

GRADUATE PROGRAM HANDBOOK

DEPARTMENT OF BIOLOGY



THE UNIVERSITY OF TEXAS ARLINGTON

2018-2019
(updated Summer 2018)

TABLE OF CONTENTS

Section	Page
A. OVERVIEW OF THE GRADUATE PROGRAM	3
B. DEPARTMENT & UNIVERSITY GRADUATE PROGRAM POLICIES	4
UT Arlington Office of Admissions, Records and Registration Policies	4
Master's Program	6
Doctoral Program	10
Miscellaneous	15
C. TEACHING ASSISTANTSHIPS & FINANCIAL AID	17
D. GRADUATE STUDENT ORGANIZATION, ACTIVITIES & AWARDS	20
Phi Sigma Society	20
Funding Opportunities for Graduate Students	20
Graduate Student Awards	22
E. BIOLOGY DEPARTMENT	24
F. HOUSING AND THE METROPLEX AREA	25
G. APPENDICES	26
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)	29
Steps Required to Earn a Doctoral Degree	30
Ph.D. Student C.V. and Evaluation	31
Written Portion of Qualifying Exam: Grant Instructions and Guidelines	32

A. 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, microbiology, and molecular biology.

The non-thesis master's (MSNT) program is an adaptable degree program that involves the completion of advanced courses of interest to the student. The student can also take lab technique/problem courses. The degree, however, is not research-centric. The MSNT program is very useful for those wishing to better position themselves for medical, dental, or veterinary school. The MSNT program is also sought after by business, industry, government, and teaching professionals wishing to enter or enhance their careers through an advanced degree in biology. MSNT students are not eligible for graduate teaching assistantships (GTA) or graduate research assistantships (GRA), but they are eligible for other campus, state, or federal assistantships, loans, or student job programs. Please visit <http://www.uta.edu/gradstudies/admitted/Dissertation%20Completion%20Resources/Funding/FundingTOC.php> for more information on funding your graduate studies.

The Master's Thesis (MST) and Doctoral (B.S./M.S.-Ph.D.) programs are our research degree programs. If an MSNT student wishes to switch to the MST program or the Ph.D. program prior to arrival, or early in his/her career, the student must obtain the consent of one of our research faculty (in order to join that faculty member's research team), the graduate advisor, and the Graduate Advisory Committee. Please note that we accept only a few MST students. If you are interested in research, please consider applying for our doctoral program in quantitative biology instead of the MST program. A student can enter the doctoral program directly (i.e., with only a prior bachelor's degree). MST and Ph.D. students are eligible for graduate teaching assistantships (GTA) and graduate research assistantships (GRA), although doctoral students are given preference.

The Doctoral Program in Quantitative Biology is our primary research degree program and is research-centric. A student can enter the doctoral program after having achieved either a prior bachelor's degree or a prior master's degree. The student will join one of our research faculty's labs for his/her dissertation work. Our faculty are engaged a broad range of research topics and approaches including ecology and evolution, genome biology ("omics"), microbiology, or molecular biology. 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.

B. DEPARTMENT AND 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 are published online. As students approach graduation, they should consult these webpages and 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 to the Office of Admissions, Records, and Registration.. The student is responsible for obtaining the necessary paperwork through the Office of Graduate Studies at: <http://www.uta.edu/gradstudies/admitted/resources/index.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. Please also read the university rules and regulations (<http://catalog.uta.edu/science/biology/>). Satisfying or exceeding the biology and university requirements does not guarantee admission to the biology 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. Students are admitted on a competitive basis subject to space and needs of the biology department. Please see the Master's and the Doctoral sections of the Biology Handbook for greater detail.

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) presented acceptable and current scores on the aptitude portion of the Graduate Record Examination (GRE); and (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 U.S. institution, the individual must complete additional course work before admission can be considered. International students or permanent residents holding a degree from a university or college outside the United States must demonstrate proficiency in spoken English as required by the Office of Admissions, Records, and Registration. International students or permanent residents holding a degree from a US institution are exempt from the English proficiency requirement (but see section on Teaching Assistantships). Individuals holding a degree in a field other than biology must have completed a minimum of 12 semester hours of advanced undergraduate course work (usually junior or senior level courses) in biology to qualify for admission. Three letters of recommendation are required for each applicant. See the "How to Apply" sections for each degree on the Biology Department webpage for more details (<http://www.uta.edu/biology/graduate/index.htm>).

Continuation in the Program

After admission into the program, the student must:

- (a) establish and maintain academic good standing. A student is considered to be in academic good standing if (i) a grade point average of 3.0 on all work undertaken as a graduate student is maintained and (ii) any admission conditions are resolved within the time required.
- (b) make satisfactory progress towards completion of the degree as judged by the supervising professor and/or the 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 toward completion of degree requirements is judged to be unsatisfactory by the supervising professor and/or the 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 and/or the supervisory committee finds that the student's progress toward 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, as well as any training or forms that pertain to the research they are planning to conduct.

MASTER'S 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 296 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

The non-thesis master's (MSNT) program is an adaptable degree program that involves completion of advanced courses of interest to the student. The student can also take lab technique/problem courses. The degree, however, is not research-centric. The MSNT program is very useful for those wishing to better position themselves for medical, dental, or veterinary school. The MSNT program is also sought after by business, industry, government, and teaching professionals wishing to enter or enhance their careers through an advanced degree in biology. The MSNT degree can be pursued as a full-time or as a part-time student.

The Master's Thesis (MST) program is a research degree program. Students intending to pursue MST must have received permission to join a faculty member's research group prior to applying. Students will not be allowed into the MST program without having joined, or having the permission to join, a faculty member's lab. Students in the MST program are usually full-time students and take about two and one-half to three years to complete the program. Students may switch from the MSNT to the MST program with the consent of the Biology Graduate Studies Committee and of the professor whose lab the student will join ; students interested in such a change must first consult with the lab professor and then the Graduate Advisor(s). Availability for switching programs is limited, and not all faculty take on Master's students. *Do not count on being able to make the switch!* If you are interested in research, please consider applying for our doctoral program, Ph.D. in quantitative biology, instead of the MST program. A student can enter the doctoral program directly (i.e., with only a prior bachelor's degree).

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.

Course Work Outside of Biology

MSNT/MST 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 Levels

MSNT/MST 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.

Funding

MSNT students are not eligible for graduate teaching assistantships (GTA) or graduate research assistantships (GRA), but they are eligible for other campus, state, or federal assistantships, loans, or UTA student job programs. MST and Ph.D. students are eligible for graduate teaching assistantships (GTA) and graduate research assistantships (GRA), although doctoral students are given preference. Please visit <http://www.uta.edu/gradstudies/admitted/Dissertation%20Completion%20Resources/Funding/FundingTOC.php>

for more information on funding your graduate studies.

Non-thesis option

The non-thesis option requires completion of 36 hours of course work, including two 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 (three 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://www.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 at least 36 hours consisting of 18 hours of formal courses in biology (of which BIOL 5314 is required), two hours of Biology 5101 [Current Topics], six hours of thesis [Biology 5698], and sufficient additional hours to meet degree requirements. 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. 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

Students will only be admitted into the MST program with the consent of a supervising professor. The supervising professor is the professor of the lab that the student will be joining. 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, for 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 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.

Upon 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.) meets 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 the biology 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 opinions of the candidate's presentation and judgment of the overall acceptability of the candidate's defense; 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://www.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://wwwb.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, the student 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 as B.S.-Ph.D., if the student has a bachelor's degree, or as an M.S.-Ph.D., if the student has, or will complete before arrival, a master's degree. Doctoral degree requirements are identical for B.S.-Ph.D. and M.S.-Ph.D. students. Applicants must have maintained a strong GPA in their prior degree program(s) and should have an appropriate math background, including at a minimum Calculus I.

Successful students tend to have a combined GRE (verbal + quantitative) score of greater than 301, with strong performance on the quantitative section. In addition, we require non-native English speakers to have an IELTS speaking score 7 or better or a TOEFL of speaking score of 23 or better. An accredited university degree (undergraduate degree only, not master's) from an English-speaking country constitutes English proficiency.

Students are admitted to the Ph.D. program on a competitive basis and subject to space and needs of the biology department. The biology department only accepts the number of students that it can financially support based on the needs of various professors' research labs. The preceding statement means that we might have 50 applicants in the applicant pool but only have room to accept eight applicants. We admit the best suited applicants based on the combined strength of the applicants' GPA, GRE, TOEFL, letters of reference, scientific fit/interests, and prior scientific output (e.g., scientific publications). We support most of our doctoral students on Graduate Teaching Assistantships (GTA) or Graduate Research Assistantships (GRA).

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. 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 the change, the student must file for an 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."

Switching from previous Handbooks to the 2018-2019 Handbook

Current students, if they choose, may switch to the new handbook for graduation requirement purposes. It is important to note that the course requirements in the old handbook differ greatly from that of the new handbook. Under the new rules, students need only to have taken biometry, bioinformatics, and enough additional graduate-level biology lecture credits to fulfill the net lecture credits requirement set forth in the 2018-2019 rules as well as two seminar courses.

Coursework and Presentation Requirements

Coursework requirements are the same for B.S.-Ph.D. and Ph.D. programs. 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 15 lecture credit hours should be completed, including three hours of which will be biometry (5314). In addition, two seminar courses (e.g., 2 x BIOL 5101) are required. It is not unusual for a student's dissertation committee to recommend or to require the student to take additional lecture courses beyond the 15 credit hour minimum. Ph.D. students must get permission from their PI, committee, and the Graduate Advisor to before taking a course outside of the biology department. Likewise, Ph.D. students must get permission from their PI, committee, and the Graduate Advisor to take an undergraduate level course. Generally, undergraduate level courses will not count toward the 15 hour lecture credit minimum requirement.

Lab Rotations

The Lab Rotation course (BIOL 5301) is open to doctoral students. The course is designed to allow students to rotate through two labs during their first semester. Students may repeat the course once if the need arises. Interested students should contact a faculty member directly to determine if s/he will accept a rotating student and then notify the Graduate Advisor about which faculty members have agreed to the rotation(s). 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 of the rotation.

Presentation (Public Speaking) Requirements

Each student must make three public research presentations. At least two presentations should be a research seminar (40-45 minutes) open to the entire department and appropriately announced (online and/or flyers). These may include a public presentation of the student's proposed research associated with the Comprehensive Exam (see 4th Semester below), the student's public dissertation defense, or a topical seminar on the student's work in progress (e.g., Genome Biology Group Seminar Series, Biolunch, etc.). 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 a national or international society-based conference or local university-wide event (e.g., ACES). This may not include conferences open to a limited number of people or to 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.

Typical Semester and Milestone Schedule

Each academic year

1. Hold a physical committee meeting with at least four of your committee members present at the meeting. The Diagnostic Evaluation, Comprehensive Exam, and the Dissertation Defense can count as a meeting for that year, except that all five members of your committee must be in attendance.
2. Complete your yearly committee level evaluation (i.e., your updated C.V. with Milestone table) that has been approved by your committee in the Spring: due June 1st.
3. Complete DS-PRO in the Spring: due June 1st.

Fall Semester, 1st year

3 Credits of Research or Rotation. (Rotations should generally be half a semester long)
5314 Biometry
5340 Bioinformatics
Sign the Milestone Agreement Form.

Spring Semester, 1st year

3 Credits of Research or Rotation
3 Credits of Lecture
3 Credits of Lecture

Form your Dissertation Committee and hold your first committee meeting. This first meeting is called the Diagnostic Evaluation (also sometimes a called Diagnostic Exam). This meeting can be held either during the first or second semester and will count as your mandatory yearly committee meeting for your first year. To hold the meeting, the student must have been accepted into a faculty member's lab for dissertation work (i.e., not rotating). The student must also be in good standing with respect to grades and research. During the meeting the student will present his/her C.V., relevant courses taken prior to acceptance into the UTA Ph.D. program, the courses taken toward the doctorate thus far, and

will present preliminary research direction and goals. The committee will help advise the student as circumstances dictate and sign the Diagnostic Evaluation Form, indicating approval/disapproval for continuance in the program. The committee will also sign the yearly evaluation (the student's C.V., see the form located in the appendix).

3rd Semester

5 Credits of Research
3 Credits of Lecture
1 Credit of Seminar Course

4th Semester

8 Credits of Research
1 Credit of Seminar Course

Hold your Qualifying Exam (called the Comprehensive Exam in the UTA catalog). The Comprehensive Exam will consist of a written portion and an oral exam portion.

Mandatory written:

Write a field or project specific document. This document can be in the form of a grant proposal (e.g., NSF DDIG) or a review paper. A grant guideline is given in the appendix. The form will be determined by you PI/committee. The written document must be given to the committee members at least two weeks prior to the oral exam. The committee may provide feedback on the proposal in preparation for oral exam.

Mandatory oral exam:

The oral exam covers the field of biology pertaining to the PI's lab (and similar labs), the student's project, course work, and generalized biological and chemical knowledge commensurate for a doctoral candidate in biology.

The student must have the committee sign the Comprehensive Examination Report and file it within five days of the completion of the Comprehensive Exam.

Semesters 5-9+

6 hours of dissertation hours (6699)

Graduating Semester

3 hours of dissertation hours (7399). Regardless of hours signed up, your stipend will only cover three credit hours if you apply to graduate.

Apply to graduate:

Apply to graduate through MyMav. Please note that the application deadline is early in the semester (see the Graduate Studies website).

Dissertation defense:

Schedule your dissertation defense prior to the semester deadline to hold defense (see the Graduate Studies website). Submit the dissertation draft to the ETD desk for the mechanical check. Hold and pass your dissertation defense. Submit the dissertation defense form. Submit the final draft of the dissertation.

Any additional semesters required post taking 7399

6 hours of dissertation hours, but stipend will only pay for three hours. *Follow the above directions for Graduating Semester.*

Graduate Office Resources for Graduate Students

Resources and forms for graduate students: <http://www.uta.edu/gradstudies/>.

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/degreerequirements/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 be either 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 the 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 unless UTA rules supersede (e.g., supervising professor leaves UTA), 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, with 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.

Time/Credit Hour Limit

All students are subject to the Texas State Senate 99 hour / five year rule (see UTA catalog).

Additional Requirements for Graduation

Review the checklist at the end of this document to guide your progress through our program. Also see the Graduation Checklist on the Office of Graduate Studies webpage:

http://web.uta.edu/ao/recordsandregistration/content/student_services/graduation.aspx

The student must complete at least nine 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 three 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, and (b) electronically file an Application for Graduation on MyMav and pay associated fees. Deadlines and instructions for all things related to graduation are at located at http://www.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 toward their degree each year. A committee meeting must be held each year. Students must update their C.V. (i.e., annual report, see the form in the appendix) annually. The student must update this progress report with all relevant accomplishments at the end of the spring semester each year and have each committee member sign the report indicating approval. File the report in the Biology Department office by **June 1** each year. 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/>). The final submission must occur online by **June 1** each year, or the student may not receive financial assistance (GTA or GRA) in the fall semester.

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 each agrees that the report is accurate and reflects any committee input from the previous year to set goals for the coming year.

*Students **must** make satisfactory progress toward 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 (MSNT, MST, Ph.D.)

Graduate Student Grievances

Grievances involving grades in graduate courses should be resolved between the faculty member and the student whenever 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, s/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 reached, 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, the 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 (http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduate_student_services.aspx) 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 a petition, see the Office of Admissions, Records, and Registration's Graduate Student Services webpage (http://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduate_student_services.aspx). 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 support 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 suspended for academic or disciplinary reasons) is eligible to apply for a leave of absence if there are exceptional circumstances (health-related issues, childbirth, child care, elder care, or significant family concerns, and major personal circumstances that prevent him or her from being continuously enrolled). Leaves are granted for upto two long semesters. Students returning from leave as scheduled will be automatically readmitted and will 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 online through the Office of Graduate Studies webpage). Final review and approval of these requests will be made by the Dean of Graduate Studies.

C. 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. and M.S.-Ph.D.), which affords them significantly reduced 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 (nine hours in a long semester and six hours in the summer). The fellowship may be held for a maximum period of three years. Students for whom the following 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 (Ph.D.)

The Department awards a limited number of Teaching Assistantships on a competitive basis. Evaluation of applicants for these positions is based upon 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 generally 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. There are many fewer summer GTA positions available. Not everyone will be awarded a summer GTA. Budget your money from the long semesters in order to cover you through the summer months. Students receiving assistantships must be registered for a minimum of nine credit hours (or six hours dissertation, three hours final semester) in the long semesters. The requirement is six hours during the summer for the summer GTA assistantship. Master's students usually are not supported.

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 toward the advanced degree, as determined by the supervising professor/supervisory committee (evaluated by the annual report for Ph.D. students); and
- (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 evaluations 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, those students may have their assistantships revoked. Decisions may be appealed to the Chair of the Department and subsequently to the Graduate Dean.

Upon 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; and
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.

D. GRADUATE STUDENT ORGANIZATION, ACTIVITIES, AND AWARDS

Phi Sigma Society

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

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

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

Phi Sigma generally holds monthly meetings during long semesters. All graduate students are encouraged to make an effort to attend Phi Sigma meetings and to 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/Dissertation%20Completion%20Resources/Funding/FundingTOC.php>).

In addition to those sources listed on the Office of Graduate Studies' website, outlined below are several research-centric funding sources that have traditionally been pursued by Ph.D. and MST graduate students early in their careers at UT Arlington. Other avenues of funding are also available (some are specific to research areas), and students should discuss their 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 in order to gain experience in applying for extramural funding—experience that will be useful later in their careers—and to lend some flexibility and independence to their research. Additional information on research grants and fellowships can be obtained from the Office of Grant and Contract Services (<http://www.uta.edu/research/administration/departments/gcs/index.php>).

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 a \$1000 maximum, including funds for travel and subsistence and supplies, but not for equipment or salary. The grant proposal includes a brief description of the proposed research and a detailed budget. Three letters of recommendation are also required. There are two deadlines each year for these grants (March 15 and November 15).

National Science Foundation Graduate Research Fellowship

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

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

National Science Foundation Dissertation Improvement Grants

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234&org=NSF

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

Environmental Protection Agency GRO/STAR Fellowships

<http://epa.gov/ncer/rfa/>

These fellowships fund environmental research for graduate students, usually early in their graduate studies career. 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.

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 student's choice, as agreed upon by the major professor, with the cost approved by the department chair.

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

E. BIOLOGY DEPARTMENT

Please see the Biology Department webpage (<http://www.uta.edu/biology/>) for faculty and staff listings, including research areas and contact information. Also note the following for 2017-2018:

Department Chair: Dr. Clark

Associate Chair: Dr. Mydlarz

Graduate Advisor (prospective students): Dr. Christensen

Graduate Advisor (current Ph.D., Ph.D.-track, & MSTH): Dr. Christensen

Graduate Advisor (current MSNT): Dr. Chippendale

Dean of the College of Science: Dr. Khaledi

F. HOUSING AND THE METROPLEX AREA

Living in Arlington and the Metropolitan Area

Housing

The Arlington area provides remarkably affordable housing for a metropolitan area. A number of apartments and small houses are within easy walking distance of the campus. Many apartments in the area provide pools and/or security patrols. Typical rents around campus range from \$550-\$750 per person per month. UT Arlington housing offers furnished and unfurnished one-bedroom apartments. 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 in which you plan to work. Affordable to high-end housing can be found in suburban or semi-rural settings within a few miles of campus. A nice house with 2-3 bedrooms, two bathrooms, and a garage on a good sized lot currently runs about \$150,000, depending on location, 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 larger variety of urban cultural amenities, including museums, zoos, botanical gardens, opera, ballet, symphonies, and theater. The metroplex is home to 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).	29
Steps Required to Earn a Doctoral Degree	30
Ph.D. Student C.V. and Evaluation	31

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 inability to 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 amount of time acceptable 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



Steps Required to Earn a Master's Degree

STEP	WORK WITH	SUBMITTED TO	WHEN	
1	Select first semester courses	Graduate Advisor	Graduate Advisor	Prior to registration
2	Plan courses for degree and timeline for completing them. Ask about additional departmental requirements and plan to meet them.	Graduate Advisor	Graduate Advisor	Prior to or early in first semester
3	Make changes in degree plan and timeline as needed	Graduate Advisor	Graduate Advisor	When needed
4	If pursuing Thesis option, set up Supervising Committee	Graduate Advisor or Chair of Supervising Committee	Graduate Advisor or Chair of Supervising Committee	After first semester of master's coursework.
5	Verify that coursework requirements for degree have been met	Graduate Advisor	Graduate Advisor	Prior to intended semester of graduation
6	Apply to graduate through MyMav (see Graduation website).	Student (but talk about plan with Graduate Advisor or Chair of Supervising Committee first)	Online Apply to Graduate utility in MyMav	Prior to application to graduate deadline in the semester of graduation
7	Non-thesis or thesis substitute options: Take required Comprehensive Examination or Capstone course or Internship course as program requires.	Graduate Advisor or Chair of Examination Committee	Graduate Advisor or Chair of Examination Committee	Typically in the semester of graduation
8	Non-thesis or thesis substitute options: After the comprehensive examination, advisor submits	Graduate Advisor	Office of Admissions and Records	Before end of semester of graduation
9	Non-thesis or thesis substitute option: Earn required passing grade on the required Comprehensive Examination or capstone course or internship course	Examination Committee or course instructor	Examination Committee or course instructor	End of semester of graduation
10	Thesis option: Enroll in 5698	Student Responsibility	Graduate Advisor	Semester of graduation
11	Thesis option: Schedule thesis defense prior to semester deadline to hold defense (see Graduation website)	Graduate Advisor or Chair of Supervising Committee	Graduate Advisor or Chair of Supervising Committee	Semester of graduation
12	Thesis option: Submit draft of thesis to the ETD desk for the "mechanical check" prior to semester deadline (see Graduation website) and obtain approval	Student Responsibility	ETD Desk	Prior to the mechanical check deadline
13	Thesis option: After the thesis defense, obtain supervising committee signatures on Final Master's Exam Report	Supervising Committee	Office of Admissions and Records	Prior to semester deadline to complete all degree requirements
14	Thesis option: Complete all required revisions to thesis and obtain approval to submit final copy	Student Responsibility	Supervising Committee /Chair of Supervising Committee	Prior to semester deadline to all complete degree requirements
15	Submit final version of thesis	Student Responsibility	ETD Desk	Prior to semester deadline to complete all degree requirements

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 (three 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://wweb.uta.edu/aao/recordsandregistration/content/student_services/graduation.aspx
<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 it 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.

Steps Required to Earn a Doctoral Degree

STEP	WORK WITH	SUBMITTED TO	WHEN
1	Graduate Advisor	Graduate Advisor	Prior to registration
2	Graduate Advisor	Graduate Advisor	Prior to or early in first semester
3	Graduate Advisor	Departmental examining committee/Graduate Advisor	Usually after 18 hours of course work
4	Graduate Advisor	Admissions, Records and Registration Office	When results have been finalized
5	Graduate Advisor or Chair of Supervising Committee	Graduate Advisor or Chair of Supervising Committee	Shortly after completing the examination
6	Graduate Advisor	Graduate Advisor	As needed
7	Supervising Professor/Graduate Advisor	Supervising Committee/Graduate Advisor	All or nearly all required organized course work is completed
8	Supervising Professor/Graduate Advisor	Admissions, Records and Registration Office	Shortly after completing the examination
9	Supervising Professor/Graduate Advisor	Admissions, Records and Registration Office	After passing the Qualifying Examination
10	Student Responsibility	Graduate Advisor/Supervising Professor	When conducting research related to the dissertation
11	Student Responsibility	Graduate Advisor/Supervising Professor	Semester of graduation
12	Student (but talk about plan with Graduate Advisor or Chair of Supervising Committee first)	Online Apply to Graduate utility in MyMav	By the application to graduate deadline in the semester of graduation
13	Graduate Advisor or Chair of Supervising Committee	Graduate Advisor or Chair of Supervising Committee	During registration
14	Student Responsibility	ETD Desk	By the mechanical check deadline
15	Supervising committee	Office of Admissions and Records and Registration	By semester deadline to complete degree requirements
16	Student and Supervising Committee	ETD Desk	Prior to semester deadline to complete degree requirements
17	Student Responsibility	Office of Admissions and Records and Registration	Prior to semester deadline to complete degree requirements

http://www.uta.edu/gradstudies/_documents/General%20Information/Outline%20of%20steps%20required%20to%20earn%20a%20doctoral%20degree%20revisions.pdf

Ph.D. Student C.V. and Evaluation
 (Annually Updated by Student)
 Biology Department, UT Arlington

Due to the Graduate Advisor by June 1st of each year

Student Name:

Date:

Entered Program In:

Supervising Professor:

Degree Progress (add additional rows for any additional committee meetings)

Milestone	Program Recommended semester	Date
Entry (report semester and year)	<i>N.A.</i>	Entered Program (Give Semester and Year)
Form Supervisory Committee by holding Diagnostic Evaluation	<i>1st or 2nd second long semester</i>	Held on:
Comprehensive Exam	<i>4th long semester</i>	Held on:
3 rd Year Committee meeting		Held on:
4 th Year Committee meeting		Held on:
Dissertation Defense / Graduation	<i>10th long semester</i>	I hope to graduate (Give Semester and Year)

Under the bolded headings describe the activities accomplished in the past year. Please add new material (e.g., in black text) to previous material (e.g., in gray text) 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 (meetings, posters, talks, etc.)

Other Accomplishments:

Papers published:

If you will not be meeting the Program Recommended dates in the table above or are otherwise failing to meet committee or PI expectations, explain why here.

The Supervisory Committee agrees that this student is making satisfactory / mixed / 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

Written Portion of Qualifying Exam: Grant Instructions and Guidelines

A. Cover Sheet (1 page)

Include title of project, you name, and the name of your PI, and the names of your committee members.

B. Project Summary (1 page)

Each proposal must contain a summary of the proposed project not more than one page in length. The Project Summary consists of an overview and a statement on the intellectual merit of the proposed activity

The overview includes a description of the activity that would result if the proposal were funded and a statement of objectives and methods to be employed. The statement on intellectual merit should describe the potential of the proposed activity to advance knowledge.

The Project Summary should be written in the third person, informative to other persons working in the same or related fields, and, insofar as possible, understandable to a scientifically or technically literate lay reader. It should not be an abstract of the proposal.

C. Project Description (15 pages)

(i) Content

The Project Description should provide a clear statement of the work to be undertaken and must include the objectives for the period of the proposed work and expected significance; the relationship of this work to the present state of knowledge in the field, as well as any work in progress by you.

What is known? What is not Known? Of the major unknowns, which ones will I address and how.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. Proposers should address what they want to do, why they want to do it, how they plan to do it, how they will know if they succeed, and what benefits could accrue if the project is successful. The project activities may be based on previously established and/or innovative methods and approaches, but in either case must be well justified. These issues apply to both the technical aspects of the proposal and the way in which the project may make broader contributions.

Typically 3-4 aims are presented. Up to two aims can be dictated by your professor and committee. The remaining aims must be of the student's devising and having not been proposed by the professor on previous or current grants (or the student must not have knowledge of the professor having put forth those aims). The 3-4 major aims can have sub-aims if it helps the writing.

(ii) Page Limitations and Inclusion of Uniform Resource Locators (URLs) within the Project Description

Therefore, the Project Description may not exceed 15 pages (one inch margins on all sides, 11 point Arial, single spaced. Visual materials, including charts, graphs, maps, photographs and other pictorial presentations are included in the 15-page limitation (font in figures and figure legends must not be smaller than arial 6 point font). The Project Description must be self-contained and that URLs must not be used because: 1) the information could circumvent page limitations; 2) the committee members are under no obligation to view the sites; and 3) the sites could be altered or deleted between the time of submission and the time of the exam.

Conformance to the 15-page limit will be strictly enforced and may not be exceeded unless a deviation has been specifically authorized.

D. References Cited (as needed)