

Revised September 2005

## **DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY GRADUATE REGULATIONS**

### **DEGREE CHOICE**

The graduate committee admits students to the PhD, MAI, and MAII Programs. For PhD students, the student in consultation with the advisor and other members of their committee may elect to secure a Master's I degree en route to the PhD, or to bypass the Master's I degree. If a student was initially accepted for an MAI degree only, reapplication to the EBIO Graduate Committee for admission to a PhD program is necessary. The EBIO Graduate Coordinator has the appropriate forms. The MAII degree is considered to be a terminal degree.

### **MINIMAL PERFORMANCE CRITERIA**

All graduate students must have a cumulative grade point average of at least 3.0 at the end of each full academic year in order to register for the following year. If the grade point average falls below 3.0 in a given semester, the student will be placed on probation and the case will be reviewed by the EBIO Graduate Committee. Failure to achieve a 3.0 average in the subsequent semester is grounds for dismissal from the program. Appeal procedures are outlined on page 6. For the PhD, courses receiving a grade of less than B- cannot be counted toward the degree. Eligibility for appointment to teaching assistantships also requires a satisfactory academic record. Similarly, satisfactory teaching performance must be in evidence. The EBIO Graduate Committee is responsible for an annual review of all graduate students' progress to determine eligibility for assistantships, fellowships, etc., and to assure that all are making satisfactory progress toward a degree. The Graduate Committee may, in consultation with the student's advisor, make recommendations concerning improvement of a student's performance.

### **TRANSFER FROM PROVISIONAL TO REGULAR STATUS**

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

- 1) The student be informed she/he will not be allowed regular degree status in this department, or
- 2) Regular degree status be requested for her/him.

If a student is denied regular degree status after the full probationary period, he/she shall be denied the taking of further graduate work in the department.

### **FIRST SEMESTER GRADUATE ADVISORY COMMITTEE MEETING**

One week before this meeting, the student must fill out side one of the first semester meeting form (available from the EBIO Graduate Coordinator) and distribute a copy to each member of the first semester committee. (Side two of the form will later be filled out by the student's faculty advisor with a report of the meeting.)

During the first semester, the graduate student will assemble her or his first semester committee for a meeting. During this meeting, the student and the committee will thoroughly evaluate all aspects of the student's undergraduate and graduate record--including coursework, past research experiences, teaching experiences, the student's perceived goals and interests, and strengths and weaknesses in specific biological disciplines. On the basis of this evaluation, the committee will require or recommend specific coursework, and will suggest possible research directions and TA assignments. In addition, the Advisory Committee will assemble a list of required reading (See reading list guidelines in the following paragraph.) that constitutes the basis for developing a broad understanding and familiarity with the chosen field of science. Students will be expected to learn the material and will be tested on their understanding of the material during the MA 2nd-semester exam or the Ph.D. 3rd-semester exam. The advisor, in collaboration with the other committee members, will complete a written report (on side two of the first semester meeting form) of the meeting within two weeks of the meeting. The written report should contain a general summary statement about the student's status, descriptions of the requirements and recommendations offered by the committee to assist the student's progress toward their graduate degree(s) in EBIO, and the required reading list. The advisor should give a copy of this report to the student, each member of the first-semester committee, and to the EBIO Graduate Coordinator to place in the student's file.

## Guidelines for determination of the reading list for the 3rd-semester exam

During the first semester meeting, the advisory committee will evaluate the student's previous training, research interests and future direction. In order to help guide the student's preparation for candidacy to the PhD and MA degrees, and assure that they have a sufficient background in general ecology and evolutionary biology, the committee will submit to the major advisor a short list of relevant broad research topics in which the student should be proficient. This list of topics will be accompanied with appropriate readings to help guide the student. The major advisor will collate the contributions from the committee into a list of broad topics and/or questions and associated readings. The topics and reading list will be shared with the advisory committee in order to arrive at a consensus prior to giving it to the student. Students are encouraged to participate in determining the topics and readings, and are expected to augment the assigned reading with additional literature. The reading list may consist of:

- ❖ Classic papers, including review articles, primary literature, and book chapters
- ❖ Recent papers
- ❖ Books/whole or part/ that frame a field
- ❖ Grant proposals the major advisor may have recently submitted

The reading list should be provided to the student by the end of their first semester or within 2 months of the first semester meeting. The topics and reading list will establish the basis for questions and discussion during the 3<sup>rd</sup> semester meeting for PhD students and the comprehensive exam for MA students. Students will also be expected to regularly read current literature from major journals in their field of interest.

### **PERMANENT COMMITTEE FORMATION**

By the end of the second semester of the degree program, a permanent committee to see the student through the rest of the degree is to be formed. The committee's makeup is specified according to the degree sought. For the PhD this committee is known specifically as the **Dissertation Committee** (See p. 8.). For the MAI and MAII degrees, the committee is made up of a minimum of three faculty members, the majority of whom must be regular EBIO faculty members. This committee for the MAI is known as the **Thesis Committee** and for the MAII is known as the MAII **Advisory Committee**.

### **MA and PH.D. 3RD-SEMESTER EXAM**

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

During the 3rd semester for MA and PhD students, the graduate student will assemble her or his MA thesis committee or PhD dissertation committee for an examination. The student must schedule three hours for this exam. Participation by the outside committee member is not required. By this time, a specific research problem should have been identified, and preliminary reading and research conducted.

This examination will evaluate the student's knowledge of the contemporary and historical literature relating to the student's proposed research.

During the meeting, the student will deliver a 20-minute oral presentation describing progress toward choosing and initiating a research project, or for MA 1 students an update of progress made since the second semester advisory meeting. The student will not be expected to present extensive data, but an insightful, well-organized presentation is anticipated. The time limit may be strictly enforced.

The committee will evaluate the student's progress in terms of recommendations and requirements of the first-semester meeting. In addition, the answers to general questions will be evaluated and a score of satisfactory or unsatisfactory recorded. An unsatisfactory performance on either the oral presentation or the general test requires that the student repeat that portion of the exam during the next semester. Advancement to the MA thesis defense or the Ph.D. comprehensive examination requires scores of satisfactory for both the oral presentation and the general test. A written report (on the exam form) will be prepared by the student's faculty advisor in consultation with the other participants within two weeks after the meeting. The advisor should give a copy of this report to the student, each member of the MA Thesis Committee or the Ph.D. Dissertation Committee, and to the EBIO Graduate Coordinator to place in the student's file.

### **TRANSFER OF CREDIT**

Graduate credit may be transferred from recognized graduate schools (includes hours taken as a special student at CU). For a master's degree, 9 hours may be transferred. For a PhD degree, 21 hours may be transferred. Transfer of credit can be made only after a student has completed at least 6 hours and one term satisfactorily (at least a 3.0 GPA) at this school as a graduate student. Transfer of credit requires the consent of the EBIO Graduate Committee Chairperson and the Dean of the Graduate School. The appropriate form is available in the EBIO Graduate Coordinator's office. Credit obtained in an MA program at CU may be counted toward the PhD if approved by the EBIO Graduate Committee.

### **SPECIAL PROVISIONS IN RELATION TO GRADUATE TEACHING**

All graduate students pursuing a Ph.D. degree in the Department of EBIO are required to complete at least two semesters of teaching experience as a 50%-time graduate teaching assistant on the Boulder campus. There is no teaching requirement for the MA degree. The TA appointment must be one that has been assigned by a department and for which faculty course questionnaires are administered. Teaching experience at other institutions may fulfill

this requirement. Requests for exceptions to this rule must be brought by the Ph.D. Dissertation Committee to the Graduate Committee.

A teaching assistant employed on a half-time basis during a regular semester must register as a full-time student as specified by the Graduate School. A graduate student will be considered to be carrying a full load if the student is registered for not fewer than 5 semester hours of course work numbered 5000 or above, at least 8 semester hours in a combination of undergraduate and graduate course work, or any number of thesis hours in a regular semester.

Students appointed as TA's during the summer do not have to be registered to hold an appointment.

Teaching performance is reviewed each semester. If a student's performance falls below departmental standards, the department reserves the right to refuse further support in the form of a teaching assistantship.

### **INDEPENDENT STUDY/RESEARCH COURSES AND TUTORED COURSES**

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

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

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

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

## **APPEAL PROCESS**

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

## **DEPARTMENTAL COLLOQUIA**

Regular attendance at departmental colloquia is expected of all graduate students.

## **ACADEMIC CALENDAR**

Many EBIO faculty are absent from campus during the summer months. Consequently, formal committee meetings, exams (written or oral), thesis defenses and PhD Colloquia may not take place between the last day of final exams in the spring semester and first day of classes in the fall semester. Students should plan their work well in advance in order to take this rule into account. This rule may NOT be waived by a student's Committee. (Faculty vote April 11, 1991 and April 20, 2000). A student and her/his faculty advisor may petition the EBIO Executive Committee for an exception to this rule.

## **TIME LIMITATIONS**

All requirements for the PhD Degree should be completed within five years after admission to the PhD program. All requirements for the Master's Degrees offered by the Department are to be completed within two years for full time students. Part-time master's degree students must complete all degree requirements within five years or seven successive summers.

The Department restricts teaching assistant appointment eligibility for full-time MA1 students to two years, and for full-time PhD students to five post-master's years. For students completing both a MA1 and PhD in EBIO, there is a time limit of six years (total for MA1 and PhD) imposed by the Graduate School. Any extensions to this time limit must be requested from the Graduate School and in writing by the student and their advisor.

## **TIME OUT PROGRAM**

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

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

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

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

## **PH.D. DEGREE**

**Course Requirements:** A minimum of 60 credit hours (30 coursework hours and 30 dissertation hours) is required of all PhD students. Graduate courses are numbered at 5000 and above. Courses taken to make up deficiencies cannot be counted toward the graduate degree, nor can they be taken as Independent Study credit hours. Coursework must include the following:

- 1) EBIO 5000-course: "EBIO Colloquia." This must be taken in the first and second (fall and spring) semesters.
- 2) EBIO 6000-course: "Introduction to Biological Research." This must be taken in the first (fall) semester.
- 3) Two graduate seminars. With the approval of the student's advisory committee, graduate seminars in other departments could be counted toward the seminar requirement.
- 4) The remainder of the coursework can be taken from the graduate courses in the EBIO department and/or from other departments, contingent upon the approval of the student's PhD Dissertation Committee.
- 5) At least 30 hours of doctoral dissertation hours must be taken. Doctoral dissertation hours may be taken in the following manner:
  - A) No more than 10 hours prior to the semester in which the Comprehensive Exam is passed;
  - B) No more than 10 hours in the semester the Comprehensive Exam is passed (if the exam is failed, the hours for this semester will not count);

- C) Following the semester in which the Comprehensive Exam is passed, PhD students are required to register continuously (summer excepted) for 5 to 10 hours of dissertation credit through the semester of their dissertation defense. If the student is off-campus, he/she may be registered with off-campus status. Off-campus status (3 credits of dissertation hours) is considered to be part-time.
- 6) At least 30 hours of coursework at the 5000 level or above are required. These courses are to be decided on by the student and his/her Dissertation Committee.
  - A) All 5000 level or above courses taken at the University of Colorado to fulfill an MAI may be applied toward the PhD Degree. However, MAI thesis hours (EBIO 6950) may not be included.
  - B) Six hours of Independent Study or Independent Research may be taken; hours in excess of 6 must be approved by the student's Dissertation Committee.

Dissertation Committee: The PhD Dissertation Committee shall be composed of at least five members of the approved University of Colorado Graduate Faculty. The majority (including the major advisor) are to be EBIO faculty members. One member, serving as the "outside" member, must not be appointed wholly or partially in EBIO, but she/he must be a member of the C.U. Graduate Faculty. The outside member should be a regular or tenured graduate faculty member of the CU-Boulder campus and should be in a field related to the student's area. The role of the outside member is to bring in a different perspective on the subject than that offered by the department itself. When the major dissertation advisor is not a regular EBIO faculty member, a co-advisor from the EBIO faculty must be appointed. The outside member must be present for the Comprehensive Examination and Defense of Dissertation. Dissertation Committee members cannot be changed after the Comprehensive Examination, except with permission of the Graduate Committee. Please see the EBIO Graduate Coordinator for a Dissertation Committee form.

The function of the Dissertation Committee is to guide the student's professional development and to provide advice concerning coursework and research. In addition, the Dissertation Committee prepares and administers the PhD Comprehensive Examination and the Defense of Dissertation (Final Examination).

## PROCEDURES FOR THE PHD DEGREE PROGRAM

- 1) Early during the first semester, all new PhD graduate students, with their major advisor of record, will convene an Advisory Committee meeting as described above under **FIRST SEMESTER GRADUATE ADVISORY COMMITTEE MEETING**.
- 2) In the third semester, all PhD graduate students must meet with their Graduate Research Committee as described under **THIRD SEMESTER EXAM**. The outside member of the Dissertation committee need not be present, but is welcome to participate.
- 3) **PhD Comprehensive Examination**

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

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

### **The PhD Comprehensive Exam consists of:**

- 1) Submission to the Dissertation Committee of a 15-page [NSF-type or NIH-type (format)] research proposal on the dissertation topic. A copy of this proposal must be submitted to every member of the committee no later than three weeks before the scheduled meeting. It is expected that the student will subsequently submit a revision of this research proposal to an appropriate agency that is likely to support the proposed work. Students are encouraged to consult with committee members as they are preparing this document.

As is customary, the research proposal should include the following categories:

- Abstract of proposed work
- General introduction that puts the proposed project into perspective and reviews the pertinent literature in this field.
- Rationale for and importance of the proposed research.
- Relevant preliminary research already completed or in progress (if any).
- Experimental design including proposed analytic methods and a research plan.
- References
- Budget

(Limit: 15 single-spaced pages, including figures and tables but not including references.)

II. A scheduled meeting consisting of two parts:

(a) A 20 minute formal presentation by the student on her/his research progress. This presentation is to be of a format acceptable at a national meeting, should highlight the questions addressed by the student's research, and not be focused on site or methodological details.

(b) An oral examination by the Dissertation Committee, including a discussion of the research presented by the student. This examination is intended to be substantially broader than a defense of the dissertation proposal, and it will probe the student's knowledge of the contemporary and historical literature relating to the student's proposed research. Students are encouraged to seek advice from all Comprehensive Examination Committee members about their expectations concerning subject matter and level of knowledge for this exam. No restrictions are placed upon committee members with regard to subject matter relevant to the dissertation topic.

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

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

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

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

**Part I:** The presentation of dissertation work in a Departmental colloquium by PhD candidates is required and must precede the dissertation defense conducted by the Dissertation Committee. This presentation must be arranged with the Departmental

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

Part II: Evaluation of penultimate draft of the dissertation. A copy of the draft, approved by the major advisor, is submitted to each member of the Dissertation Committee at least 10 working days before the defense. (Please refer to your Schedule of Deadlines concerning Graduate School deadline dates for filing forms, or contact the EBIO Graduate Coordinator.) Otherwise, the defense must be postponed.

The Dissertation Committee may want to review the final draft or give the major advisor the power to verify any recommended alterations.

The dissertation defense is failed if there are two or more negative votes by the Dissertation Committee. The dissertation defense may be taken one more time within a reasonable time stipulated at the first defense but within one year of the first defense.

The defense of the dissertation must take place between the first day of the Fall semester and the last day of the Spring semester, but the degree may be formally granted in the Summer. The last day of a semester is defined by this Department as being the last day of final examinations.

The Dissertation: The dissertation must follow the specifications set forth by the Graduate School. A copy of the dissertation manual is available from the EBIO Graduate Coordinator, and it is also available at the Graduate School webpage:

<<http://www.colorado.edu/GraduateSchool>>. One copy of the dissertation (signed by no fewer than two members of the Advisory Committee) along with two abstracts of the dissertation must be submitted to the University Graduate School. One copy must be given to the EBIO Graduate Coordinator and one should be given to the major advisor.

## **SUMMARY OF DEADLINES FOR PH.D.**

PhD Dissertation Committee: Appointed at least by end of 2nd semester. Notify EBIO Graduate Coordinator of members on Dissertation Committee form.

1st-Semester Graduate Advisory Committee Meeting: during first semester after matriculation. Submit completed 1st-Semester Report Form to the EBIO Graduate Coordinator.

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

Seminars: Begin first year and continue until completed.

EBIO Seminar Requirement Checklist: TWO WEEKS PRIOR to PhD Comprehensive Exam. Form obtained from and returned to EBIO Graduate Coordinator.

Application for Candidacy: TWO WEEKS PRIOR to PhD Comprehensive Exam. Form obtained from and returned to EBIO Graduate Coordinator.

Comprehensive Exam Form: TWO WEEKS PRIOR to PhD Comprehensive Exam. Form obtained from and returned to EBIO Graduate Coordinator.

PhD Comprehensive Examination: Must be taken within first five semesters.

Penultimate Draft of Dissertation Available to Committee: **At least 10 working days prior to the defense of the dissertation (final examination).**

Dissertation Defense Leaflet: Obtain from the EBIO Graduate Coordinator. This form must be returned to the EBIO Graduate Coordinator more than two weeks prior to defense for duplication, distribution to the Graduate School and posting.

Doctoral Final Exam Form: TWO WEEKS PRIOR to PhD Final Exam. Form obtained from and returned to EBIO Graduate Coordinator.

Department colloquium: Must precede the dissertation defense. Fill out and submit a "Public Seminar" form to the EBIO Graduate Coordinator no later than two weeks after the colloquium.

Defense of Dissertation (Final Examination): Specific deadline dates are set up each academic year by the Graduate School. Schedules are available from the EBIO Graduate Coordinator for the semester in which the degree is to be awarded.

PhD Exams, Dissertation Defense, Public Seminars, and Committee Meetings: Must be scheduled during the academic year (See page 6 under **ACADEMIC CALENDAR**).

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

Completion of All Degree Requirements: Expected within 5 years after admission to the PhD program. For students completing both a MA1 and PhD in EBIO, there is a time-limit of six years (total for MA1 and PhD) imposed by the Graduate School. Any extensions to this time limit must be requested from the Graduate School and in writing by the student and their advisor. (A copy of the letter of request must be given to the EBIO Graduate Coordinator to place in the student's file.)

## **MASTER'S DEGREE PLAN I (With Thesis)**

### Course Requirements

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

- 1) EBIO 5000-course: "EBIO Colloquia." This must be taken in the first and second (fall and spring) semesters.
- 2) EBIO 6000-course: "Introduction to Biological Research." This must be taken in the first (fall) semester.
- 3) One graduate seminar. With the approval of the student's advisory committee, graduate seminars in other departments could be counted toward the seminar requirement.
- 4) A maximum of 6, and not less than 4, hours of master's thesis (EBIO 6950).
- 5) The remainder of the coursework can be taken from the graduate courses in the EBIO department and/or from other departments, contingent upon the approval of the student's Thesis Committee.

## Thesis Committee

A minimum of 3 members of the Graduate Faculty, the majority of whom must be regular EBIO faculty members.

### **PROCEDURES FOR THE MAI DEGREE**

#### 1) **First Semester Graduate Advisory Meeting**

Early during the first semester, all new MA 1 graduate students, with their major advisor of record, will convene an Advisory Committee meeting as described on page 2 under **FIRST SEMESTER GRADUATE ADVISORY COMMITTEE MEETING**.

#### 2) **Second Semester MA Advisory Meeting**

During the second semester the student will meet with their Graduate Research Committee to discuss their proposed research plan for the upcoming year. Two weeks before this meeting, the student will submit a proposal of approximately 5-8 pages to their committee. The format of the proposal may vary, but should contain an introductory section with background information justifying the project, hypotheses, a work plan, and literature cited. The student will give a 20 minute oral presentation of their proposal to the committee at the beginning of the meeting. The committee will discuss the student's proposed work plan, and provide constructive advice to help the student complete their project.

#### 3) **Third Semester Exam**

In the third semester, all MA1 graduate students must meet with their Graduate Research Committee as described under **THIRD (MA) SEMESTER EXAM** (See page 4.).

#### 4) **Defense of the MA Thesis**

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

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

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

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

The Thesis Committee may want to review the final draft or give the major advisor the power to verify any recommended alterations.

The thesis defense is failed if there is not an affirmative vote from the majority of the thesis committee members. A student who fails the final examination may not attempt the examination again for at least three months and until any work prescribed by the thesis committee has been completed. The student may retake the examination only once.

The defense of the thesis must take place between the first day of the Fall semester and the last day of the Spring semester, but the degree may be formally granted in the Summer. The last day of a semester is defined by this Department as being the last day of final examinations.

**The Thesis:** Must follow "Thesis Specifications" of the Graduate School. A copy of the thesis specifications manual is available from the EBIO Graduate Coordinator, and it is also available at the Graduate School webpage: <<http://www.colorado.edu/GraduateSchool>>. The thesis must be approved and signed by 2 members of the EBIO faculty. Two copies must be filed at the Graduate School and one copy with the EBIO Graduate Coordinator. In addition, please make arrangements to give a copy to the major advisor.

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

## **SUMMARY OF DEADLINES FOR THE MAI**

MA 1 Thesis Committee: Chosen early the first semester. Notify EBIO Graduate Coordinator of Thesis Committee members on committee form.

1st-Semester Graduate Advisory Committee Meeting: during first semester after matriculation. Submit completed 1st-Semester Report Form to the EBIO Graduate Coordinator.

Deficiencies: Should be removed during first semester, if possible but no later than 2nd semester. Failure to remove the deficiencies will result in one semester of probation during which deficiencies must be removed, or the student may be suspended from further departmental support.

2nd-Semester Advisory Meeting: Within six weeks of the start of the second semester after matriculation for the MA1 degree

EBIO Seminar Requirement Checklist: TWO WEEKS PRIOR to MA1 third-semester exam. Form obtained from and returned to EBIO Graduate Coordinator.

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

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

Application for MA Candidacy: Early in the semester of the MA1 thesis defense. No later than the posted graduation deadlines listed by the Graduate School for master's students. Form obtained from and returned to EBIO Graduate Coordinator.

Master's Defense (Final Exam) Form: TWO WEEKS PRIOR to MA thesis defense. Form obtained from and returned to EBIO Graduate Coordinator.

Completion of All Requirements for Degree including Thesis Defense: Expected within two years for full-time students; five years or seven successive summers for part-time students.

## **MASTER'S DEGREE - PLAN II (without thesis)**

### Course Requirements

At least 30 hours of coursework must be completed. At least 24 hours must be completed at the 5000 level or above; this must include a minimum of 4 independent research hours culminating in a paper directly related to the independent research. A maximum of 6 credit hours may be completed at the 4000 level. Independent study coursework cannot exceed

25 percent of the coursework required for the master's degree. Courses taken to make up deficiencies cannot be counted toward the graduate degree, nor can they be taken as Independent Study credit hours. Coursework must include:

- 1) EBIO 5000-course: "EBIO Colloquia." This must be taken in the first and second (fall and spring) semesters.
- 2) EBIO 6000-course: "Introduction to Biological Research." This must be taken in the first (fall) semester.
- 3) One graduate seminar. With the approval of the student's advisory committee, graduate seminars in other departments could be counted toward the seminar requirement.
- 4) Four of the 30 required semester hours must be for Independent Research culminating in a paper directly related to the Independent Research.
- 5) The remainder of the coursework can be taken from the graduate courses in the EBIO department and/or from other departments, contingent upon the approval of the student's MAII Advisory Committee.

#### Graduate Student Evaluations

- 1) Early during the first semester, all new MA II graduate students, with their major advisor of record, will convene an Advisory Committee meeting as described above under **FIRST SEMESTER GRADUATE ADVISORY COMMITTEE MEETING**.
- 2) In the third semester, all MAII graduate students must meet with their Graduate Research Committee as described under **THIRD (MA) SEMESTER EXAM** (See p. 4.).
- 3) If a student has not completed his/her MAII program by the beginning of their third year of graduate studies, he/she will be expected to meet with the EBIO Departmental Graduate Committee to present a fifteen-minute presentation summarizing their progress to date, including a specific plan for completion. The committee will assist students in determining a deadline. At the committee's discretion, the student may be placed on probation for one semester, after which the student will be expected to re-appear before the Committee and present a specific plan for completion. If the second meeting continues to reveal problems, the student may be suspended or dismissed.

#### Oral Exam:

May be required. The student must schedule three hours for this exam. This exam will cover the independent research paper, and can also cover coursework. The MA2 oral exam must be taken by the Graduate School posted deadline for the MA1 thesis defense/final exam. The independent research paper must be submitted at least 3 weeks before the posted MA1 thesis defense/final exam deadline, and at least 2 weeks before the MA2 oral exam. The oral exam form is available from the EBIO Graduate Coordinator. The

form must be completed and returned to the EBIO Graduate Coordinator within two weeks after the oral exam.

This degree is considered to be a terminal degree.

## **SUMMARY OF DEADLINES FOR THE MAII**

MAII Advisory Committee: Chosen in the first year of graduate study. Notify EBIO Graduate Coordinator of Advisory Committee members on committee form.

1st-Semester Graduate Advisory Committee Meeting: during first semester after matriculation. Submit completed 1st-Semester Report Form to the EBIO Graduate Coordinator.

Deficiencies: Should be removed not later than 2nd semester.

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

Application for Degree Candidacy: Must be filed no later than the posted graduation deadlines during the semester in which they plan to have their degree conferred.

Independent Research Paper: Must be completed and submitted at least 3 weeks before the graduate school posted deadline for the MA1 thesis defense/final exam, and at least 2 weeks before the MA2 oral exam.

Oral Exam: May be required. Must be completed by the graduate school posted deadline for the MA1 thesis defense/final exam.

Master's Degree Plan Approval Form (only for the MAII degree): Must be filed at the same time as the Application for Degree Candidacy.

EBIO Seminar Requirement Checklist: Must be submitted by the end of the 3rd semester.

Completion of All Requirements for Degree: Within two years for full-time students; five years or seven successive summers for part-time students.

Committee Meetings, Exams: Must be scheduled during the academic year (See page 6 under **ACADEMIC CALENDAR**).