

TABLE OF CONTENTS

Overview of the Graduate Program in Organismic and Evolutionary Biology	1
General Information	2
Role of Major Advisor	2
OEB Administration and Program Manager	2
Role of Guidance Committee	3
Financial Support.....	3
Research Funding	4
Graduate Students Grants Service	5
Time Limitation for Degrees	5
Extension of Statute of Limitations (SOL) Policy	5
Changing Program Tracks	5
Time Limitation on Courses	5
Full-Time Status	5
Graduate Student Review	6
OEB Course Requirements	7
Seminar Program.....	7
Thursday Lunch Discussion Group (TLDG)	7
Darwin Postdoctoral Fellows Program	7
Master of Science Degree	8
Credit Requirements	8
M.S. Course Requirements.....	8
Special Problem Courses.....	8
Foreign Language Requirements	8
Thesis Committee	8
Thesis Prospectus	9
Thesis	10
Thesis Defense	10
Doctor of Philosophy Degree.....	11
General Requirements	11
Course Requirements	11
Teaching Requirement.....	11
Residency Requirement	11
Language or Special Skill Requirement	11
Dissertation Credits.....	11
Preliminary Comprehensive Examination.....	12
M.S. "On-the-Way"	13
Dissertation Committee	13
Dissertation Prospectus	14

cont'd

Doctor of Philosophy Degree (cont'd)

Dissertation	15
Scheduling the Defense	15
Dissertation Defense	16
Requirements for Joint Ph.D.	16
Additional Useful Information	17
Your University Affiliation	17
OEB Website	17
OEB Student Organization	17
OEB TA Award	18
Publishing	18
OEB Policy on Use of OEB E-Mail Lists	18
If Conflicts Arise Between You and Your Advisor	18
Professional Societies	19
Museum Collections and Voucher Specimens	19
Animal Use Protocol and Research Permits	19
Use of University Vehicles	19
Appendices	
A Additional Courses to Consider	21
B OEB Statistics Guidelines	22
C OEB M.S. Timeline	24
D OEB M.S. Checklist	25
E OEB Ph.D. Timeline	26
F OEB Preliminary Comprehensive Examination Checklist	27
G OEB Ph.D. Checklist	28
H Template for Prospectus Signature Sheet	30

OVERVIEW OF THE GRADUATE PROGRAM IN ORGANISMIC AND EVOLUTIONARY BIOLOGY

The Graduate Program in Organismic and Evolutionary Biology provides interdepartmental training for MS and PhD students in ecology, organismal and evolutionary biology. Graduate students, post-docs, and faculty study biological processes ranging from the molecular to the ecosystem level, often bridging the gap between basic and applied research. Our faculty and students conduct research in four broad areas:

[Animal Behavior](#): Behavioral ecology, communication, learning

[Ecology](#): Community ecology, population ecology, landscape ecology, conservation biology

[Evolutionary Biology](#): Evolution, phylogenetics, population genetics, molecular evolution

[Organismal Biology](#): Physiology, morphology, paleontology

OEB includes more than 75 faculty from nine departments within the [College of Natural Sciences](#) and other on- and off-campus institutes and organizations. Additional members are drawn from the other campuses in the Five College Community ([Amherst](#), [Hampshire](#), [Mt. Holyoke](#), and [Smith](#) Colleges).

Three other interdepartmental programs train graduate students in the life sciences:

[Molecular and Cellular Biology](#) (MCB)

[Neuroscience and Behavior](#) (NSB)

[Plant Biology](#) (PB)

With just under 40 students, we are large enough to provide the opportunity for a wide range of interactions among students, but small enough so that students form a cohesive group. OEB is structured to offer broad flexible training. There are few formal course requirements. Instead, each student's committee tailors a program of coursework to the student's background and areas of research interest. Students are encouraged to seek extramural funding and publish their research before they complete their degrees. Students graduating from our program are well prepared to seek permanent research or teaching positions in higher education, government agencies, or museums.

OEB also promotes collaboration among faculty interested in ecology, organismal and evolutionary biology and advocates for these fields on this campus and in the wider community. Despite the diversity of disciplines, approaches and affiliations represented throughout OEB, we are united by our shared commitment to the study of organismal biology. With OEB as an umbrella, our graduate research and training missions form a focused program, with a national reputation.

A cornerstone of the program is the nationally-recognized [Darwin Postdoctoral Fellowship Program](#). This program brings recent PhD's to OEB, where they teach, conduct research and serve as mentors to OEB graduate students.

☞ GENERAL INFORMATION ☞

The OEB Student Guide will inform you about requirements of the program and offer suggestions to help your work go smoothly. However, it is not the only source of information upon which you should rely. For Graduate School policies and regulations, you should obtain the **Graduate Student Handbook** (<http://www.umass.edu/gradschool/policies-forms/graduate-student-handbook>). Both are documents that you will refer to many times throughout your graduate training. The **OEB website's Students page** (<http://www.bio.umass.edu/oeb/students>) includes links to both of these documents as well as many other resources for students. There you will also find the OEB Survival Guide, a document created by OEB students for OEB students.

ROLE OF MAJOR ADVISOR

Students are not admitted into the OEB graduate program without a provisional Major Advisor. These arrangements develop through communications with an appropriate faculty member during the admission process. It is the Major Advisor's responsibility to supervise your graduate work and to chair your thesis or dissertation committee. Your Major Advisor contributes to your funding, coordinates your laboratory space, office space, research supplies, keys, email, etc. It is your responsibility to schedule regular meetings with your Major Advisor to discuss your research, coursework, and other professional interests and concerns. It is best to ask early about expectations regarding work hours, research procedures, etc. before a problem arises. A student can change his or her Major Advisor without jeopardy, providing that details of the transfer are agreeable to all parties concerned, and the newly selected advisor can arrange for financial support for the student. If this occurs, you must notify the OEB Graduate Program Director via memo. (For more information on resolving conflicts with your advisor, see page 20.)

OEB ADMINISTRATION AND PROGRAM MANAGER

Currently OEB is administered by a Director and two Associate Directors, with guidance provided by a Steering Committee. The OEB Office (Room 319, Morrill Science Center III) houses OEB's Program Manager and Bookkeeper.

- The **OEB Director** represents the program throughout the University. The director is responsible for the program budget and policy decisions, and is advised by two Associate Directors and a Steering Committee.
- One Associate Director serves as the **OEB Graduate Program Director (GPD)**. The GPD is the program's link with the Graduate School and can help you understand its procedures. Much of the red tape associated with your program, such as thesis and preliminary exam committee appointments, and scheduling defenses, involves the GPD. The GPD heads the **Graduate Operations Committee** that oversees graduate training in OEB and conducts annual grad student reviews. The GPD is also the graduate students' advocate, and can be a useful sounding board if you have a problem you are reluctant to raise with your advisor.
- The other Associate Director serves as the **Admissions Committee Chair**.
- The **OEB Steering Committee** consists of the OEB faculty members elected to represent the diverse interests of OEB, plus a student representative. The committee's responsibilities include formulating policy, advising the director on policy decisions, and reviewing all program activities.
- The **OEB Program Manager** maintains your program file, tracks your progress, manages the program's finances, and can answer many basic questions relating to your graduate studies. The Graduate School keeps additional formal records. **Students should maintain their own file of important documents and memos.**

It is critical that you keep the OEB Office informed of your campus address, phone number, and email. **If you plan to be away from the University for any length of time, you must inform the Office.**

ROLE OF GUIDANCE COMMITTEE

Your Guidance Committee will oversee the beginning of your graduate training and will advise you in planning your coursework. ***Because of its critical role in the early part of your graduate training, each student must form and meet with his or her Guidance Committee before the end of the first semester.*** This committee will consist of three members, including your Major Advisor, all of whom are members of OEB. Your Major Advisor will advise you in the selection of the other two faculty members. One of these faculty members must be in a department other than your Major Advisor's.

Your Guidance Committee is not necessarily the same as your Thesis, Preliminary Exam, or Dissertation Committees. However, it is likely that some or all of its members will continue to serve on these later committees. Students must come to their first meeting with their Guidance Committee prepared with the following:

Course List--a list of all relevant undergraduate and graduate courses (including grades) organized under broad areas such as Chemistry, Math, Ecology, Evolution, etc.

List of Proposed Courses--explore available course options and provide full information such as semester offered, faculty in charge, etc.

Plan for a Research Project--this is not a formal or final commitment to a specific project but an open discussion of potential projects.

Students will answer informal questions about their academic background. Your Guidance Committee will help you construct a specific program of courses designed to correct any deficiencies and tailored to your research interests.

FINANCIAL SUPPORT

The Admissions Committee makes initial financial aid recommendations. Except in unusual circumstances, students are not admitted into OEB without financial support. The OEB Director, in consultation with the student's Major Advisor, makes subsequent decisions about support. Three major categories of financial support are available: Teaching Assistantships, Research Assistantships, and Fellowships.

Teaching Assistantships Often OEB provides financial support in the form of a Teaching Assistantship (TA). The 2014/2015 rate is \$17,298 nine-month academic year. Reappointment is based on performance of assigned duties and adequate progress on graduate studies.

Research Assistantships Other students are supported on Research Assistantships (RAs). Such positions are funded by research grants awarded to the Major Advisor by granting agencies such as NSF and NIH. RAs carry specific duties related to the objectives of the grant and the Major Advisor. Thesis or dissertation subject matter for RAs is often closely linked to the funded research area.

OEB RAs Many years OEB offers a one-semester RA for a senior graduate student. The recipient is chosen by the GOC as part of the University Fellowship nomination process. The goal is to provide a boost in progress towards either publication of a paper or completion of the thesis/dissertation.

Regardless of whether you have an RA or a TA, summer employment on grants may be available through your Major Advisor, your Major Advisor's Department, or the OEB Office. Funding opportunities change frequently; keep posted on developments announced by the OEB office or by your Major Advisor's Department.

Undertaking employment outside the University in addition to a TA or RA is at the discretion of the student and his or her Major Advisor, although OEB greatly discourages this. Students who elect to pursue outside employment remain responsible for meeting all requirements mandated by their assistantship, the OEB Program, and the Graduate School.

Fellowships allow a student to focus on his or her own research instead of TA or RA duties. The stipend level varies according to the source of the funds. Graduate School Fellowships and extramural fellowships are available.

The OEB Graduate Operations Committee nominates current (typically senior) students for **Graduate School Fellowships** in the spring semester based on students' annual review, academic records, progress, and other factors. Students may ask to be considered for nomination. Competition for the limited number of Graduate School Fellowships is University-wide. The period of these fellowships is one academic year.

Extramural fellowships include the **National Science Foundation (NSF) Graduate Research Fellowship**. These are highly competitive national awards that offer three years of support. Prospective students should consider filing an application for a NSF Fellowship when they apply to graduate school. First and second year students may also apply (or reapply) for the December deadline (with some restrictions). More information can be found by going to <http://www.nsf.gov/>, then navigating to Graduate Research Fellowship Program.

You may seek long-term support for graduate research in foreign countries from the **Fulbright Foundation**. Fulbright applications are available in early fall and are usually due in October. A campus-wide committee screens candidates and forwards folders of its nominees directly to the National Fulbright Committee. More information can be found at: http://www.cies.org/about_fulb.htm

A few special short-term fellowships, for instance for summer study at marine stations, may be available in some years. Consult the OEB Office for further information. For information about the many other fellowships available, consult the Graduate Student Grants Service in the Graduate School.

Travel Grants OEB offers small travel grants of up to \$400/student/year for meetings at which the student is presenting a poster or talk, off-campus courses or off-campus fieldwork. Details on the application process are available in the OEB Office.

The Graduate School offers competitive travel grants. OEB has two deadlines per year, which will be announced by email. Details are on the Grad School's website http://www.umass.edu/gradschool/Travel/Travel_Grant.htm

RESEARCH FUNDING

Your Major Advisor usually provides basic funding for your research from his or her research grants. Often, however, more extensive funding is needed. Among the best national opportunities for research support are small grants from Sigma Xi, or NSF Doctoral Dissertation Improvement Grants (DDIG) from NSF. Small grants can often be obtained by applying to Professional Societies to which you belong, such as the Animal Behavior Society.

NSF Dissertation Improvement Grants are small versions of regular NSF proposals that are subject to national review. These are for Ph. D. candidates that are advanced to candidacy (i.e., have passed their qualifying exam). Although preparing a competitive proposal is time consuming and subject to the usual delays of the grant process, it is an excellent training experience. The process from submission to final review can last nearly a year. Moreover, two or three submissions of the same proposal may be necessary before NSF awards any funds. Obviously this is not something you should plan to undertake in the fourth year of graduate study! DDIGs do not fund your stipend.

An OEB Grants Guidebook for both fellowships and research funds has been developed and is available in the OEB Office. Consult your Major Advisor, the OEB Office or the Graduate School Grants Service (see below) for further information concerning research funding opportunities.

GRADUATE STUDENT GRANTS SERVICE

The Graduate Student Grant Service (GSGS) helps graduate students identify and apply for extramural grants from non-university sources. More information can be found at <http://www.umass.edu/gradschool/gsgs/> Contact info: 528A Goodell, 545-5279, gsgs@grad.umass.edu.

TIME LIMITATION FOR DEGREES

The Graduate School expects you to finish your program in a timely manner and, to encourage this, has established statute of limitations (SOL) for graduate work. Students in master's degree programs are limited to three calendar years; doctoral students are limited to six calendar years, unless they enter with a related master's degree. The SOL is then four years.

EXTENSION OF STATUTE OF LIMITATIONS (SOL) POLICY

Sometimes it is necessary to request an extension to your SOL. To do this, you must write a memo to your Major Advisor, with a copy to the GPD that includes:

1. A summary of progress to date
2. What remains to be done
3. Justification for extension
4. Your timeline for completion

Upon approval of the Major Advisor and GPD, the Graduate School will grant a two-year extension. Further extensions become increasingly difficult to obtain, require a justification and petitioning of the Graduate School.

Students are strongly discouraged against leaving the University before finishing all requirements for their degree because experience has demonstrated that doing so greatly increases the chances that the degree will not be completed. Students who choose to take this action do so knowing that the Program is opposed to this decision and may choose not to request any future statute of limitations extensions.

If you are unsure of your SOL date, you can check with the Graduate School or the OEB Office. Failure to meet the Graduate School's deadlines or to petition successfully for an extension of the statute of limitations is sufficient grounds for dismissal by the Graduate School.

CHANGING PROGRAM TRACKS

M.S. students may apply to switch to the Ph.D. program. This should be done by the end of their first year in the graduate program by submitting a formal application to the Graduate School (no additional fee is required). Letters are required from both the student and the Major Advisor justifying the change. Changing from the Ph.D. to the M.S. program can be done through a memo from the Graduate Program Director to the Graduate School.

TIME LIMITATION ON COURSES

The deadline for all course changes (add, drop, or exercising the pass/fail-option) is the mid-semester date. Incomplete grades remain as such for one calendar year. The Registrar then lists the grade as an IF (Incomplete-Fail). To change this grade, the professor in charge of the course must send a memo to the Graduate School.

FULL-TIME STATUS

The Graduate School considers nine credit hours per semester to be full-time status. Students may be considered full-time regardless of the number of credits for which they register provided their Graduate Program Director certifies via a memo to the Graduate School that they are working full-time on research. Students remain eligible for financial assistance whether on full-time status or by payment of the program fee.

GRADUATE STUDENT REVIEWS

OEB Graduate Student Reviews are held each spring to monitor each student's progress towards his or her degree. Reviews are conducted by the Graduate Operations Committee. Unless you have officially scheduled your defense, you and your major advisor must participate.

Each review will last for 20 minutes. The first 5 minutes will be a meeting between your advisor and the review committee. Students participate in the remaining 15 minutes.

One week before reviews begin, students must submit an electronic copy of their review materials (in the format listed below) to the OEB Office. Students not currently based in Amherst must also submit their review materials for an *in absentia* review.

If you haven't met with your committee in the past year, the best thing you can do to prepare is to schedule a meeting prior to your review. Review the M.S. and Ph.D. Timelines (Appendices C & E) to make sure you are meeting program expectations. Your review is also a time to discuss your financial support needs for the upcoming year.

If you wish, you may arrange to meet with the OEB Director, Graduate Program Director and/or GOC at a time separate from your review to discuss any issues you may have without you advisor being present.

OEB GRADUATE STUDENT REVIEW	
Name _____	Date _____
Name of Major Advisor _____	
Members of Committee _____	
Dates of all committee meetings _____	
COURSE REQUIREMENTS/SEMESTER/GRADE	
<i>List both planned and completed courses. Include grades.</i>	
ECOLOGY _____	
EVOLUTION _____	
STATISTICS _____	
OEB SEMINAR _____	
OEB 697 B _____	
OEB 697 Y _____	
FOR PhD STUDENTS	
Teaching requirement _____	
Residency requirement _____	
Dates of Preliminary Examination (completed or planned) _____	
SUMMARY OF RESEARCH PROGRESS (2 pages maximum)	
Research objectives	
Planned schedule for completion of the objectives	
Progress in completing the listed objectives	
For PhD students who have advanced to candidacy, and MS students: A short narrative of each thesis chapter including a summary of progress and date to be included; abstracts from manuscripts or publications may be submitted instead.	
CURRENT CV (2 pages maximum)	

Possible Actions of the Review Committee

1. A report of satisfactory progress.
2. A recommendation for increased effort in some area of study or research.
3. A warning to the student indicating substandard progress. In this case, the student must demonstrate improvement by a specific time designated by the Review Committee.
4. A recommendation for provisional status or dismissal of a student showing consistently poor progress.

The GPD writes a memo summarizing the review. A copy is given to the student, the advisor, and one is placed in the student's folder.

OEB COURSE REQUIREMENTS

Evolution and Ecology

OEB has few course requirements, allowing great flexibility in the training programs of individual students. However, as a broadly based program, we feel that all OEB students must have a solid foundation in both ecology and in evolution. Beginning in Fall 2009, we initiated a 2-part team-taught core sequence of a course in Ecology and a course in Evolution. These are being taught in alternate fall semesters (Ecology in odd years and Evolution in even years). Students that entered earlier are grandfathered in under the course requirements that were in place when they entered. Students in the 5th year MS track can petition to have a substitute for the core course they miss by completing their degree in one year. The student's faculty advisor must propose the substitute course to the GOC for their approval.

Additional Course Requirements

Additional Courses Beyond the Core Courses and other requirements listed below, many other courses may be useful to you. A list of relevant courses is included in Appendix A.

Statistics Refer to the Appendix B for a discussion of OEB's statistics requirement.

OEB Graduate Seminar (BIO 891A – section 5), our weekly seminar series, is held on most Fridays at 4:00 p.m. Students are required to register for this course twice and should plan to complete this requirement in the first year in residence.

OEB Ecology and Evolutionary Biology Discussion (Org&EvBi 697B) 1-credit proseminar offered each fall for new students.

OEB Graduate Student Symposium (Org&EvBi 697 Y) 1-credit course offered each spring where students present their research in an informal setting. This may be taken at any time, but is best taken when you have data to present.

SEMINAR PROGRAM

OEB places great importance in bringing notable scientists to campus to interact with faculty and students. Our seminar series usually meets on Fridays at 4:00 p.m. in Room 222, Morrill Science Center, with refreshments at 3:45 p.m. preceding the seminar. An informal get-together takes place after the seminar. Student lunches with seminar speakers offer an opportunity for further interaction. While students are required to complete two semesters of Biology 891A Grad Program Seminar-OEB section, **all OEB students are expected to regularly attend seminars unless they have a scheduling conflict.** Seminars are listed on the OEB website: <http://www.bio.umass.edu/oeb/seminars>

Other relevant seminar series include: Plant Biology (Thursdays at 4:00 p.m.), Entomology (Mondays at 3:30 p.m.), and Natural Resources Conservation (Fridays at 12:00 noon).

THURSDAY LUNCH DISCUSSION GROUP (TLDG)

TLDG meets each Thursday in spring semester over lunch, and provides regular opportunities to interact with OEB faculty and students. Each week a noteworthy paper relevant to OEB is selected for discussion. **All OEB students are expected to regularly attend TLDG unless they have a scheduling conflict.**

DARWIN POSTDOCTORAL FELLOWS PROGRAM

The Darwin Fellows Program, sponsored by OEB, brings talented young postdoctoral fellows to UMASS for two-year terms during which the fellow teaches one course each year in the Biology Department and conducts research in the lab of their faculty sponsor the remainder of their time. Darwin Fellows also act as mentors to OEB Graduate Students, both informally and through leading a student discussion group each fall. An OEB student is selected to serve on the Darwin Fellow Search Committee, offering valuable insight into the academic hiring process.

☞ MASTER OF SCIENCE DEGREE ☞

Students seeking the Masters of Science in OEB must follow the Graduate School's *Thesis Option*. There is no terminal non-thesis M.S. degree in OEB. See Appendix C for the expected timeline for MS students.

CREDIT REQUIREMENTS

The usual course load is two formal courses in addition to research credits for each of the first four semesters in residence. The non-negotiable requirements listed below are set by the Graduate School.

- 30 graduate credits are required, with no more than 6 credits transferred from other institutions.
- Transfer of credit requires the consent of the OEB Graduate Program Director and approval of the Graduate School. Transfer will be approved only for courses for which the student received a grade of B or better. Graduate level courses to be transferred must be taken no more than 3 years prior to the student's acceptance into the master's program.
- 21 of the 30 credits must be in the courses listed by OEB, and 15 of the 30, not including transfer credits, must be on a letter-graded basis.
- All courses listed by the OEB Program must be taken on a graded basis unless only offered as pass/fail.
- At least 6 credits must be earned in 600-800 series courses (not including thesis credits).
- No more than 10 of the credits may be earned by means of the thesis credits.
- Special Problems (Independent Study) courses are limited to 6 credits.

M.S. COURSE REQUIREMENTS

OEB promotes maximum flexibility in individual training objectives. Each student's Guidance Committee will work out a specific program of courses designed to correct any deficiencies and tailored to the student's research interests. However, all OEB students must demonstrate general knowledge and understanding of ecology and evolutionary biology. OEB M.S. students must fulfill the requirements listed below. Under exceptional circumstances, students can petition the OEB GPD for exemptions or substitutions.

- Ecology Core Course (4 credits). This is offered in the fall of odd-numbered years.
- Evolution Core Course (4 credits). This is offered in the fall of even-numbered years.
- 2 semesters of Biology 891A Grad Program Seminar-OEB section (1 credit). This is offered every semester. Students should plan to complete this requirement in the 1st year in residence.
- 1 semester of ORG&EVBI 697B Ecology and Evolutionary Biology (1 credit). Students must register for this Proseminar in the 1st semester of residence.
- 1 semester of ORG&EVBI 697Y Graduate Student Seminar Symposium (1 credit). Students should plan to complete this requirement in spring of their 1st or 2nd year of residence.
- Between 1 and 10 credits of ORG&EVBI 699 (MS thesis credits)
- At least 1 course in statistics. See Appendix B for details on the statistics requirement.

SPECIAL PROBLEM COURSES (INDEPENDENT STUDY)

You may design Special Problem Courses, which are tutorials covering specific topics of interest to you and a particular faculty member. To avoid misunderstandings, develop a written plan outlining the course and describing any requirements for completion. Submit the plan, signed by both you and the faculty member, to the OEB office at the beginning of the course.

FOREIGN LANGUAGE REQUIREMENTS

There is no foreign language requirement for the M.S. degree, but the student's Guidance Committee may require a language or other skills such as computer science or statistics.

THESIS COMMITTEE

The Thesis Committee consists of 3 members who are both OEB and Graduate School Faculty. One member must be from a department other than that of the student's Major Advisor. Faculty not listed as Graduate Faculty may be included as "Consulting" members of your

committees, but cannot replace the required Graduate Faculty members. Students are expected to meet with their committee once a year and are encouraged to meet more often.

THESIS PROSPECTUS

Your prospectus is a **plan** of the research that you intend to conduct. Note that it is not a binding commitment to a specific research course but rather a document designed to initiate conversation between you and your dissertation committee. It should be presented to and reviewed by your committee near the beginning of your research, not after the research is completed. **Master's students should form their thesis committee and prepare their prospectus by the end of their third semester.** While this may be well ahead of the graduate school's deadline of at least four months prior to the thesis defense, it is our experience that a prospectus has much more value when prepared before most of the work is done rather than after. Plan to hold a committee meeting to discuss your prospectus once it is complete. Once your Thesis Committee is satisfied with the document, your committee and the OEB Graduate Program Director sign the cover page of the original copy to indicate approval of the topic and its plan of execution. The signed copy is sent to the Dean of the Graduate School; a copy placed in the student's file.

The thesis prospectus should contain the following:

1. What are the questions are you asking (the hypotheses you are testing)?
2. Why are you doing this research (justification of its importance)?
3. How will you conduct your research (approach and methods)?
4. When will it be done (provide a timeline for research, analysis and writing)?

Below is a suggested format for addressing these questions; other formats are acceptable as long as they answer these questions. Discuss the format you plan to use with your committee before preparing your prospectus. You will notice a broad range in the required page lengths. Different disciplines within OEB have different traditions. The state of the field may also influence the length: for example, if there is no recent literature review in your field, a long review may lead to a publication. Finally, advisors differ somewhat in their expectations for the prospectus. **Consult with your thesis committee about what they expect from you.**

- **Signature Sheet:** For format, see Appendix H
- **Introduction:** 2-5 pages, double-spaced
 Background of your discipline (*One of the goals of comparative physiology is to...*) 1-3 paragraphs
 Details of your system (*Hummingbirds are an especially useful group to examine...*) 1-3 paragraphs
 The specific questions you will be asking (*In my thesis I intend to determine...ask the following questions...address these hypotheses...*) 1-3 paragraphs
- **Literature Review** (optional): 5-20 pages, double-spaced; generally closer to 5 (see above)
 What research has already been published in your area of research? (*What has already been done on hummingbird flight physiology?*)
- **Approach:** 2-8 pages, double-spaced
 How will you be addressing the questions outlined above (*In order to determine how flight capacity differs among hummingbirds, I will examine 4 species... Using high speed cameras, I will measure...*) Include general approach, experimental design, location, species/specimens, sample sizes, statistics, etc. with no more detail than you would include in a paper. Break down by chapter or question if appropriate. Results can be included but are not necessary and should *not* be a major part of the prospectus.
- **Time Line:** 1-2 pages, double-spaced
 When will you complete your research, data analysis and writing? Break down by chapter/question. This is the part that students most often forget to include. The Graduate Program Director will not sign off without this component.
- **Total Length:** 5 to 25 pages, double spaced

Be as clear and succinct as possible. The Graduate Program Director, who must sign your prospectus, may not be familiar with your area of research, so write for a broader audience than just your committee. Don't repeat yourself and don't be redundant.

THESIS

The format of the thesis may contain pertinent sections including: Introduction, Literature Review, Materials and Methods, Results, Discussion, Conclusion, Literature Cited, etc. However, we strongly recommend instead that the candidate prepare the thesis in "publishable" manuscript format, meaning that each chapter has its own Introduction, Methods, Results, etc. OEB expects that your research will lead to publication in a refereed journal. Committee members must be given the opportunity to review chapters before they are submitted for publication. If you select the manuscript format, then include appropriate appendices and follow the *Typing Guidelines for Master's Theses and Doctoral Dissertations* (available at the Office of Degree Requirements in the Graduate School). Committee members are expected to review thesis drafts and provide feedback within a two to four week period.

THESIS DEFENSE

When a candidate has completed his/her thesis, the student will take a general, oral "defense of thesis" examination. Because of the time required for a thorough review and necessary revision, **the student must submit a complete printed (hard copy) draft of his or her thesis to each member of the Thesis Committee and the OEB Office at least two weeks before the potential defense date.** Keep in mind that your committee may require more time. Within one week of receipt of this draft, all Committee members must verify that thesis is ready to defend. The Program Manager will send an e-mail to the Committee shortly after the thesis is distributed asking for this verification and then notify the OEB GPD. Review of the thesis by Committee members may continue up to the date of defense, and the student can make minor changes to the final draft after the defense date. The final draft of the thesis must be available at the OEB Office one week before the examination.

The student and the OEB GPD work together to plan the thesis defense. The appointment of a moderator by the GPD is allowed if the student or a committee member asks the GPD to appoint one, or if the GPD thinks there should be one. The role of the moderator is to preside over the defense but not to vote. In most cases however, the chair of the committee presides over the defense.

The Thesis Committee conducts the examination. The final exam generally consists of a 30-minute research presentation to which the general public is invited, followed by a closed examination conducted by the Thesis Committee. A unanimous positive vote is a pass; two or more negative votes is a failure; and one negative vote is referred to the OEB Graduate Operations Committee for resolution. The Major Advisor will notify the OEB GPD, via memo, of the outcome of the examination. The OEB GPD will then submit a memorandum to the Graduate School stating the results of the examination. If passed, the OEB GPD reviews and signs the form *Degree Eligibility Form (Masters)* after completion by the student. The *Eligibility* form is available on the Graduate School's website. It is the student's responsibility to assure all of the required paperwork is submitted to the Graduate School. See Appendix D (OEB MS Checklist) for OEB's requirements and as well as the Graduate School's Master's Degree Checklist: http://www.umass.edu/gradschool/Masters_graduation_forms.htm

The master's thesis must be typed in a proscribed style (see the [Guidelines for Master's Theses and Doctoral Dissertations](#)) and submitted electronically through the University of Massachusetts Amherst [ScholarWorks](#) website. Two originals of the thesis signature pages are to be submitted on acid free paper to the Office of Degree Requirements.

A copy of the thesis (red binding with gold lettering) must be delivered to the OEB Director within three months of the defense (after Graduate School's approval). Failure to do so results in reproducing a copy with all costs charged to Major Advisor. A list of local binderies is available from the Office of Degree Requirements in the Graduate School.

🌀 DOCTOR OF PHILOSOPHY 🌀

GENERAL REQUIREMENTS

No specific number of credit hours is required for the Ph.D. beyond the minimum of 18 credits needed to satisfy the one-year residency requirement. See Appendix E for the expected timeline for doctoral students.

COURSE REQUIREMENTS

OEB promotes a maximum flexibility in individual training objectives. Each student's Guidance Committee will work out a specific program of courses designed to correct any deficiencies and tailored to the student's research interests. However, all OEB students must demonstrate general knowledge and understanding of ecology and evolutionary biology. To that end, OEB doctoral students must fulfill the following requirements:

- Ecology Core Course (4 credits). This is offered in the fall of odd-numbered years.
- Evolution Core Course (4 credits). This is offered in the fall of even-numbered years.
- Pass an oral preliminary comprehensive examination in the student's second year of residence. This examination, required by the Graduate School and OEB, is rigorous. To prepare, most OEB doctoral students must strengthen and broaden their academic background by taking courses identified in consultation with their Guidance Committee. Typically, this translates to 4-6 graduate level courses drawn from the list of courses found in Appendix A.
- Complete a minimum of 18 dissertation credits (ORG&EVBI 899)
- 2 semesters of Biology 891A Grad Program Seminar-OEB section (1 credit/semester). This is offered every semester. Students should plan to complete this requirement in the 1st year in residence.
- 1 semester of ORG&EVBI 697B Ecology and Evolutionary Biology (1 credit). Students should plan to complete this Proseminar in the 1st semester of residence.
- 1 semester of ORG&EVBI 697Y Graduate Student Seminar Symposium (1 credit). Students should plan to complete this requirement in the 2nd or 3rd year of residence.
- Complete statistical coursework as specified in the Statistics Guidelines (see Appendix B)

TEACHING REQUIREMENT

All Ph.D. students are required to teach at minimum the equivalent of a 1-semester Teaching Assistantship (20 hours/week) for a course that includes substantial student contact. This requirement applies to all doctoral students, even if they are not supported by TA funding, and even if they have prior teaching experience at K-12 or other non-university levels. The requirement could be met with two semesters of 10 hours/week TA positions, or by taking the lead role in teaching a course or seminar. Check with the GPD in advance with questions about whether a proposed teaching assignment will satisfy the teaching requirement. Students make arrangements for fulfilling this requirement through the OEB Office. **NOTE:** Any student intending to go into an academic career is advised to gain substantially more teaching experience during their graduate studies than the one-semester minimum OEB requirement.

RESIDENCY REQUIREMENT

The Graduate School requires a minimum of one academic year as a full-time graduate student (at least 9 credits per semester) in residence at the University. The residency year must consist of either a fall-spring or spring-fall sequence. During this time, you must spend some part of each week physically on campus. You should fulfill this requirement in your first year.

LANGUAGE OR SPECIAL SKILL REQUIREMENT

Although there is no language requirement for the Ph.D., your Guidance Committee may require a language or the acquisition of appropriate additional skills instead (e.g., computer science, statistics, electron microscopy)

DISSERTATION CREDITS

All candidates must have a minimum of 18 dissertation credits.

PRELIMINARY COMPREHENSIVE EXAMINATION (See Appendix F for Prelim Checklist)

Content: The Preliminary Comprehensive Examination is an oral examination primarily designed to ensure that the student has a broad knowledge of organismic and evolutionary biology. The student will be examined in the following subjects: general biology, evolution, ecology, and statistics. In addition, students are expected to demonstrate familiarity with the principal questions, the working literature (e.g., journals) and the leading scientists central to their research, as well as show in-depth comprehension of the material covered in courses the student has already taken. Students whose main research interests lie outside of biology may petition the Graduate Program Director to substitute other general subjects for the exam. For example, students with a focus in Geosciences may request to substitute earth sciences for general biology. Successful completion of this exam qualifies a student to become a Ph.D. candidate. The OEB Office maintains a OEB Prelim Reference.

Students seeking a joint degree must confer with the Graduate Program Directors of both programs during the exam planning process to assure that the requirements of both programs are being met.

Timing: While students normally take their exam by the end of the fourth semester in residence, they are urged to begin planning and preparing for their oral comprehensive exam soon after entry into the program. By doing so they can take full advantage of reading suggestions and potential student questions provided by faculty and previous examinees. Upon written request to the OEB GPD, students without previous graduate training in ecology, organismic or evolutionary biology (e.g., no M.S.) will be given one extra year to schedule the Preliminary Comprehensive Examination.

Examination Committee: The OEB GPD, after consultation with the Major Advisor and student, reviews the committee for balance and comprehensiveness. The GPD formally approves the Examination Committee by way of a memo to the student and the committee members. The committee will consist of four members who are OEB Faculty who may or may not be part of the student's Guidance Committee. The Major Advisor may or may not serve on the committee as preferred by the advisor and student. In order to reflect the breadth of training that OEB promotes, the committee will consist of at least one member outside the Major Advisor's department. The OEB GPD will assign a moderator for the examination. The role of the moderator is to ensure that the exam is fair for the program and for the student.

As part of the exam scheduling process, the student will submit to the OEB GPD a list of all relevant courses taken, including the dates and where completed. This information, as well as the general division of topics and the faculty member responsible for each topic, will be specified in the memo sent by the OEB GPD approving the exam.

Scheduling the Exam: Once the Examination Committee is approved, the OEB GPD, in consultation with the student, schedules Preliminary Comprehensive Examination. It is the student's responsibility to select a date for the examination at least four weeks in advance and to ensure that all members of the Examination Committee. Once this is done, a Moderator for the exam will be assigned. Do not plan to schedule prelims during final exam weeks or during intersession (including the period between the end of fall semester and the beginning of intersession), summer, or on a state holiday.

Exam and Results: If a member of the examining committee cannot be present on the day of the exam, then the student may elect either to accept a substitute or to reschedule the exam. The usual structure of the exam is that it consists of an oral exam only, in which two rounds of questions are asked, with each committee member having 20 minutes for questions in each round. The committee may decide on an alternate structure, but it must contain a substantial oral component, and the student must be informed of the structure at least two weeks in advance.

Only the Examination Committee (not the moderator) will vote. Each member of the Examination Committee will vote on the student's performance only on questions dealing

with his or her own area(s) of expertise. The student passes with a unanimous positive vote or fails with two or more negative votes. In the event of one negative vote, the Graduate School will be informed that the student has passed, but no defense can be scheduled until any recommendations made by the Examination Committee have been completed. The Examination Committee may require additional coursework to strengthen the background of the student. Again, no defense can be scheduled until any recommendations have been completed. It is your responsibility to complete the recommendations and ask the appropriate person to supply documentation to Program Manager. If the student fails, the Examination Committee may either: 1) terminate the student from the Ph.D. program, or 2) provide the student an opportunity to retake the entire exam or portions of the exam within six months.

Once the student passes the Preliminary Comprehensive Exam, the Moderator submits a memo to the OEB GPD indicating the results. The OEB GPD then submits a memo to the Graduate School with the exam results. It is student's responsibility to verify that both memos are sent. The Dissertation Committee can be appointed once the student advances to candidacy.

M.S. "On-the-Way"

Students who pass the Preliminary Comprehensive Exam may obtain a M.S. degree "on the way" by submitting a *Degree Eligibility Form* to the Graduate School. They must have fulfilled the residency requirements for the doctorate and course requirements for the master's degree. Dissertation credits may not be counted towards your M.S.

DISSERTATION COMMITTEE

After the student passes the preliminary comprehensive examination, in consultation with the student and Major Advisor, the OEB GPD nominates a Dissertation Committee to the Dean of the Graduate School. The committee consists of at least four members. All four must be Graduate Faculty, and at least three must be OEB Faculty. Additional faculty not listed as Graduate Faculty can be included as "Consulting" members of your committees, but cannot replace the required Graduate Faculty members or count as an official outside members. The candidate's Major Advisor shall chair the Dissertation Committee. One member of the Dissertation Committee must be an OEB faculty member from outside the student's department. This outside faculty member will act as representative of the Graduate Council and will attend all meetings of the Dissertation Committee, including the final examination, as a voting member. The responsibility of the Dissertation Committee is to supervise the dissertation project and conduct the final "defense of dissertation" examination. Committee members are expected to review dissertation drafts and provide feedback within a four to six week period.

It is the responsibility of the student, with his or her Major Advisor, to arrange regular meetings (at least once each year) with all members of the Dissertation Committee to discuss the research problem before approving the dissertation prospectus.

DISSERTATION PROSPECTUS/DISSERTATION OUTLINE

Your prospectus is a *plan* of the research that you intend to conduct. Note that it is not a binding commitment to a specific research course but rather a document designed to initiate conversation between you and your dissertation committee. It should be presented to and reviewed by your committee near the beginning of your research, not after the research is completed. During the 3rd year in residence, Ph.D. candidates will formalize their dissertation committee and prepare their thesis prospectus. ***An approved dissertation prospectus should be submitted to the Graduate Program Director for forwarding to the Graduate School by the end of the 3rd year.*** While this is well ahead of the graduate school's deadline of at least 7 months prior to the dissertation defense, it is our experience that a prospectus has much more value when prepared before most of the work is done rather than after. Plan to hold a committee meeting to discuss your prospectus once it is complete. When your committee is satisfied with the document, both your committee and the OEB GPD sign the cover page of the original copy to indicate approval of the topic and its plan of execution. Appendix H is a sample of the signature page. The prospectus is then sent to the Graduate School and a copy placed in the student's file. The prospectus should contain the following:

1. What are the questions are you asking (the hypotheses you are testing)?
2. Why are you doing this research (justification of its importance)?
3. How will you conduct your research (approach and methods)?
4. When will it be done (provide a timeline for research, analysis and writing)?

Below is a suggested format for addressing these questions; other formats are acceptable as long as they answer these questions. You will notice a broad range in the required page lengths. Different disciplines within OEB have different traditions. The state of the field may also influence the length: for example, if there is no recent literature review in your field, a long review may lead to a publication. Finally, advisors differ somewhat in their expectations for the prospectus. **Before you begin, consult with your dissertation committee about what they expect from you as to length and format.**

- **Signature Sheet:** See Appendix H for format.
- **Introduction:** 2-5 pages, double-spaced
Background of your discipline (*One of the goals of comparative physiology is to ...*)
1-3 paragraphs
Details of your system of interest (*Hummingbirds are an especially useful group to examine...*) 1-3 paragraphs
The specific questions you will be asking (*In my thesis I intend to determine...ask the following questions...address these hypotheses...*) 1-3 paragraphs
- **Literature Review** (optional): 5-20 pages, double-spaced (generally closer to 5 pages, but see above) What research has already been published in your area of research? (*What has already been done on hummingbird flight physiology?*)
- **Approach:** 2-8 pages, double-spaced
How will you be addressing the questions outlined above (*In order to determine how flight capacity differs among hummingbirds, I will examine 4 species... Using high speed cameras, I will measure...*) Include general approach, experimental design, location, species/specimens, sample sizes, statistics, etc. with no more detail than you would include in a paper. Break down by chapter or question if appropriate. Results can be included but are not necessary and should *not* be a major part of the prospectus.
- **Time Line:** 1-2 pages, double-spaced
When will you complete your research, data analysis and writing. Break down by chapter/question if appropriate. (This is the part that students most often forget. Your prospectus will not be approved by the GPD without this component.)
- **Total Length:** 5 to 35 pages, double-spaced

Be as clear and succinct as possible. The Graduate Program Director, who must sign your prospectus, may not be familiar with your area of research, so write for a broader audience than just your committee. Don't repeat yourself and don't be redundant.

DISSERTATION

The final requirement of the Ph.D. program is the completion and defense of a doctoral dissertation. The dissertation must demonstrate that the candidate possesses the ability and imagination necessary to do original independent thinking and research, and to present ideas clearly and in an organized form. The dissertation in its completed form is judged on the ability of the candidate to review and evaluate the literature; to formulate a problem, design appropriate experiments, and work systematically toward a solution; and to summarize and analyze data and draw logical conclusions. The goal of the dissertation is to make a significant contribution of publishable quality to scientific knowledge.

The format of the dissertation may contain pertinent sections including: Introduction, Literature Review, Materials and Methods, Results, Discussion, Conclusion, Literature Cited, etc. However, OEB expects that your research will lead to publication in a refereed journal, and thus we highly recommend instead that the candidate prepare the dissertation in "publishable" manuscript form, meaning that each chapter has its own Introduction, Methods, Results, etc. If you select the manuscript format, then include appropriate appendices and follow the *Guidelines for Master's Theses and Doctoral Dissertations* (available at http://www.umass.edu/gradschool/thesis/pdf_files/guidelines.pdf). The preliminary pages of the dissertation must include an Abstract of not more than 350 words, not including words in the heading. It is especially important to write the Abstract carefully, as it serves as the most easily accessible public document resulting from a dissertation. After your thesis or dissertation has been completed, it will be available electronically via the UMass library system.

A "rule of thumb" that many OEB faculty use is that a dissertation should have a minimum of three substantive chapters. This is not hard and fast.

SCHEDULING THE DEFENSE

The Dissertation Committee and OEB GPD must unanimously approve as ready to defend the complete draft of the dissertation before the defense may be scheduled. Because of the time required for a thorough review and necessary revision, ***the student must submit a complete draft of his or her dissertation to each member of the Dissertation Committee a minimum of five weeks before the potential defense date.*** Your committee may require more time; ask in advance.

Shortly after the thesis is distributed, the Program Manager will send an e-mail to the Committee requesting their approval to schedule the defense and then notify the OEB GPD. Review of the thesis by committee members may continue up to the date of defense, and the student can make changes to the final draft after the defense date. Generally, revisions after the defense are relatively minor, but occasionally issues arise at the defense that require more extensive revision. Thus, it is best to allow plenty of time.

After approval is given to the dissertation draft, the defense may be scheduled. The candidate and all members of the Dissertation Committee must agree upon the date. The OEB GPD sends a notification of the defense to the Office of Degree Requirements in Graduate School ***at least four weeks before the examination*** for advertisement by the Graduate School. The defense must be held on the Amherst campus. All members of the committee must be present for the defense.

In most cases, there is no need for a moderator for a dissertation defense. The appointment of a moderator is allowed if the student or a committee member asks the GPD to appoint one, or if the GPD thinks there should be one, but in most cases the Major Advisor, who chairs the Defense Committee, will preside. If a moderator is present, he or she will not vote.

A copy of the dissertation draft must be submitted to the OEB Office a week before the defense so that it is available to all interested faculty. The OEB Program Manager will notify OEB faculty that the dissertation is available for review.

DISSERTATION DEFENSE

The dissertation defense includes a 45-minute to 1-hour public seminar followed by a closed oral examination pertaining primarily to the dissertation topic. The Dissertation Committee conducts the examination. After the public portion of the defense, the Dissertation Committee will excuse the public and conduct a private discussion with the candidate. Only members of the Dissertation Committee may cast votes on the decision to pass or fail. Determination of pass or fail will be by secret ballot. For doctoral dissertation defenses, a unanimous positive vote is a pass; two or more negative votes is a failure, and one negative vote is referred to the Graduate Council for a decision (this is Graduate School policy). The Program may allow students who fail to retake the exam.

Following the final examination, the Major Advisor sends a memo to the OEB Program Manager with the exam results. The OEB GPD then submits a memo to the Graduate School stating the results, and if passed, recommends the candidate for the Doctoral degree. The student is responsible to assure that this memo is sent. The student then completes a *Doctoral Degree Eligibility Form* and submits it to the OEB GPD for signature. The form and a Doctoral Degree Checklist are available at http://www.umass.edu/gradschool/Doctoral_graduation_forms.htm.

The candidate provides 2 signature pages on acid-free paper with original signatures to the Graduate Degree Requirement Office and submits the dissertation electronically (<http://www.umass.edu/gradschool/thesis/elecdis.html>). Check this site for additional required forms and fees. See also Appendix G (OEB Ph.D. Checklist).

A hardbound final copy of the dissertation (black binding with gold letters) must be delivered to the OEB Director within three months of the defense (after Graduate School approval). Failure to do so results in reproducing a copy with all costs charged to Major Advisor. A list of local binderies is available from the Office of Degree Requirements in the Graduate School.

REQUIREMENTS FOR JOINT PH.D. DEGREE

OEB offers joint Ph.D. degrees with several departmental graduate programs. These include OEB/Entomology, OEB/Forest Resources, and OEB/Wildlife and Fisheries Conservation. To enter a joint Ph.D. program, doctoral students must meet the following requirements:

- Students will apply for admission to a single doctoral program of their choice.
- Following residence on campus for at least one semester, a student interested in a joint degree will apply for admission to the second program, provided that the Graduate Council has approved the joint degree program.
- If the student is admitted to the second program, the original admitting program will still be credited for that student and the transcript will read "Program 1" for the original admitting department, and "Program 2" for the second program.
- When the student is accepted into the second program, the statute of limitations will automatically be extended by two years.
- The requirements of the Graduate School and all requirements of both graduate programs must be met, including passing preliminary comprehensive examinations in both programs.
- Only one dissertation and one dissertation defense are required. There must be at least one member of the dissertation committee from each program.
- A joint degree means one Ph.D. in Programs 1 and 2, not two separate Ph.D. degrees. A joint degree will be awarded only when all requirements have been met for both programs.
- All requirements of the Graduate School and of both graduate programs must be met, including passing preliminary comprehensive examinations in both programs. Meet with the GPDs of both programs to assure that your prelim committee and exam format satisfy both programs. Additional information is available in the OEB Office.

More information on joint Ph.D. degrees is available in the OEB Office. UMass Amherst does not offer joint master's degrees.

↻ ADDITIONAL USEFUL INFORMATION ↻

YOUR UNIVERSITY AFFILIATION

During your years as a graduate student at UMass, you will be asked many times **"What is your department?"** When asked, you should list your affiliation as: **Graduate Program in Organismic and Evolutionary Biology**. You do not have an academic connection to your advisor's department or with any department that funds you. This is important to remember whenever you fill out paperwork that requests your department *and* when you submit grants or papers for publication.

The University is very tied to the concept of the DEPARTMENT, which often adds to the confusion when you complete University paperwork. While OEB is not a department, it is viewed as one from an administrative point of view. Please keep in mind that listing the wrong department can mean that money meant for you might be deposited in the account of the wrong department *or* that paperwork pertaining to you is misdirected away from the OEB Office. Joint degree students have a more complicated time.

Department:	Graduate Program in Organismic & Evolutionary Biology
Department Address:	319 Morrill Science Center South 611 N. Pleasant Street (if you need to include a street address) University of Massachusetts Amherst Amherst, MA 01003
Department Telephone:	413-545-0928 (OEB Office) 413-545-3243 (FAX in Biology Mailroom)
College/School:	College of Natural Sciences (Dean Steve Goodwin)
Director of OEB:	Elizabeth Dumont (use when asked for your <i>Department Head</i>) dumont@bio.umass.edu 545-3565
Graduate Program Director:	Jeff Podos (the GPD is your liaison with the Grad School) jpodos@bio.umass.edu 5-0847
OEB Program Manager	Penny Jaques pjaques@bio.umass.edu 545-0928

OEB WEBSITE

OEB's website (<http://www.bio.umass.edu/oeb/>) was recently redesigned with students in mind. In addition to general program information, you'll find a phone and e-mail directory, a listing of OEB seminars and a series of **Students** pages that list many student resources. You are strongly encouraged to create your own webpage using the template that is available. Contact the OEB office for details.

OEB STUDENT ORGANIZATION

OEB students have formed a student organization. During the semester, this group meets to share information on funding opportunities, discuss general information on the program, determine the position of the graduate student body about program issues, and to plan outreach and social activities. A president is chosen annually to coordinate activities. The group also holds annual elections to choose graduate student representatives to serve in the following committees: 1) OEB Steering Committee, 2) Darwin Fellow Search Committee, 3) OEB Seminar Committee, 4) OEB Student Outreach Committee, 5) OEB Student Mentoring Committee, and 5) Graduate Employee Organization.

OEB TA AWARD

A significant goal of OEB is to train graduate students to excel at teaching. To recognize excellence in teaching, the OEB Teaching Assistant Award was instituted in 1999 at the suggestion of students. OEB students, who teach in either the Fall or Spring semester, may apply for the award by submitting a dossier to the Graduate Operations Committee that contains the following:

- Statement of teaching philosophy
- Evaluations to be filled out by the graduate student's class
- Three letters from students evaluating teaching effectiveness
- Optional letter from course instructor or faculty advisor

The award is given out annually at the end of the spring semester and includes a small scholarship.

PUBLISHING

OEB expects that your research will lead to publication in a refereed journal. You and your major Advisor have a responsibility to make sure your work is published and made accessible to the broader scientific community. OEB encourages its students to write thesis/dissertation chapters as manuscripts ready for publication. Students planning to publish such chapters before the final defense **must provide their committee members the opportunity to review manuscripts** before they are submitted if the manuscripts are to be included in your thesis or dissertation. Students should generally be first author on published thesis or dissertation chapters. All oral and poster presentations as well as publications should acknowledge sources of funding and other support behind the research.

OEB POLICY OF USE OF OEB E-MAIL LISTS

Members of the OEB community are welcome to use OEB-email lists, but they must be used only for the following purposes:

The OEB seminar list (**oeb.seminar@bio.umass.edu**) should be used only for seminar announcements. This list includes OEB faculty, staff and students and also people outside of the five-college OEB community who have asked to be informed about seminars.

The OEB all list (**oeb.all@bio.umass.edu**) should be used only for OEB business and social events. This list includes all OEB faculty, staff and students.

The OEB graduate student list (**oeb.grad@bio.umass.edu**) should be used only for OEB business and for communication between graduate students.

The OEB faculty list (**oeb.fac@bio.umass.edu**) should only be used for OEB business and communication between faculty.

It is not appropriate to use these lists for non-OEB business, including political messages.

IF CONFLICTS ARISE BETWEEN YOU AND YOUR ADVISOR

Although OEB is a very friendly and collegial group, occasionally there are conflicts between a student and his or her advisor. You may find that you do not share the same research interests as your advisor. Your personalities may clash. You may have different expectations about your research, work habits, or timeline. You may find that you have different expectations about authorship.

Try to resolve conflicts early by scheduling a meeting with your advisor. It may be uncomfortable to broach a difficult subject, but advisors are generally as eager to resolve differences as you are. In some cases, conflicts arise because of a simple misunderstanding and a frank conversation is all that is needed. In many other cases, conflicts can be resolved over a short period of time. Even if you cannot resolve the conflict immediately, it will be helpful for each of you to see exactly what the other person's position is. It becomes more difficult for everyone if problems are left to fester.

If you are dissatisfied with the outcome of your meeting with your advisor or if you want to speak to someone before the meeting to get advice, contact the Graduate Program Director. The GPD is very familiar with the norms of the program and can serve as facilitator in issues such as whether your advisor has reasonable expectations of you. If you and the GPD deem it to be beneficial, the GPD will meet with your advisor, with or without you present (as you desire). Your conversations with the GPD are confidential.

Perhaps you and your advisor have a conflict that cannot be resolved and that will make it difficult for you to continue your degree. You may find a better match with a different advisor in OEB. Advisors vary greatly in their styles of interactions with their students and level of involvement with their students' research projects. Students also vary tremendously; some prefer to work very closely with their advisors, and some prefer a more independent path. If you think that you may want to change advisors, discuss it with your current advisor, if it is comfortable to do so. (It is generally considered bad form to shop around for a new advisor without letting your old one know.) Discuss your ideas with the GPD, who can suggest a different match. However, be forewarned that advisors are generally at least partially responsible for your funding, and many potential advisors may not have support for you.

If you are a Ph.D. student and no other OEB lab would be a suitable home for you, consider stopping with a master's degree (either by passing your Preliminary Comprehensive Examination or by writing a master's thesis) and then seeking your Ph. D. elsewhere.

Remember that a decision to change advisors or leave the program, although it can be painful, can lead to a good outcome. Ask most faculty and they will tell you stories (perhaps their own!) of students who had a change of path during graduate school that ultimately led to success. However, we encourage you to do your best to work out differences. Graduate school can be an extremely stressful time, and problems that seem large may resolve themselves given time.

A final note. If you feel that you have been subject to harassment in the workplace, know your rights. Resources include your union (the Graduate Employee Organization, or GEO) and the GPD (again, your conversations with the GPD are confidential unless you give your permission).

PROFESSIONAL SOCIETIES

We encourage students to join and participate in activities of professional societies that are relevant to their area of study. Membership in many of these societies includes a subscription to the society's journal, and frequently provides opportunities for small grants. Below is a list of some relevant societies. Your major advisor can supplement this list.

- American Association for the Advancement of Science (AAAS)
- Animal Behavior Society (ABS)
- American Fisheries Society (AFS)
- American Ornithologist's Union (AOU)
- American Society of Ichthyologists and Herpetologists (ASIH)
- American Society of Mammalogists (ASM)
- Botanical Society of America (BSA)
- Ecological Society of America (ESA)
- Entomological Society of America (ESA)
- Society for Conservation Biology (SCB)
- Society for Integrative and Comparative Biology (SICB)
- Society for the Study of Amphibians and Reptiles (SSAR)
- Society for the Study of Evolution (SSE)
- Society of Systematic Biology (SSB)
- Society of the Sigma Xi
- Society of Vertebrate Paleontology (SVP)

MUSEUM COLLECTIONS AND VOUCHER SPECIMENS

Students completing degrees in systematics or with research programs where the correct identification of species is crucial must deposit voucher specimens in the appropriate systematic collection. All curators of natural history collections on campus are members of OEB. There are several main collections: the Plant Soil and Insect Sciences Department in Fernald Hall houses an extensive collection of insects; the Biology Department in Morrill Science Center houses the University Herbarium and Zoological Collections (including mammals, birds, reptiles, amphibians, and fish); and the Department of Anthropology maintains physical anthropological materials in Machmer Hall. Your Major Advisor can assist with use of the collections. Before initiating your research program, consult with him or her.

ANIMAL USE PROTOCOL AND RESEARCH PERMITS

If you will be conducting research on live vertebrate animals (**including noninvasive field research**) there must be an approved Animal Use Protocol on file in the Animal Care Office on Campus (iacuc@resgr.umass.edu). Your Major Advisor may already have prepared a protocol and had it approved, but you will need to collaborate with your major advisor to prepare one and have it approved prior to any affiliated research. You also need to make sure that any necessary State or Federal permits are in hand prior to any affiliated research. IACUC approval takes time! Past OEB students have had their research delayed or stopped because they did not allow enough time for approval. If you proceed with your research without IACUC approval, UMass is subject to hefty fines, and your advisor's lab may be shut down. In addition, once you have an approved protocol, it is essential that you follow it. You are subject to federal inspection without prior notification. Again, violations can result in fines and lab closures.

USE OF UNIVERSITY VEHICLES

You must have a valid driver's license and be a University employee for the vehicle's insurance to be in effect. Generally, you will make arrangements to use a University vehicle through your Advisor's department. Additional restrictions may apply -- check with the appropriate departmental office or your Major Advisor. Do not use University vehicles for personal business (i.e., no spouses, friends, children, dogs or personal furniture). **On return, clean the interior of vehicle.** Off-road travel should only occur with vehicles suitable for such usage, such as pickup trucks or four-wheel drive vehicles.

APPENDIX A ADDITIONAL COURSES TO CONSIDER

Some courses are taught in alternating years. Former Entomology faculty recently moved to the Departments of Biology, Environmental Conservation or Microbiology.

The most current information on courses is in SPIRE or the Graduate Bulletin.

ECOLOGY COURSES

Biology 514	Population Genetics	Caicedo
Biology 550	Animal Behavior	Novak, Podos
Biology 597A	Animal Communications	Houlihan
Entomol 511	Insect Behavior	Averill
Entomol 683	Insect Ecology	Elkinton
Entomol 597A	Insect-Plant Interactions	Adler
Entomol 697B	Field Research in Ecology	Adler
ECO 777	Advanced Systems Ecology	Finn
Geo-sci 658	Paleoclimatology	Bradley
Geo-sci 541	Paleoecology	Staff
ECO 697A	Conservation Biology	Warren
ECO 697UE	Urban Ecology	Warren
ECO 621	Landscape Ecology	McGarigal
Psych 891	Behavioral Ecology	Jakob

EVOLUTION COURSES

Biology 521	Comparative Vertebrate Anatomy	Richmond
Biology 531	Principles of Molecular Evolution	
Biology 528	Principles of Evolution	Byers
Biology 540	Herpetology	Richmond
Biology 542	Ichthyology	Cox Fernandes
Biology 544	Ornithology	Byers
Biology 548	Mammalogy	Dumont
Entomol 526	Insect Biology	Stoffolano
Entomol 655	Insect Classification	Staff

STATISTICS (see Appendix B for information on the Statistics requirement)

Statistic 501	Intro Statistics	
BioEpi 540	Introductory Biostatistics (recipe-based tour)	
BioEpi 640	Intermediate Biostatistics (continues recipe-based tour)	
ECO 602	Analysis of Environmental Data	McGarigal
ECO 697 S	Intermed. Statistics for EnvCon	Sievert
ECO 632	Applied Multivariate Statistics for EnvCon	McGarigal

OTHER

Biology 891A	Grad Program Seminar (Section 5 is for OEB seminars)	
Biology 789	Writing for Life Sciences	Staff
Org&EvBi 697W	Grant Writing	Adler/Normark
Org&EvBi 699	Thesis Credits	
Org&EvBi 899	Dissertation Credits	
GradSch 999	Continuous Enrollment	

APPENDIX B OEB STATISTICS GUIDELINES

I. It is vital that all OEB doctoral students obtain familiarity with the introductory and intermediate statistics topics listed below in sections II. and III. All students should have a clear understanding of what procedures should be applied to particular data sets and to particular research questions. They should know the underlying assumptions and limitations of each procedure. They should have familiarity with the major statistical packages available for applying these procedures and they should have some hands-on experience with using them to analyze data. Masters students are expected to take an introductory level statistics course at a minimum.

II. Introductory Statistics

Possible courses: PUBHLTH 540, STATISTC 501, NRC 697G&S

Probability theory and distributions

Central Limit Theorem

Hypothesis testing, confidence intervals

Basic one-way ANOVA, t-tests and linear regression

Chi-square

III. Intermediate Statistics

Possible courses: W&FCONSV 697S&T, PUBHLTH 640, PLNTSOIL 661

Analysis of contingency tables, goodness of fit tests

Correlation

Regression

Simple vs. Multiple regression

Nonlinear regression

Logistic regression

Correlation

ANOVA

One-way

N-way

Multiple comparisons

Factorial vs. nested design

Fixed vs. random effects

Repeated measures

Experimental design (Latin squares, etc.)

Mixed models, ANCOVA

Non-parametric statistics

Data re-sampling procedures: Bootstrap etc.

Bayesian stats

IV. Comments:

1. The topics above constitute 'basic training' in statistics. Every scientist will need some familiarity with each of them in order to conduct research and to read the scientific literature intelligently. OEB students should know, however, that cutting-edge research in all fields of ecology and evolutionary biology often involves application of advanced statistical techniques beyond those listed above. We thus urge all students to take additional courses in statistics to match their particular career objectives. One such course is offered by OEB faculty:

Multivariate Statistics for Natural Resources NRC 797S (Lec) & 797T (Lab)

Instructor: Kevin McGarigal

2. If students come to OEB with some prior training in statistics, they might consider opting out of introductory statistics and going directly to intermediate statistics. OEB will maintain a file of syllabi of these courses to help students decide if this is a wise course of action.
 3. The three intermediate statistics courses (W&FCONSV 697S&T, PUBHLTH 640, PLNTOIL 661) cover most, but not all, of the topics listed above. It is not possible to cover them all in a single semester. W&FCONSV 697S&T cover the greatest number of these topics. PUBHLTH 640 and PLNTOIL 661 do not present data resampling or bootstrapping. PLNTOIL 661 is the most thorough regarding ANOVA and regression but leaves out contingency tables, logistic regression and non-parametric stats. If OEB students select statistics courses that do not cover all of the topics in sections II. and III., they should plan to cover these topics through other means.
 4. The instructors of each of these courses are committed to providing modern and comprehensive training in basic statistics. The courses are frequently updated and, in some cases different instructors, will teach them. New courses along these lines may be offered in the future. OEB students will need to keep abreast of these changes.
- V. Other advanced courses in Mathematics and Statistics (accessible to those without a major math background) include:
- Regression Analysis STATISTC 505
 - Design of Experiments STATISTC 506
 - Multivariate Statistical Methods STATISTC 511
- VI Advanced courses offered in the Department of Public Health include:
- Data Management and Statistical Computing PUBHLTH 691F
 - Analysis of Mixed Models and Longitudinal Data PUBHLTH 740
 - Advanced Methods in Biometric Research PUBHLTH 742
 - Analysis of Categorical Data in the Health Sciences PUBHLTH 743
 - Nonparametric Methods PUBHLTH 746

There are other quantitative courses offered in Resource Economics, Natural Resources Conservation, etc., but because they are more specialized, we have not listed them here.

APPENDIX C OEB M.S. TIMELINE

TIMELINE FOR OEB MS PROGRAM			
	REQUIREMENT	NOTES	
YEAR 1	1 st Semester	Form and meet with 3-member Guidance Committee	Pg 3 of OEB Student Guide
	2 nd Semester	Fulfill course requirements (OEB seminar, Org&EvBi 697B, 1 st Core Course + others)	Pg 7 & 8 of OEB Student Guide
		Continue to fulfill course requirements (OEB seminar + Org&EvBi 697Y)	
		Annual Graduate Review	Pg 6 of OEB Student Guide
YEAR 2	1 st Semester	Form and meet with 3-member Thesis Committee	Pg 8 of OEB Student Guide
	2 nd Semester	Fulfill course requirements (2 nd Core Course + others)	Pg 7 & 8 of OEB Student Guide
		Prepare Thesis Prospectus	Pg 9 of OEB Student Guide
		Schedule Thesis Committee meeting to review prospectus	
		Submit Prospectus to Grad School by end of semester or petition GPD for an extension	
		Conduct research	
		Fulfill remaining course requirements	
		Schedule annual thesis committee meeting before Graduate Review	
		Annual Graduate Review	
		Conduct research	
		Write thesis	
		Prepare manuscripts	
		Defend--typically MS students complete their degree in 4-5 semesters	Pg 10 of OEB Student Guide

APPENDIX D OEB M.S. CHECKLIST

Also see the Graduate School's Master's Degree Checklist at http://www.umass.edu/gradschool/Masters_graduation_forms.htm

Deadlines for completing all degree requirements and submitting required forms to the Office of Degree Requirements (these deadlines are absolute and will not be extended)

May Degree	April 15 deadline
September Degree	August 31 deadline
February Degree	December 15 deadline

COMPLETE COURSEWORK

OEB REQUIREMENTS

2 semesters OEB Seminar
 1 semester OEB 697B
 1 semester OEB 697Y
 Ecology Core Course
 Evolution Core Course
 1 semester of introductory statistics
 Other courses specified by Guidance Committee

GRADUATE SCHOOL REQUIREMENTS

Minimum of 30 credits
 Minimum of 21 credits in major field
 Minimum of 6 credits at 600-800 level
 Minimum of 1/2 credits letter-graded
 Maximum of 6 transfer credits
 Maximum of 10 thesis credits
 Maximum of 6 credits of Ind. Study

THESIS COMMITTEE

Thesis Committee: 3 members of OEB & Graduate School Faculty, with 1 of these members from a department other than that of the student's advisor. Student and Advisor recommend committee to GPD who then formalizes committee with Grad Dean.

THESIS OUTLINE

Thesis Committee and GPD must sign thesis outline cover, signifying their approval. This is typically prepared before the end of the third semester. **The Graduate School must receive thesis outline, with original signatures, at least four months prior to defense.** A copy must also be provided to OEB Office.

DEFENSE

Final draft of thesis distributed to committee members and GPD for approval, allowing 2-3 weeks for review. Defense may be scheduled only after the Thesis Committee notifies the GPD of their approval.

At least one week before defense, notify OEB Office of committee members, thesis title, defense location, and date and time of defense.

Final draft of thesis must go on display in the OEB Office at least one week before.

Defense consists of research seminar that is open to the public followed by an oral examination conducted by the Thesis Committee. Major Advisor submits memo indicating results of exam to OEB GPD, who notifies the Graduate School by memo.

AFTER DEFENSE

Complete **Master's Degree Eligibility Form** (electronic copy available at http://www.umass.edu/gradschool/sites/default/files/masters_degree_eligibility_form_for_thesis_students.pdf) and gather signatures from GPD and Program Director. Submit to Degree Requirements Office, with a copy also provided to the OEB Office.

Submit 2 copies (acid-free paper) of Signature Page with original signatures **in black ink** to Degree Requirements Office. Submit thesis electronically.

Pay required fees.

Submit **red hardbound copy with gold letters of thesis** to OEB Director within 3 months of completing degree (after the Grad School approves your thesis). The spine should read: LAST NAME OEB MS YEAR. Failure to do so results in reproducing a copy with all costs charged to Advisor.

NOTE: You must be "active to graduate," either taking credits or paying program fee (continuous enrollment) every semester before graduation.

APPENDIX E OEB Ph.D. TIMELINE

TIMELINE FOR OEB Ph.D. PROGRAM			
		REQUIREMENT	NOTES
YEAR 1	1 st Semester	Form and meet with 3-member Guidance Committee. Develop plan for coursework.	Pg 3 of OEB Student Guide
		Fulfill course requirements (OEB seminar, Org&EvBi 697B, 1 st Core Course + others)	Pg 7 & 11 of OEB Student Guide
		Fulfill 1 st semester of Residency Requirement	Pg 11 of OEB Student Guide
		Submit NSF Predoctoral Fellowship Proposal	
	2 nd Semester	Meet TA requirement (any semester)	
		Continue to fulfill course requirements (OEB seminar + others)	
		Fulfill 2 nd semester of Residency Requirement	
		Annual Graduate Review	Pg 6 of OEB Student Guide
YEAR 2	1 st Semester	Form and meet with Preliminary Exam Committee. Schedule and prepare for exam.	Pg 12 of OEB Student Guide
		Continue to fulfill course requirements (OEB seminar, 2 nd Core Course + others)	
		Conduct research, write, publish	
	2 nd Semester	Take Prelims Exam by end of semester or petition GPD for an extension	Pg 12 of OEB Student Guide
		Continue to fulfill course requirements (Org&EvBi 697Y)	
		Form 4-member Dissertation Committee after advancing to candidacy	Pg 13 of OEB Student Guide
		Schedule annual committee meeting before Graduate Review	
		Annual Graduate Review	
YEAR 3	1 st Semester	Conduct research, write, publish	
		Prepare Dissertation Prospectus	Pg 14 of OEB Student Guide
	2 nd Semester	Submit NSF DDIG	
		Schedule Dissertation Committee meeting to review prospectus	Pg 14 of OEB Student Guide
		Submit Prospectus to Grad School by end of semester or petition GPD for an extension	Pg 14 of OEB Student Guide
		Schedule annual committee meeting before Graduate Review	
		Annual Graduate Review	
YEAR 4		Conduct research, write, publish	
		Resubmit NSF DDIG if necessary	
		Schedule annual committee meeting before Graduate Review	
		Annual Graduate Review	
YEARS 5 & 6		Conduct research, write, publish	
		Schedule annual committee meeting before Graduate Review	
		Annual Graduate Review	
		Defend—typically PhD students complete their degree in their 5 th or 6 th year	Pg 16 of OEB Student Guide

APPENDIX F OEB PRELIMINARY COMPREHENSIVE EXAMINATION

The Preliminary Comprehensive Examination covers the student's knowledge of basic biology, evolution, ecology and statistics, as well as in-depth comprehension of the specific program of courses selected by the student's Guidance Committee. The OEB Office maintains a notebook with information on the Preliminary Comprehensive Examination, including questions from previous exams. Successful completion of this examination qualifies the student to become a Ph.D. candidate.

TIMING

Students should begin preparing for their exam soon after entry into the program.

Students are expected to take their prelims by the 4th semester in residence. Students who do not have a M.S. in a related area may petition the GPD for one extra year to schedule their exam. On other rare occasions (e.g., a student whose first language is not English), the exam may be postponed if the advisor and GPD concur.

PRELIM COMMITTEE COMPOSITION

The student and his/her Major Advisor recommend an appropriate preliminary comprehensive exam committee to the OEB GPD. It is best to confirm the willingness of the examiners in advance. This committee should be set up in the beginning of the 2nd year.

4 members of OEB Faculty.

1 of member must be in a department other than Advisor's

Moderator appointed by the GPD (usually a member of the GOC)

GPD reviews committee for balance and comprehensiveness. GPD assigns topics to the committee members and formally approves the committee by way of a memo to the student and the committee.

Student submits to the Program Manager a list of all relevant courses taken, including the dates, grades, and where completed.

SCHEDULING OF EXAM

Student selects a date for the examination at least four weeks in advance. Student must consult with Program Manager or the GPD in the selection of the date so that a moderator can be assigned to the exam. Do not plan to schedule exams during final examination weeks, intersession, summer or on a state holiday.

The GPD sends a memo listing time and location of exam to committee members and moderator.

AFTER EXAM

The moderator completes a form that indicates the result of the exam to the GPD.

The Graduate Program Director sends a memo indicating the result of the exam to the Graduate School's Office of Degree Requirements.

Once the student passes the preliminary exam, it is his or her responsibility to verify that the exam moderator and OEB GPD send the necessary memos indicating the exam results.

Students who have passed their prelims may obtain an M.S. degree "on the way" by application to the Graduate School. The residence requirement for the Ph.D. and course requirements for the M.S. degree must have been fulfilled. Students must obtain and complete a M.S. Degree Eligibility Form, then submit it to the OEB GPD for review and signature.

Student advances to candidacy and now may proceed with nomination of Dissertation Committee and preparation of Dissertation Prospectus.

APPENDIX G OEB Ph.D. CHECKLIST

Also see the Graduate School's Doctoral Degree Checklist at http://www.umass.edu/gradschool/sites/default/files/checklist_for_doctoral_degrees.pdf

Deadlines for completing all degree requirements and submitting required forms to the Office of Degree Requirements (these deadlines are absolute and will not be extended)

May Degree	April 15 deadline
September Degree	August 31 deadline
February Degree	December 15 deadline

COMPLETE REQUIREMENTS

OEB REQUIREMENTS

2 semesters OEB seminar
1 semester OEB 697B
1 semester OEB 697Y
Ecology Core Course
Evolution Core Course
Statistics through multivariate
Additional courses specified by Guidance Committee
Complete Teaching Requirement

GRADUATE SCHOOL REQUIREMENTS

Residency requirement satisfied
Minimum of 18 dissertation credits
Passed Preliminary Comprehensive Exam

PRELIMINARY COMPREHENSIVE EXAM

Typically completed by the 4th semester in residence. Refer to Preliminary Comprehensive Examination Checklist (Page ## and Appendix F)

DISSERTATION COMMITTEE

Once the Preliminary Exam is completed, the Dissertation Committee should be formed. Dissertation Committee Guidelines: 4 members, 3 of which are members of OEB & Graduate School Faculty, with at least one of these members from a department other than that of the student's advisor. Student and Advisor recommend committee to GPD who then recommends committee to Graduate Dean.

DISSERTATION PROSPECTUS

The prospectus (dissertation outline) should be prepared during the 3rd year in residence, following the preliminary exam. The Dissertation Committee and GPD must sign prospectus cover sheet, signifying their approval. **The Graduate School must receive dissertation outline, with original signatures, at minimum of seven months prior to defense.** A copy must also be provided to OEB Office.

DEFENSE

- Final draft of dissertation distributed to committee members for approval, allowing minimum of 5 weeks prior to defense date for review. Defense may be scheduled only after the Dissertation Committee gives their approval to GPD. Consult with GPD if a moderator is requested for the defense.
- At least 4 weeks before defense, notify the OEB Office of committee members, thesis title, defense location, and date and time of defense so that memo scheduling defense can be submitted to Graduate School.
- Final draft of thesis goes on display in the OEB Office at least 1 week before defense.
- Defense consists of 45-minute to 1-hour research seminar that is open to the public followed by an oral examination conducted by the Dissertation Committee. Major Advisor submits memo indicating results of exam to OEB GPD, who then notifies the Grad School by memo.

AFTER DEFENSE

- Submit 2 copies (acid-free paper) of signature page with original signatures *in black ink* to Degree Requirements Office. Submit dissertation electronically.
- Complete **Doctoral Degree Eligibility Form** (electronic copy at http://www.umass.edu/gradschool/sites/default/files/doctoral_degree_eligibility_form.pdf) and deliver to OEB Office for signatures from GPD and Program Director. Submit form to the Degree Requirements Office.
- Submit required graduate school forms and fees to Degree Requirements Office
- Submit **black hardbound copy of thesis with gold letters to OEB Office within 3 months of completing degree** (after the Grad School approves your dissertation). The spine should read: LAST NAME O.E.B. PHD YEAR. Failure to do so results in reproducing a copy with all costs charged to Advisor.

NOTE: You must be "active to graduate," either taking credits or paying program fee (continuous enrollment) every semester before graduation.

APPENDIX H TEMPLATE FOR PROSPECTUS SIGNATURE SHEET

TITLE

A Thesis **OR** Dissertation Outline Presented

by

YOUR FULL NAME

Approved as to style and content by:

_____, Chair

Advisor's name typed

Member's name typed

Member's name typed

GPD's name, Graduate Program Director
NOTE: make sure you use the GPD's name, not the OEB Director's