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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 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, genome 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, Genome 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 Studies Policies

The Office of Graduate Studies in conjunction with the Office of Admissions, Records, and Registration sets the general requirements and procedures for graduate study at The University of Texas Arlington, and the Office of Admissions and Records and Registration certifies and awards graduate degrees. Each student should familiarize him/herself with the information on the Office of Graduate Studies and the Office of Admissions, Records, and Registration webpages, 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 Office of Graduate Studies and the Office of Admissions, Records, and Registration and published on-line. As students approach graduation, they should consult these webpages 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 advisor or in some instances the Office of Admissions, Records, and Registration. The student is responsible for obtaining the necessary paperwork by accessing the pdf forms electronically through the Office of Graduate Studies at: http://www.uta.edu/gradstudies/faculty/forms-for-faculty.php. Before sending any paperwork to the Graduate Advisor or the Office of Admissions, Records, and Registration make a copy for yourself and for the department (and give to Gloria Burlingham to place in your departmental file). Office of Admissions, Records, and Registration 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 Office of Admissions, Records, and Registration 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://catalog.uta.edu/science/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 Office of Admissions, Records, and Registration. Admission 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 Office of Admissions, Records, and Registration 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
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.)

Conducting Research

Graduate students must get adequate training before performing any research in the laboratories. In many instances adequate protocols for work in the laboratories might be submitted and approved before conducting the research. All graduate students must check the webpage of the Office of Regulatory Services (http://www.uta.edu/research/administration/departments/rs/index.php) for general information about how to conduct research, and any training or forms that pertain to the research they are planning to conduct.

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 (296; new GRE scoring system) 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, Time Limit, and Residence

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. Changing to the thesis option requires finding a Faculty mentor who will take you on as a student in their research lab. Availability is limited and not all faculty take on Master's students. Do NOT count on being able to make the switch!

All requirements for the master's degree must be completed within six years (military service excepted) from initial enrollment. Master's degree students are expected to spend the equivalent of two semesters of full-time study in residence at UT Arlington.

Non-thesis option

The non-thesis option requires completion of 36 hours of course work, including 2 hours of Biology 5101 [Current Topics] and sufficient additional hours to meet degree requirements. Students in the non-thesis option should meet regularly with the Graduate Advisor for advising throughout their program. 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. Please consult the checklist for students appended to this document as well as the Steps Required to Earn a Master’s Degree on the Office of Graduate Studies website. Please note that in Biology, the Non-Thesis Option does NOT involve a Final Comprehensive Examination, Capstone course, or Internship course that is sometimes required in other master programs on campus. In the final semester, the student must be enrolled in a minimum of one graduate course (3 credit hours). An Application for Graduation must be filed electronically on MyMav and the Diploma Fee paid according to the deadlines in the applicable semester. Instructions and deadlines are on the Office of Admissions, Records, and Registration's graduation page (http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx). 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.

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 Steps Required to Earn a Master’s Degree on the Office of Graduate Studies 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 Office of Graduate Studies, http://www.uta.edu/gradstudies/).

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 Office of Admissions, Records, and Registration sets deadlines for submitting the application to graduate, thesis mechanical check submission, and for submission of the final approved thesis; see the Graduate Calendar for current deadlines. Begin the graduation process early in the semester you plan on graduating! Thesis writing instructions, guidelines, and templates are located on the Library's Thesis and Dissertation website (http://www.uta.edu/library/etd/). 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 Thesis Defense. At least one week prior to the thesis defense, a copy of the thesis must be placed in the departmental office so that interested faculty and students may read the work.

On approval by the supervisory committee the thesis will be presented electronically to the library's Electronic Thesis and Dissertation website (http://www.uta.edu/library/etd/) for the required mechanical check. The mechanical check determines that the structure of the thesis (margins, neatness, fonts, correlation of page numbers listed in the Table of Contents with numbers in text, etc,) meet the requirements set by UTA. Mechanical errors must be corrected before the thesis will be accepted by the Library for publishing.

Thesis Defense
Masters Thesis candidates must hold an oral defense of the work presented in the thesis. Minimally, all members of the supervisory committee must be present before the oral defense may proceed. The candidate must provide a completed copy of the thesis 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 thesis must be placed in the departmental office so that interested faculty and students may read the work. The thesis defense will be publicly announced by E-mail and by posting flyers in the LS building and outside Gloria's office in the ERB building.

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 Thesis Defense must be filed in the Office of Admissions, Records, and Registration by the deadline stipulated on the office's Graduation Webpage (http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx). The student should complete and print out the appropriate form from the Office of Graduate Studies webpage, bring it to the Thesis Defense, and submit the signed form to the Graduate Advisor for filing with the Office of Admissions, Records, and Registration.

Additional Requirements for Graduation
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 on MyMav and the Diploma Fee paid according to the deadlines in the applicable semester. Instructions and deadlines are on the graduation page of the Office of Admissions, Records, and Registration website (http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx). 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.
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 Office of Admissions, Records, and Registration as a Ph.D.-track 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://catalog.uta.edu/science/biology/graduate/#doctoraltext).

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 (301; new GRE scoring system) 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 (GSAC). If the GSAC approves this change, the student must then file official transfer into the Doctoral Program by updating/reactivating their graduate application at http://www.uta.edu/admissions/graduate/apply/update-application.php and initiate a “Change of Program or Degree Level”.

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. See also the section titled Waiving Courses Required for Doctoral Degrees.

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 45 credit hours should normally be completed including 24 hours of required and elective courses, and 21 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 a short (15 minute) 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), Essentials of Genomics (5335), Evolution (5311), Evolution of Development (5313), Human Genetics (5319), Mechanisms and Regulation of Mobile DNA (5334), 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), 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, 21 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.

After passing their comprehensive exams, Ph.D. bound EGTA (Enhanced GTA; see below) students must enroll in at least 6 hours until their final semester when they may enroll in 7399.

**Waiving Courses Required for Doctoral Degrees**

Graduate-level coursework completed in the student’s major area of doctoral study at institutions of recognized
standing that grant doctoral degrees in those subject areas may serve to establish the student’s competency in equivalent UT Arlington courses. Competency demonstrated by successful completion of equivalent courses may provide a basis for waiving some UT Arlington course requirements and the credit hours associated with those courses (http://catalog.uta.edu/academicregulations/degerequirements/graduate/#text).

The Biology Department establishes its waiver policy for the Quantitative Biology Doctoral Degree as follows.

1. In a meeting the doctoral student, the student's dissertation committee, and the acting graduate advisor for current students will evaluate all courses submitted by the student for the purpose of waiving of courses required for a Ph.D. in Quantitative Biology. For one or two courses, the graduate advisor in consultation with the PI can make the decision.

2. Students can waive as many courses/hours as their committee and the graduate advisor for current students approve.

3. Only courses in which the student has earned a B (3.0) or better (or a P if the UTA course is also graded P/F) will be considered.

4. The waived hours can either be replaced with research hours or additional courses, or deducted from the total hours required for the Ph.D. in Quantitative Biology depending on the student's academic and research progress.

5. Final semester dissertation course (6x99 or 7399) requirements will not be waived.

Ask the Graduate Advisor for the Biology Course Waiver Form. Have the form with you for your Diagnostic Evaluation. Return signed form to the Graduate Advisor.

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 Chairman of the Graduate Studies Committee and final approval by the Office of Graduate Studies (form available through the Office of Graduate Studies 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. The Graduate Advisor will make note of the change in your electronic records/folder.

Evaluations and Examinations Required of Doctoral Students (with expected time of achievement)

Diagnostic Examination (first month)

The diagnostic exam will be taken by all incoming Ph.D. students during their first month of enrollment as a diagnostic tool to determine areas of knowledge in biology. 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. 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.

Sign the Milestone Agreement Form (before the end of the 2nd long semester)

All entering students must read and sign the Milestone Agreement Form (see appendix). The form states the expected timeline for the major steps and processes that must occur to attain a Ph.D.

Form your Supervisory Committee (before the end of the 2nd long semester)
Form your dissertation committee and meet for the first time by the end of the second long semester.

**Diagnostic Evaluation (before the end of the 2nd long semester)**

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 Office of Graduate Studies 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 Office of Admissions, Records, and Registration by the Graduate Advisor no later than the completion of the first 18 hours of doctoral coursework.

**Annual Reviews (Annually)**

A formal review of students progress and goals with supervising professor and dissertation committee must be completed by January 31 each year (internal document; see appendix for form). In addition, A formal review of the students progress and goals with supervising professor must be done through the DsPro website July 1st every summer.

**Comprehensive Examination (before the end of the 5th long semester)**

**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 program 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 student is responsible for finding an appropriate date and time that works for all committee members and for scheduling a room to hold the oral exam in. Please note that we no longer use or require the “Request for the Comprehensive Examination” form.

**Format of the Comprehensive Examination.** Students must take a comprehensive examination that consists of a written exam followed by an oral exam, as outlined below.

- 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.
- 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.
- The exam may be open or closed book at the discretion of each committee member.
- 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.
- If the written exam is failed, a second written exam must be taken within six months. If the student fails the written exam twice, s/he will be dismissed from the Ph.D. program at the end of that semester.
- If the oral exam is failed, it must be retaken once within six months. If the student fails the oral exam
twice, s/he will be dismissed from the Ph.D. program at the end of that semester.

**Report of the Comprehensive Examination.** The Report of the Comprehensive Examination (available on the Office of Graduate Studies 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 the Office of Admissions, Records, and Registration 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 (before the end of the 5th long semester)**

The Dissertation Proposal Defense 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 Exams 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.

For the defense, each doctoral student must prepare a written document describing the proposed dissertation research and then defend the proposal by means of a power point presentation to the supervisory committee. The written proposal must be sent to your committee members two weeks prior to the oral presentation. Both the written proposal and the power point talk 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, the proposed data gathering techniques. 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-define 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 Written Dissertation Proposal must be signed by the committee members and 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 and Graduation (on or by the 10th long semester)**

**Apply to Graduate.** The Deadlines to apply for graduation arrive early in the semester. See the Office of Admissions, Records, and Registration's graduation website for instructions and deadlines relating to graduation: http://www.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx. The Office of Graduate Studies is another must visit: http://www.uta.edu/gradstudies/.

**Dissertation.** The Office of Admissions, Records, and Registration sets deadlines for submitting the application to graduate, thesis mechanical check submission, for submission of the final approved thesis, and for last day to hold Dissertation Defense; see the Graduate Calendar for current deadlines (http://www.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx). Dissertation writing instructions, guidelines, and templates are located on the Library's Thesis and Dissertation website (http://www.uta.edu/library/etd/).

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 electronically submitted to the library's Electronic Thesis and Dissertation website (http://www.uta.edu/library/etd/) for the required mechanical check. The mechanical check determines that the structure of the dissertation (margins, neatness, fonts, correlation of page numbers listed in the Table of Contents with numbers in text, etc.) meet the requirements set by UTA. Mechanical errors must be corrected before the thesis will be accepted by the Library for publishing. All dissertations must comply with the requirements set forth in the current online Thesis and Dissertation Manual of Style. Before final submission, the dissertation must have the approval of the supervisory committee.

Each semester the Office of Graduate Studies EDGE program offers the opportunity to attend a seminar on thesis and dissertation preparation as well as writing workshops. The requirements described in the Thesis and Dissertation Manual of Style are explained, and general Office of Graduate Studies procedures of particular importance to degree candidates are outlined. Seminar times and dates can be obtained from the Office of Graduate Studies EDGE program webpage. The dissertation must be approved unanimously by the student's dissertation supervising committee and by the College of Science Academic Dean.

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. Check the Office of Admissions, Records, and Registration's graduation calendar for last date to hold a Dissertation Defense.

Scheduling the Dissertation Defense. The student is responsible for finding an appropriate date and time that works for all committee members and for scheduling a room in which to hold the oral Dissertation Defense. Be sure to go through the scheduling process early in the semester so that you are not faced with incompatible schedules as deadlines loom. All members of the supervisory committee must be present at your Dissertation Defense. Check the Office of Admissions, Records, and Registration's graduation calendar for last date to hold a Dissertation Defense and for other graduation related deadlines. Deliver your written dissertation to your committee members two weeks in advance of your defense date. The dissertation must be publicly announced by E-mail and by posting flyers in the LS building and outside ERB room 334. Please note that biology no longer uses or requires the “Request to Schedule Dissertation Defense” form.

Format of the Dissertation Defense. The dissertation defense consists of an oral presentation of the completed 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 College of Science.

Dissertation Defense Report. A Dissertation Defense Report indicating the results of the defense must be filed in the Office of Graduate Studies no later than five working days after the defense, irrespective of the outcome. The Dissertation Defense Report form is available for download on the Office of Graduate Studies website. 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 Office of Admissions, Records, and Registration. Regardless of the outcome of the defense, the thesis defense results must be submitted to the Office of Admissions, Records, and Registration.

*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 Office of Graduate Studies webpage: [http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx](http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx)

The student must complete 9 hours of dissertation research prior to graduation (BIOL 6399, 6699, 6999, 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. International students and students who receive financial aid should check with the appropriate offices to determine if registering for 3 hours in the final semester will satisfy full-time registration requirements. 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 on MyMav and pay associated fees. Deadlines and instructions for all things related to graduation are located at [http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx](http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx). 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*

Ph.D. students must be evaluated for progress towards degree each year. 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 an annual report of progress to the Supervisory Committee as described below. In addition, all Ph.D. students must complete an annual goal setting and progress reporting exercise using the DS-PRO software system (follow DS-PRO link at [http://www.uta.edu/gradstudies/](http://www.uta.edu/gradstudies/)).

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 (GTA or GRA) from the in the fall semester. First year students should set goals for Year 2 in DS-PRO and submit by July 1. Students should be aware that the Office of Graduate Studies 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 UTA catalog 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 College of Science, 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 The Office of Registration, Records, and Admission's 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 College of Science. All petitions must be submitted online via the Office of Admissions, Records, and Registration's Graduate Student Services 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 a petition to the Dean of the College of Science via the UTA online petition system after the drop date. To file petition see the Office of Admissions, Records, and Registration's Graduate Student Services webpage. If the petition is not approved, the student remains responsible for all course requirements. Do not stop attending classes until the petition is approved.

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 Office of Graduate Studies 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 12 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. In addition, a doctoral student may be required to pay non-resident tuition beginning the first long semester in which the two above conditions (1 and 2) apply. Students exceeding both limits are also not eligible for University assistantships or for fellowships provided by the Office of Graduate Studies.

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 and mid January each year to provide important information related to Office of Graduate Studies in general and GTAs in particular. For additional information related to being a GTA at UT Arlington, please read the Office of Graduate Studies’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 (on a semester basis) 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 (or 6 hours dissertation, 3 hours final semester) in the long semesters and 6 hours in one summer term. Master's students are not usually supported. Doctoral students can count on being supported for up to 10 long semesters.

GTAs (to Ph.D./Ph.D-track students) provide an 85% tuition waiver 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. GTAs may also be awarded to current Ph.D. students are coming off GRAs.

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 Office of Graduate Studies 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.
Phil 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 Office of Graduate Studies maintains a detailed list of internal and external funding sources for graduate students (http://www.uta.edu/gradstudies/admitted/index.php). 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

The Phi Sigma Research Grant program is designed to give graduate students who are members of the Phi Sigma Honor Society at the University of Texas Arlington Department of Biology grants that fund scientific research. As of Spring 2014, eligible members may apply for either the Small Research Grant ($1500) or the Large Research Grant ($5000). Grants are awarded 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, dependent 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. Regular attendance at Phi Sigma meetings provides Phi Sigma members with prior warning of upcoming grant deadlines and procedures. Phi Sigma also offers travel grants.

Sigma Xi Grants

https://www.sigmaxi.org

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

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

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 Office of Graduate Studies 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 Office of Graduate Studies 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 Office of Graduate Studies levels.

A Note on Departmental Matching Funds

In the past, individual grants to graduate students have frequently been matched by the Office of Graduate Studies 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.

Office of Graduate Studies
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 Office of Graduate Studies webpage for details). Students are nominated by the Graduate Advisor in the spring each year.

Students should consult the Office of Graduate Studies 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 Office of Graduate Studies must be submitted through the College of Science, and thus are often due earlier than the final date posted on the Office of Graduate Studies webpage.
General

The Department is housed in two buildings: Life Sciences and Engineering Research Building. The departmental office (LS 337) is the center for many activities and needs of the department. The departmental office houses the Chair, Associate Chair, and Administrative Staff. The secretary to the Biology Graduate Advisors is located in the Engineering Research Building (ERB 334) and that office is the center location for many of the needs regarding graduate students. Please refer to the section on office personnel for hints on how these people can make life easier. The Biology Office(s) house faculty/student/staff mailboxes, photocopy, FAX, teaching supplies, and 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

The University of Texas Arlington's animal care and use program is fully accredited by the Association for Assessment and Accreditation of Laboratory Animal Care, International (AAALAC). UT Arlington holds an approved OLAW Animal Welfare Assurance (A3169-01), is registered with the USDA (74-R-0075), and complies with the USDA Animal Welfare Act Regulations and the Public Health Service Policy on Humane Care and Use of Laboratory Animals in accordance with the Guide for the Care and Use of Laboratory Animals, Eighth Edition. UT Arlington's animal facilities provide approximately 10,000 square feet for animal research and support, including space for housing, procedures, surgery, quarantine, biological activities (BSL-2), and aquatic accommodations. The program is provided oversight by an attending veterinarian and the Institutional Animal Care and Use Committee (IACUC), with support by a full-time ACF Manager and Animal Technician. Animal care is provided on a daily basis including weekends and holidays, and the attending veterinarian and staff are on call 24/7 for emergencies. Fully renovated in 2002, the facilities can accommodate various species such as rodents, rabbits, birds, fish, and reptiles, and the facility is equipped with an automatic watering system, an environmental monitoring system (temperature, humidity, and lighting), and a card access system for security. 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/research/administration/departments/rs/index.php.

Genomics Core Research Facility

The Genomics Core Facility offers services for microscopy, molecular biology, and nucleic acid sequencing. Our genomics capabilities include DNA extraction, DNA shearing, size selection, quantification (Bioanalyzer, Qubit and qPCR), indexed adaptors, and next-generation sequencing with an Illumina MiSeq. Other machinery include a flow cytometer and several centrifuges for both small-scale and large-scale applications. The Core also hosts on-site stores for laboratory consumables stocked by Light Labs and Promega. Please visit the Genomics Core Facility website for more information (http://gcf.uta.edu).

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.
Environmental Chambers
Scattered throughout the two buildings are 21 walk-in environmental chambers. Eight of these chambers operate only above ambient temperature; 10 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 Amphibian and Reptile Diversity Research Center originally started as a natural history specimen collection at the University of Texas Arlington. The collection was founded in 1956 by UTA professor emeritus William F. Pyburn. The primary purpose of the collection was to assist students in the classroom when unfamiliar aspects of animal anatomy or natural history were being discussed. For this purpose a variety of mammal, birds, reptile, and amphibian specimens were acquired. However, the collection also started to serve as a depository for specimens collected from field expeditions. For more information visit the website (http://www.uta.edu/biology/herpetology/index.html).

UT Arlington Shimadzu Center for Advanced Analytical Chemistry
The laboratory was established in 2012 due to the generous support of Shimadzu Scientific Instruments and the University of Texas Arlington. The $6 million mass spectrometry and analytical chemistry research center will include a large number of mass spectrometers, as well as state-of-the-art supporting peripheries (e.g. chromatography and sample preparation) and other spectroscopy instrumentation. For more information visit the website (http://www.uta.edu/scaac).

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/](http://library.uta.edu/dms/)

The Biology Department has a computer lab in B-27. 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. For high performance computing needs visit UT System Research Cyberinfrastructure Project (http://www.uta.edu/oit/eos/hpc/utrc.php). 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.

Central Library: [http://www.uta.edu/library/](http://www.uta.edu/library/)

Hours: [http://www.uta.edu/library/hours/index.php](http://www.uta.edu/library/hours/index.php)

Partial list of services
- Thesis submission and check, Thesis binding
- Scanning, Printing, Photo-copying, and Digital media studio
- OIT help
- Group and quiet study areas, Room reservations
- Library circulation, Inter-library loan
- electronic equipment loan (laptops, calculators, etc)
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 2014-2015:

Department Chair: Dr. Laura Gough
Associate Chair: Dr. Jeff Demuth
Graduate Advisor (prospective students): Dr. Mike Roner
Graduate Advisor (current Ph.D., Ph.D.-track, & MSTH): Dr. Shawn Christensen
Graduate Advisor (current MSNT): Dr. Paul Chippendale
Graduate Studies Advisory Committee: Dr. Mike Roner (chair), Dr. Shawn Christensen, Dr. Paul Chippendale, Dr. Eric Smith, Dr. Woo-Suk Chang
Dean of Science: Dr. Jim Grover

DEPT. OF BIOLOGY STAFF

Graduate Program Assistant: Gloria Burlingham (gloria@uta.edu, 2-4053, ERB 334)
See Gloria for information regarding graduate related deadlines, to make appointments with the graduate advisor, and other graduate issues.

The below job duties are a small concise list and do not completely represent what the staff handles, but hopefully this list 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, 334 ERB, ext. 2-2875
--Assistant to the Graduate Advisors / Manages the graduate student files
Kelsi Cavazos, 345A LS, ext. 2-2408
--Undergraduate Advising, degree plans, class roll adjustments, & grade changes
Sherri Echols, 337 LS, ext. 2-2871
--Purchasing for research and teaching labs, office supplies, Airgas, etc.
--Procard reconciliations / Account reconciliations
--Inventory
Alex Ferracuti, 345B LS, ext. 2-2408
-Undergraduate Advising, degree plans, class roll adjustments, & grade changes
Carl Franklin, Biological Curator, ARDRC Bldg, ext. 2-3615
--Maintenance and day-to-day operations of the Amphibian and Reptile Diversity Research Center
Jane Pugh, Academic Advisor III, 345C LS, 2-2408
--Supervises Undergraduate Advising
--Undergraduate Curriculum and schedules
Lauren Jones, 346 LS, ext. 2-2408
--Undergraduate Advising, degree plans, class roll adjustments, & grade changes
--Textbook orders
Linda Taylor, 337 LS, ext. 2-4052
--Assistant to the Chair
--Appointments
--Accounting (department and grant)
--Domestic and foreign Travel
Anastasia Whitaker, 107G LS, ext. 2-9685
--Undergraduate Advising, degree plans, class roll adjustments, & grade changes
--Textbook orders
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.
G. APPENDICES
The appendix consists of the following pages:

Graduate Student Termination Policy ................................................................. 27
Steps Required to Earn a Master’s Degree .......................................................... 28
Student/Advisor Checklist - Master of Science Degree in Biology (non-thesis) .... 29
Student/Advisor Checklist - Master of Science Degree in Biology (thesis) ....... 30
Steps Required to Earn a Doctoral ................................................................. 31
Student/Advisor Checklist - Doctor of Philosophy Degree in Quantitative Biology .... 32
Some useful Forms ....................................................................................... 33
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.
<table>
<thead>
<tr>
<th>STEP</th>
<th>WORK WITH</th>
<th>SUBMITTED TO</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select first semester courses</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>2</td>
<td>Plan courses for degree and timeline for completing them. Ask about additional departmental requirements and plan to meet them.</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>3</td>
<td>Make changes in degree plan and timeline as needed</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>4</td>
<td>If pursuing Thesis option, set up Supervising Committee</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
</tr>
<tr>
<td>5</td>
<td>Verify that coursework requirements for degree have been met</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>6</td>
<td>Apply to graduate through MyMav (see Graduation website).</td>
<td>Student (but talk about plan with Graduate Advisor or Chair of Supervising Committee first)</td>
<td>Online Apply to Graduate utility in MyMav</td>
</tr>
<tr>
<td>7</td>
<td>Non-thesis or thesis substitute options: Take required Comprehensive Examination or Capstone course or Internship course as program requires.</td>
<td>Graduate Advisor or Chair of Examination Committee</td>
<td>Graduate Advisor or Chair of Examination Committee</td>
</tr>
<tr>
<td>8</td>
<td>Non-thesis or thesis substitute options: After the comprehensive examination, advisor submits</td>
<td>Graduate Advisor</td>
<td>Office of Admissions and Records</td>
</tr>
<tr>
<td>9</td>
<td>Non-thesis or thesis substitute option: Earn required passing grade on the required Comprehensive Examination or capstone course or internship course</td>
<td>Examination Committee or course instructor</td>
<td>Examination Committee or course instructor</td>
</tr>
<tr>
<td>10</td>
<td>Thesis option: Enroll in 5698</td>
<td>Student Responsibility</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>11</td>
<td>Thesis option: Schedule thesis defense prior to semester deadline to hold defense (see Graduation website)</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
</tr>
<tr>
<td>12</td>
<td>Thesis option: Submit draft of thesis to the ETD desk for the “mechanical check” prior to semester deadline (see Graduation website) and obtain approval</td>
<td>Student Responsibility</td>
<td>ETD Desk</td>
</tr>
<tr>
<td>13</td>
<td>Thesis option: Alter the thesis defense, obtain supervising committee signatures on Final Master’s Exam Report</td>
<td>Supervising Committee</td>
<td>Office of Admissions and Records</td>
</tr>
<tr>
<td>14</td>
<td>Thesis option: Complete all required revisions to thesis and obtain approval to submit final copy</td>
<td>Student Responsibility</td>
<td>Supervising Committee /Chair of Supervising Committee</td>
</tr>
<tr>
<td>15</td>
<td>Submit final version of thesis</td>
<td>Student Responsibility</td>
<td>ETD Desk</td>
</tr>
</tbody>
</table>
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. For degree requirements, see the text in this handbook or the Graduate Catalog.

2. The semester before you anticipate graduating, obtain a printout of your GMAP (transcript/degree plan) from the Graduate Program Assistant and determine if all course requirements will be met. Meet with Graduate Advisor.

3. Final semester requirements:
   a) Enroll in at least one graduate course (3 credit hours).

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

   b) Apply to graduate through MyMav (see instructions on Graduation website) and pay the diploma fee.
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 (transcript/degree plan) from the Graduate Program Assistant and determine if all course requirements will be met.

5. Final semester requirements:
   http://www.uta.edu/gradstudies/admitted/resources/resources-for-graduation.php
   http://www.uta.edu/gradstudies/admitted/resources/academic-and-graduation-deadlines.php
   a) Enroll in the six hour thesis course.
   AND, NO LATER THAN THE DEADLINES ESTABLISHED FOR THE SEMESTER;
   b) Apply to graduate through MyMav (see instructions on Graduation website) and pay the diploma fee.
   c) Schedule and hold thesis defense prior to semester deadline to hold defense (see Graduation website).
   Post fliers advertising your proposed defense at least two weeks in advance of your defense 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 Library's Thesis and Dissertation website 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 Office of Admissions, Records, and Registration.
   i) Submit the approved thesis to the Library's Thesis and Dissertation website

*indicates a form which the student must print out from the Office of Graduate Studies webpage for appropriate signatures and filing as dictated on the Office of Graduate studies website
<table>
<thead>
<tr>
<th>STEP</th>
<th>WORK WITH</th>
<th>SUBMITTED TO</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select first semester courses</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>2</td>
<td>Complete Milestone agreement and timeline for completing degree requirements</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>3</td>
<td>Schedule diagnostic examination</td>
<td>Graduate Advisor</td>
<td>Departmental examining committee/G Graduate Advisor</td>
</tr>
<tr>
<td>4</td>
<td>Submit Diagnostic Examination Report</td>
<td>Graduate Advisor</td>
<td>Admissions, Records and Registration Office</td>
</tr>
<tr>
<td>5</td>
<td>Set up Supervising Committee</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
</tr>
<tr>
<td>6</td>
<td>Make changes in degree plan and timeline as needed</td>
<td>Graduate Advisor</td>
<td>Graduate Advisor</td>
</tr>
<tr>
<td>7</td>
<td>Take Comprehensive Examination</td>
<td>Supervising Professor/Graduate Advisor</td>
<td>Supervising Committee/Graduate Advisor</td>
</tr>
<tr>
<td>8</td>
<td>Submit Comprehensive Examination Report</td>
<td>Supervising Professor/Graduate Advisor</td>
<td>Admissions, Records and Registration Office</td>
</tr>
<tr>
<td>9</td>
<td>Apply for Advancement to Candidacy</td>
<td>Supervising Professor/Graduate Advisor</td>
<td>Admissions, Records and Registration Office</td>
</tr>
<tr>
<td>10</td>
<td>Complete the required number of dissertation research hours</td>
<td>Student Responsibility</td>
<td>Graduate Advisor/Supervising Professor</td>
</tr>
<tr>
<td>11</td>
<td>Enroll in 6999, 6699 or 7399 in final semester of graduation semester.</td>
<td>Student Responsibility</td>
<td>Graduate Advisor/Supervising Professor</td>
</tr>
<tr>
<td>12</td>
<td>Apply to graduate through MyMav (see Graduation website).</td>
<td>Student (but talk about plan with Graduate Advisor or Chair of Supervising Committee first)</td>
<td>Online Apply to Graduate utility in MyMav</td>
</tr>
<tr>
<td>13</td>
<td>Schedule dissertation defense prior to semester deadline to hold defense (see Graduation website).</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
<td>Graduate Advisor or Chair of Supervising Committee</td>
</tr>
<tr>
<td>14</td>
<td>Submit dissertation draft to the ETD desk for the “mechanical check”</td>
<td>Student Responsibility</td>
<td>ETD Desk</td>
</tr>
<tr>
<td>15</td>
<td>After the dissertation defense, obtain supervising committee signatures on Dissertation Defense Report</td>
<td>Supervising committee</td>
<td>Office of Admissions and Records and Registration</td>
</tr>
<tr>
<td>16</td>
<td>After completing all required revisions to the dissertation submit final copy of dissertation to ETD Desk.</td>
<td>Student and Supervising Committee</td>
<td>ETD Desk</td>
</tr>
<tr>
<td>17</td>
<td>Submit all remaining documents required for graduation</td>
<td>Student Responsibility</td>
<td>Office of Admissions and Records and Registration</td>
</tr>
</tbody>
</table>
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 month, take the Diagnostic Examination (coordinated by the Graduate Program Assistant).

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 Office of Admissions, Records, and Registration.
   c) Set goals for Year 2 in DS-PRO with Supervisory professor.

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. Comprehensive Examination Report to be completed by student and supervisory committee then filed by the Graduate Advisor with the Office of Admissions, Records, and Registration.

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 (transcript/degree plan) 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:

http://www.uta.edu/gradstudies/admitted/resources/academic-and-graduation-deadlines.php
http://www.uta.edu/gradstudies/admitted/resources/resources-for-graduation.php
http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx

   a) Enroll in BIOL 7399;

   AND, NO LATER THAN THE DEADLINES ESTABLISHED FOR THE SEMESTER:

   b) File application for graduation on-line with the Office of Graduate Studies & pay diploma fee.
   c) Schedule and hold thesis defense prior to semester deadline to hold defense (see Graduation website). Post fliers advertising your defense at least one week in advance of your proposed defense 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 Library's Thesis and Dissertation website for the first mechanical check
   g) Hold the Dissertation Defense.
   h) File the Dissertation Defense Report* with the Office of Admissions, Records, and Registration.
   i) Submit the final, approved dissertation to the Library's Thesis and Dissertation website

*indicates a form which the student must print out from the Office of Graduate Studies webpage for appropriate signatures and filing as dictated on the Office of Graduate studies
Forms
Ph.D. Student Annual Evaluation
Biology Department, UT Arlington

Due to the Graduate Advisor by 31 Jan of each year

Student Name: ______________________ Date: ______________________

Supervising Professor: ______________________

Degree Progress

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Program Recommended Date</th>
<th>Student Projected Date</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Supervisory Committee</td>
<td>second long semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnostic Evaluation</td>
<td>before 18 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Defense</td>
<td>before 5th long semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Date</td>
<td>3-4 years if have M.S.; 5 years if B.S.-Ph.D. Track</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe below the activities accomplished in the past year. Please add new material to the previous year’s evaluation to maintain a cumulative record of progress.

Coursework  (indicate courses completed to date and grades achieved, if met requirements for degree)

Research Progress  (brief description of research progress to date)

Professional Development Goals

Other Accomplishments:

Co-Authorship published
If you will not be meeting the Program Recommended dates in the table above, explain why here.

The Supervisory Committee agrees that this student is making satisfactory / unsatisfactory (circle one) progress towards her/his Ph.D. degree.

Supervising Professor

Date

Committee Member

Date

Committee Member

Date

Committee Member

Date

Committee Member

Date
Waiving Courses Required for Doctoral Degrees
(http://catalog.uta.edu/academicregulations/degreerequirements/graduate/#text)

Graduate-level coursework completed in the student’s major area of doctoral study at institutions of recognized standing that grant doctoral degrees in those subject areas may serve to establish the student’s competency in equivalent UT Arlington courses. Competency demonstrated by successful completion of equivalent courses may provide a basis for waiving some UT Arlington course requirements and the credit hours associated with those courses.

The Biology Department establishes its waiver policy for the Quantitative Biology Doctoral Degree as follows.

1. In a meeting the doctoral student, the student's dissertation committee, and the acting graduate advisor for current students will evaluate all courses submitted by the student for the purpose of waiving of courses required for a Ph.D. in Quantitative Biology. For one or two courses, the graduate advisor in consultation with the PI can make the decision.
2. Students can waive as many courses/hours as their committee and the graduate advisor for current students approve.
3. Only courses in which the student has earned a B (3.0) or better (or a P if the UTA course is also graded P/F) will be considered.
4. The waived hours can either be replaced with research hours or additional courses, or deducted from the total hours required for the Ph.D. in Quantitative Biology depending on the student's academic and research progress.
5. Final semester dissertation course (6x99 or 7399) requirements will not be waived.

Graduate-level coursework completed in the student’s major area of doctoral study at institutions of recognized standing that grant doctoral degrees in those subject areas may serve to establish the student’s competency in equivalent UT Arlington courses. Competency demonstrated by successful completion of equivalent courses may provide a basis for waiving some UT Arlington course requirements and the credit hours associated with those courses.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Department</th>
<th>Course #</th>
<th>Title: Description (attach syllabus, if available)</th>
<th>UTA EQUIV. COURSE TO BE WAIVED</th>
</tr>
</thead>
</table>

The above UTA courses have been deemed appropriate to show competency and have been approved for course waiver as stipulated by the waiver policy.

PI ( ); Date

Graduate Advisor (Shawn Christensen); Date

GSAC Chair (Mike Roner); Date

Date

Date

Date

Date