

For the PhD, courses receiving a grade of less than B- can not be counted toward the degree. Eligibility for appointment to teaching assistantships also requires a satisfactory academic record. Similarly, satisfactory teaching performance must be in evidence. The EBIO Graduate Committee is responsible for an annual review of all graduate students' progress to determine eligibility for departmental resources such as assistantships and fellowships, and to assure that students are making satisfactory progress toward a degree. The Graduate Committee may, in consultation with the student's advisor, make recommendations concerning improvement of a student's performance.

TRANSFER FROM PROVISIONAL TO REGULAR STATUS

The conditions for achieving regular status are set by the Graduate School and/or the EBIO Graduate Committee prior to admission. All provisionally admitted degree students must have their advisors apply through the EBIO Graduate Committee Chairperson to the Graduate School for change from provisional to regular status, preferably at the end of the first semester and no

Teaching performance is reviewed each semester. If a student's performance falls below departmental standards, as indicated by their annual performance reviews and/or the Graduate Committee, the department reserves the right to refuse further support in the form of a teaching assistantship.

INDEPENDENT STUDY/RESEARCH COURSES AND TUTORED COURSES

No formal courses may be taken as Independent Study or Independent Research.

Registration for independent study or research courses requires submission of a Graduate-Level Independent Study/Research form. These forms are available from the EBIO Graduate Coordinator.

Doctoral students do not have an independent study/research limit.

For the MA degree, written justification may be requested by the Graduate School when a master's student presents, on her/his application for admission to candidacy, independent study/research hours in excess of 25 percent of the minimum number required by the department for the degree.

APPEAL PROCESS/ GRIEVANCE POLICY

Any graduate student may appeal decisions made relative to his/her graduate work to the EBIO Graduate Committee. Appeals may be initiated by writing a letter to the Chair of the Graduate Committee that details the concerns and reasons for reconsideration. The Graduate Committee Chair will first attempt to mediate the dispute. If mediation fails, the Graduate Committee will meet with all concerned parties and make a decision. Decisions made by the Graduate Committee may be appealed, first to the Chair of EBIO and then to the Graduate Dean. For issues related to a grievance experienced by a student please refer to the departmental Grievance Policy.

DEPARTMENTAL COLLOQUIA

TIME OUT PROGRAM

All graduate students are eligible to apply for the Time Out Program (TOP). The only exception is a doctoral student who has passed his/her comprehensive exam, as the continuous registration requirement does not allow this.

Time Out provides a planned leave from the University for a semester or a full academic year. To participate, the student must be currently admitted as a regular student, be in good academic standing (a 3.0 cum GPA), and have the approval of their faculty advisor and the Graduate School Dean.

In addition to submitting a TOP form to the Registrar's Office, the EBIO student and his/her faculty advisor must prepare and sign a letter addressed to the EBIO Graduate Director stating the following: When the student returns to the EBIO Graduate Program, the student will continue to be sponsored by the same faculty advisor in the EBIO Department as before he/she left on the TOP Program. If the student decides to change faculty advisors, that arrangement must be made BEFORE the student leaves on the TOP Program. The student and the new advisor must follow the same procedure of preparing a letter as described above.

Participation in the Time Out Program does not extend the time limit for completing the degree.

FIRST SEMESTER GRADUATE ADVISORY COMMITTEE MEETING

(all graduate degrees)

this report to the student, each member of the first-semester committee, and to the EBIO Graduate Coordinator to place in the student's file.

During the first semester meeting, the advisory committee will evaluate the student's previous training, research interests and future direction. In order to help guide the student's preparation for candidacy to the PhD and MA degrees, and assure that they have a sufficient background in

If a student has not completed his/her PhD program by the beginning of their sixth year of graduate studies, he/she will be expected to meet with the EBIO Departmental Graduate Committee to present a fifteen minute presentation summarizing their research progress to date, including a specific plan for completion. The committee will assist students in determining a deadline. At the committee's discretion, the student may be placed on probation for one semester, after which they will be expected to re-appear before the Committee and present a specific plan for completion. If the second meeting continues to reveal problems, the student may be suspended from further Departmental support.

Required Meetings and Exams PhD

- 1) First semester Advisory Committee meeting (described above)
- 2) Third Semester Exam

An exam form (available from the EBIO Graduate Coordinator) is filled out after the meeting by the student's faculty advisor.

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This exam should be taken within five semesters by PhD students. The Comprehensive Exam Committee will be composed of all of the student's PhD dissertation committee, including the "outside member." The student must schedule three hours for this exam.

At least two weeks prior to the scheduled Comprehensive Examination the following forms must be completed and returned to the EBIO Graduate Coordinator: 1) Doctoral Exam form; 2) Application for Admission to Candidacy and 3) EBIO Seminar Requirement Checklist.

The goals of the PhD Comprehensive Exam are to evaluate 1) whether the student has adequately developed a research plan for their thesis, 2) can effectively communicate a description of this plan or a portion of it in the form of a coherent research proposal containing clear hypotheses and a research plan to adequately address them, and 3) can defend the ideas contained within that proposal. It is expected that as a consequence of this examination, the student and their committee will agree on the scope of the research that will be necessary and sufficient for the completion of the PhD thesis.

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- (a) A 20 minute formal presentation by the student on her/his research progress. This presentation is to be of a format acceptable at a national meeting, should highlight the questions addressed by the student's research, and not be focused on site or methodological details.
- (b) An oral examination by the Dissertation Committee, including a discussion of the research presented by the student and their written proposal. This examination is intended to be substantially broader than a defense of the dissertation proposal, and it will probe the student's knowledge of the contemporary and historical literature relating to the student's proposed research. Students are encouraged to seek advice from all Comprehensive Examination Committee members about their expectations concerning subject matter and level of knowledge for this exam. No restrictions are placed upon committee members with regard to subject matter relevant to the dissertation topic.
- (c) A discussion of the student's plan for completion of her or his thesis, including the chapters that will be completed before the defense.

The student's performance on the Comprehensive Examination will be rated satisfactory or unsatisfactory, based on a majority vote of the committee. If a student's performance is unsatisfactory, the Committee will provide the student with a written list of recommendations and a deadline by which they should be accomplished, after which the committee will reconvene to examine the student's progress. If two or more members of the Committee give an unsatisfactory rating, the performance is deemed unsatisfactory. If a student's performance in the second examination is rated as unsatisfactory, dismissal from the program will result.

Please note: A student who passes the Comprehensive Exam must be continuously registered (except summers) until the Defense is successfully completed.

4) Defense of Dissertation (Final Examination)

The dissertation must be based upon original investigation and must show mature scholarship and critical judgment as well as familiarity with tools and methods of research. It should be a contribution to knowledge in the student's special field. The student must contact the EBIO Graduate Coordinator by the beginning of the semester in which the defense of the dissertation is held in order to receive information on graduation deadlines and required forms. A Doctoral Final Exam form must be completed and returned to the EBIO Graduate Coordinator at least two weeks prior to the exam. The student must schedule three hours for this exam.

Part I: The presentation of dissertation work in a Departmental colloquium by PhD candidates is required and must precede the dissertation defense conducted by the Dissertation Committee. This presentation must be arranged with the Departmental Colloquium Committee by the middle of the semester prior to the semester in which granting of the degree is desired. The presentation may take place the same day as the dissertation defense. The PhD candidate must fill out a "Public Seminar" form, available from the EBIO Graduate Coordinator, stating when and where the presentation will take place. This form must be signed by the faculty advisor and submitted to the EBIO Graduate Coordinator no later than two weeks after the colloquium.

Part II: Evaluation of penultimate draft of the dissertation. A copy of the draft, approved by the major advisor, is submitted to each member of the Dissertation Committee at least 10 working

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Dissertation Filed in Graduate School: Check with EBIO Graduate Coordinator for specific Graduate School deadline, or refer to your Schedule of Deadlines.

Completion of All Degree Requirements: Expected **within five years after admission to the PhD program**. For students completing both a MA1 and PhD in EBIO, there is a time-limit of six years (total for MA1 and PhD) imposed by the Graduate School. Any extensions to this time limit must be requested from the Graduate School and in writing by the student and their advisor. (A copy of the letter of request must be given to the EBIO Graduate Coordinator to place in the student's file.)

MAI (with thesis)

Course Requirements

At least 30 hours of coursework must be completed. At least 24 hours must be completed at the 5000 level or above; this must include a minimum of 4, but not more than 6, thesis hours. A maximum of 6 credit hours may be completed at the 4000 level. Independent study coursework cannot exceed 25 percent of the coursework required for the master's degree. Courses taken to make up deficiencies cannot be counted toward the graduate degree, nor can they be taken as Independent Study credit hours. Coursework must include:

- 1) EBIO 5000-course: "EBIO Colloquia." This must be taken in the first and second (fall and spring) semesters.
- 2) EBIO 6000-course: "Introduction to Biological Research." This must be taken in the first (fall) semester.
- 3) One graduate seminar. With the approval of the studen

4) Defense of the MAI Thesis

The thesis must be based on original investigation and must show mature scholarship and critical judgment as well as familiarity with tools and methods of research. It should be a contribution to knowledge in the student's field.

A Master's Exam form must be completed and returned to the EBIO Graduate Coordinator at least two weeks prior to the exam. The student must schedule three hours for this exam.

Part 1: A presentation of the MAI thesis work in a public seminar, scientific meeting, or graduate seminar class is required and must precede the thesis defense conducted by the thesis committee. If the MAI candidate chooses to present his/her work in a Departmental colloquium, this presentation must be arranged with the Departmental Colloquium Committee by the middle of the semester prior to the semester in which granting of the degree is desired. The presentation may take place the same day as the thesis defense. The MAI candidate must fill out a "Public Seminar" form, available from the EBIO Graduate Coordinator, stating when and where the presentation will take place. This form must be signed by the faculty advisor and submitted to the EBIO Graduate Coordinator no later than two weeks after the presentation.

Part II: Evaluation of the penultimate draft of the thesis. A copy of the draft, approved by the major advisor, is submitted to each member of the thesis committee at least 10 working days before the defense. (Please refer to your Graduate School schedule of deadlines for filing forms, available from the EBIO Graduate Coordinator or at the Graduate School webpage.) Otherwise, the defense must be postponed.

The Thesis Committee may want to review the final draft or give the major advisor the power to verify any re (ore)aos ffor adv2 (r t) (dvi) 0.2 (a) 0.2 (.2 (na)0.4h(ve) 0.2r0.)(f) -0.510.3 (or a) 0.4h(ve) 0.2r0.

Third Semester Exam: during third semester after matriculation. The student's faculty advisor submits completed 3rd-semester exam form to the EBIO Graduate Coordinator within two weeks after the exam.

Public Presentation of MA Thesis Work: must precede the thesis defense. Fill out and submit a "Public Seminar" form to the EBIO Graduate Coordinator no later than two weeks after the

Required Meetings and Exams for the MAII

1) First Semester Advisory Committee meeting (described above)

2) Third Semester

This exam is the same as the Third Semester exam for MAI students described above, except that discussion of the student's research progress is not expected. The exam will evaluate the student's knowledge of the contemporary and historical literature relating to the student's research field.

3) An oral exam may be required, as determined by the advisory committee. The student must schedule three hours for this exam. This exam will cover the independent research paper, and can also cover coursework. The MAII oral exam must be taken by the Graduate School posted