait for a dial tone, then you may dial the number you are calling.

MAIL

There is a mailbox in the main office (S-129) with your name on it. This mailbox is available for you to receive mail related to University business. You may use the Department address (129 Seaton Hall) as your "business address". Please have your personal mail sent to your home address. You are expected to check your mailbox on a regular basis for your mail and Departmental news.

COPY MACHINE

The copy machine is for copying project and research related materials with the approval of your Major Professor. Copies of your thesis for graduate committee members may be made with no charge. Personal copies can be made in the Union or Engineering Copy Center in the Fiedler Engineering Library.

FAX MACHINE

There is a FAX machine (785-532-5825) available for your use on research and other Department business. You must have permission from your Major Professor or the office staff before you send or receive faxes. You will need to record all long distance faxes in the logbook located next to the fax machine and specify the project for which the charge is to be made at the time the fax is sent. You may not send personal faxes on this machine.

KEYS

As a graduate student you will be issued a key that accesses graduate offices and some labs. You will be issued keys to other areas of the building as your Major Professor sees fit. The office staff will issue the keys with the authorization from your Major Professor and the Department Head. Keys can not be copied and they
are not transferable from person to person. You are responsible for replacing lost or stolen keys. Lost keys represent serious Department security problems. Keys must be returned when you no longer need them or when you leave the University.

**USE OF AUDIO/VIDEO EQUIPMENT**

The Department has audio/video equipment (overhead projectors, slide projectors and trays, TV/VCR units, and cameras) for Department-related uses. The equipment can be checked out from the main office. Checkout sheets are available with the office staff. An LCD Cargill projector unit is available for checkout. The projector unit is kept in the Department Head’s office. It can be reserved in the BAE main office.

**VEHICLE USE**

The Department has vehicles available for research and Departmental activities. Every trip should be recorded in the mileage log found in each vehicle. Before you drive the vehicle, please ask your major professor or the person who authorized the trip what account number should be used. The account number must be recorded on the mileage log sheet. Please also write your full name in the “Name of operator” section of the log. See one of the office staff for key and credit card check out. You must have a valid Kansas license, valid vehicle insurance, and be enrolled as a student to use the departmental vehicles. You and/or your personal vehicle insurance will be responsible for any accidents. All accidents must be reported, as required by law. You should also report the accident to your major professor. You are responsible for cleaning the interior of the vehicle after use.

**COMPUTER NETWORK**

You need to see the Computer Network Administrator of the Department to receive a User ID to use the Department's computer network. With the User ID, you will have access to the Departmental Computer Laboratory located in S-139. The network features software tools for word and data processing, specialized software used in Departmental courses and research, and electronic mail, which is used extensively by the Department faculty, staff, and students for communication.

A laser printer and a color laser printer are available for printing in the Departmental Computer Lab. You should use these printers only for research and course related work.

There are public computer laboratories located in S-54 and S-22-25. Your User IDs obtained from the University and College offices should allow you to use these facilities. The University Computing and Network Services (CNS) is located in Hale Library and the Engineering Computer Center is located in S-55.

**MACHINE SHOP AND LABORATORY FACILITY USE**

The Department has a machine shop and several laboratory facilities for research use. These facilities are to be used for Department-related projects only. To use the machine shop, check with and report to the shop manager and your Major Professor. You must have or have had training for the safe use of tools or equipment.
before using them. If you have not had the training, ask the shop manager for instruction or help. Report any broken items or safety problems to the shop manager. All tools and equipment used should be returned to their original locations. If a tool or a piece of equipment is needed at your work area, check with your Major Professor about its operational procedure. Clean premises thoroughly after each use.

For use of laboratory facilities other than your assigned facility, be sure to check with and report to your Major Professor and the professor in charge of the facility. Do not remove tools, instruments, or equipment from a laboratory facility without permission from the professor in charge. Be sure to return all items to their original locations and to clean the area after each use.

**PURCHASING**

Only charges directly related to a research project can be made on Department accounts. Every purchase must be approved in advance by the principal investigator of the project. Before you place an order, please see the Department accountant for instructions regarding requisitions and the ordering process. Requisitions must be obtained from the Department Accountant for all purchases on campus, with the exception of Office Supplies, the K-State Union Bookstore, and Hale Library. Office Supplies and the Union will give you an invoice, which must be promptly submitted to the Department Accountant with a detailed description of the item and the project to be billed. If you need to make copies at Hale Library, obtain authorization from your Major Professor and notify the Department Accountant so that your name can be added to the list of authorized names. Local purchases can be made only when the items you need are not available on campus. Requisitions or purchase orders are not required for local purchases. However, you need to check with the Department Accountant to see if the Department has an account established and if any written authorization is required for purchase. A Purchase Order issued by the Department Accountant is required for all telephone orders. Check with the Department Accountant for procedures for any orders over $500, as special purchase procedures may apply. You must turn in receipts for all purchases you make to the Department Accountant. Each receipt should show your full name, your Major Professor’s name, and the project number from which the purchase will be paid.

**EXTENSION AGRICULTURAL ENGINEERING**

The Extension Agricultural Engineering Office is located in S-147. The Extension faculty and staff work mainly with people in the field (off campus). However, some of the extension faculty members serve as Major Professors of graduate students. For use of Extension Office equipment, you must have approval from your Major Professor or the Department Head and the Extension staff. It is of utmost importance that you exercise due care in using the equipment and placing it back in its original location.

**EXIT INTERVIEWS**

Before leaving the University, the Department Head requests that you complete an Exit Interview form and visit with him/her to discuss your experiences while at K-State. Please notify the office staff when you are planning to leave campus.
LEAVING CAMPUS

If you are on the payroll, you will need to complete a Clearance Certificate to receive your last paycheck. Please pick up this form from the Department Accountant in the main office at least two working days before your departure from the University. The Clearance Certificate must be hand carried around campus in order to obtain signatures from Hale Library, I.D. Card Center, Facilities Key Control, and Parking Services. Please leave a forwarding address with the Department accountant and office staff. You will also need to pick up a departmental Graduate Student Checkout Procedure from the office staff. The form is shown below.

**Graduate student check-out procedure**

- Complete Exit Interview Form
- Make appointment with Department Head for Exit Interview
- Exit Interview
- Return Department keys to secretary
- Return all books to Major Professor and Department library
- Give office staff forwarding address
- Complete change of address forms with Postal Service for any mail that is delivered to Department, if this is not done, your mail will not be forwarded
- Clear all computer accounts with computer coordinator
- Clean laboratory facility used and return all equipment or tools to their proper places.
- Submit a list of inventory items that you used and their locations to your Major Professor
- Clean out your graduate office space