



GRADUATE PROGRAM POLICY

DEPARTMENT OF BIOLOGY
GRADUATE PROGRAM POLICY

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This policy was established on 12.07.96. Revisions to the policy have been made and approved on the following dates: 31.8.95, 5.8.96, 10.9.97, 15.7.98, 10.8.99, 3.7.01, 18.8.04, 31.3.06, 6.12.06, 13.3.07, Feb. 2013, and Sep. 2015.

SECTION I

INTRODUCTION

The policies outlined in this document are intended to conform with those of the Utah State University Office of Research and Graduate Studies as published in official catalogs, bulletins and codes. However, as noted on the School of Graduate Studies Admissions Requirements webpage (<http://rgs.usu.edu/graduateschool/admissions/requirement>), Department policies may set minimum requirements that exceed those of the School of Graduate Studies.

The Department of Biology offers two advanced degrees, the Master of Science (MS) and Doctor of Philosophy (PhD). The MS and PhD degrees are awarded under Plan A – a thesis program. The Department of Biology does not award degrees under the non-thesis programs – Plans B and C.

SECTION II

ROLES OF CO-DIRECTORS OF GRADUATE PROGRAMS AND STAFF ASSISTANT FOR THE GRADUATE PROGRAMS COMMITTEE

A. Directors of Graduate Studies

1. The Co-Directors of Graduate Programs are tenured faculty members of the Department of Biology appointed by and responsible to the Department Head. The term is indefinite. Responsibilities of the Co-Directors of Graduate Programs include, but are not limited to:
 - a. Serve as Co-Chairs of the Graduate Programs Committee and fulfill other duties appropriate to the graduate studies mission of the department.
 - b. Assign graduate teaching assistants to courses and instructors based on instructor requests and appropriateness of students to the assignment.
 - c. Oversee orientation of graduate students.
 - d. Oversee the Staff Assistant for the Graduate Programs Committee in responsibilities relating to graduate programs.
2. Students with questions on graduate policies or procedures should consult the Biology Graduate Program Policy (this document) and other departmental policy statements, the School of Graduate Studies website, the USU General Catalog (<http://catalog.usu.edu/>) Graduate Student General Information section, or memoranda, or their major professors or committees for guidance. Failing that, or in the case of conflicts, serious disagreements, or confusing circumstances, the student is strongly encouraged to contact the Co-Directors of Graduate Programs for advice.

B. Staff Assistant for the Graduate Programs Committee

1. The Co-Directors of Graduate Programs and the Graduate Programs Committee (GPC) is assisted by a full-time Staff Assistant who is an administrative staff member of the Department of Biology. In addition to other departmental responsibilities, the GPC's Staff Assistant's responsibilities include, but are not limited to:
 - a. Serves as a facilitator for the GPC, Supervisory Committees, major professors, and graduate students, as needed.

- b. Responds to general inquiries from prospective graduate students and processes graduate program applications.
- c. Maintains graduate student database and files, and informs the GPC of delinquencies and accomplishments in graduate student performance.
- d. Provides necessary forms to graduate students and advisors.
- e. Verifies and submits tuition waivers/remission/grant awards made by the GPC to the College of Science.
- f. Prepares nomination packages for fellowships and awards designated by the GPC.
- g. Completes surveys and reports as assigned by the Co-Directors of Graduate Programs and Department Head.
- h. Maintains the Graduate Student section of the Department's website.
- i. Supports the Co-Directors, GPC, and Department Head in accomplishing all relevant tasks of the Biology Graduate Programs.

SECTION III

GRADUATE PROGRAMS COMMITTEE

The Graduate Programs Committee (GPC) consists of the Co-Directors of Graduate Programs, Faculty Members, and a Student Representative. Faculty Members of the Graduate Programs Committee and the Graduate Student Representative are appointed to the committee by the Department Head. The GPC has the following responsibilities:

1. Evaluates applications to the graduate program and makes recommendations to the Department Head regarding admission and classification of applicants. Recommendations are based on the criteria and options in IV.A.
2. Approves a faculty member as major professor for each incoming student.
3. Evaluates applicants for financial awards and makes recommendations to the Department Head regarding the awarding of the various Fellowships, Scholarships, Annual Teaching Assistantships, Recognition Awards, and Tuition Waivers available in the Department.
4. Approves supervisory committee assignments, designs and/or approves programs for students requiring a status change, and hears appeals from students claiming grievances.
5. Develops policy governing all aspects of graduate student academic life for approval by the faculty and the Department Head.

SECTION IV

ADMISSION TO GRADUATE PROGRAMS IN BIOLOGY

No student may be admitted (under any status classification) to the Department of Biology without approval by the Graduate Programs Committee, without agreement of a Biology faculty member to serve as the student's provisional graduate advisor (See sec. VI.A.), and without agreement by the Department Head and the Dean of the School of Graduate Studies.

A. Admission Procedures and Criteria

1. *Application.* An electronic application is available at the School of Graduate Studies website: rgs.usu.edu/graduateschool/admissions/. The following documents must be submitted to the School of Graduate Studies for admission to the MS or PhD programs:
 - a. Separate official transcripts of all work beyond high school.
 - b. Three electronic letters of recommendation.
 - c. Graduate Record Examination (GRE) scores for verbal, quantitative, and analytical sections (see 2c, below).
 - d. International students must also submit the following (see rgs.usu.edu/graduateschool/admissions/international/):
 - 1) Test of English as a Foreign Language (TOEFL) score or International English Language Testing System (IELTS).
 - 2) Financial Certification Statement as specified by the School of Graduate Studies.
 - 3) Application for I-20 Form; Certificate of Eligibility.
2. *Admission: Matriculated Status.* The Graduate Programs Committee considers many criteria in evaluating students for admission to graduate study in the Department of Biology. Applicants should not assume that achievement of a particular test score or grade point average will ensure admission. The following criteria are used as admission guidelines:
 - a. Completion of a baccalaureate degree in an accredited undergraduate program appropriate for graduate studies in Biology. An applicant whose background course work is notably deficient, but who otherwise meets the above criteria for admission, may be asked to complete certain preparatory courses specified by the Graduate Programs Committee or the student's Supervisory Committee when it is established.

- b. A grade point average of 3.0 (B) or better for the last two years of study or 60 credits, whichever is greater.
 - c. GRE verbal and quantitative, with no score below the 50th percentile and an analytical score of 3.5 or above.
 - d. Students whose native language is not English and who score less than 79 (Internet-based exam), 233 (Computer-based exam) or 550 (Paper/pencil based exam) on the TOEFL, or 6 on the IELTS, may be required to complete the Intensive English Language Program. The Intensive English Language Institute must test the students when they arrive on campus. Any fees are the responsibility of the student.
 - e. International students ordinarily must have an offer of an assistantship to be considered for admission. First-year students whose native language is not English are not normally awarded teaching assistantships. A prep teaching assistantship (TA) may be available to international students whose native language is not English. A prep TA assignment is normally for one year or less. After one year, a prep TA is expected to fulfill a regular TA assignment or pursue another source of funding.
 - f. Some programs (i.e., Ecology, Neuroscience) may have additional requirements. Contact the individual program director for information.
 - g. A faculty member in Biology must agree to serve as provisional advisor. Adjunct faculty and research faculty may not serve as a provisional advisor.
3. *Admission: Provisional Status.* The department does not admit students on provisional status.
4. *Non-matriculated Status.* The Department does not admit students on non-matriculated status.

B. Notification Procedures

1. All applicants will be notified of the acceptance decision by an email or letter from the Department of Biology.
2. An offer of admission into the Department is valid for one year from the date of issuance, if a faculty member maintains interest in serving as the student's advisor. A student deferring admission must submit a written request to the School of Graduate Studies.

3. An offer of financial support must be accepted within the time indicated in the letter of offer or it automatically becomes invalid. After accepting the offer, the student must report in person to the Department at the date and time indicated or the offer is void.
4. All applicants for teaching assistantships or other Department-sponsored funds should have completed their application by 15 January.
5. The initial disposition of all financial assistance applications, including notification of applicants, is usually completed by 15 April.
6. Annual teaching assistants are required to sign a contract with the Biology Department.

SECTION V

MAINTAINING MATRICULATED STATUS, PROBATIONARY STATUS, AND TRANSFERRING DEGREE

A. Matriculated Status

A graduate student must meet the following requirements to maintain matriculated status in the Department.

1. Registration Requirements.

a. A full-time matriculated graduate student must be one of the following:

1. Registered for 9 or more graduate credits; or
2. Registered for 6 or more graduate credits if employed as a graduate assistant; or
3. Registered for 3 graduate credits when all required coursework is completed and only the research component of the degree remains (the student's Program of Study must have been submitted to the School of Graduate Studies); or
4. Registered for at least 3 graduate credits during the semester of the final thesis/dissertation defense. This requirement can be met by coursework, research credits (6970 or 7970), or Continuing Graduate Advisement (6990 or 7990). A student cannot be enrolled through the Continuous Registration Fee (see V A 4, pg 10) during the semester of the final thesis/dissertation defense.

b. Fellowship recipients and students employed as graduate assistants or graduate instructors must be registered as full-time matriculated students during all semesters of the assistantship or fellowship.

c. Summer enrollment is not required to maintain continuous registration.

d. Continuing Graduate Advisement credit does not count towards credit for the degree.

2. Scholarly Requirements.

a. Graduate students are required to maintain a 3.0 GPA each semester.

- b. All courses (except independent study and research courses) on the Program of Study will be used in the calculation of the GPA. If an approved Program of Study is not on record with the Department, all courses at USU since the prior degree will be used to calculate the GPA.
- c. Graduate students may be required by their Supervisory Committee to repeat courses in which their performance was not satisfactory to the Supervisory Committee.

3. Progress Towards the Degree.

- a. The Staff Assistant for the Graduate Programs Committee monitors progress towards the degree for each student and reports to the Co-Directors of Graduate Programs. The following deadlines will be used to assess progress:

Degrees	Requirement	Deadline for students entering fall semester	Deadline for students entering spring semester	Deadline for students entering summer term
PhD	Supervisory Committee Assignment	end of second term (15 May)	end of second term (15 August)	end of second term (15 December)
	Program of Study	end of second term (15 May)	end of second term (15 August)	end of second term (15 December)
	Comprehensive Examinations	2 years (15 August) or 45 credits, whichever comes first	2 years (15 December) or 45 credits, whichever comes first	2 years (15 May) or 45 credits, whichever comes first
	Application for Candidacy and Research Proposal	Upon completion of comprehensive examinations and at least three months before final defense		
MS	Supervisory Committee Assignment	end of second term (15 May)	end of second term (15 August)	end of second term (15 December)
	Program of Study and Research Proposal	end of second term (15 May)	end of second term (15 August)	end of second term (15 December)
	Comprehensive Examinations	within first year and a half (15 January)	within first year and a half (15 June)	within first year and a half (15 October)

- b. Each student and the Major Professor will be periodically supplied with a progress report by the Staff Assistant for the Graduate Programs Committee. In this report, forms that have been submitted and

examinations passed will be indicated as well as other information relative to the policies set forth in this document.

- c. It is the student's responsibility to ensure the data are up to date. All forms must be processed through the Staff Assistant for the Graduate Programs Committee to ensure proper procedure is followed and to ensure accurate record keeping.
 - d. It is the responsibility of the student and faculty advisor (Major Professor) that these requirements are met in a timely manner.
 - e. If a student does not complete a requirement within the specified time he/she will be placed on probation for one semester. Students who do not meet the requirement during probation will be recommended for termination from the program.
 - f. Students who do not submit a supervisory committee assignment or the Program of Study by the appropriate deadline will not qualify for a tuition waiver or award.
 - g. Progress towards the degree is monitored closely by the Graduate Programs Committee and taken into consideration when all awards and teaching assignments are made.
4. Continuous Registration and Leave of Absence.
- a. Students must be regularly and continuously enrolled in a minimum of 3 credit hours until all degree requirements have been met.
 - b. If a student is not using any university facilities or faculty time, then the student may meet the continuous registration requirement by paying the Continuous Registration Fee (not required for summer semester). Continuous registration requires the approval of the Department Head and the School of Graduate Studies. A student requesting continuous registration should request a letter from the Co-Directors of Graduate Programs stating the reason for the request.
 - c. If a student must leave school for any reason acceptable to the Department and the School of Graduate Studies, a leave of absence will be granted by the School of Graduate Studies upon application. A student requesting a leave of absence should seek approval from the Co-Directors of Graduate Programs.
 - d. If continuous registration is not maintained by use of the above means, the student and the Department will be notified by the School of Graduate Studies. If there is no response from the student, the student's records will

be placed in the inactive file. To reactivate an inactive file, a student must submit a reactivation application to the School of Graduate Studies and a reactivation fee is required. Reactivation is subject to approval of the Department and the School of Graduate Studies.

- e. The School of Graduate Studies reserves the right to retroactively apply the fees for the continuous registration requirement.

B. Probationary Status

Students will be placed on probationary status by the School of Graduate Studies when their grade point average (GPA) is below 3.0 for any one semester (see Scholarship Requirements, [V.A.2.](#)). If a student remains on probationary status for two consecutive semesters, the School of Graduate Studies will consult the Department regarding termination. The Graduate Programs Committee will consider the student's probationary status and make one of the following two recommendations to the Department Head:

1. A remedial study program, as outlined by the Supervisory Committee. The student is given specific requirements and deadlines. If these are not met, the student is recommended for termination.
2. Termination of the student, at which time the student's graduate program will be terminated. In the case of termination, reapplication is required to regain matriculation.

See sections [IX](#) and [X](#) of this policy and the School of Graduate Studies Policy for additional information on termination.

Students will be placed on probationary status by the Department when they fail to meet the deadlines of their program requirements (see section [V.A.3.](#)). The student will be placed on probationary status for the period of one semester. If the student fails to meet the requirement at the end of that period, he/she will be recommended for termination.

Students may also be placed on probationary status by the Department, when their Major Professor recommends such action based on inadequate progress towards their degree. The Major Professor must petition the Graduate Programs Committee in writing. The Graduate Programs Committee will consider the request and make a recommendation to the Department Head. A student placed on probationary status for inadequate progress towards their degree will be given specific requirements and deadlines to meet. If they fail to meet these requirements and deadlines, they will be recommended for termination.

C. Transfer from Master's to Doctoral Program

Students accepted into the MS program may petition the Department to transfer to the PhD program. The student and their advisor should consider the following guidelines and submit a petition to the Department as outlined below. The student may then submit a request to the School of Graduate Studies to transfer from the MS to the PhD degree. The Graduate Programs Committee will review the petition and make a recommendation to the Department Head regarding whether or not the student should be admitted to the PhD program.

1. All students admitted into the PhD program in the Department must have a significant broadening experience in biology, or a closely related field, at some point in their college career. This broadening experience must consist of significant exposure to scientific perspectives, research or mentoring approaches, and academic systems other than that in the Department of Biology at Utah State University. This requirement can be satisfied by completion of an undergraduate or graduate degree in biology or a related field, in a department other than the Department of Biology at Utah State University, or some other academic experience of equivalent extent and rigor.
2. Students are strongly discouraged from getting all of their academic degrees from any one department. The Department will make exceptions to this policy only under unusual circumstances. A student with a BS degree from the Department who wishes to obtain a PhD from the Department without obtaining a MS degree elsewhere must first be admitted into a MS degree program in the Department. After being enrolled in this program for at least one year and having made substantial progress, the student may petition the Graduate Programs Committee for admittance to a PhD program. The petition must consist of:
 - a. A statement from the student indicating the reason for the change, career goals, and progress to date in the MS program, and a 1-2 page synopsis of the research proposed for the PhD program;
 - b. A proposed Program of Study showing the minimum amount of coursework that will be included as part of the PhD program (the actual Program of Study will not be finalized until a 5-member PhD supervisory committee has given its approval);
 - c. A detailed description of how the requirement for a “broadening experience in biology” will be met during the PhD program. This experience will normally consist of a separate research project, with or without coursework, carried out at an institution other than Utah State University. The experience must involve a consecutive time period at the institution equivalent to at least one semester, should only be peripherally related to the PhD project, and must be substantial enough that there is reasonable expectation the work will result in submission of a manuscript

for publication (the student will be required to present a Department seminar on the project upon returning to USU); and

- d. A letter signed by all MS supervisory committee members stating that they have discussed the implications of the change in degree program with the student, approve of the proposed Program of Study and the broadening experience, and recommend admission of the student into a PhD program in the Department.

SECTION VI
STUDY AND RESEARCH

A. Graduate Student Advisement

1. Every student must have a permanent advisor (the Major Professor); new students are assigned a Major Professor based on the student's interests and faculty availability.
 - a. The Major Professor must be a faculty member whose primary appointment is in the Department of Biology. An adjunct member of the Department, Research Faculty, or Emeritus Faculty may not serve as a Major Professor.
 - b. The Major Professor is usually also the Research Director. An adjunct faculty member, Research Faculty, or Emeritus Faculty may serve as Research Director.
2. Although the Department expects most student/Major Professor relationships to last for the entire degree program, either the student or the faculty member may terminate the arrangement.
3. A student may change Major Professor if the change is agreed upon by all parties and is approved by the Graduate Programs Committee.
4. Changes in the student/Major Professor association that are not agreed upon by all parties should be mediated by the Departmental Co-Directors of Graduate Programs.
5. If a permanent advisor is not found within three months, the student will be terminated from the program.

B. The Supervisory Committee

1. The Supervisory Committee superintends the entire graduate program of the matriculated student. Prospective members are chosen by the Major Professor and graduate student for their potential contribution to the student's academic and research program. Supervisory Committee membership is approved by the Graduate Programs Committee, the Biology Department Head, and the Dean of the School of Graduate Studies. The School of Graduate Studies maintains a list of faculty approved to serve on Supervisory Committees.

- a. It is fundamental that the Supervisory Committee be convened by the end of the second semester of graduate study to consider and approve the student's program of coursework, and to help guide the student's research agenda. Therefore, the Major Professor and student should select the members carefully and promptly confirm their willingness to serve.
 - b. The approval of the Supervisory Committee may be obtained by filing the "Supervisory Committee Approval" form (available from the School of Graduate Studies website). The Graduate Programs Committee will review the suitability of the Supervisory Committee based on the student's research and academic objectives. Approved forms will be forwarded to the Department Head, and then to the School of Graduate Studies. Forms for Supervisory Committees whose membership may require modification or explanation will be returned to the Major Professor. To aid the Graduate Programs Committee in its decision, a short (1-2 page) outline of the research project, including objectives, procedures, and plan of analysis must accompany the "Supervisory Committee Assignment" form. (This is not the same as the formal research proposal). The School of Graduate Studies will return approved forms to the student, the Supervisory Committee Chairperson, and committee members.
 - c. Prompt selection of an effective Supervisory Committee is fundamental to the student's success. It is closely scrutinized by the Graduate Programs Committee as an indication of satisfactory student progress.
2. Master of Science Degree Supervisory Committees shall consist of not fewer than three voting members.
- a. At least two of the committee members must be members of the Department of Biology. At least one member must represent the student's area of specialization, and at least one must be from outside the specialization area.
 - b. A student may request that a person outside of the University with a terminal professional degree (e.g., PhD, MD, DDS, DVM) serve on his/her committee. An outside person can serve either as
 - i. A third voting member if they are approved as an Adjunct Faculty Member. To approve the member as adjunct, the Major Professor must provide the Co-Directors of the GPC with a vitae of this individual and a statement of suitability. Approved requests will be forwarded to the GPC, Department Head, Dean, and Graduate School for final approval.
 - ii. A third voting member who will only serve on a single student's committee. In this case the Major Professor must provide the Co-Directors of the GPC with a vitae of this individual and a statement of

suitability. Approved requests will be forwarded to the Department Head, Dean, and Graduate School for final approval.

- iii. A fourth non-voting member.
 - c. The Supervisory Committee Chairman (Major Professor) must be a member of the Department.
 - d. The Research Director must be a member of the Supervisory Committee.
3. Doctor of Philosophy Degree Supervisory Committees shall consist of not fewer than five voting members.
- a. At least two of the committee members must be tenured or tenure-track faculty members of the Department. At least one member must be from a Department other than Biology. If the Research Director is from outside the Department, then a second outside member must be on the committee.
 - b. A student may request that a person outside of the University with a terminal professional degree (e.g., PhD, MD, DDS, DVM) serve on his/her committee. An outside person can serve either as
 - i. A fifth voting member if they are approved as an Adjunct Faculty Member. To approve the member as adjunct, the Major Professor must provide the Co-Directors of the GPC with a vitae of this individual and a statement of suitability. Approved requests will be forwarded to the GPC, Department Head, Dean, and Graduate School for final approval.
 - ii. A fifth voting member who will only serve on a single student's committee. In this case the Major Professor must provide the Co-Directors of the GPC with a vitae of this individual and a statement of suitability. Approved requests will be forwarded to the Department Head, Dean, and Graduate School for final approval.
 - iii. A sixth non-voting member.
 - c. The Supervisory Committee Chairman (Major Professor) must be a member of the Department.
 - d. The Research Director must be a member of the Supervisory Committee.
4. Changes in the Supervisory Committee.
- a. Changes in the committee will be allowed:
 1. To fill vacancies created by the actual or *de facto* resignation of a member when that resignation renders the committee invalid by the

criteria of [VI.B.2.](#) or [3.](#) *De facto* resignation shall be deemed to exist when, in the opinion of the Department Head; a member is unable to function effectively in that capacity,

or

2. To provide an expert for whom the need was not foreseen at the time the original committee was appointed.
- b. All changes in the membership of Supervisory Committees must be approved through the Graduate Programs Committee by the procedures outlined in [VI.B.1.b.](#)

C. Graduate Credit Requirements, Restrictions, and Grading

1. Graduate Credit Requirements.

- a. The minimum requirement for a master's degree is 30 semester credits. From 6-15 semester credits of thesis research (BIOL 6970) are required.
- b. The minimum requirement for a doctoral degree is 60 approved semester credits. Coursework cannot be used for more than one degree. A minimum of 12 dissertation credits (BIOL 7970) is required.

2. Graduate Credit Restrictions.

- a. Continuing Graduate Advisement (BIOL 6990 or BIOL 7990), Continuing Registration credits or Teaching Assistantship Workshop credits will not be used to fulfill any degree credit requirements. These credits are not to be listed on the Program of Study.
- b. For a master's degree, no more than 15 credits of courses at the 3000-5990 level may be used. Of those 15 credits, no more than 3 credits can be 3000-4999 level courses. To be used they must not be Biology courses, prerequisites for Biology courses, or courses required for Biology B.S. degrees. No courses below 3000 can be used towards the MS degree.
- c. For doctoral students with a master's degree, no more than 15 credits of 5000-5990 level courses may be used. No courses below 5000 can be used for the PhD degree.
- d. Audited courses may not be used for the degree program or towards status as a full-time student.

- e. No more than the required number of graduate credits (see above) may be listed on the Program of Study.
- f. After the required number of graduate credits has been met, and the student's program of study has been completed, the student should register for 3 credits of Continuing Graduate Advisement (BIOL 6990 or 7990).
- g. After the completion of a student's program of study the "Full Time at 3 Credits Form" can be submitted if student needs to be considered full-time for student loans.
- h. Course credits in Modern Languages that may be taken in preparation for a language requirement will not be used to meet minimum credit requirements for advanced degrees.

3. Graduate Credit Grading.

- a. Graduate students are required to maintain at least a 3.0 GPA for courses on their Program of Study. Grades C or below will not be accepted for a graduate degree.
- b. Thesis and Dissertation Research courses (BIOL 6970 and 7970) will ordinarily be graded as Incomplete (I) until the thesis or dissertation is completed and examined. Upon successful defense of the thesis or dissertation, a grade of Pass (P) is given for research credits. It is the Major Professor's responsibility to ensure that research credit grades are changed upon completion of the thesis or dissertation. The change of grade requires the signature of the Department Head.
- c. Continuing Graduate Advisement (BIOL 6990 and 7990) will be graded as Pass (P) each semester.
- d. A Pass (P) grade will only be accepted for seminars, special problems, interdisciplinary workshops, thesis or dissertation research, and continuing graduate advisement.

D. Foreign Language

- 1. The Department of Biology has no foreign language requirement; however, individual Supervisory Committees may require expertise in a language based on the research or personal objectives of the student.

E. Master's Degree Procedures

1. *First Supervisory Committee Meeting.* After the appointment of the Supervisory Committee, a meeting should be held to establish the required course work and consider the student's research program.
 - a. You will enter your proposed Program of Study in DegreeWorks through Access Banner, see <http://rgs.usu.edu/graduateschool/forms>. Follow the steps below:
 1. Prepare a proposed list of courses with the aid of your Major Advisor for discussion at the first meeting.
 2. Once approved, complete Program of Study on DegreeWorks.
 3. Submit your approved course list with course titles and the Program of Study Signature Form (<http://rgs.usu.edu/graduateschool/forms>) to the Staff Assistant for the GPC. They will be forwarded to the Graduate Programs Committee for review. Upon approval, the Program of Study will be submitted to the School of Graduate Studies for required approvals.
 4. Courses required for the degree must be listed on the Program of Study. Any changes in courses used for the degree requires approval of the Supervisory Committee and submission of the Program of Study Revision form to the Staff Assistant for the Graduate Programs Committee, for the School of Graduate Studies approval.
 5. All committee members must digitally sign the Program of Study. This is **due by the end of the second semester** in the graduate program.
 - b. A formal research proposal is submitted to the committee at this time, which forms the basis for most of the discussion of this meeting. A formal research proposal is typically a document including a title page, hypotheses, objectives, background, methods, and references following the format of a standard grant proposal chosen at the discretion of the student and their major advisor. A copy of the Master's Proposal Approval form must accompany the completed "Program of Study - Master's Degree" form when it is submitted to the Staff Assistant for the Graduate Programs Committee for the Department Head's signature and School of Graduate Studies approval.
 - c. Complete the Thesis/Dissertation Authorship and Copyright forms which are available on the School of Graduate Studies website.
2. *Comprehensive Examination—MS*

- a. All MS candidates are required to take a comprehensive examination. The exam may be written, oral, or both at the discretion of the Supervisory Committee. The exam will be administered by the student's Supervisory Committee *and should be completed within the first year-and-a-half of study, and at least one semester before the defense of thesis*. The oral exam cannot be part of the thesis defense.
 - b. The examination should assess the breadth and depth of the student's knowledge requisite to the student's professional goals. The *maximum* time for the written portion of the examination may not exceed four hours per committee member.
 - c. If two exams are given, a written and an oral, they must be given within two weeks of each other. A majority vote by the committee is necessary for passage of the comprehensive examination.
 - d. The Graduate Programs Committee should be notified immediately by the Major Professor, in writing, if a student fails the comprehensive examination. The student may elect to retake the examination within six months. Failure to retake the test within the specified time period, or a second failure, results in a recommendation for dismissal of the student from the graduate program.
 - e. Obtain a "Record of Comprehensive Examination" form from the Staff Assistant for the Graduate Programs Committee. Return it to the Staff Assistant for the Graduate Programs Committee after the Supervisory Committee signs it.
3. *The MS Thesis*. The following procedures are required by the School of Graduate Studies and the Department of Biology:
- a. The student should refer to the "Publication Guide for Graduate Students" (<http://rgs.usu.edu/graduateschool/degree/thesis-dissertation-preparation-review>) prepared by the USU School of Graduate Studies, for standards of writing.
 - b. The thesis may be prepared in a format that is suitable for publication in a refereed journal, but the suitability of the thesis for the degree is judged by the Supervisory Committee without considering if it has been submitted or reviewed by a journal. The format must meet the criteria of the Supervisory Committee and the School of Graduate Studies.
 - c. Drafts of thesis sections should be submitted to the Major Professor and Research Director, if applicable, for critiquing while the research is in progress. Primary responsibility for the thesis resides with the student and

the Major Professor, but other committee members should be consulted on sections involving their special expertise.

- d. When the completed thesis has been approved by the Major Professor, the Supervisory Committee members may request up to *four weeks* to review it prior to the final oral defense.
 - e. Committee members who believe the thesis is not ready for defense will notify the student and Major Professor prior to the oral defense. The defense may be postponed in order to make revisions in the thesis.
 - f. The oral examination is a defense of a *final* document. Only minor, usually editorial changes may be made following the defense. If major changes are needed, another defense will be scheduled.
 - g. If the student fails to complete *all* degree requirements (i.e., submission of the bound thesis) within one year of the successful defense, the student will be required to redefend.
4. *Oral Thesis Defense—MS.* The chairperson of the examination is appointed by the Dean of Graduate Studies. Typically, the exam chairperson is the external member of the student’s supervisory committee. The oral defense of the thesis will usually concern thesis-centered topics. At the examination, the student answers questions about the area of specialization. Advanced notice must be given if topics outside the thesis are to be included. The results of the defense and any additional requirements are recorded on the Record of Examination Completion form, which is submitted to the School of Graduate Studies.
- a. The oral defense should be scheduled at least eight weeks prior to the expected date of graduation. It should ordinarily be held during the fall or spring semester.
 - b. Obtain an “Appointment for Examination” form from the School of Graduate Studies website. Submit this form to the Staff Assistant for the GPC for the required signatures at least *ten working days* before the scheduled defense.
 - c. The oral defense will consist of two separate parts, one immediately following the other.
 1. A formal Department seminar is required immediately preceding the defense before the Supervisory Committee. The Supervisory Committee is expected to attend this seminar as part of the defense. Announcement as to time, place, and topic must be made through department communication channels (typically an e-mail

announcement sent by the office staff) the week preceding the seminar. It is the student's responsibility to see that the seminar is publicized.

2. The formal oral defense before the Supervisory Committee immediately follows the seminar. A unanimous vote of the committee is required to pass the defense. If a vote is contested, the Graduate Programs Committee will recommend a procedure for action to the Department Head.
- d. A recommendation regarding the committee's evaluation of the student's potential to continue work toward a PhD will be made at this meeting.
- e. Examination documents should be given to the Staff Assistant for the Graduate Programs Committee by the committee chairman for recording. The forms will be forwarded to the School of Graduate Studies. Forms will include "Record of Exam," "Thesis/Dissertation Authorship and Copyright" forms.
- f. The completed thesis must be submitted to the Departmental Thesis Reader (the Major Advisor) to be examined for adherence to the School of Graduate Studies requirements. At least five days should be allowed for this review. The thesis is then sent to the School of Graduate Studies Thesis Coordinator.
- g. If the student fails to complete *all* degree requirements (e.g., submission of the bound thesis) within one year of the successful defense, the student will be required to redefend.

F. PhD Degree Procedures

1. *First Supervisory Committee Meeting.* After the appointment of the Supervisory Committee, a meeting should be held to establish the required course work and approve the research proposal.
 - a. You will enter your proposed Program of Study in DegreeWorks through Access Banner, see <http://rgs.usu.edu/graduateschool/forms>. Follow the steps below:
 1. Prepare a proposed list of courses with the aid of your Major Advisor for discussion at the first meeting.
 2. Once approved, complete Program of Study on DegreeWorks.
 3. Submit your approved course list with course titles and the Program of Study Signature Form (<http://rgs.usu.edu/graduateschool/forms>) to the

Staff Assistant for the GPC. They will be forwarded to the Graduate Programs Committee for review. Upon approval, the Program of Study will be submitted to the School of Graduate Studies for required approvals.

4. Courses required for the degree must be listed on the Program of Study. Any changes in courses used for the degree requires approval of the Supervisory Committee and submission of the Program of Study Revision form to the Staff Assistant for the Graduate Programs Committee, for the School of Graduate Studies approval.
 5. All committee members must digitally sign the Program of Study. This is **due by the end of the second semester** in the graduate program.
- b. The comprehensive examination schedule (and committee members' responsibility) is determined at this meeting.

2. *Comprehensive Examination - PhD*

- a. A comprehensive examination consisting of written and oral parts is required for all PhD candidates.
 1. The comprehensive examination(s) will be required at the completion of 45 credits of graduate work or no later than two (2) years after beginning the program, whichever comes first.
 2. The examinations will be used to probe the breadth and depth of the student's knowledge of his/her area of specialization and of designated areas of knowledge that are requisite to the student's professional goals.
 3. Examinations will contain questions of a broad, synthetic nature and those more specific in design.
- b. The *maximum* time for the written portions of the examination may not exceed eight hours per committee member.
- c. The oral examination is required and must be completed within one month after the student is notified of the results of the written examination.
 1. The oral examination may cover any subject deemed appropriate by the committee.

2. The student must obtain a “Record of Comprehensive Exam” form from the Staff Assistant to the Graduate Programs Committee, to be signed by the supervisory committee after the exam.
3. The student should obtain Thesis/Dissertation Authorship and Copyright forms from the School of Graduate Studies website. Students should discuss ownership of their research and copyright information with their committee and any co-authors. They should determine who has copyright and authorship rights to the work.
 - d. After completion of the oral examination the committee will vote on the student’s performance on the entire comprehensive (written and oral) examination. More than one dissenting vote results in a failure of the oral exam.
 - e. The Graduate Programs Committee should be notified, in writing, immediately by the Major Professor, if a student fails the comprehensive examination. The student may elect to retake the examination within six months. Failure to retake the test within the specified time period, or a second failure, results in a recommendation for dismissal of the student from the graduate program.
 - f. After completion of comprehensive exams, the “Record of Comprehensive Exam” form must be filed with the Staff Assistant for the Graduate Programs Committee.
 - g. A formal research proposal is submitted to the committee at this time. A formal research proposal is typically a document including a title page, hypotheses, objectives, background, and references following the format of a standard grant proposal chosen at the discretion of the student and their major advisor.
 - h. Obtain the “Application for Candidacy” form from the School of Graduate Studies website and submit to the Staff Assistant for the Graduate Programs Committee to be submitted for signatures. This form must be submitted no later than three months prior to the final defense.
3. *The PhD Dissertation.* The School of Graduate Studies and the Department of Biology require the following procedures.
 - a. The student should refer to the “[Publication_Guide_for Graduate Students](http://rgs.usu.edu/graduateschool/degree/thesis-dissertation-preparation-review)” (<http://rgs.usu.edu/graduateschool/degree/thesis-dissertation-preparation-review>) prepared by the USU School of Graduate Studies, for standards of writing.

- b. The dissertation may be prepared in a format that is suitable for publication in a refereed journal but the suitability of the dissertation for the degree is judged by the Supervisory Committee without considering if it has been submitted or reviewed by a journal. The format must meet the criteria of the Supervisory Committee and the School of Graduate Studies.
 - c. Drafts of dissertation sections should be submitted to the Major Professor and Research Director, if applicable, for critiquing. Primary responsibility for the dissertation resides with the student and the Major Professor but other committee members should be consulted on sections involving their special expertise.
 - d. When the completed dissertation has been approved by the Major Professor, the Supervisory Committee members may request up to *four weeks* to review it prior to the final oral defense.
 - e. Committee members who believe the dissertation is not ready for defense will notify the student and Major Professor prior to the defense. The defense may be postponed in order to make revisions in the dissertation.
 - f. The oral examination is a defense of a *final* document. Only minor, usually editorial, changes may be made following the defense. If major changes are needed, another defense will be scheduled.
 - g. If the student fails to complete *all* degree requirements (i.e., submission of the bound dissertation) within one year of the successful defense, the student will be required to redefend.
4. *Oral Dissertation Defense—PhD.* The chairperson of the examination is appointed by the graduate dean. The chairperson is typically the external member of the supervisory committee. The oral defense of the dissertation will usually concern dissertation-centered topics. At the examination, the student answers questions about the area of specialization. Advanced notice must be given if topics outside the dissertation are to be included. The results of the defense and any additional requirements are recorded on the Record of Examination Completion form, which is submitted to the School of Graduate Studies.
- a. The oral defense should be scheduled at least eight weeks prior to the expected date of graduation. It should ordinarily be held during the fall or spring semester.
 - b. Obtain an “Appointment for Examination” form from the School of Graduate Studies website. Obtain the required signatures, and return the form to the School of Graduate Studies at least *ten working days* before the scheduled defense.

- c. The oral defense will consist of two separate parts, one immediately following the other.
 - 1. A formal Department seminar is required immediately preceding the defense before the Supervisory Committee. The Supervisory Committee is expected to attend this seminar as part of the defense. Announcement as to time, place, and topic must be made through department communication channels (typically an e-mail announcement sent by the office staff) the week preceding the seminar. It is the student's responsibility to see that the seminar is publicized.
 - 2. The formal oral defense before the Supervisory Committee immediately follows the seminar. A unanimous vote of the committee is required to pass the defense. If a vote is contested, the Graduate Programs Committee will recommend a procedure for action to the Department Head.
- d. Examination documents should be given to the Staff Assistant for the Graduate Programs Committee by the committee chairman for recording. The forms will be forwarded to the School of Graduate Studies. Forms will include "Record of Exam," "Thesis/Dissertation Authorship and Copyright" forms.
- e. The completed dissertation must be submitted to the Departmental Dissertation Reader (Major Advisor) to be examined for adherence to the School of Graduate Studies requirements. At least five days should be allowed for this review. The dissertation is then sent to the School of Graduate Studies Thesis Coordinator.

G. Teaching Experience

- 1. Teaching is considered to be an important part of the education of a graduate student. For this reason each candidate in the Department of Biology is advised to have some teaching experience.
 - a. MS program—at least one semester of relevant experience is advised.
 - b. PhD program—at least two semesters of relevant experience are advised.
 - c. This experience may be obtained as an annual teaching assistant or by paid or unpaid assistance in an assigned class.

H. Duration of Degree Program

1. Graduate study must be completed in a reasonable time. Students may use this section to guide their progress in the Department of Biology.
 - a. Under normal circumstances, a student entering the graduate program with a BS degree should complete an MS degree in two to three years of full-time study, or a PhD in four to six years of full-time study.
 - b. A master's degree must be completed within six years of matriculation. A doctorate must be completed within eight years of matriculation. Coursework for a graduate degree undertaken at USU or transferred to USU must be completed within eight years. Credit will be lost (if not revalidated) for work older than eight years.
 1. To revalidate coursework over eight years old, the Supervisory Committee must develop a plan for revalidation with approval by the dean of the School of Graduate Studies. Procedures used may be:
 - a. Testing
 - b. Requiring the work to be repeated, and/or
 - c. Other (must be clearly defined by the Supervisory Committee and is subject to approval by the Co-Directors of Graduate Programs, Department Head, and the Graduate Dean).
 2. The results must be verified in writing to the graduate dean and Co-Directors of Graduate Programs by the student's major professor or other person(s) responsible for the testing. Work experience cannot be substituted for out-of-date coursework or used for revalidation.

SECTION VII

FINANCIAL AWARD

Students accepted into the Biology graduate program and who remain in good standing (see criteria and deadlines in Sections V and VI above) will be guaranteed stipend support for 6 years for PhD students and 3 years for MS students. Support may take the form of Fellowships, Scholarships, Teaching Assistantships (TA), or Research Assistantships (RA). All award and employment procedures will conform to affirmative action policies. Additional support may take the form of Nonresident Tuition Waivers for MS and PhD students and In-State Tuition Awards for MS and PhD Students.

A. Application for Financial Award

1. All applications to the graduate program in the Department of Biology are considered for financial awards (fellowships and TAs). Application to the program should be completed by 15 January for consideration; however applications will be considered year round when funds are available.
2. Only matriculated students may be employed as full-time or part-time TAs, or receive fellowships. TAs are assigned to students according to the needs of the Department. RAs may be available from individual faculty members. A full-time assistantship implies 20 hours per week of assigned duties, but on occasion may require more or fewer hours per week.
3. International students whose native language is not English usually will not be awarded a TA unless they have been in residence at USU for at least one year and have demonstrated acceptable English skills.
4. Students employed as TAs and RAs are governed by regulations in the University Code of Policies and Procedures.
5. Graduate students on a fellowship or employed as a TA or RA must be registered as full-time matriculated graduate students. See V.A.1.a. for registration requirements.6. The "Tuition Award Request Form" form must be completed, signed, and submitted to the Staff Assistant for the Graduate Programs Committee prior to 1 June. A student admitted after the deadline will be given sufficient time to submit a request form. After the first semester, requests for tuition awards must be made to the Staff Assistant to the Graduate Programs Committee by email each semester. A student will not receive a nonresident tuition waiver or in-state tuition award if their requests are not submitted by the deadline.

B. Teaching Assistantships

1. TA positions are limited in number and are awarded competitively. All students admitted under matriculated status will be considered for a TA.
2. See Section VIII regarding selection and assignments of TAs.

C. Research Assistantships

1. The Department does not award RAs directly. Students who request an RA will normally already be in contact with a faculty member. Conditions of employment of an RA will be negotiated with the faculty member within the limits established by University Policy.

D. Fellowships

1. All applications to the graduate program in the Department of Biology are considered for a fellowship. Application to the program should be complete by 15 January for consideration; however, applications will be considered year round when fellowships are available.
2. The Graduate Programs Committee meets to recommend awards and forward recommendations to the Department Head. Criteria for selection and authority for decisions vary by award.

E. Nonresident (Out-of-State) Tuition Waivers for MS and PhD Students

Students accepted into the Biology graduate program and who remain in good standing will be guaranteed to have their out-of-state tuition waived, either by the Department or by their faculty advisor*.

To qualify for a nonresident tuition waiver, the student must:

1. Be a MS or PhD student in good standing; and
2. Receive a graduate assistantship or fellowship from the University of at least \$800/month throughout the semester of the waiver; and
3. Have a completed "Tuition Award Request" form submitted to the Staff Assistant for the Graduate Programs Committee prior to 1 June of the first year; and
4. Have an approved "Program of Study" on file by the end of the second semester; and
5. Be registered for the correct amount of credits and the correct courses each semester. Students must register and pay fees or tuition prior to the deadline or the waiver may be cancelled.

Nonresident tuition waivers are not required during summer semester.

It is recommended that students who are U.S. citizens ***establish Utah residency by the end of the first year.***

International students may receive waivers for an unlimited time as long as all other requirements are met.

F. Resident (In-State) MS and PhD Tuition Award

To qualify for the in-state tuition award, the student must:

1. Be a student in good standing; and
2. Receive a graduate assistantship or fellowship from the University of at least \$800/month throughout the semester of the remission; and
3. Have a completed "Tuition Award Request" form submitted to the Staff Assistant for the Graduate Programs Committee prior to 1 June of the first year; and
4. Have an approved Program of Study form on file by the end of the second semester; and
5. Be registered for the correct amount of credits and the correct courses each semester. Students must register and pay fees or tuition prior to the deadline or the award may be cancelled.

Funds for tuition awards are limited. Tuition awards beyond 30 credits (MS) or 60 credits (PhD) are subject to available funds; therefore, students should choose courses wisely. MS candidates are required to complete 30 credits. PhD candidates are required to complete 60 credits. Tuition awards cannot be applied to BIOL 6990/7990.

Students are normally expected to register for 6 credits per semester. Students who are required to register for more than 6 credits (e.g., due to fellowship requirements, etc.) will be eligible for coverage of those extra credits, upon approval of their Major Professor.

Only courses listed on the Program of Study qualify for the tuition award (see Graduate Credit Requirements and Restrictions, section VI.C.2. and VI.C.3). MS and PhD candidates must submit their Program of Study by the end of their second semester. A tuition award request will not be processed for a student without an approved Program of Study after this deadline.

***Faculty advisors:** Grant proposals that allow tuition costs must include requests for those costs; if tuition costs are not allowed, GRA amounts should be increased to enable students to pay tuition from the extra salary. Faculty may use grant funds to keep students beyond the normal credit limits. Faculty who have existing resources to cover tuition costs are strongly encouraged to do so, as this releases Department funds to assist other students in need.

SECTION VIII

TEACHING ASSISTANTS

Teaching Assistantships (TA) are limited and are awarded competitively. All students admitted under matriculated status will be considered for a TA.

A. Teaching Assistant Selection and Requirements

1. All Biology Graduate Programs applicants will be considered for a TA. Biology graduate students already matriculated at USU will also be considered and must be making satisfactory progress toward their degree.
2. TA award recommendations are made by the Co-Directors of Graduate Programs. Recommendations will represent the Graduate Programs Committee's view of the best balance of teaching needs, student quality, and fair distribution of Department-supported students among the faculty. Final appointment is made by the Department Head.
3. TA contracts are applicable for one year only and require reappointment each year. Students who are making satisfactory progress towards their degree will be guaranteed support for 3 years for a MS and 6 years for a PhD student.
4. TAs will be required to sign and return a contract upon acceptance of the position by the deadline indicated. The contract will be sent with notification of the award.
5. TA contracts are normally for fall and/or spring semester. Students who will not be available to commit to the terms of their contract must submit a written request to amend the contract to the Co-Directors of Graduate Programs in a timely manner. Failure to comply with this provision may result in loss of the award.
6. A limited number of summer term TA positions may be available. Students should contact the Co-Directors of Graduate Programs if they are interested in a summer TA.
7. Graduate Students are required to complete a School of Graduate Studies TA Workshop (<https://rgs.usu.edu/graduateschool/htm/value-added/training/ta->

[training/](#)). Students must contact the School of Graduate Studies to enroll in the appropriate workshop. Students who do not successfully complete the workshop will not be allowed to serve as Graduate Teaching Assistants.

B. Teaching Assistant Assignment

1. The primary function of TAs is to provide instructional support in laboratory and large lecture courses in the Department of Biology. TA assignments will be based on the needs of the Department. Financial support of graduate students is a secondary function of TAs. Refusal of a teaching assignment may result in the loss of the TA.
2. TAs should communicate their interests and preferences regarding the teaching assignment to the Co-Directors of Graduate Programs. Assignments will be made to accommodate both the student's interest and the needs of the Department when possible.
3. Students who are supported by an RA or fellowship, and who are interested in teaching experience may submit a request to the Co-Directors of Graduate Programs. The student should submit a request indicating course preferences at least one semester prior to the beginning of the semester they wish to teach.
4. The Co-Directors of Graduate Programs will make course assignments according to the needs of the Department and with approval from the Department Head.
 - a. Requests for reassignment may be submitted by the Teaching Assistant and/or the Instructor to the Co-Directors of Graduate Programs.
 - b. Although efforts will be made to meet the preferences of each TA and instructor, course requirements and needs, and availability of other TAs will be considered when making TA assignments.

C. Teaching Assistant Evaluation

Near the end of each semester, TA performance and course evaluations will be conducted by the supervising professor/instructor and students in the class. This will help assess total teaching experience as well as provide the opportunity to make positive adjustments as needed. TAs are also encouraged to evaluate courses and give input for improvement. Forms (Instructor's Evaluation of Teaching Assistant, Student Evaluation of Teaching Assistant, and Course Evaluation by Teaching Assistant) to evaluate the course and instructor are available from the Department office. Students should contact the Staff Assistant to the Graduate Programs to review their evaluations.

In the event that evaluations, or information from the instructor during the course, indicate a problem, the Co-Directors of Graduate Programs will discuss the situation with the TA. A plan to correct the situation will be coordinated with the TA and instructor and the Co-Directors of Graduate Programs. Failure to comply with the plan may result in loss of pay and position.

SECTION IX

TERMINATING GRADUATE STUDENTS

Graduate students who are not completing their program requirements in a timely manner or without the research and scholarship standards required will be recommended for termination from the Department's Graduate Program. The student has the right of appeal as described in Section IX.C. and expanded here. The following procedures will be adhered to.

A. Initiation of Termination

1. The student's Major Professor or Supervisory Committee may initiate termination by presenting specific reasons, in writing, to the Graduate Programs Committee with a copy to the student. The Graduate Programs Committee may also initiate termination. Termination may be recommended for any of the following reasons (sections cited refer to this Policy Statement):
 - a. Failure to complete program requirements in a timely manner.
 - b. Failure to maintain satisfactory scholarship.
 - c. Failure to develop a quality thesis proposal in a timely manner.
 - d. Failure to obtain a new Major Professor in a period of three months after termination of a former Major Professor-Student arrangement.
 - e. Inadequate performance on the comprehensive examination or oral defense.
 - f. Failure to meet special program requirements.
 - g. Violation of other University standards and policies.

2. The Graduate Programs Committee will examine the documents and reasons for the proposed termination, and will recommend action to the Department Head.

B. Recommendation for Termination

1. The Department Head makes a decision based on the Graduate Programs Committee's recommendation and a letter is sent to the graduate student, the Major Professor, and the School of Graduate Studies. The letter will include the following:
 - a. Specific reasons for the proposed action.
 - b. Citation of Departmental and School of Graduate Studies policies that apply.
 - c. The offer of a Departmental hearing for the student to appeal the decision.
 - d. A deadline for initiating the appeal.

C. Appeal

1. Appeal to the proposed termination action must be initiated within the time specified in the letter to the student.
2. The appeals procedure in the Department should follow the guidelines in Section X.
3. If the appeal fails or if no appeal is made, the Department Head will submit a letter to the School of Graduate Studies recommending termination. Copies of all correspondences to the student must be attached.
4. If the Dean of the School of Graduate Studies concurs, the student will receive a letter of termination with information of a further appeals process.

SECTION X
APPEALS PROCEDURES

A. Procedure

1. Graduate students or faculty with a grievance relating to an academic matter may appeal to the Co-Directors of Graduate Programs, Graduate Programs Committee, Department Head, and ultimately to the Dean of the School of Graduate Studies by the appeals procedures described here.
 - a. First consult with the Department of Biology Co-Directors of Graduate Programs for an evaluation of the problem and suggestions for its resolution.
 - b. A grievance relating to the Graduate Program Policy may be made to the Graduate Programs Committee through the Co-Directors of Graduate Programs.
 - c. Appeals of the decisions of the Graduate Programs Committee or grievances not within the charge of that committee may be made to the Department Head.
 - d. If the grievance has not been satisfied by the above procedures, an appeal can be made of the Dean of the School of Graduate Studies. The appropriate steps and procedures for such appeals are detailed in the “Code of Policies and Procedures for Students at Utah State University” (<http://www.usu.edu/student-services/studentcode/>).

SECTION XI

GRADUATE PROGRAM FORMS AND ONLINE RESOURCES

Links to all required graduate program forms, procedures, and other resources can be found on the USU Biology website under “Graduate Info” (<http://biology.usu.edu/htm/graduate-info/for-current-students>).