

Important Information for PPCP Graduate Students

Specific Program Requirements and Time To Completion*

M.S. Committee selection (required of all students) - within first 6 months, you need to select an advisory committee with help from your major professor

M.S. Research proposal (required of all students) – within the first 6-9 months, you need to establish program of study and complete your research proposal with your major professor and help/agreement from your advisory committee

Ph.D. Committee selection (required of all students) - within first 9 months, need to select an advisory committee with help from your major professor

Ph.D. Research proposal (required of all students) – within the first 9-15 months, you need to establish program of study and complete your research proposal with your major professor and help/agreement from your advisory committee

General Guidelines

RCR (Responsible Conduct of Research) Training (required of all students) – Need to complete the Physical Science RCR course within the first 2 months of starting your program, go to <https://www.citiprogram.org/>. This course is a one-time training. Once completed, a copy of the report must be given to your major professor and one to Robert Carver to be placed in your personal file.

WPS (Worker Protection Safety) Greenhouse Training – if you plan to work/conduct research in the greenhouse at BenHur or Gurrier Lane, you will need to complete this training within the first 2 months of starting your program. Please contact Calvin Glaspie, Greenhouse Manager (CGlaspie@agcenter.lsu.edu; cell – 248-770-0550) to schedule a time to do so.

LaCarte Credit Card (required of all students) – all graduate students are required to obtain one, and must do so within the first 2 months of starting your program. To obtain a LaCarte card, complete the form at <http://www.lsu.edu/administration/ofa/oas/acctpay/pdfs/as700.pdf>, and bring to Robert Carver or Charletta Warr to obtain the Department Head's signature and send to Accounting Services. Once your card has been received, Accounting Services will inform you by email. This email will instruct you in completing required training prior to receiving your card; and whom to see at Accounting Services to sign for your card. When you make charges on your LaCarte card, your receipts should be turned in to Dolores Dyess as soon as possible.

Authorization to drive a State Vehicle - if you plan to drive a state vehicle, you must have a valid US Driver's license. If you have a valid driver's license from another State, we must obtain a copy of your official driving record from the state where you are licensed to drive. To obtain a copy of your official driving record from your state, your State's Department of Motor Vehicles should have information on their website on how to obtain a copy of your driving record either

through them, or through another authorized agency in that state. It is your responsibility to obtain a copy of this record before your initial authorization can be approved, and also annually during the recertification process.

If you do not have a driver's license then you will need to obtain a Louisiana Driver's License. To obtain a Louisiana Driver's license, you must complete a written and driving exam, and your eyes will be tested at the time of your application. For application information, training materials, and testing locations, please see the Louisiana Department of Motor Vehicle's website at <https://www.expresslane.org/Pages/default.aspx>. Once you have a valid Louisiana Driver's License, please see Robert Carver for a Driver Record Verification and Vehicle Authorization Form, or you can download it from <https://www.lsuagcenter.com/MCMS/RelatedFiles/%7BC86A8404-4ACD-4028-BEA6-CC065289AD34%7D/Vehilcle-Authorization.pdf>.

After you have filled out the form, you will also be required to complete an online Defensive Driving training. To complete this training, go to this link: https://www.doa.la.gov/orm/Online_Courses/Defensive_Driving_2019/presentation_html5.htm

! and then print out the completion certificate at the end of the training. Bring your completed form, a copy of your Louisiana Driver's License, and the Defensive Driving completion certificate to Robert Carver. He will then run a check of your Official Driving Record, and if no disqualifying conditions exist, your authorization to drive a State vehicle will be granted and you will be notified.

Other Resources

PPCP Graduate Studies Handbook: please use the Handbook to guide you through the requirements needed to pursue your graduate program.

PPCP-GSA resource information guide. Excellent guide to help you navigate the University, AgCenter and our Department
<https://lsuppcgsa.files.wordpress.com/2015/01/gradstudentresources.pdf>

***Failing to reach the milestones in the timeframe specified above could result in your receiving an "Unsatisfactory" grade and/or termination of your graduate study in the department.**