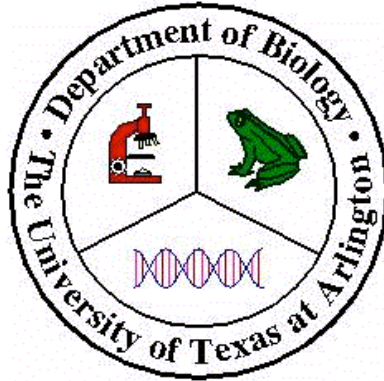


GRADUATE PROGRAM HANDBOOK



DEPARTMENT OF BIOLOGY

**THE UNIVERSITY OF TEXAS AT
ARLINGTON**

2011-2012

TABLE OF CONTENTS

Section	Page
OVERVIEW OF THE GRADUATE PROGRAM	3
A) DEPARTMENT & UNIVERSITY GRADUATE PROGRAM POLICIES	4
UT Arlington Graduate School Policies	4
Admission Into the Graduate Program	4
Master's Program	5
Doctoral Program	8
Miscellaneous	14
B) TEACHING ASSISTANTSHIPS & FINANCIAL AID	16
General	16
Responsibilities of Graduate Teaching Assistants	17
C) GRADUATE STUDENT ORGANIZATION, ACTIVITIES & AWARDS	19
Phi Sigma Society	19
Funding Opportunities for Graduate Students	19
Graduate Student Awards	20
D) UT ARLINGTON DEPARTMENT OF BIOLOGY & UNIVERSITY FACILITIES	22
General	22
Computing Facilities	23
Library Facilities	23
E) UT ARLINGTON DEPARTMENT OF BIOLOGY FACULTY & STAFF	26
Faculty	26
Staff	26
F) HOUSING & THE METROPLEX AREA	28
Living in Arlington and the Metroplex Area	28
G) APPENDICES	29
Student/Advisor Checklist - Master of Science Degree in Biology (non-thesis)	29
Student/Advisor Checklist - Master of Science Degree in Biology (thesis)	30
Student/Advisor Checklist - Doctor of Philosophy Degree in Quantitative Biology	31
Graduate Student Termination Policy	32

OVERVIEW OF THE GRADUATE PROGRAM

The goal of the graduate program is the development of the graduate student's abilities for creative scientific research, analytical evaluation and scholarship in various subdisciplines of the biological sciences. The Department of Biology at the University of Texas at Arlington (UT Arlington) offers the Master of Science degree in biology (both thesis and non-thesis options) and the Doctor of Philosophy degree in Quantitative Biology. The Department provides an active research environment for graduate students in the major research areas of ecology and evolution, genomic biology, and microbiology and molecular biology.

The Master of Science program is designed to prepare students to pursue careers in industry, government and teaching, or for further graduate education leading to a doctorate. The non-thesis option is designed to meet the needs of teachers or those intending to enter the teaching profession, as well as professionals for whom advanced study in biology is desired. The thesis option provides the opportunity for an in-depth research experience including the production of a written thesis and an oral defense of the work.

The Doctoral Program in Quantitative Biology provides three research tracks to guide student coursework: Ecology and Evolution, Genomic Biology, and Microbiology and Molecular Biology. Quantitative skills are acquired and advanced through courses relevant to the student's research such as experimental design, bioinformatics, and biological modeling. Students are provided with the resources they need to succeed in their graduate program through mentoring by faculty, access to state-of-the-art laboratories, and outstanding courses. Graduates of this program are uniquely trained and should have a competitive advantage for careers in academia, industry, or government.

A. DEPARTMENT & UNIVERSITY GRADUATE PROGRAM POLICIES

Department and University Communication

Upon arrival to campus, students will be assigned a **UT Arlington e-mail account** after contacting the Biology Department office. This account is the official means of communication by the university and the department. You must check this account regularly to ensure you receive pertinent information in a timely manner. If you have been sent a message indicating a particular deadline and have neglected to act on that deadline, it is your responsibility to correct the problem.

UT Arlington Graduate School Policies

The Graduate School sets the general requirements and procedures for graduate study at The University of Texas at Arlington, and the Graduate Dean certifies and awards graduate degrees. Each student should familiarize him/herself with the information on the Graduate School webpage, particularly as graduation approaches. **The responsibility for meeting deadlines and filing paperwork on time resides with the student.**

1. The Graduate Catalog details the official policies and should be consulted by all students when questions arise.
2. Deadlines pertinent to student progress through the graduate program are established by the Graduate School and published on-line. As students approach graduation, they should consult this webpage as well as the Graduate Advisor to ensure all deadlines are met.
3. Most major milestones require a hard copy form be filled out by the student, signed by the student's Supervisory Committee and the Graduate Advisor, and sent to the Graduate School. The student is responsible for obtaining the necessary paperwork by accessing the .pdf forms electronically through the Graduate School at: <http://grad.uta.edu/students/forms>. Before sending any paperwork to the Graduate Advisor or Graduate School make a copy for yourself and for the department (and give to Gloria Burlingham to place in your departmental file). Graduate School deadlines are final at 5:00 p.m. on the date specified; all transactions relating to the subject of the deadline must be completed and documentation received in the Graduate School by that time.

Admission Into the Graduate Program

The following are minimal requirements for entrance into the graduate program in Biology (also see the Graduate Catalog: <http://www.uta.edu/gradcatalog/biology>). However, satisfying or exceeding these requirements does not guarantee admission to the program. Admission to the program is determined solely by the Biology Graduate Studies Committee and the Graduate School and is based on an evaluation of all pertinent aspects of an applicant's record.

General Requirements

To enter the Graduate Program in Biology individuals must have completed, minimally, a Bachelor's degree from an accredited college or university. In addition, individuals must have: **(a)** maintained an acceptable grade point average at previously attended institutions; **(b)** present acceptable and current scores on the aptitude portion of the Graduate Record Examination (GRE); **(c)** demonstrated through previous academic performance the potential for graduate work. Transcripts of individuals holding a degree from an international college or university (a college or university outside the United States) are evaluated by The Graduate School for "equivalency of degrees"; if it is determined that an individual's degree is not equivalent to a bachelor's degree as granted by a US institution, the individual must complete additional course work before admission can be considered. International students or permanent residents holding a degree from a university or college outside the United States must demonstrate proficiency in spoken English as required by the Graduate School. International students or permanent residents holding a degree from a US institution are exempt from the English proficiency requirement (but see section on Teaching Assistantships). Individuals holding a degree in a

field other than biology must have completed a minimum of 12 semester hours of advanced undergraduate course work (usually junior or senior level courses) in biology to qualify for admission. Three letters of recommendation are required for each applicant. See the "How to Apply" sections for each degree on the Biology Department webpage for more details (<http://www.uta.edu/biology/graduate/index.htm>).

Continuation in the Program

After admission into the program, the student must

- (a) establish and maintain academic good standing. A student is considered to be in academic good standing if (i) a grade-point average of 3.0 on all work undertaken as a graduate student is maintained and (ii) any admission conditions are resolved within the time required.
- (b) make satisfactory progress towards completion of the degree as judged by the supervising professor/supervisory committee.

If a graduate student fails to maintain an overall 3.0 grade-point average in the first six hours of graduate course work, the student will be placed on academic probation. The student's record will be evaluated at the completion of each semester while on probation. Failure to establish an overall grade-point average of 3.0 upon completion of the first 12 hours of graduate course work will result in automatic dismissal from the program. If a student's overall grade point-average falls below 3.0 at any time after completion of the first 12 hours of course work, the student will be placed on academic probation; the overall grade-point average must be raised to 3.0 at the end of the subsequent semester or the student will be dismissed.

If, at any time, a student's progress towards completion of degree requirements is judged to be unsatisfactory by the supervising professor/supervisory committee, the student will be advised of his/her failure to progress. If at the end of the semester following such advisement the supervising professor/supervisory committee finds that the student's progress towards completion of degree requirements remains unsatisfactory, the student will be dismissed from the program. (See "Graduate Student Termination Policy" in Appendix.)

MASTERS PROGRAM

Admission into the Master's Program

In addition to the general requirements, individuals must present an acceptable score on the GRE. Successful master's students in Biology generally have a minimum combined score of 1000 on the Verbal and Quantitative sections of the exam, with a strong performance on the Quantitative section. Also, individuals must have maintained a grade point average of 3.0 or better (on a 4.0 scale) for the last 60 hours of undergraduate work.

Options

Two options are offered at the master's level: non-thesis and thesis. The non-thesis option is designed for teachers or those intending to enter the teaching profession and for other professionals who may wish to pursue the master's degree as either a part-time or full-time student. However, the thesis option may be chosen by, and is recommended for, anyone. Admissions requirements for the two options are the same. Students intending to pursue a thesis should determine a faculty sponsor during the admission process to ensure resources are available to support the student's intended research project. Students may enter the program as non-thesis but change to the thesis option upon approval by the Biology Graduate Studies Committee; students interested in such a change must first consult with the Graduate Advisor.

Non-thesis option

The non-thesis option requires completion of 36 hours of course work, including 24 hours of formal courses in biology, one 3 hour problems course [Biology 5391], 2 hours of Biology 5101 [Current Topics] and sufficient additional hours to meet degree requirements.

Students in the non-thesis option often rely on the Graduate Advisor for advising throughout their

program until they take the problems course, BIOL 5391, which may be taken at any time. Students should approach individual faculty members with whom they are familiar to determine if she or he will sponsor the student in this course. Requirements of the course are determined by the faculty member involved, and may include writing a literature review and conducting a small research project. Often the faculty member who supervises this course will become the student's Supervising Professor for the purposes of administering the non-thesis exam.

The semester before the student anticipates completing the non-thesis option, the student should consult with the Graduate Advisor to ensure that all requirements will be met. At this time the student should also form the Supervisory Committee, if this has not yet been done, which is comprised of the Supervising Professor and two additional Biology faculty members. Both the Graduate Advisor and Supervising Professor will aid the student in constructing the committee. Please consult the checklist for students appended to this document as well as the Graduation Checklist on the Graduate School website.

In the final semester, the student must be enrolled in a minimum of one graduate course (3 credit hours). The student must also pass a final master's oral examination administered by the Supervisory Committee. Students must file the "Request to Hold the Final Master's Examination" form available in .pdf format through the Graduate School webpage. The student is responsible for finding a time during which all three faculty members are available, and then scheduling the exam and reserving a room by consulting with the secretary in the Biology Department. The student then completes the form and obtains the necessary signatures; the Department will file the form with the Graduate School. This form is due no later than two weeks prior to the exam. Consult with the Graduate Catalog to determine the deadlines for scheduling and taking the exam in order to meet graduation requirements.

The final masters exam is administered by the supervisory committee but is open to all faculty members. The exam may include a written component at the discretion of the supervisory committee. The degree candidate is expected to exhibit knowledge of appropriate areas of biology to the degree that the areas are presented in a first-year college textbook. The supervisory committee determines if the candidate's performance during the oral exam is acceptable or unacceptable, but questions may be posed by faculty other than the committee, and those faculty members may discuss their impressions of the candidate's performance with the supervisory committee. The supervisory committee may find that the candidate: (a) passed unconditionally, (b) passed conditionally upon meeting specified additional requirements, (c) failed, with permission to retake the exam after a period specified by the supervisory committee, or (d) failed with a recommendation to the Dean of the Graduate School that the candidate be dismissed from the program.

The student is responsible for filling out and printing the Final Master's Examination Report form (available on the Graduate School webpage) and bringing the form to the Exam. After obtaining the supervisory committee's signatures, this form should be brought to the Graduate Program Assistant after which it will be signed by the Graduate Advisor and filed with the Graduate School. The Report must be filed with the Graduate School within 5 days of the exam taking place.

Thesis Option

The thesis option requires completion of 30 hours, consisting of 18 hours of formal courses in biology (of which BIOL 5314 is required), 2 hours of Biology 5101 [Current Topics], 6 hours of thesis [Biology 5698] and sufficient additional hours to meet degree requirements. Please consult the checklist at the end of this document as well as the Graduation Checklist on the Graduate School webpage to guide your progress through the program.

Supervising professor and supervisory committee

A student in the master's thesis program must select a faculty member who agrees to serve as the student's supervising professor as soon as possible but no later than the end of the student's first semester. The supervising professor will oversee and direct the thesis project and advise on all aspects of the student's program. In consultation with the supervising professor two additional faculty members must be selected to complete the supervisory committee. The supervisory committee is responsible for the design of the student's program and conducts the final oral examination for thesis degree plan candidates. The supervising professor should notify the Graduate Advisor in writing of the make-up of the supervisory committee no later than the end

of the student's second semester of work. If for any reason the membership of the Supervisory Committee must be changed after it has been established, the change must be made by notifying the Graduate Advisor no later than one long semester before the anticipated final defense of thesis (form is available on-line through the Graduate School).

Program requirements

Outline of Research Plans

Each student in the thesis option must submit an Outline of Research Plans to the supervisory committee not later than the end of the second semester of work. The outline should contain detail sufficient to allow the supervisory committee to evaluate the appropriateness and feasibility of the proposed research. Approval of the outline usually requires a committee meeting. Each member of the supervisory committee must indicate approval by signing the outline. A copy of the signed outline must be filed with the Graduate Advisor no later than the end of the student's second semester of graduate work.

Thesis

The thesis is a narrative presentation of the results and conclusions drawn from the completion of an original research project. The project is directed by the supervising professor with advice and counsel from the remaining members of the supervisory committee. When completed, the thesis must be approved by the supervising professor; on his or her approval, a copy of the thesis must be provided to each member of the supervisory committee for their evaluation at least two weeks prior to the Final Program Examination. On approval by the supervisory committee the thesis may be presented electronically to the Graduate School for the required mechanical check. The mechanical check determines that the mechanics of the thesis (margins, neatness, correlation of page numbers listed in the Table of Contents with numbers in text, etc.) meet the requirements set by the Graduate School. Mechanical errors must be corrected before the thesis will be accepted by the Graduate School. All theses must comply with the requirements set forth in the current edition of *Thesis and Dissertation Manual of Style*, available from the UT Arlington bookstore and in the reference section of the UT Arlington library. The Graduate School sets deadlines for submission of the thesis for the mechanical check and for electronic submission of the final approved thesis; see the Graduate Calendar for current deadlines.

Final Program Examination

A final program examination is required for all master's degree candidates. Examinations are scheduled by filing a Request to Hold the Final Master's Examination with the Graduate School; the student should complete the form (available through the Graduate School webpage), obtain the necessary signatures, and submit the form to the Graduate Program Assistant. The Request to Hold the Final Master's Examination must be filed two weeks prior to the examination date, but not later than the date set by the Graduate School as the final date to request the exam for the applicable semester (see Graduate School deadlines in the Graduate Catalog). In the event that a Final Master's Exam is canceled or results in the requirement of a re-examination (see below), a new "Request" must be filed in order to reschedule the exam. Minimally, all members of the supervisory committee must be present before the exam may proceed.

Thesis candidates must hold an oral defense of the work presented in the thesis. The candidate must provide a completed copy of the thesis to each member of the supervisory committee two weeks prior to the scheduled exam. At least one week prior to the defense, a copy of the thesis must be placed in the departmental office so that interested faculty and students may read the work.

The defense consists of an oral presentation of the thesis work by the candidate followed by an oral examination period in which the candidate answers questions from members of the audience. The candidate first entertains questions relating to the thesis work from the general audience (faculty, students, guests) after which all but the student's committee and interested faculty are excused. The candidate is then questioned by the supervisory committee. After questioning by the supervisory committee, the candidate is excused and the committee evaluates the candidate's performance. All faculty members present may express their opinion of the candidate's presentation and judgment of the overall acceptability of the candidate's defense to the supervisory committee members; however, the committee is the ultimate judge of the acceptability of the candidate's defense. The supervisory committee may conclude that the candidate: (a) passed unconditionally, (b) passed conditionally upon meeting specified additional requirements, (c) failed, with permission to retake the exam

after a period specified by the supervisory committee, or (d) failed with a recommendation that the student not continue in the program.

A Final Master's Examination Report indicating the results of the final master's examination must be filed in the Graduate School no later than three weeks prior to the date on which the degree is expected to be conferred, irrespective of the results of the exam. The student should complete and print out the appropriate form from the Graduate School webpage, bring it to the exam, and submit the signed form to the Graduate Advisor for filing with the Graduate School.

Additional Requirements for Graduation

The graduate school maintains graduation checklists on their webpage for both thesis and non-thesis master's students. Go to: <http://grad.uta.edu/students/services/thesis> to access the lists.

A student in the non-thesis option must be registered for at least one graduate course in the semester in which the final master's examination is held. A student in the thesis option program must be enrolled for six hours of thesis (Biology 5698) in the semester in which the final master's examination is held. Once enrolled for thesis, continuous enrollment (enroll for thesis, Biology 5398-5698, each semester) must be maintained until graduation. An Application for Graduation must be filed electronically with the Graduate School and the Diploma Fee paid according to the deadlines in the applicable semester. If a student does not graduate in the semester in which an Application for Graduation was filed and a diploma fee was paid, he/she must again file for graduation and pay another diploma fee in the semester in which graduation is expected.

Time Limit

All requirements for the master's degree must be completed within six years (military service excepted) from initial enrollment.

Residence

Master's degree students are expected to spend the equivalent of two semesters of full-time study in residence at UT Arlington.

DOCTORAL PROGRAM

Admission into the Doctoral Program

Doctoral students may be admitted into the B.S.-Ph.D. Track (considered Doctoral Bound) or directly into the Doctoral Program in Biology. If a student is pursuing a Ph.D. but does not yet have 30 hours of graduate coursework or a master's degree, s/he must enter the B.S.-Ph.D. Track. In this case the criteria used for evaluating the application are similar to those used for evaluating a master's student (see above), and particular attention will be paid to the student's research experience to date and potential to pursue doctoral study. If admitted, this student will be classified by the Graduate School as a master's student until the 30 hours of coursework or a master's degree have been completed. Degree requirements for the Ph.D., however, are the same for both groups (as described below, also see: <http://www.uta.edu/gradcatalog/biology>).

To be considered a Doctoral student, applicants must have completed 30 hours of graduate coursework or already hold a master's degree. In addition to the general requirements, successful applicants usually have a minimum combined score on the Graduate Record Examination of 1100 on the Verbal and Quantitative sections, with a strong performance on the Quantitative section. Also, applicants must have maintained a grade point average of 3.0 or better (on a 4.0 scale) for the last 60 hours of undergraduate work and should have an appropriate quantitative background including at a minimum Calculus I.

An entering student must have a faculty sponsor, a member of the department faculty who has agreed to direct the student for at least the first semester of graduate work. Applicants must communicate with the appropriate faculty member(s) prior to and during the application process to obtain sponsorship. In most cases, the sponsor will be the student's choice as supervising professor for the dissertation, but the student may choose a different supervisor after entering the program. A supervising professor or co-advisors must be selected by the end of the second semester of enrollment in the doctoral program and the Graduate Advisor must be notified.

A student who does not select a supervising professor by the end of the second semester may be asked to leave the program.

Students who are already enrolled in the M.S. program in Biology and wish to be admitted into the Doctoral program must first consult with the Graduate Advisor. Then the student should assemble an application packet including an updated c.v., a one page summary of research progress to date outlining why the research is appropriate for the Ph.D. rather than the M.S., and a letter of support from the supervising professor. This application should be submitted to the Graduate Advisor who will bring the student's case to the Graduate Studies Advisory Committee. If the GSAC approves this change, the student must then apply to the Graduate School for official transfer into the Doctoral Program. This normally occurs in the same semester during which such an application is made.

Coursework Requirements

Coursework requirements are the same for B.S.-Ph.D. Track and Doctoral students. Doctoral students who have already completed a M.S. should consult with the Graduate Advisor regarding specific course requirements and required course credit hours.

Mathematics: Students will be expected to have (or complete during their first year of residence) a strong quantitative background including a formal course in differential and integral calculus (i.e., Calculus I).

General Course Requirements: A total of 60 credit hours should normally be completed including 24 hours of required and elective courses, and 36 hours of research courses. All students in the program are required to take BIOL 5314 (Biometry), Professional Development (BIOL 5102) and two seminar courses (2 x BIOL 5101) as part of their required courses.

Other requirements: Each student must make three public research presentations. At least two should be a research seminar (40- 45 minutes) open to the entire Department and appropriately announced (online and/or flyers). These may include the dissertation defense, dissertation proposal defense, or a topical seminar on work in progress (e.g. Genome Biology Group Seminar Series, Biolunch). This requirement may not be met by presentations at lab meetings that are not announced or open to the entire Department. The third presentation may be an oral presentation at an international or national, society-based conference or local university-wide event (e.g., ACES). This may not include conferences open to a limited number of people or a highly specialized audience; the student's Supervisory Committee can make this determination. These presentations should be highlighted in the Annual Evaluation report and in DS-PRO as they are completed.

Biology Tracks: Students should follow one of the Biology Tracks described below: Ecology and Evolution, Genome Biology, or Microbiology and Molecular Biology.

Track Specific Quantitative Requirements:

Ecology and Evolution: Students in this track are required to take Advanced Biometry (BIOL 5361) and Experimental Design (BIOL 5362). They will also be expected to have (or complete during their first year of residence) an additional calculus course (i.e., Calculus II).

Genome Biology: Students in this track are required to take one of the following courses in quantitative biology: Bioinformatics (BIOL 5340), Genetics Methods Lab (BIOL 5420), Molecular Evolution (BIOL 5336), or Population Genetics (BIOL 5364).

Microbiology and Molecular Biology: Students in this track are required to take one of the following courses in quantitative biology: Bioinformatics (BIOL 5340), Biological Modeling (BIOL 5333), or Methods in Molecular Microbiology (BIOL 5421).

Track Specific Additional Courses:

Ecology and Evolution: Students in this track are required to take 6 credit hours from among the following courses: Amphibian Biology (BIOL 5344), Behavioral Ecology (BIOL 5337), Biogeography (BIOL 5320), Biological Modeling (BIOL 5333), Community Ecology (BIOL 5315), Conservation Biology (BIOL 5350), Environmental Microbiology (BIOL 5351), Evolution (BIOL 5311), Landscape Ecology (BIOL 5328),

Limnology (BIOL 5354), Marine Biology (BIOL 5357), Plant Ecology (BIOL 5325), Reptile Biology (BIOL 5310), Theoretical Systematics (BIOL 5367), Wetlands Ecology (BIOL 5326), or as advised by their supervisory committee.

Genome Biology: Students in this track are required to take 9 credit hours from among the following courses: Advanced Genetics (5312), Advanced Molecular Biology (5331), Developmental Biology (5330), Essentials of Genomics (5335), Evolution (5311), Evolution of Development (5313), Genome Structure and Dynamics (5308), Human Genetics (5319), Mechanisms and Regulation of Mobile DNA (5334), and Mobile DNA and Genome Evolution (5339), or as advised by their supervisory committee.

Microbiology and Molecular Biology: Students in this track are required to take 9 credit hours from among the following courses including: Advanced Molecular Biology (BIOL 5330), Environmental Microbiology (5351), Immunology (BIOL 5309), Microbial Genetics (BIOL 5302), Microbial Physiology (BIOL 5445), and Virology (BIOL 5304), or as advised by their supervisory committee.

Additional Courses: Students in the program are required to take 6 hours of additional courses as advised by their supervisory committee.

Research hours: Finally, 36 hours of research, including 9 hours of dissertation (BIOL 6399, 6699, and 7399), are required from among the following courses: BIOL 5101, 5200, 5291, 5391, 5193-5693, 5398, 5698, or 5998, or BIOL 6191, 6291, 6391, 6491, 6591, or 6691 (these courses can be repeated for credit). A student should complete 6699 towards the conclusion of his/her program so that s/he may enroll in 7399 (considered a full-time load in the final semester) the semester during which the dissertation will be defended.

Supervisory Committee

During the first year of the doctoral program, the student must establish her/his supervisory committee in consultation with her/his supervising professor. The committee will be chaired by the supervising professor, and must include four additional members of the Graduate Faculty. Three of these must be members of the Biology Department at UT Arlington. Outside examiners from institutions other than UT Arlington may serve as a fifth (or more) member of a committee, but their participation must be approved by the Graduate Dean (form available through the Graduate School website). The Supervisory Committee will oversee the Diagnostic Evaluation, review annual progress reports, administer the Comprehensive Exam, and evaluate the dissertation. If for any reason the membership of the Supervisory Committee must be changed after it has been established, the change must be made by notifying the Graduate Advisor no later than two long semesters before the anticipated final defense. (form available on the Graduate School website)

Evaluations and Examinations Required of Doctoral Students

Diagnostic Examination

The diagnostic exam will be taken by all incoming Ph.D. students during their first semester of enrollment. The exam will include questions in the areas of basic biology, ecology, evolution, genetics, molecular biology, and microbiology and will be based on test questions used in BIOL 1441, 1442, and 2343. A sub-committee of the Graduate Studies Committee will create the exam and evaluate the results. Results will be maintained in the student's file in the department office and made available to the student, the student's major advisor, and Supervisory Committee. The Supervisory Committee may use the information during the Diagnostic Evaluation to design a plan of course work and to correct deficiencies revealed by the exam.

Diagnostic Evaluation

During the first year of doctoral work, the student must demonstrate the potential to pursue and successfully complete the doctoral degree program. The student should meet with the supervisory committee during his/her second semester to review the student's background, results of the Diagnostic Examination, and

proposed timeline, and provide feedback regarding coursework. At least one week prior to the Diagnostic Evaluation, the student should submit the following to each committee member for review prior to the meeting: a current c.v., a list of relevant college-level courses taken and grades, plans for coursework to satisfy Ph.D. requirements, a brief summary of research interests, and a tentative timetable for degree completion. The student should bring this material as well as the Diagnostic Evaluation Report form (available on the Graduate School webpage) to the evaluation. The result of the evaluation may be (a) approval to continue in the doctoral program, (b) approval to continue with specified remedial work, (3) failure followed by reassessment through a second diagnostic evaluation after a specified period, or (d) failure and dismissal from the program. The diagnostic evaluation report must be filed in the Graduate School by the Graduate Advisor no later than the completion of the first 18 hours of doctoral coursework.

Comprehensive Examination

Eligibility for the Comprehensive Examination. The student is eligible to take the comprehensive examination after providing evidence to the supervisory committee of adequate academic achievement by having completed all or most of the coursework requirements. The comprehensive examination usually marks the end of formal coursework and the beginning of concentrated work on the dissertation research. The student must be enrolled in the Graduate School in the semester in which the comprehensive exam is held. It is to be noted that the comprehensive examination is not a diagnostic exam. During the comprehensive exam, the student must convincingly show that he/she has gained, through coursework and directed or independent study, a knowledge and understanding of the theory and principles of the field of Biology and particularly the work underlying the field in which the dissertation work will be undertaken.

Scheduling the Comprehensive Examination. The comprehensive examination is scheduled by filing a Request for the Comprehensive Examination (form available on the Graduate School webpage). The Request for the Comprehensive Examination must be filed at least two weeks prior to the date on which the oral examination is to be held. The student is responsible for finding an appropriate date and time, scheduling a room through the Biology apartment, gathering required signatures, and providing the form to the Graduate Advisor to file with the Graduate School to meet the established deadline.

Format of the Comprehensive Examination. The comprehensive examination consists of a written exam followed by an oral exam. The final approval of the Biology Graduate Studies Committee is pending as of 8/19/11, but we expect the format of the exams to be as follows:

1. The written exam will be administered so that all answers are received by the committee within a two week period. Each committee member will instruct the student as to the length of time allowed to answer his/her question(s). For example, one committee member may allow two weeks to answer her/his questions while others may only allow four hours.
2. The total number of questions is up to each committee to determine. For example, one committee member may give one question while another committee member may give five questions.
3. The exam may be open or closed book at the discretion of each committee member.
4. The oral exam must be taken within two weeks following the successful completion and passing of the written exam. The student must be provided with feedback from each committee member regarding performance on the written exam at least one week prior to taking the oral exam.
5. If the written exam is failed, a second written exam may be taken within six months. If the student fails the written exam twice, s/he will be dismissed from the program.
6. If the oral exam is failed, it may be retaken once within six months. If the student fails the oral exam twice, s/he will be dismissed from the program.

Report of the Comprehensive Examination. The Report of the Comprehensive Examination (available on the Graduate School webpage) must be completed and printed by the student and brought to the Oral Exam to be signed by each member of the supervisory committee. If the student fails the Written Exam on the first attempt, a report form must be completed and filed with the Graduate Advisor and Graduate School within five days of completion of the examination. Regardless of the outcome of the Oral exam, a report form

must be completed and filed within five days of the examination.

Dissertation Proposal Defense

Each doctoral student must prepare a proposal describing the dissertation research and defend the proposal to the supervisory committee. The proposal must contain sufficient detail to allow the supervisory committee to evaluate the scientific merits, feasibility of completion, and the candidate's understanding of and ability to apply proposed data gathering techniques. Defense of the proposal must occur before the end of the candidate's fifth long (non-summer) semester of admission to the doctoral program. A student may defend his or her proposal prior to taking the Comprehensive Exam if his/her supervisory committee feels this is appropriate. If a candidate does not attempt to defend a proposal by the end of the fifth long semester, the candidate will be dismissed from the program.

The defense is conducted by the supervisory committee. The committee can conclude, after hearing and discussing the defense, that the candidate may (a) proceed with the research as proposed, (b) proceed with the research with modifications as defined by the committee, or (c) be required to modify and re-defend the proposal. In the latter case, the modified proposal must be successfully defended prior to the end of the following long semester. In cases where a second defense is judged necessary, the supervisory committee must inform the candidate of their objections to the original proposal so that the candidate is aware of the relevant deficiencies and can prepare to re-defend. Failure to successfully defend a proposal on the second attempt will result in dismissal from the Ph.D. program. The supervisory committee must notify the Graduate Advisor in writing of the results of the defense. A copy of the approved Dissertation Proposal must be filed with the Graduate Advisor immediately following the Defense.

If major changes in the doctoral candidate's research are necessary after the Dissertation Proposal has been defended and approved, the Supervisory Committee must be notified (individually or in a committee meeting) and must approve the changes. A brief description of changes in the dissertation research should be signed by the committee members and filed with the Graduate Advisor.

Dissertation

The dissertation represents the culmination of the candidate's academic effort. As such, the dissertation is expected to demonstrate original and independent research and should represent a significant scientific contribution. The dissertation research is directed by the supervising professor with advice and counsel from the supervisory committee. When completed, the dissertation must be approved by the supervising professor. A copy of the dissertation must then be provided to each member of the supervisory committee for his or her evaluation at least two weeks prior to the Dissertation Defense. After approval by the supervisory committee, the dissertation must be presented to the Graduate School for the required mechanical check. The mechanical check determines that the structure of the dissertation (margins, neatness, correlation of page numbers in the Table of Contents with numbers in text, etc.) meets the requirements set by the Graduate School. Mechanical errors must be corrected before the dissertation will be accepted. All dissertations must comply with the requirements set forth in the current online *Thesis and Dissertation Manual of Style*. The Graduate School sets deadlines for submission of the dissertation for the mechanical check and for submission of the final copies of the approved dissertation (copies incorporating corrections required by the Graduate School and meeting the approval of the supervisory committee; see the Graduate Calendar for current deadlines).

The Assistant Dean of the Graduate School examines each dissertation and determines whether or not the dissertation meets Graduate School requirements for format and mechanical presentation. The mechanical check is made on an electronic version of the dissertation; see the current Graduate Calendar for deadlines.

Each semester the Graduate School offers the opportunity to attend a seminar on thesis and dissertation preparation. The requirements described in the *Thesis and Dissertation Manual of Style* are explained, and general Graduate School procedures of particular importance to degree candidates are outlined. Seminar times and dates can be obtained from the Graduate School webpage.

Dissertation Defense. A final Dissertation Defense examination is required of all doctoral degree candidates. The candidate must provide a completed copy of the dissertation to each member of the supervisory

committee two weeks prior to the scheduled defense. At least one week prior to the defense, a copy of the dissertation must be placed in the departmental office so that interested faculty and students may read the work.

Scheduling the Dissertation Defense. The dissertation defense is scheduled by filing the Request to Hold the Dissertation Defense (Final Doctoral Examination) with the Graduate School. The Request to Hold the Dissertation Defense (Final Doctoral Examination) must be filed at least two weeks prior to the defense date, but not later than three weeks prior to the final date, as set by The Graduate School for the applicable semester, for submission of approved dissertations and dissertation defense reports. The student should print out the request and complete the required information, then obtain the signatures of each member of the supervisory committee and the Graduate Advisor. The Graduate Advisor will file the request with the Graduate School. The defense must be held on the date requested, but not later than the date set by the Graduate School as the final date to hold the exam for the applicable semester. In the event that a defense is canceled, postponed, or results in the requirement of a re-examination (see below) a new "Request" must be filed to reschedule the defense. All members of the supervisory committee must be present before the exam may proceed.

Format of the Dissertation Defense. The dissertation defense consists of an oral presentation of the dissertation research and content. The format of the defense is prescribed in the Graduate Catalog: "The dissertation defense will be a public, oral examination open to all members (faculty, students and invited guests) of the University community. The questioning of the candidate will be generally directed by the student's dissertation committee, but any person attending the defense may participate in the examination."

The defense is concerned primarily with the dissertation research and content, but the committee may explore the candidate's knowledge of areas related to the core of the dissertation research. The candidate first entertains questions relating to the dissertation work from the general audience (faculty, students, guests) after which students and guests are excused and the candidate is questioned by the supervisory committee. After questioning by the committee, the student is excused and the committee evaluates the candidate's performance. All faculty members present may express their opinion of the candidate's presentation and their judgment of the overall acceptability of the candidate's defense to the supervisory committee members. The committee is, however, the ultimate judge of the acceptability of the candidate's defense. The dissertation defense may result in a judgment that the candidate (a) passed unconditionally, (b) passed conditionally upon meeting specified additional requirements, (c) failed with permission to retake the defense after a period of time specified by the supervisory committee, (d) failed and is dismissed from the program.

The dissertation must be unanimously approved by the supervisory committee and by the Dean of the Graduate School.

Dissertation Defense Report. A Dissertation Defense Report indicating the results of the defense must be filed in the Graduate School no later than five working days after the defense, irrespective of the outcome. The student should complete the applicable portions of the report, and bring the form to the defense to obtain signatures of the committee at the conclusion of the defense. The form should then be given to the Graduate Advisor for her or his signature and filing with the Graduate School.

Time Limit

All requirements for the doctoral degree including the Dissertation Defense must be completed within four years after passing the comprehensive examination.

Additional Requirements for Graduation

Review the checklist at the end of this document to guide your progress throughout our program. Also see the Graduation Checklist on the Graduate School webpage: <http://grad.uta.edu/students/services/thesis>

The student must complete 9 hours of dissertation research prior to graduation (BIOL 6399, 6699, 7399). The student should enroll in BIOL 6699 at least one semester prior to the final semester to allow enrollment in only 7399 in the final semester. In the semester in which the dissertation requirements are met and the student anticipates graduation, the student must (a) be enrolled in BIOL 7399, (b) electronically file an Application for Graduation with the Graduate School, and (c) pay the Diploma Fee. The Application for

Graduation must be filed with and the diploma fee paid in the Graduate School no later than the final date indicated in the Graduate Catalog for the applicable semester. If a student does not graduate in the semester in which an Application for Graduation is filed and a diploma fee is paid, he/she must again file for graduation and pay the diploma fee in the any subsequent semester in which graduation is expected.

Annual Evaluation of Ph.D. Students.

Progress in the first year of a Doctoral student's program is evaluated during the Diagnostic Evaluation. In each subsequent year, all doctoral students must complete 1) an annual report of progress to the Supervisory Committee and 2) an on-line annual evaluation using the DS-PRO software.

Annual progress is reported using a template available on the K: drive of the Biology server. The student must update this progress report with all relevant accomplishments at the end of each calendar year, have each committee member sign the report indicating approval, and file the report in the Biology Department office by **January 31** each year. If any committee members are not satisfied by the student's progress, a committee meeting should be held and revisions should be made to the report prior to submission to the Department. This report will be very similar to the student's c.v. and will be used by the Graduate Studies Advisory Committee to determine adequate student progress prior to awarding GTAs and fellowships for the following academic year.

During the spring semester, the supervising professor and student should use the annual progress report to address the annual evaluation requirements in DS-PRO. The student will work with the supervisory professor until they agree the report is accurate and reflects any committee input from the previous year to set goals for the coming year. The final submission must occur on-line by **July 1** each year or the student may not receive financial assistance from the Graduate School in the fall semester. Students should be aware that the Graduate School will review these reports.

Students **must** make satisfactory progress towards the degree as specified by the requirements detailed above and as judged by the supervising professor/ supervisory committee to continue in the program. Problems that cannot be resolved within one semester by the supervising professor, supervisory committee and the student will be brought to the attention of the Graduate Advisor and the Graduate Studies Committee.

Miscellaneous

Lab Rotations

The Lab Rotation course (BIOL 5301) is open to masters and doctoral students. The course is designed to allow students to rotate between two or three research labs during their first semester in the graduate program (Ph.D. students may repeat the course once; see the Graduate Catalog for details). Interested students should contact a faculty member directly to determine if s/he will accept a rotating student and then notify the Graduate Advisor of the two or three faculty members who have agreed. The Graduate Advisor will then allow the student to enroll in the course. The student should meet with the supervising faculty early in the semester to determine the schedule and expectations for work in each lab.

Course work outside of Biology

Both M.S. and Ph.D. students may take up to but no more than six hours of their graduate course work in areas other than Biology (e.g., Geographic Information Systems, Biochemistry). Students should discuss such course work with their advisors to ensure that it is appropriate.

Course work at the 3000 and 4000 level

Graduate students may take up to nine hours of courses at the 3000 or 4000 level subject to approval by the Graduate Advisor and following the Graduate School guidelines.

Graduate Student Grievances

Grievances involving grades in graduate courses should be resolved between the faculty member and the student where possible. If an agreeable resolution cannot be reached between the two parties and if a student wishes to appeal a decision relative to a grievance, the student should consult with the Associate Chair. If a student is dissatisfied with the decision of the Associate Chair, she/he should then appeal to the Department Chair, then to the academic Dean and finally to the Provost. The decision of the Provost is final.

For grievances other than course grades, it is the obligation of the student to make every effort to resolve the matter with the individual with whom the grievance originated. If a satisfactory resolution cannot be arrived at, the student may appeal to the Graduate Advisor and/or Associate Chair. The Graduate Advisor and/or Associate Chair may then bring the matter to the attention of the Department Graduate Studies Committee. If the student is dissatisfied with the decision made, s/he may first appeal to the Dean of the Graduate School, the Vice President for Business Affairs or the Vice President for Student Affairs, depending on the nature of the grievance. If the matter remains unresolved, the student may appeal to the Provost. The decision of the Provost is final.

Petitions

A petition allows students to request exceptions to university and departmental rules including not meeting Graduate School deadlines in the few cases where exceptions are allowed. The petition must explain the basis for the requested exception and must be submitted to the Graduate Advisor. Exceptions may be allowed if the facts presented in the petition fully justify the exception. The petition must be approved by the Graduate Advisor, Biology Graduate Studies Committee and ultimately the Dean of the Graduate School. All petitions must be submitted on forms available from the Graduate School webpage. Special forms are available for withdrawal and *in absentia* registration. The Graduate Advisor should always be consulted by students who are considering filing a petition.

Withdrawal

A student who wishes to withdraw voluntarily from the University before the semester drop date must file the proper resignation form in the Office of the Registrar. After the drop date, a student in a graduate course is not permitted to withdraw or drop selected courses; however, in exceptional cases, a student may submit to the Dean of the Graduate School a Petition to Withdraw After the drop date. If the petition is not approved, the student remains responsible for all course requirements. **Do not stop attending classes until the petition is approved.**

In Absentia Registration

Any student who completes all requirements for graduation (thesis defended and approved and deposited with the Graduate School) but fails to meet the Graduate School deadline for graduation in the semester in which the requirements were met may register *in absentia*. Permission of the Graduate Advisor and the Graduate School is required. The student may not enroll in courses but must pay the cost of *in absentia* registration, file an application for graduation, and pay the diploma fee for the semester of graduation. The Request to Register *In Absentia* form is available from the Graduate School. Alternatively, if the student successfully defends the thesis/dissertation (as indicated by a grade of P in the thesis or dissertation course) but does not complete the written document by the end of the semester, she or he may register for one credit hour in the following semester, file the application for graduation, pay the diploma fee to graduate in that semester, and submit the final written document to meet that semester's deadline for graduation.

Continuous Enrollment Policy

Graduate Students must enroll in at least one credit hour each long semester (Fall and Spring) in order to be classified as enrolled students. Enrollment in Summer sessions is not required. International students or students with graduate assistantships, fellowships, or supported by other programs, offices or agencies with enrollment requirements such as the Veterans Administration must continue to meet those requirements (usually this means being enrolled full-time). It is the student's responsibility to determine the enrollment requirements of such entities.

Leave of Absence Policy

A student in good academic standing (not been suspended for academic or disciplinary reasons) is eligible to apply for a leave of absence if there are exceptional circumstances (health related issues, childbirth, childcare, elder care or significant family concerns, and major personal circumstances that prevent him or her from being continuously enrolled). Leaves are granted for up to two long semesters. Students returning from leave as scheduled will be automatically readmitted and not be required to submit an application or pay application fees. A student requesting leave should discuss the possibility with the Graduate Advisor and then

complete the Leave of Absence Request (available on-line through the Graduate School webpage). Final review and approval of these requests will be made by the Dean of Graduate Studies.

B. ASSISTANTSHIPS AND FINANCIAL AID

General Information Regarding Assistantships

Students holding either a Graduate Research Assistantship (GRA) or Graduate Teaching Assistantship (GTA) have out-of-state tuition reduced to in-state rates, regardless of residence. Certain students are eligible to participate in a fellowship program (STEM), designed for doctoral degree seeking students (both B.S.-Ph.D. Track and Ph.D.), which affords them significantly reduced (~80%) tuition and fees. To be eligible, the student must be a Ph.D.-level Science or Engineering Graduate Research/Teaching Assistant employed 20 hours per week at the university (in the College of Engineering or Science) and enrolled full time (9 hours in a long semester and 6 hours in the summer). The fellowship may be held for a maximum period of five years. No renewals after this period are possible. Students for whom the following two conditions apply are ineligible for the fellowships: 1) prior enrollment as a graduate student for 14 or more long semesters, AND, 2) more than 99 semester credit hours of doctoral study at UT Arlington. Prospective STEM students must be in academic good standing, and must remain in academic good standing for the duration of the program.

Research Assistantships

Graduate Research Assistantships are awarded by individual faculty who have received funding for their research through various sources. Prospective and current students should consult with individual faculty members to determine availability of funds. Students may be supported by both a GTA and a GRA during their graduate program. Many of the same regulations apply to GRAs as GTAs (see below).

Teaching Assistantships

A general orientation is held for all new Biology graduate students in late August each year to provide important information related to graduate school in general and GTAs in particular. For additional information related to being a GTA at UT Arlington, please read the Graduate School's GTA Handbook (http://grad.uta.edu/resources/pdf/GTA_Handbook.pdf).

The Department awards a limited number of Teaching Assistantships on a competitive basis. Evaluation of applicants for these positions is based on several factors and includes the applicant's GRE scores, grade point average and letters of recommendation, as well as current departmental circumstances. Awards are made at the master's level infrequently and only to students pursuing the thesis option. The Graduate Studies Committee makes these award decisions.

Assistantships are awarded for the academic year (September 1 through May 31). Support for the summer sessions is not guaranteed, but the department attempts to employ teaching assistants through the summer terms. Students receiving assistantships must be registered for a minimum of 9 credit hours in the long semesters and 6 hours in one summer term. When awarded an assistantship, Master's students can normally count on being supported for up to 4 long semesters. Doctoral students who have received a Master's degree can count on being supported for up to 8 long semesters, and those entering the doctoral program with a Bachelor's degree, up to 10 long semesters.

Beginning in Fall 2010, the Department is awarding enhanced GTAs (EGTAs) to Ph.D. students which provide a higher stipend and offset 100% of tuition and fees during the fall and spring semesters for up to 10 long semesters. The criteria used to award these GTAs are published on the Department's webpage, along with the additional conditions required for annual renewal beyond what is described below. EGTAs may also be awarded to current Ph.D. students who have passed their comprehensive exam, have less than two years to complete their degree, and have a demonstrated record of accomplishment as shown through a nomination from the Supervisory Professor and annual reports.

Students must fulfill the following conditions for continuation of the assistantship beyond the first semester and for renewal in subsequent semesters:

- (a) good standing academically;
- (b) satisfactory progress towards the advanced degree as determined by the supervising professor/supervisory committee (evaluated by the annual report for Ph.D. students);
- (c) performance of assigned assistantship duties satisfactorily during the preceding semester as determined by the appropriate laboratory coordinator/ supervisor/ faculty member/Associate Chair.

Failure to satisfy any of these conditions can result in loss of the assistantship. Students will be evaluated each semester through teaching evaluations. These will be reviewed by the Associate Chair who will provide feedback to GTAs who receive evaluations suggesting problems with teaching. Such students may be brought to the attention of the Graduate Studies Committee, and if problems persist beyond one subsequent semester, may have their assistantship revoked. Decisions may be appealed to the Chair of the Department and subsequently to the Graduate Dean.

On initial appointment, each TA must check in with the departmental Administrative Coordinator so that the necessary appointment forms can be completed and the TA can be put on the payroll. New TAs must attend a university directed orientation session as a requirement for employment; the orientation session must be scheduled through the departmental Administrative Assistant.

All students whose native language is not English are required to show proficiency in English **BEFORE** they can be considered for a teaching assistantship. This requirement does not apply to international students and permanent residents who hold a degree from a college or university in the United States if their native language is not English. Please see the Graduate School webpage for details of how these requirements can be met for assistantships.

Teaching assistants are usually assigned to teach laboratories. The usual teaching load is six hours per week and consists of three two-hour laboratories or two three-hour laboratories. However, teaching loads may be altered when warranted by departmental circumstances. Teaching assistants must set aside three hours per week for office hours. Additionally, teaching assistants are periodically assigned as proctors for exams in larger lecture sections. Proctoring assignments may be for lectures in which the TA teaches labs or for non-associated lectures.

Teaching assignments are determined by the department associate chair and lab coordinator/supervisor prior to the beginning of each semester. Assignments can vary from one semester to the next as course and laboratory offerings vary, but every effort is made to keep TAs in one or two courses to minimize the time spent on learning new laboratories each semester.

Teaching assistants are assigned office space by the graduate program assistant. Generally, offices are shared by two individuals but some larger offices may be occupied by three or more. The departmental staff arranges for keys to offices and teaching laboratories for each new assistant and for continuing assistants whose current assignment requires additional keys. Assistants may obtain their office assignments and keys from the departmental office.

Responsibilities of Graduate Teaching Assistants

Graduate Teaching Assistants play an important role in undergraduate education. A GTA is a front-line representative of the Department and the University and is responsible for creating a positive educational experience for students in the classroom. In addition, the experience acquired through teaching is a significant component of graduate education. GTAs will be evaluated by their students each semester.

The duties and responsibilities of Graduate Teaching Assistants include:

- (1) assisting the professor teaching the course as needed and assigned (this includes attending mandatory weekly GTA meetings to discuss the material to be covered in the lab and setting up schedules for turning in grades to the professor),
- (2) regular clean-up of preparation and laboratory areas (particularly important at the end of each semester),
- (3) setting reasonable office hours and being available to students who have questions,
- (4) providing adequate safety instruction for students in the laboratory and adequate security for equipment and supplies in the laboratory,

(5) efficient organization, preparation and instruction of laboratories and laboratory exams.

The grades of undergraduate students in laboratory and lecture sections are confidential and should be discussed only with the specific undergraduate and the appropriate laboratory coordinator/supervisor or faculty member. Grades should not under any circumstances be posted publicly or communicated via e-mail.

C. GRADUATE STUDENT ORGANIZATION, ACTIVITIES & AWARDS

Phi Sigma Society

The Phi Sigma Society is a national graduate student honor society for the promotion of research in the Biological Sciences. Membership in the UT Arlington chapter is open to all biology graduate students in good standing, and all incoming students are strongly encouraged to join and actively participate in the Society. Phi Sigma is currently the official means of graduate student input into Biology Department affairs (e.g., faculty candidate searches). Every semester the Society offers small research grants on a competitive basis (see below). Phi Sigma also sponsors an active seminar series that brings quality speakers involved in current research in areas of graduate student interest to UT Arlington. In addition, the society funds and organizes several social events throughout the year that serve to increase interaction among graduate students and between students and faculty.

Membership in the society has traditionally required a \$50 application fee. Benefits include lifetime membership, a one-year subscription to *Bioscience*, guilt-free attendance at Phi Sigma functions, and perhaps most importantly, the eligibility to receive research and travel grants through the Society.

The Phi Sigma room is located on the first floor (127) of the Life Science Building. A refrigerator and a microwave are available for your use. Access to the Phi Sigma room is made available to members via a card reader that recognizes your student identification card.

Phi Sigma generally holds monthly meetings during long semesters. All graduate students are encouraged to make an effort to attend Phi Sigma meetings and become active in this graduate student organization.

Funding Opportunities for Graduate Students

The Graduate School maintains a detailed list of internal and external funding sources for graduate students (<http://grad.uta.edu/students/finances/>). Outlined below are several funding sources that have traditionally been pursued by graduate students early in their careers at UT Arlington. Other avenues of funding are also available (some are specific to research area), and each student should discuss his/her funding needs and possibilities with their supervising professor. International students are often eligible for a wider array of grants. Graduate students are encouraged to apply for research funding to gain experience in applying for extramural funding that will be useful later in their careers and to lend some flexibility and independence to their research. Additional information on grants and fellowships can be obtained from the Office of Grant and Contract Services: <http://www.uta.edu/ra/GCS/index.htm>.

Phi Sigma Grants

Phi Sigma typically offers several grants ranging from \$250 to \$750 every semester on a competitive basis. Students enrolled in the Master's degree program may receive two grants during their stay at UT Arlington; students enrolled in the Ph.D. program may receive up to three grants. Funding of a subsequent Phi Sigma grant is, in part, dependant upon demonstrated productivity from preceding grants. Details regarding the grant process, limitations, and requirements for a particular semester are posted in the Phi Sigma room and the Department office at least two weeks prior to the grant deadline for that semester. The format of the grant proposal includes a brief description of the proposed research and a detailed budget. Regular attendance at Phi Sigma meetings provides Phi Sigma members with prior warning of upcoming grant deadlines and procedures.

Sigma Xi Grants

<http://www.sigmaxi.org/programs/giar/index.shtml>

Sigma Xi, The Scientific Research Society, has provided grants in aid of research since 1922. These have typically been limited to \$1000 maximum and include funds for travel and subsistence and supplies, but not equipment or salary. The grant proposal includes a brief description of the proposed research and a detailed budget. Three letters of recommendation are also required. There are two deadlines each year for these grants (March 15 and November 15).

National Science Foundation Graduate Research Fellowship

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201&org=NSF

These fellowships are intended for students at or near the beginning of their graduate career. They must be applied for during the first semester as a graduate student (having completed fewer than 20 semester hours of graduate courses), and are usually due in November each year. They are limited to three years of support for research leading to a Ph.D. and include a 12 month stipend. They are awarded on the basis of academic record (GPA), GRE scores and letters of recommendation. These fellowships are highly competitive and women, minority students and persons with disabilities are particularly encouraged to apply. Incoming graduate students should discuss the possibility of applying for this fellowship with their initial faculty sponsor.

National Science Foundation Dissertation Improvement Grants
http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234&org=NSF

Dissertation Improvement Grants are awarded by NSF to Doctoral students working on their dissertations who require funding to pursue a particular aspect of their research. To be eligible, a Ph.D. student must have passed his or her comprehensive exams and thus be advanced to candidacy. Proposals are submitted to the appropriate program area of NSF (e.g., Animal Behavior, Population Biology, Systematics). These grants are available in larger dollar amounts (limited to \$15,000 total over two years) than most other grants available to graduate students and are highly competitive. These grant proposals involve an 8 page maximum research proposal with sufficient detail to allow reviewers drawn from a national pool of scientists specific to the research area to assess the importance and feasibility of the proposed research. These grant proposals must be submitted with the supervising professor as Principal Investigator and are usually due in November.

Environmental Protection Agency GRO/STAR Fellowships
<http://epa.gov/ncer/rfa/>

These fellowships fund environmental research for graduate students, usually early in their graduate school career. Two doctoral students have recently received these fellowships in the Biology Department (Diana Huestis and Chad Larson). Funding is for two years for a master's student and three years for a Ph.D. student. The pre-application deadline is usually in November of each year, and the fellowships may pay up to \$37,000 per year.

UT Arlington Graduate Student Senate
<http://www.uta.edu/studentgovernance/gss>

The Graduate Student Senate offers TAGGS Awards that provide travel support for graduate students conducting research or attending meetings. Please see their webpage for more information.

Funding of Student Travel

Phi Sigma awards travel grants that may be matched by departmental, college, and graduate school funding. Funding for travel to a meeting to present a student's research may also be requested directly from the Department, and may also be matched at the college or graduate school levels.

A Note on Departmental Matching Funds

In the past, individual grants to graduate students have frequently been matched by the graduate school and the Department of Biology. Indeed, the Phi Sigma grant amounts are structured in anticipation of matching funds. Upon receipt of a grant, students should attempt to obtain matching funds with the help of their supervising professor and the department chair. However, budgetary constraints may limit matching fund availability during a particular semester or budget year.

Graduate Student Awards

Department

T. E. Kennerly Award

The Kennerly award is awarded each year to the Graduate Teaching Assistant who best exemplifies the devotion to teaching and the concern for students exhibited by the late Dr. Kennerly. Nominations are made by the faculty to the department awards committee. Nominees must have completed at least one year of teaching. The award consists of a plaque and a book of the students choice as agreed upon by the major professor with the cost approved by the chairman.

Outstanding Graduate Research Achievement Award

This award is given annually for outstanding achievement in graduate student research. Nominations are made by the faculty to the department awards committee.

William L. and Martha Hughes Award for the Study of Biology

The Hughes Award for the Study of Biology is an annual monetary award. Award amounts are determined by availability of funds. Students apply directly to the department awards committee.

College of Science

Dean of Science Research Award

Outstanding students may be nominated by their supervising professor in the spring of each year. A nomination letter and c.v. should be submitted to the Chair of Biology or the Graduate Advisor who will forward the nominations to the College for consideration.

Graduate School

<http://grad.uta.edu/students/finances/>

Graduate Dean's Funded Scholars Fellowship

These fellowships are designed for graduate students who have been successful in securing their own research funding from an external granting agency. Awardees may not hold a GRA or GTA. The fellowship pays \$1000 a year for two years to master's students or up to four years to doctoral students as long as requirements are met (see Graduate School webpage for details). Students are nominated by the Graduate Advisor in the spring each year.

Students should consult the Graduate School webpage above for additional opportunities for both new and current graduate students. As new opportunities arise, the Graduate Advisor forwards information to all students to notify them of new funding sources. Be aware that nominations for most financial scholarships and fellowships through the Graduate School must be submitted through the College of Science, and thus are often due earlier than the final date posted on the Graduate School webpage.

D. UT ARLINGTON DEPARTMENT OF BIOLOGY & UNIVERSITY FACILITIES

General

The Department is housed in two buildings. In the Life Sciences Building it occupies approximately 80,000 sq. ft. of floor space. There are 13 lecture rooms that hold 20 to 200 students, and 18 fully equipped teaching laboratories. Approximately 25 offices are available for graduate student use. A smaller group of faculty and their students have office and research space in the Engineering Research Building.

The departmental office (LS 337) is the center for many activities and needs regarding graduate students. The departmental office houses the Chair, Associate Chair, and Administrative Staff. Please refer to the section on office personnel for hints on how these people can make life easier. Also located there are faculty, student and staff mailboxes, photocopy, FAX, teaching supplies, material safety data sheets (MSDS) on hazardous chemicals, and of course, a coffee machine. Graduate students who hold an assistantship in the department are assigned a mailbox upon their arrival to the department. Incoming mail arrives mid-morning and is distributed to mailboxes shortly thereafter. Outgoing mail of academic nature must receive a departmental stamp (see Administrative staff); personal mail delivered to the outgoing basket must have U.S. Postal stamps.

Photocopying should only be used for copying material approved by the major advisor or for teaching. Teaching supplies (e.g. pens, paper, tape, paper clips, etc.) are available at any time upon request of the office staff. Coffee is also available any time during office hours. The office is also the central receiving area for supplies and equipment that have been ordered. Graduate students should consult the stores clerk if they have questions regarding ordered material.

In addition to individual research areas, faculty and staff offices and the departmental office, the department has a number of general use facilities that support teaching and research. These include:

Animal Care Facilities

Secure facilities for maintaining small mammals and birds for research are on the 5th floor of the Life Science building. Other facilities are available in the basement for housing aquatic and terrestrial lower vertebrates, complete with temperature and light control, dechlorinated water, and low pressure air supply. Any student wishing to conduct research on vertebrates must seek appropriate written permission and protocol approval from the university committee(s) that oversee such research. Please see the Office of Research Compliance webpage for additional information: <http://www.uta.edu/ra/RC/ResearchCompliance.html>.

Core Genomics Research Facility

In 5,000 sq. ft. of renovated space, the Department of Biology houses the Core Genomics Research Facility in the basement of the Life Sciences Building. Major equipment includes the ABI PRISM® 3100xl Genetic Analyzer, the ABI 7300 Real Time PCR System, the complete microarray system from Affymetrix, the GenePix Professional 4200A slide reader, and the Bioanalyzer 2100B from Agilent Technologies. The facility is also equipped with a NanoDrop spectrophotometer, plate centrifuge, fridges, and freezers. A Promega freezer is also available to obtain reagents without shipping costs.

The high throughput capacity of this equipment and this core genomics facility provide the Department of Biology at UT Arlington and others across campus with modern instrumentation to achieve the goal of individual and collective research programs.

Greenhouse

Two greenhouses on the roof of the Life Sciences Building provide living plant specimens for laboratory courses and house specimens for botanical research. The greenhouses are temperature controlled and automatically vented. Adjacent to the greenhouses are potting rooms and additional storage. A part-time graduate assistant is responsible for ongoing greenhouse and collection maintenance. Any student wishing to use the greenhouse for a research project must seek project approval from the Greenhouse Committee Chair, Dr. Gough.

Confocal Microscope Facility

The microscopy facility in the Biology department is equipped with a confocal laser scanning microscope Zeiss Axioplan 2 LSM 510 META. The microscope has two single-channel detectors and a polychromatic 32-channel detector (META) for fast acquisition of lambda stacks (see below) and multiple adjustable pinholes for high-

resolution multi-fluorescence imaging. The lasers are Ar (458, 477, 488, 514 nm) 30 mW, He/Ne (543 nm) 1 mW, and He/Ne (633 nm) 5mW. Spectral separation is achieved by means of a unique combination of spectral detection and analysis, performed by an emission fingerprinting device, the META detector, and Linear Unmixing software with the capability to separate up to eight emission channels. For each XY focal plane, the LSM 510 Meta measures the incremental emission every 10 nm and produces a stack of images, called lambda stack. Focusing through a specimen at desired increments on the Z axis generates a Z-stack. An image stack with emission information in X, Y, and Z dimensions allows the determination of spectral signatures at any location of a specimen, which can be used for the generation of 3D reconstructions.

Field Vehicle & Boats

The department maintains one full-sized van primarily for research projects in connection with the NSF grant that sponsored its purchase. Some boats are also available for research and teaching, including a 16 ft. electroshocking boat for fish collecting, a 19 ft. bass boat, and a 12 ft. aluminum jon boat.

Environmental Chambers

Scattered throughout the building are 19 walk-in environmental chambers. Eight of these chambers operate only above ambient temperature; eight are refrigerated; two are large growth chambers that regulate light, temperature and humidity; one is a Kysor-Sherer refrigerated laboratory for experiments that require low, constant temperatures.

UT Arlington Amphibian and Reptile Diversity Collection

The herpetology collection was established by the Department of Biology in 1956 primarily as a teaching resource to support classroom and field instruction. Since then it has grown into an internationally recognized research facility and serves the needs of faculty and students, as well as U.S. and international scholars. The collection is particularly strong in its holdings from Texas and the countries of Bolivia, Cameroon, Colombia, Guatemala, Honduras and Mexico. Various ancillary materials are available, including voice recordings for many species of tropical frogs, publications, color transparencies, field notebooks and catalogues, and maps. The collection houses approximately 60,000 amphibians and 57,000 reptiles, and includes more than 150 type species. The Amphibian & Reptile Diversity Research Center is located at 910 S. Davis Street. Qualified investigators conducting research on vertebrates are welcome to use the collection's facilities and materials. For information, contact Jonathan A. Campbell, Director, 337 Life Science, 817.272.2406 (campbell@uta.edu); or Carl Franklin, Biological Curator, 817.272.3615 (franklin@uta.edu).

Computing Facilities

Computing needs of graduate students may be met through an array of personal computers (PCs) located both in the department and at satellite facilities throughout the university, as well as an extensive campus system operated by UT Arlington's Office of Institutional Technology. The Digital Media Studio in the UT Arlington library can assist in various digital projects such as printing of posters. <http://library.uta.edu/dms/>

The Biology Department has a computer lab in B-27 which has 26 PCs and 7 G5-Macintosh systems. This lab is used for computer assisted classes and will have open monitored hours during which graduate students may use the systems for preparing homework. Monitored open hours will be posted outside the lab and on the Biology Web Page.

Please contact Derrick Austin in the College of Science for computer needs or contact the OIT Help Desk.

Library Facilities

The UT Arlington Library, which includes the Central Library, two branch libraries and three electronic libraries, cumulatively houses more than 1 million physical volumes and provides access to more than 37,000 full-text print and electronic periodicals and newspapers and a rapidly growing collection of digital and analog media, including documents, technical reports, microforms, motion pictures, computer disks, sound recordings, and maps.

The Science and Engineering Library (SEL) branch is located in the basement, room B03 of Nedderman Hall which

is the College of Engineering building. SEL is open seven days a week and has a staff of nine, including three librarians who serve as library liaisons to the science & engineering faculty, staff and students.

<u>Hours:</u>	<u>Circulation</u>	<u>Reference</u>
M-TH	8am-Midnight	9am-9pm
F	8am-8pm	9am-5pm
Sa	10am-8pm	-----
Su	1pm-11pm	1pm-9pm

Close an hour earlier in the summer & Hours vary for Winter Intersession, Summer Intersession & Spring Break

Resources:

SEL houses materials in the College of Science for biology, chemistry, math and physics.

- Circulating Books (1991 to present)
- Periodicals (1996 to present) - Journals and magazines
 - Current issues organized by title
 - Older issues (in bound volumes) organized by call number
- Older periodicals and circulating books
 - Located at Library Collections Depository (LCD) and request from the online catalog
 - Items will be available for pickup by noon the next business day
- Reference Books (library use only)
 - Dictionaries, encyclopedias, and handbooks

To locate books on a topic, search for a specific book or journal title, use the online catalog: <http://pulse.uta.edu/>.

To locate full-text articles and/or article citations use the subject databases: <http://library.uta.edu/bySubject/> and select Biology under Science & Mathematics category.

Services:

To checkout items from the library you must have your UT Arlington MavID.

To access all computers in the library you must login with your netID and password.

Borrowing items IN the library

- **Graduate Students**
 - Checkout period for circulating Books: 1 semester, 3 renewals
 - Checkout period for periodicals: 2 hours, no renewals
 - If doing research for a professor, you may check out books on his account after the professor has filled out & signed an authorization form as a proxy user
- **“Reserve” Materials** (Kept behind reference and circulation desk)
 - Limited checkout periods: between 2 hours and 1 week and depends on demand
 - No Holds may be placed on reserve materials
- **Laptops** (18 available for 24 hour checkout and no renewals)
 - Sign laptop agreement form (valid until the next academic year)
 - Up to \$3,000 in charges if laptop is damaged
- **Graphing calculators** (2 available for 24 hour checkout and no renewals)
 - One TI-84 and one TI-89

Borrowing items NOT in the library

- **Hold Requests** (For books someone else has already borrowed)
 - Fill out request form online
 - Books with several requests go on “Reserve” status
- **Interlibrary loan (ILL)**
 - For books, articles, etc. not available from library
 - ILL service is free of charge and set up account at <https://illiad.uta.edu/illiad/>
- **TexShare Card** (Valid for one semester, may be renewed)
 - Borrow books *directly* from other libraries in Texas
 - Borrower needs to return books to the original library

- Sign up for one at circulation desk

Facilities:

- **30 public PCs**
 - Log on with NetID username and password
 - Microsoft applications and Internet access
- **3 printers and 1 scanner**
 - Quota based printing and will need MavID to print
- **Two Photocopiers**
 - \$0.10 - \$0.20 per copy
 - Accept small bills (\$1 or \$5), coins, or copy cards
- **Study tables throughout the library and Quiet study area in back of the library**
- **Leisure reading area near current periodicals**
- **Group Study Rooms**
 - Three rooms for 2-12 people (depending on size); All have computers and flat panel monitors and Dry erase boards (borrow markers at desk)
 - 4 hour checkout and same-day reservations only

Subject Librarian Contact: Antoinette Nelson – (817) 272-7433 – nelsona@uta.edu
Science & Engineering Library - <http://library.uta.edu/sel/>

E. UT ARLINGTON DEPARTMENT OF BIOLOGY FACULTY

DEPT. OF BIOLOGY FACULTY

Please see the Biology Department webpage (<http://www.uta.edu/biology/>) for faculty listings including research areas and contact information. Also note the following for 2011-2012 (TBN names will be added 9/1/11):

Department Chair: Dr. Jonathan Campbell
Associate Chair: Dr. Jim Robinson
Graduate Advisor (new students): TBN
Graduate Advisor (current students): TBN
Graduate Studies Committee Chair: TBN
Dean of Science: Dr. Pam Jansma

DEPT. OF BIOLOGY STAFF

Graduate Program Assistant: Gloria Burlingham (gloria@uta.edu, 2-4053)

See Gloria for information regarding graduate school deadlines, to make appointments with the graduate advisor, and other graduate issues.

These job duties are a small concise list and do not completely represent what the staff handles but hopefully provides a starting point. Please ask any one of us if you have questions regarding the department.

Paulette Batten, 337 LS, ext. 2-2872

- Keys and Card Access
- Copier / Mail / Phone / Equipment check-out
- Work orders
- Teaching staff schedules/emergency contact information

Gloria Burlingham, 337 LS, ext. 2-2875

- Assistant to the Graduate Advisors
- Manages the graduate student files
- Foreign Travel
- Assists with managing the office

Alex Ferracuti, 345B LS, ext. 2-0347

- Undergraduate Advising
- Degree plans, class roll adjustments, grade changes

Peggy Fisher, 337 LS, ext. 2-2871

- Purchasing for research and teaching labs, office supplies, Airgas, etc.
- Domestic Travel
- Procard reconciliations
- Account reconciliations
- Inventory

Carl Franklin, Biological Curator, ARDRC Bldg, ext. 2-3615

- Maintenance and day-to-day operations of the Amphibian and Reptile Diversity Research Center

Ray Jones, Facilities Manager, B34 LS, ext. 2-0090
--Core Genomics Facility Manager

Megan Juel, 346 LS, ext. 2-2505
--Undergraduate Advising
--Degree plans, class roll adjustments, grade changes
--Textbook orders

Jane Pugh, Academic Advisor III, 345C LS, ext. 2-0473
--Supervises Undergraduate Advising
--Undergraduate Curriculum and schedules

Linda Taylor, 337 LS, ext. 2-4052
--Assistant to the Chair
--Appointments
--Accounting (department and grant)

Linette Tucker, 345A LS, ext. 2-0281
--Undergraduate Advising
--Degree plans, class roll adjustments, grade changes

F. HOUSING & THE METROPLEX AREA

Living in Arlington and the Metropolitan Area

Housing

The Arlington area provides remarkably affordable housing for a metropolitan area. A number of apartments and small houses are within easy walking distance of the campus. Many apartments in the area provide pools and/or security patrols. Typical rent for 1 bedroom apartments around the campus ranges from 400 to 550 dollars a month. UT Arlington housing offers furnished and unfurnished one bedroom apartments (there is sometimes a short waiting list) ranging from \$400 to \$550 a month. Graduate students in the department often share small two or three bedroom houses. If you are interested in sharing a house with a roommate, you may want to contact students in the laboratory you plan to work in. Affordable to high-end housing can be found in suburban or country settings within a few miles of campus. A nice house with 3 bedrooms, 2 bathrooms, and a 2 car garage, on a good sized lot, currently runs about \$150,000, depending on square footage and custom features.

Living

Major shopping centers, malls, cultural food markets, retail and wholesale outlets are all within a few miles of the campus. Arlington has a large selection of restaurants, offering a wide variety of ethnic cuisines, and the campus is surrounded by excellent lunch stops. Many child care facilities are to be found within the city. In addition to an excellent public school system, the city has a number of local parks, libraries and recreation centers, and Lake Arlington provides boating and fishing opportunities. Arlington has major entertainment areas in Six Flags amusement park, Hurricane Harbor water park, The Ballpark in Arlington, home of the Texas Rangers major league baseball team, and the new Dallas Cowboys stadium, which hosted the Super Bowl in February 2011. A number of evening entertainment options are available in Arlington, and a short 30 minute drive, east to Dallas, or west to Fort Worth, allows access to a variety of urban cultural amenities, including museums, zoos, botanical gardens, opera, ballet, symphonies and theater. The metroplex is home for several additional professional sports teams including the Stars (hockey), Desperados (Arena Football), Mavericks (basketball), Sidekicks (soccer) and the Fort Worth Brahmas (minor league hockey). Seasonal activities such as the Texas State Fair, the Cotton Bowl and Shakespeare in the Park, all in Dallas, the Main Street Arts Festival in Fort Worth and Riverfest and the Pecan Street Arts Festival, in Arlington, provide opportunities for further cultural enrichment.

7. APPENDICES

Student/Advisor Checklist - Master of Science Degree in Biology (non-thesis option)

REQUIREMENT

1. Consult with the Graduate Advisor to determine appropriate courses each semester until you have identified a Supervising Professor. For degree requirements, see the text in this handbook or the Graduate Catalog.
2. Determine which faculty member will sponsor your BIOL 5391 problems course when you have the time available for this class. Notify the Graduate Program Assistant who will open a section for you that semester in which you can register. Usually this faculty member will then serve as the Chair of your Supervisory Committee.
3. In the semester before you anticipate graduating if you have not done so already, assemble your supervisory committee by consulting with your supervisory professor and the Graduate Advisor as needed. You need two additional faculty members from the Biology Department to serve on your committee.
4. The semester before you anticipate graduating, obtain a printout of your GMAP from the Graduate Program Assistant and determine if all course requirements will be met.
5. Final semester requirements:
 - a) Enroll in at least one graduate course (3 credit hours).

AND, NO LATER THAN THE GRADUATE SCHOOL DEADLINE ESTABLISHED FOR THE SEMESTER;

- b) Electronically file the application for graduation with the Graduate School and pay the diploma fee.
- c) Complete the Request for the Final Master's Examination*, obtain necessary signatures, and give to the Graduate Program Assistant to file with the Graduate School at least two weeks prior to the proposed exam date.
- d) Hold the Final Master's oral examination.
- e) Complete the Final Master's Examination Report* and give to the Graduate Program Assistant to file with the Graduate School.

*indicates a form which the student must print out from the Graduate School webpage for appropriate signatures and filing with the Graduate School

Student/Advisor Checklist - Master of Science Degree in Biology (thesis option)

REQUIREMENT

1. Determine your thesis advisor during the first semester if you have not already done so. Notify the Graduate Advisor.
2. Form a supervisory committee consisting of at least three faculty members (including your thesis advisor) before the end of your second semester. Notify the Graduate Advisor in writing of your committee makeup.
3. Submit an outline of research plans to your supervisory committee and hold a committee meeting to discuss the document before the end of your second semester. All committee members must sign the outline and a copy must be filed with the Graduate Advisor.
4. The semester before you anticipate graduating, obtain a printout of your GMAP from the Graduate Program Assistant and determine if all course requirements will be met.
5. Final semester requirements:
(also see: http://grad.uta.edu/resources/pdf/Graduate_CheckList_Thesis_Dissertation.pdf)
 - a) Enroll in the six hour thesis course.

AND, NO LATER THAN THE GRADUATE SCHOOL DEADLINE ESTABLISHED FOR THE SEMESTER;

- b) Electronically file the application for graduation with the Graduate School and pay the diploma fee.
- c) Complete the Request for the Final Master's Examination*, obtain necessary signatures, and give to the Graduate Program Assistant to file with the Graduate School at least two weeks prior to the proposed exam date.
- d) Submit a copy of the thesis to each committee member at least two weeks prior to the scheduled defense
- e) Place a copy of the thesis in the departmental office at least one week prior to the scheduled defense
- f) Submit the thesis to the Graduate School for the first mechanical check
- g) Hold the Final Master's thesis defense consisting of a public presentation of your research and a defense of your studies to your supervisory committee.
- h) Complete the Final Master's Examination Report* and give to the Graduate Program Assistant to file with the Graduate School.
- i) Submit the approved thesis to the Graduate School (electronically)

*indicates a form which the student must print out from the Graduate School webpage for appropriate signatures and filing with the Graduate School

Student/Advisor Checklist - Doctor of Philosophy Degree in Quantitative Biology

REQUIREMENT

1. Formally select a supervising professor by the end of the second semester. Notify the Graduate Advisor if this is a change from your faculty sponsor.
2. During the first semester, take the Diagnostic Examination.
3. By the end of the second semester:
 - a) Form the five member supervisory committee (approved by Graduate Advisor & Graduate Dean)
 - b) Supervisory committee meets & performs a Diagnostic Evaluation of the student & files report* with Graduate Advisor who will file the report with the Graduate School.
4. Beginning in the student's second year, an annual evaluation of student progress must be completed by supervising professor & the student & submitted to Supervisory Committee for approval in January for submission to the Biology Department by January 31st.
5. Also beginning in the second year, the student must complete the annual progress report and goals setting with her/his supervisory professor using the DS-PRO software system. The finalized report must be archived in the DS-PRO system prior to 1 July.
6. Once formal coursework has been completed, complete and pass the written and oral Comprehensive Exam conducted by the supervisory committee (scheduled with the Graduate School two weeks in advance using the Scheduling form*). Report* to be completed by student and supervisory committee then filed by the Graduate Advisor with the Graduate School.
7. Before the end of the student's fifth long (nonsummer) semester of admission, successfully defend dissertation research proposal to the supervisory committee. Approved proposal filed by the committee with the Graduate Advisor.
8. At least one semester before you anticipate graduating, obtain a printout of your GMAP from the Graduate Program Assistant and determine if all course requirements have been met. Enroll in 6699 to complete 6 hours of dissertation research.
7. Final semester requirements:
(also see: http://grad.uta.edu/resources/pdf/Graduate_CheckList_Thesis_Dissertation.pdf)
 - a) Enroll in BIOL 7399;

AND, NO LATER THAN THE GRADUATE SCHOOL DEADLINE ESTABLISHED FOR THE SEMESTER:
 - b) File application for graduation on-line with the Graduate School & pay diploma fee.
 - c) File a request for the Dissertation defense* with the Graduate School at least two weeks prior to the proposed date.
 - d) Submit one copy of the dissertation to each committee member at least two weeks prior to the proposed date.
 - e) Place one copy of the dissertation in the department office at least one week prior to the proposed date.
 - f) Submit the dissertation to the Graduate School for the first mechanical check.
 - g) Hold the Dissertation Defense.
 - h) File the Dissertation Defense Report* with the Graduate School.
 - i) Submit the final, approved dissertation to the Graduate School (electronically)

*indicates a form which the student must print out from the Graduate School webpage for appropriate signatures and filing with the Graduate School

Graduate Student Termination Policy (Approved by Graduate Assembly 2-15-07)

Students have the initial responsibility to recognize when they are having academic difficulties and are expected to initiate steps to resolve the problem. When a student is in academic difficulty, and dependent upon the severity of the problem, the student may receive an oral warning and/or written statement of the problem and required corrective actions. Failure to take these corrective actions can result in termination from the degree program.

A graduate student whose grade point average in all graduate courses taken while enrolled as a UTA graduate student falls below 3.00 will be placed on academic probation. The student must attain a grade point average of at least 3.00 in the next semester he or she is enrolled or be subject to dismissal. Undergraduate courses or graduate courses graded P, R, X or W cannot be used to remove the condition of academic probation.

A student who has been dismissed from the Graduate School for failure to meet the 3.0 grade-point average requirement may be readmitted for further graduate study in the same or in a different program only if a Petition to the Graduate Faculty has been approved by the appropriate Committee on Graduate Studies and the Dean of Graduate Studies

A student can be dismissed from a degree program not only for failure to maintain an adequate grade point average, but also for such reasons as unsatisfactory progress toward a degree as defined by the department or program, inability to pass a diagnostic or comprehensive examination, failure to prepare or to defend a thesis or dissertation in a satisfactory manner or complete thesis or dissertation work in an acceptable amount of time.

Students failing to pass a diagnostic/comprehensive examination or thesis/dissertation defense may be terminated upon the recommendation of the examining committee. Such decisions are indicated on the Diagnostic Evaluation Report, Comprehensive Examination Report or Final Defense Report which are returned to the Dean of Graduate Studies. The Graduate Dean will notify the student formally of the program's or department's decision.

Termination due to inadequate academic progress is a decision made by the program's or department's Graduate Advisor and Graduate Studies Committee. A student's thesis/dissertation committee may recommend termination for failure to prepare a thesis/dissertation proposal, prospectus or final draft in a satisfactory manner or failure to complete work in an acceptable amount of time to the program's Graduate Advisor and Graduate Studies Committee. Such decisions to terminate a student must be communicated to the Dean of Graduate Studies by the Chairman of the Graduate Studies Committee in writing giving the specific reasons involved, all warnings provided to the student, a description of the procedures and actions leading to the recommendation and the recorded votes of the Graduate Advisor and Graduate Studies Committee. The student may appeal his or her termination to the Dean of Graduate Studies in writing within one year of the date of the decision by the Graduate Advisor and Graduate Studies Committee. The student may continue enrollment during the termination process