Statement of Purpose

A major goal of the faculty of this Department is to give you the best possible training for an independent career in the biological sciences. That training begins with your personal commitment to excellence. Implicit in this commitment is your full acceptance of the responsibilities of a graduate student. Among these responsibilities is the need to familiarize yourself with the rules, regulations, and expectations (requirements) of the Graduate School and the Department of Biological Sciences with respect to your individual degree program. To assist you with this task, this document was prepared by the Department’s Graduate Admissions Committee.

The Graduate Admissions Committee is chaired by the Department’s Associate Chair for Graduate Studies, who represents the Chairman of the Department of Biological Science in graduate matters. The Graduate Admissions Committee is composed of faculty members representing each division within the Department of Biological Sciences.
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I. **ADMISSIONS REQUIREMENTS AND CRITERIA:**

For graduate admission to the Department of Biological Sciences, applicants must meet the following two requirements:

1) Admission to the Graduate School at LSU (see the LSU Graduate Bulletin).

2) Successful completion of the requirements of one of the following degrees: B.S., B.A. or M.S. in biology, biochemistry, chemistry or related fields. Three letters of recommendation are required, and a minimum GPA from the undergraduate program of 3.0 on a scale of 4.0 is expected. Prospective students are required to take the GRE general test, and a minimum of 1100 (verbal and quantitative combined) is expected.

Applicants are normally expected to have successfully completed the following minimum credit hours in these specified areas: Calculus (5), Organic Chemistry (6), Physics (6), General Biology (8), Advanced Biology or Chemistry (8), Genetics (3), and Biochemistry (4). Students applying for the Biochemistry degree also are expected to have completed a course in Physical Chemistry or Physical Biochemistry (3). **Applicants lacking one or two of these areas can fulfill them by successfully passing appropriate undergraduate courses at LSU during their first year of enrollment** as recommended by the student's Advisory Committee.

Additional criteria to be considered by the Admissions Committee will include (but may not be limited to):

1) additional higher degrees (M.S., M.D.) completed by the applicant,

2) papers published in peer-reviewed journals, especially first-authored work,

3) whether the applicant's research statement frames question-driven, modern research in the biological sciences,

4) independent funding the applicant has secured.

II. **DEGREES:**

The Department of Biological Sciences offers research-oriented Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in two areas: Biochemistry, and Biological Sciences. For students who wish to obtain a non-thesis degree, the College of Science administers a M.N.S. (Master of Natural Science) program; we consider the M.N.S. degree to be terminal and not appropriate for entry into a Ph.D. program.
III. SELECTION OF THE MAJOR PROFESSOR:

The selection of a major professor (the research advisor or mentor) is an important milestone for graduate students and faculty. The major professor must be a member or an adjunct member (see section VI-2) of the Department of Biological Sciences and a member of the University Graduate Faculty. Two different methods may be employed to facilitate this process. One is to correspond or interview with a possible mentor during the application process. The second is to do short research rotations in different laboratories after entering the program.

1) Pre-Selecting Mentors

This path normally involves discussions with and acceptance by specific faculty because of an interest in their research programs. In this case, the student begins working with the mentor upon arrival. A rotation is not usually required, but exceptions may be made in Biochemistry.

2) Rotations

This option generally applies to students who have not identified a mentor. Such rotations are designed to expose students to various areas of research and to help them identify an advisor. The Graduate Program Committee may recommend laboratory rotations for any applicant if it is deemed to be in the best interest of the prospective student.

Students performing laboratory rotations will participate in the research programs of two or three different laboratories for 6-8 week periods. Assignments for rotations must be approved by the Associate Chair for Graduate Studies after preparation of a Rotation Agreement (Appendix 6). It is the responsibility of the student to consult with prospective mentors, with whom goals will be set and a schedule arranged. The Agreement will be a contract between the student and each of the faculty administering the research which will be performed. The signed agreement must be submitted to and will be maintained in the Graduate Program Office. Although students are not required to choose one of their rotation faculty for their major professor, that is the usual pattern. A student may perform as many as four rotations, but selection of a major professor is expected to be completed early in the second semester of residency.

3) Changing Research Direction

Occasionally students feel compelled to change their major professor or their research direction. If a student has been in the program for more than one year, such a change must be approved by the Associate Chair for Graduate Studies and, if the change takes place after the general examination, the Dean of the Graduate School. A letter from the student, endorsed by the majority of current and proposed advisory committee members, must be provided to the Associate Chair for Graduate Studies explaining the reasons behind the petition. A change in major professor becomes progressively more difficult as the student's research develops. Please consult the Graduate Bulletin for the discussion of Research Ethics & Intellectual Property relevant to graduate student research.
IV. SUPPORT:

Financial support for graduate students is usually provided by Teaching Assistantships (TA), Curatorial Assistantships (CA), Research Assistantships (RA) or Fellowships. Normally, students are not accepted into the program without an offer of support, partly because we believe that these activities contribute to professional development. TAs and CAs are awarded by the Department and the Department normally will support no more than four assistantships for any faculty member. RAs are awarded by individual faculty members from grant support. The duties and responsibilities vary (see a generalized job description for graduate assistants, Appendix 1). Several fellowship opportunities are available from the Department, the Graduate School, or competitive awards open for student application.

A new addition to the Graduate School offerings are the Economic Development Assistantships (EDA), which are intended to support students working on projects related to the economic development of the State of Louisiana. These four-year assistantships currently require two semesters of teaching, with the remainder of time dedicated to research.

For continued support, graduate students must:

A. Be a student in good standing with the Graduate School. Students on academic probation (e.g. if the cumulative GPA drops below 3.0 or a U grade for research) are not eligible for support.

B. Perform assistantship duties in a satisfactory manner based on student and faculty evaluations, and

C. Provide a letter to the Graduate Program Committee prior to the end of the fiscal year (June 30) endorsing continued support. This letter is to come from the student's advisory committee (see Section VI-2), acknowledging that they have met as a body and that the student is making satisfactory progress toward the degree. **It is your responsibility to schedule this meeting, and to ensure that it takes place in a timely fashion.** You will also be asked to annually provide a short report detailing progress toward your degree and evidence of professional advancement such as awards received, abstracts or manuscripts accepted, etc.

**Failure to meet with the advisory committee or failure to demonstrate satisfactory performance in assistantship duties or progress in research will result in the loss of support.**

Normally a student working toward a Ph.D. degree will be supported up to six years, and for those working towards a M.S. degree, three years. Support beyond the normal time depends on (1) availability of funds and (2) demonstration by the student of satisfactory degree progress and evidence of productivity, including published articles and scientific meeting abstracts.
V. TEACHING REQUIREMENT

As a component of professional development, all graduate students are required to teach in the undergraduate program at least one semester during their degree program. To help prepare for this task, BASC 7000 (a one-credit seminar) is offered every fall, and is required of incoming students. Further, all non-native English speakers entering on any form of support must pass the English proficiency exam (including an oral interview) administered through the English Department during their first year in residency. All entering students who TA during their first year of residency are required to TA in their first summer (petitions to fulfill this obligation in an alternate semester will, however, be considered by the Chair of the Graduate Program Committee).

Students who are teaching must meet all requirements of the particular assignment. This includes arranging for the entire time commitment relating to teaching, necessary preparations and proctoring. Some research and/or scientific presentations may require brief absences during a semester. In such cases, it is the responsibility of the student to make arrangements for covering the course to which he/she is assigned and assuring this meets the approval of the instructor. A failure to meet teaching commitments is a serious offense and may result in extra assignments and/or loss of salary for the period missed.

VI. COURSE LOADS AND CONTINUOUS REGISTRATION:

Graduate students holding assistantships must be full-time students. (Full-time status is defined as nine or more hours in fall and spring and six or more in the summer. We recommend that all students on assistantships take 12 hours in the fall and spring semesters and nine in the summer, including the appropriate number of thesis or dissertation hours, to ensure full-time status.) Students must be registered for a minimum of 1-3 credit hours during any semester in which they are taking the Master's final examination or the doctoral general examination. Doctoral candidates must maintain continuous registration for a minimum of three semester hours of credit each regular semester (excluding summers) from the completion of the general examination to the end of the semester in which they graduate. Students may be exempted from this requirement if dissertation-related field work is at a remote location.

Students with an assistantship are in residence for the purpose of fulfilling their degree requirements. They must devote essentially all of their energies to the assistantship and their graduate study under the supervision of a major professor and an advisory committee and are strongly discouraged from seeking employment off campus. Persons employed full time cannot be considered full-time students.
VII. REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY:

The Ph.D. degree is conferred only for work of distinction in which the student displays decided powers of original scholarship, and only in recognition of marked ability and achievement. Nothing in the following summary of the minimum standards should be construed to imply that the degree will be granted merely in recognition of faithful performance of prescribed work. The basic requirements are twofold: (1) Each student must demonstrate expert competency and superior scholastic skills in the biological sciences. This requirement is met by successfully completing appropriate coursework and by passing qualifying and general examinations. (2) Each student must prove his or her ability to complete a significant body of original research by preparing a dissertation that embodies creative scholarship and by passing a rigorous final examination. The dissertation must arguably add to the sum of existing scientific knowledge and give evidence of considerable technical and literary skill, as evidenced by having at least one paper from the thesis accepted for publication in a peer-reviewed journal. To guide students through this process, we require that the following milestones be met by all Ph.D. students (a timetable for these events is located in Appendix 2). Note that the program for the doctoral student must be completed within seven years from the time a student is first classified as a Ph.D. student (see the Graduate Bulletin for details).

Selection of an Advisory Committee - The student's advisory committee is chaired by the major professor and is charged with the responsibility of evaluating the student's academic potential and achievements, and in guiding the student's original research. Thus, the selection of this committee must be made with the understanding that these individuals will have a significant impact on the final disposition of the student's program. The qualifying examination is administered by the advisory committee, initially composed of at least three members of LSU's Graduate Faculty of which two must be members of the Department of Biological Sciences.

Qualifying Examination - Before the end of the first year in residency, a qualifying examination is required of all students. The purposes are twofold: (1) to determine if the student has sufficient background in the biological sciences and the intellectual capabilities deemed necessary to pursue the Ph.D. degree, and (2) to assist in the preparation of the Doctoral Degree Audit. The qualifying examination is given as an oral examination administered by the student's advisory committee. The examination is evaluated on a pass/fail basis; failure is defined as more than one dissenting vote by the members of the advisory committee. If the student fails the examination, a retake is at the discretion of the advisory committee, but the examination may not be taken more than twice. If a retake is conducted, it is also evaluated on a pass/fail basis with failure defined as more than one dissenting vote. Students who do not qualify for the Ph.D. degree may be encouraged to pursue the M.S. or the M.N.S. (terminal) degree.

For the General Examination, the advisory committee must strictly conform to Graduate School regulations, which require that the advisory committee be composed of a minimum of three faculty plus an additional member appointed by the Graduate School. All
committee members must be members of the Graduate Faculty. Of the three, at least two must be from the Department of Biological Sciences, one of whom must be a Full Member (generally an Associate or Full Professor) of the Graduate Faculty. Of the other two, one must also be a Full Member of the Graduate Faculty. If a minor is sought, one member must be from the minor department. Adjunct faculty may serve as major professors (if they co-Chair with a full member of the Department) and represent the Department on advisory committees, but no advisory committee may consist only of faculty adjunct to Biological Sciences. (Adjunct faculty are non-voting members of the Department of Biological Sciences; a list of adjuncts can be found on the departmental website). The composition of the advisory committee must be approved by the Chair of the Graduate Program Committee and the Graduate School. The advisory committee is required to meet by the end of the first year of residency and at least once each year thereafter. The advisory committee also makes annual recommendations regarding continued support based on satisfactory progress in research. Ordinarily, the advisory committee remains unchanged from the General to the Final Examination membership; changes must be approved by the major professor, the Chair of the Graduate Program Committee, and the Dean of the Graduate School.

**Doctoral Degree Audit and Ph.D. Candidacy** - The Doctoral Degree Audit (see Appendix 3A) details the coursework requirements for the Ph.D. degree. It must be approved by the advisory committee and the Chair of the Graduate Program Committee. In effect, it is a contract detailing specific coursework requirements tailored to the student's needs. The qualifying examination will provide guidance for the course selection in the Doctoral Degree Audit. The Doctoral Degree Audit must be completed and submitted to the Graduate Office no later than the beginning of the second year in residency. Thus, the selection of a major professor and an initial advisory committee, and completion of the qualifying examination and of a Doctoral Degree Audit constitute significant first-year milestones for Ph.D. students. Upon successful completion of these requirements, the Department of Biological Sciences considers a student to be a *Ph.D. Candidate.*

**Coursework** - LSU's Graduate Bulletin states that "a minimum of the equivalent of three years full-time study beyond the baccalaureate degree" is required for the Ph.D. degree. It is the responsibility of the advisory committee to individualize the Doctoral Degree Audit, and thus the total number and distribution of courses among formal lecture and research offerings, to best meet the needs of each student. We expect that variation among the different Doctoral Degree Audits will be the norm rather than the exception. Further, the Department of Biological Sciences requires that Ph.D. students take:

**A)** a minimum of 15 hours of coursework (excluding seminar, independent research, dissertation research and directed readings),

Biochemistry Ph.D. students are required to take (or transfer credit in) specific courses as follows to fulfill part of the requirement for 15 hours of coursework:

i. One course in proteins: Either BIOL 7284 OR 7285

ii. One course in nucleic acids biochemistry and molecular biology:
BIOL 7163, 7164, or 7280

iii. One course in lipids and membranes or carbohydrate biochemistry:
    BIOL 7288 or 7290

B) BASC 7000 (1 h) and

C) six additional seminar hours distributed as two hours in BIOL 7921 and four
   hours in various topic-oriented seminars offered by the Department. BIOL 7921
   provides a forum at which students present their research prospectus and provide
   an update on research progress. All faculty and students are invited to attend this
   course. Other seminar courses vary in content and style, and are designed to
   keep students abreast of recent developments, expose students to specialized
   topics, and give students experience in giving presentations.

Research Prospectus - By the end of the 2nd year, a formal presentation of the research
prospectus must be given in an open forum to the faculty and students of the Department.
This requirement is met by earning credit in BIOL 7921. A research prospectus in
written form is also required, and is to be presented to the advisory committee by the end
of the 2nd year. The format for the prospectus is at the discretion of the major professor,
but we recommend that it be written in the style of a grant proposal appropriate to the
student's research area.

General Examination - The general examination has the following requirements and
features:

A. The General Examination should be taken within six months after
   completing formal coursework but no later than the end of the third year (36
   months) of residency. You must submit a Request for Doctoral General
   Examination form (Appendix 3B) to the Graduate School (after it has been
   approved by the Chair of the Graduate Program Committee) at least three
   weeks prior to the proposed date of the examination. It is your
   responsibility to complete this form, and obtain a signature from your
   major professor, before submitting it to the Chair of the Graduate
   Program Committee.

B. The General Examination is the most rigorous test in the doctoral program
   and will consist of both oral and written components. The examination
   must be comprehensive enough to demonstrate expert competence over
   broad segments of the student's major field and a high degree of familiarity
   with current progress in the field.

   1. The written component may be oriented toward problem-solving
      capabilities, with emphasis on the student's ability to reconcile
      current literature within the content of his/her coursework, as well
      as general biological principles. After completing the written
      portion, you should compile all questions and answers and give a
copy to your advisory committee before the oral exam.

2. Success in the oral component requires a broad general knowledge of the biological sciences, and detailed understanding of your area of specialty including current literature. You must demonstrate considerable understanding of the process by which research is conducted. Questions related to your research proposal and accomplishments are likely. Questions also may follow up on answers given on the written component.

C. After completion of the General Examination, the members of the advisory committee will cast their final decision on a pass/fail basis. For the student to pass the general examination there may not be more than one dissenting vote.

D. If the student fails the general examination, the advisory committee must recommend one of the following three courses of action:
   1. The student is asked to repeat the entire examination, or any part of it, at a date set by the committee.
   2. The student is recommended to continue graduate work toward the M.S. degree (and his/her case be reconsidered after the completion of this program) or the M.N.S. degree.
   3. The student is dropped altogether from the graduate program.

The Dissertation - The form of the dissertation must be in accordance with instructions in the Guidelines for Preparation of Theses and Dissertations, available from the Graduate School (see also the Departmental Policy on Preparation of Theses and Dissertations, Appendix 4). The advisory committee also acts as the examination committee of the dissertation and gives assurance that high standards are met by the Ph.D. dissertation. These standards include:

A. The work presented in the dissertation should attest to the ability of the candidate to be an independent investigator. Therefore, the candidate's dissertation should demonstrate an original idea, design an approach to test it and draw sound conclusions from data obtained.

B. The work described in the dissertation should reflect the scientific curiosity of the applicant and his/her ability to pursue promising leads in the investigation, as well as to develop and reconcile these leads to meaningful findings.

C. **A minimum of one paper** from the dissertation research must be published (or be accepted for publication) in a peer-reviewed scientific journal before the dissertation is deemed acceptable (see Appendix 5).
**Final Examination** - Early in the semester in which a student intends to graduate, the Graduate School must be notified of the student's intention to complete degree requirements. A schedule of important dates and deadlines is produced each semester by the Graduate School. At least three weeks prior to the proposed examination date, you must submit an application for the final examination to the Graduate School, after it has been approved by the Associate Chair of Graduate Studies. (Appendix 3B: Request for Final Examination for the Ph.D. Degree.) It is your responsibility to complete this form and obtain a signature from your major professor before submitting it to the Associate Chair of Graduate Studies. The application must specify dissertation title, and the time and place proposed for the examination. The examination committee, including the Dean's representative, must have copies of the dissertation at least two weeks prior to the final examination. Permission to hold the final examination will be granted by the Dean of the Graduate School only after all the foregoing conditions are satisfied (including publication of one paper) and one academic year has elapsed since the student completed the general examination.

The Dean of the Graduate School will appoint the final examination committee. It will usually consist of the advisory committee to whom one or more additions may be made as representatives of the Dean or the Graduate Faculty. All final examinations include a presentation open to the public; it must be publicized according to the regulations of the Graduate School.

Upon passing the final examination, with no more than one member of the committee dissenting, and upon acceptance of the dissertation by the Graduate School, the candidate will be certified to the LSU Board of Supervisors by the Dean of the Graduate School as having fulfilled all requirements for the Ph.D.
VIII. REQUIREMENTS FOR THE DEGREE OF MASTER OF SCIENCE:

The M.S. degree is awarded on the basis of coursework and research. An advisory committee must be selected and have met no later than the second semester in residency to help guide the student in research and suggest appropriate coursework. The advisory committee is chaired by the major professor and must consist of a minimum of three members of the Graduate Faculty, one of whom must be a Full Member of the Graduate Faculty (see section VI-2). Adjunct faculty may serve as major professor and represent the Department on advisory committees, but no advisory committee may consist only of faculty adjunct to Biological Sciences (see section VI-2). The advisory committee must meet as a body at least one time each year in residency. A timetable for progress toward the M.S. degree is found in Appendix 2.

To meet the requirements of the Masters of Science degree, each student must:

1) Complete a minimum of 30 semester hours of graduate credit, including at least 24 hours of coursework (excluding independent research, directed readings and thesis research). Your program must include six hours of thesis research (BIOL 8000), no less than 12 hours in courses numbered above 7000, and seminars as follows: BASC 7000 (1 h), BIOL 7921 (1 h) and two hours in various topic-oriented seminars offered by the Department (see section VI-4).

2) Complete a satisfactory thesis. The thesis requirement is to be satisfied with the research conducted by the student under the direction of the major professor. The thesis must demonstrate capacity for research, originality of thought, and facility in organizing materials. Final acceptance of the thesis rests with a special committee of three or more members who are nominated by the Chair of the Graduate Program Committee and appointed by the Dean of the Graduate School; normally this examining committee is identical to your advisory committee. The form of the thesis must be in accordance with instructions in the Guidelines for Preparation of Theses and Dissertations, available from the Graduate School (see Appendix 4). The thesis must be provided to the examining committee at least two weeks prior to the examination date.

3) Pass a final oral examination. Each candidate for a Master's degree will be required to pass a comprehensive oral final examination. Early in the semester in which a student intends to graduate, the Graduate School must be notified of the student's intention to complete degree requirements by completing an Application for Candidacy form (Appendix 3E). A schedule of important dates and deadlines is produced each semester by the Graduate School. At least three weeks prior to the proposed date of this examination, you must submit a request for appointment of the examining committee to the Graduate School after it has been approved by the Chair of the Graduate Program Committee. It is your responsibility to complete this form, and obtain a signature from your major professor, before submitting it to the Chair of the Graduate Program.
Committee (see Appendix 3F) Representatives of the Graduate Faculty may be added by the Dean. All final examinations for the M.S. degree must begin with a presentation open to any interested student or faculty member. The final examination is evaluated on a pass/fail basis; failure is defined as more than one dissenting vote by the members of the examining committee.

IX. MINOR IN THE DEPARTMENT OF BIOLOGICAL SCIENCES:

Students in degree programs in other departments may minor in Biochemistry or Biological Sciences. For each degree, an appropriate faculty member from the Department of Biological Sciences must be on the advisory and examining committees. The student must take a minimum of 10 hours in appropriate coursework (as recommended by the faculty representative and approved by the Associate Chair for Graduate Studies) in biological sciences (as signified by the BIOL rubric on the transcript; the same course cannot be counted twice from credit in Biological Sciences and the home department). At least half of these hours must be at the 7000 level and transfer credit is not accepted.

X. AWARDS:

LSU and the Department of Biological Sciences recognizes outstanding research and teaching by graduate students. For your information, we list some of the awards below:

1) LSU offers two campus-wide awards of interest:

   a) Distinguished Dissertation Award in Science and Engineering. This award is given annually based on faculty nominations.

   b) LSU Alumni Association Teaching Assistant Award. This award is given annually based on faculty nominations in recognition of excellence in classroom or laboratory instruction.

2) Department of Biological Sciences awards are for teaching and research excellence and include:

   Research

   a) C. W. Edgerton Award. Given annually to a plant biology graduate student for significant achievements in research.

   b) Robert Scott and Louise Pierce Allen Scholarship. Given annually to a biochemistry graduate student.

   c) Michael McDaniel Travel Award. Given three times annually support of travel to present research findings at national or international meetings.

   d) T. Vinton Holmes Award. Given annually to support graduate student research in ornithology.

   e) Bernard Lowy Award. An award for research in diverse aspects of
tropical botany in Latin America.

f) Komma Memorial Outstanding Graduate Student Award. Given annually to an outstanding international Ph. D. graduate student.

Teaching

a) William H. Gates Award. Given annually to a teaching assistant in zoology for outstanding instruction in freshman laboratories.


c) Freshman Biology Award. Given annually to a teaching assistant in the biological sciences for outstanding instruction in freshman biology laboratories.

d) Simon Chang/Ezzat Younathan Award. Given annually to a teaching assistant in the biochemistry program for outstanding instruction.

Students are also encouraged to apply for research and travel awards to help support their research activities. Funding opportunities are available on campus (e.g., Graduate School support is currently available for travel) and off campus from federal agencies (e.g., National Science Foundation's Dissertation Improvement Grants), professional societies (e.g., Sigma Xi, American Women in Science) and private foundations. Please discuss opportunities best suited to your needs with your major professor or other faculty members familiar with your field.

X. APPEALS:

Some of the requirements listed above are those of the Graduate School and some are imposed by the Department of Biological Sciences. Under extreme circumstances, the Dean of the Graduate School (for Graduate School regulations) or the Graduate Program Committee (for Departmental regulations) will consider petitions or appeals to waive requirements. These appeals are not taken lightly nor will they always be approved, but due consideration for each student will always be made. If you feel that an appeal is necessary, it will prove helpful to discuss the situation with the Associate Chair for Graduate Studies regarding the circumstances and procedures before initiating the appeal.
Appendix 1 Graduate Assistantship Job Description

GRADUATE ASSISTANT JOB DESCRIPTION

The duties of a Graduate Assistant (GA) in the Department of Biological Sciences require approximately twenty (20) hours per week during the Fall and Spring semesters. In the Department of Biological Sciences a GA may be a Teaching Assistant (TA), Research Assistant (RA), Curatorial Assistant (CA), or (very rarely) may perform a combination of duties. The type of appointment will determine the precise duties, but normally duties will include one or more of the following:

1. For students on CA and RA; perform assigned curatorial or research duties.

2. For students on TA; teach one or more undergraduate or graduate laboratory sections. The following is a generalized description of TA duties; specific duties will vary with the assignment and will be determined by the instructor in charge. Duties will include in-class and out-of-class activities as follows:
   a. Having or acquiring knowledge of the laboratory experiments;
   b. Giving short lectures on procedures and principles;
   c. Maintaining safe and proper laboratory conditions;
   d. Preparing and grading quizzes, grading reports and evaluating student performance in laboratory courses;
   e. Meeting students outside of class during regularly scheduled office hours (minimum of 2 hours/week) for help sessions;
   f. Preparing solutions and materials and setting up experiments and displays in advanced laboratory courses;
   g. Setting up or writing laboratory tests;
   h. Maintaining a record of grades and assisting in or assigning grades
   i. Assisting in the design and testing of experiments and activities for teaching labs;
   j. Assisting in the maintenance of laboratory instruments.
   k. Proctoring lecture examinations. Each teaching assistant will be assigned to several faculty members for proctoring duties. Faculty or staff members will contact TAs in advance regarding the time and location of exams. Please be on time and be prepared to follow the professor’s instructions. This part of the teaching duty is essential to our lecture courses. Please take it seriously.
   l. Attendance at meetings related to teaching, proctoring, or grading assignments. If such meetings are held, attendance is mandatory; unexcused absences are unacceptable.

The faculty of the Department of Biological Sciences recognizes the importance of both excellent teaching and excellent research and are committed to ensuring that all demands made upon GAs are reasonable and equitable. If there is a problem with performing the aforementioned duties, it will be resolved by or with the approval of the Graduate Program Committee and the student=s advisory committee as well as other involved parties. TAs are usually expected to teach at least one summer session. GAs are fully expected to perform well in their assignments (including out-of-class assignments such as proctoring), and to show satisfactory progress in their research project. Consistent failure to do either of these will result in reduction or loss of the assistantship.

I have read the above stated job description, and will fulfill the assigned duties.

________________________________________________________________________

Signature __________________________ Date ____________

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## Appendix 2. Timetable for M.S. and Ph.D. Students

### Ph.D. SCHEDULE

<table>
<thead>
<tr>
<th>Semester (Year)</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| Fall (1)       | Meet with major professor or perform laboratory rotations  
|                | Discuss potential research projects with faculty |
| Spring (1)     | Select major professor, if performing rotations  
|                | Begin to plan research project  
|                | Select advisory committee  
|                | Take qualifying examination |
| Summer (1)     | Complete Doctoral Degree Audit and submit it to the Graduate Studies Office in Biological Sciences  
|                | Begin research project |
| Fall or Spring (2) | Take BIOL 7921 - present research prospectus  
|                | Complete written research prospectus  
|                | Discuss research prospectus with advisory committee |
| Spring (3)     | Complete coursework  
|                | Continue research progress; meet with advisory committee  
|                | Take General Examination |
| Between Spring (3) and Fall (4) | Continue research progress and prepare manuscript for publication |
| Between summer (4 and 5) | Final examination should be conducted |

### M.S. SCHEDULE

<table>
<thead>
<tr>
<th>Semester (Year)</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (1)</td>
<td>Meet with major professor or perform laboratory rotations. Discuss potential research projects with faculty</td>
</tr>
</tbody>
</table>
| Spring (1)     | Select major professor, if performing rotations  
|                | Begin to plan research project  
|                | Select and meet with advisory committee |
| Summer (1)     | Begin research project |
| Summer (2)     | Final examination should be conducted |
Appendix 3. Required Forms for Graduate School

These forms can be filled out on-line and downloaded from the LSU Graduate School website. Simply select Academic Services Center, Enrolled Students and then Forms.

A. Doctoral Degree Audit
B. Request for Doctoral General or Final Examination
C. Doctoral Application for Degree
D. Request for Change in Doctoral Degree Audit
E. Application for Degree Update
F. Request for Restricted Access to Thesis/Dissertation
G. Request for Transfer/Non-Degree Work to be Applied to the Master’s Degree
H. Master’s Application for Degree
I. Request for Master’s Examination
J. Request for Restricted Access to Thesis/Dissertation
A. Doctoral Degree Audit
DOCTORAL DEGREE AUDIT GUIDELINES
(To be submitted with General Exam Request)

The Degree Audit is an agreement between the student and his/her department, and outlines the student's individualized degree requirements as determined by the student's major professor and advisory committee. The Degree Audit form must be submitted by the student's advisory committee through the Department Chair or Graduate Advisor for final approval by the Academic Dean. These forms are available on the web and from the Academic Student Academic Services Center. Below are guidelines for completing the forms and avoiding common mistakes. Errors cause the forms to be returned and delay approval by the Graduate School. Any questions may be directed to the Academic Services Center at 578-3181.

In completing these forms, pay attention to the following:

Major Fields—must be as listed in the Graduate Bulletin (i.e., no sub-fields or specialties should be listed).
Minor Fields—must be in a curriculum offering a graduate degree; requires a committee member from the minor department and approval of the minor department chair. Internal minors need not be listed and are monitored by the department.

Committee Members—MUST be members of the graduate faculty. The General Catalog and the Departmental Graduate Advisor are the best sources for information on committee composition and graduate faculty status. Additional members can be added at the time of the General Exam. If you are including a member of the Southern University graduate faculty, please indicate this with (SU) after the person's typed name.

Signatures—all signatures must be original. No one else can sign for a committee member.

Course Work—Degree Audit form should have the required number of hours listed for the departmental requirements but do not need to list excess hours taken. The department has the right to determine the acceptability of courses with respect to the age of the courses and applicability to current degree requirements.

No Undergraduate courses should be listed. This includes departmental prerequisites and required English and/or foreign language requirements.

Courses From Another Institution—must be listed as they appear on the official transcript.

- official transcripts must be on file from all institutions the student attended and work must have been evaluated as graduate level (as indicated on the "Credentials Analysis" sent to the department from Graduate Admissions).
- course work must have a grade of A, B, P or S or the officially verified equivalent.
- departments should determine that course work applied from foreign institutions is comparable to graduate courses at LSU in terms of semester hours, quality of instruction and grading.
- quarter hours should be converted to semester hours at the rate of 2/3.

Repetition of Courses—is based on the maximum number of hours specified in the General Catalog.

Departmental Requirements—should be checked prior to submission to the Graduate Student Academic Services Center.
The Graduate School-Louisiana State University
DOCTORAL DEGREE AUDIT FORM

Name ___________________________ LSUID# ___________________________

Specify degree type: PhD [ ] DMA [ ]

Major Field ___________________________ Minor Field ___________________________

Degrees held (University and date of each)

Advisory Committee (Minimum of three required)
Signatures ___________________________ Typed Names ___________________________

Major Professor ___________________________

Minor Professor ___________________________(if applicable)

Advisory Committee (Minimum of three required)

COURSES COMPLETED AND APPLICABLE AS GRADUATE CREDIT
List Subject, Course Number, and Hours of Credit. NOTE: Courses in which D, F, I, AU or U grades are earned should not be listed. [Example: CHEM 4452 (3.4452 [2], etc.)]

MAJOR COURSES AT LSU

Total major credit hours at LSU: ______

If student has completed graduate work at another institution that is applicable toward the major at LSU, list those courses

Total major credit hours at ______ (list institution) ______ (total credit hours)

MINOR COURSES AT LSU

Total minor credit hours at LSU: ______

Minor courses completed at another institution

Total minor credit hours at ______ (list institution) ______ (total credit hours)

OTHER COURSES AT LSU

Total credit hours at LSU ______

Other courses completed at another institution

Total other credit hours at ______ (list institution) ______ (total credit hours)

GRAND TOTAL COMPLETED IN MAJOR: ______

GRAND TOTAL COMPLETED IN MINOR: ______

GRAND TOTAL COMPLETED IN OTHER: ______

(please submit 2 typed originals to the Graduate School)
PROBABLE FURTHER COURSEWORK

List Subject, Course Number, and Hours of Credit. The Graduate Council has strongly recommended that at least 9 hours of dissertation research be included. SAMPLE TO BE USED IN LISTING PROBABLE FURTHER COURSEWORK: CHEM 7261 (4), CHEM 7800 (1), CHEM 9000 (9), etc.

MAJOR COURSES

TOTAL MAJOR CREDIT HOURS TO BE TAKEN

The Graduate Council has strongly recommended that minor requirements include at least one 7000-level course. In some cases, good academic planning and judgment may lead to the requirement of 4000-level courses only. A brief memorandum of justification should accompany this form whenever the minor requirements do not include a 7000-level course.

MINOR COURSES

TOTAL MINOR CREDIT HOURS TO BE TAKEN

OTHER COURSES

TOTAL OTHER CREDIT HOURS TO BE TAKEN

(Signature of Student) Date

(Signature of Major Department Chair or Graduate Advisor) Date

(Signature of Major Department Chair or Graduate Advisor) Date

APPROVED:

(Date received in the Graduate School) (Signature of Graduate Dean) Date

Revised 07/01/11
GSASC-P05
Form 12
B. Request for Doctoral General or Final Examination
LOUISIANA STATE UNIVERSITY
THE GRADUATE SCHOOL

REQUEST FOR DOCTORAL GENERAL OR FINAL EXAMINATION
(To be submitted to The Graduate School 3 weeks prior to date of examination
and by current semester deadline for graduates)

Date__________________________

The Department/School of ___________________________ requests that
the _______ examination of ________________________, (LSU ID# _______________
for the _______ degree be scheduled on ___________ (day of week), ___________ (date),
at_______ a.m./p.m. in Room ____________, __________________________ Building.

If Final Examination, state the date of the General Examination: __________________________

Has this examination been scheduled previously?  □ Yes  □ No

MAJOR: __________________________
MINOR: __________________________

SUGGESTED COMMITTEE
(Three members of the graduate faculty and dean’s representative to be added by The Graduate School.)
(typed names)

NOTE: Doctoral committees must include at least one full member of the graduate faculty from the major
department. All general exams will be assigned a dean’s representative. If this is a final exam, include
the Dean’s Representative (DR) from the General Exam in scheduling the above date and time. If you are
including a member of the Southern University graduate faculty, indicate this with (SU) after the name.

_________________________Chair
_________________________Minor Professor

If General Examination, state area of research (be as specific as possible):

If Final Examination, state title of dissertation:

_________________________Committee Chair (to be signed)

Chair, Head of Department, or Graduate Advisor
(to be signed)

APPROVED:

Graduate Dean

(Please submit 2 typed originals to Graduate School and one copy to each committee member)

Revised 07/01/11
GSASC-PER
Form 10
C. Doctoral Application for Degree
The Graduate School-Louisiana State University
DOCTORAL APPLICATION FOR DEGREE

PLEASE TYPE

_________________________________________  _______________________
Student’s Name                              LSUID#

_________________________________________  _______________________
(Home Phone)                                 (Work Phone)               (E-Mail)

Date of Graduation

Major Professor’s Name

Major Professor’s Official LSU Title

Major Professor’s Approval of LSU Title (signature)

Co-Chair’s Name (if not applicable - leave blank)

Co-Chair’s Official LSU Title (if not applicable - leave blank)

Co-Chair’s Approval of LSU Title (signature if applicable)

Title of Dissertation

(Revised 3/7/07)
APPLICATION FOR DEGREE

LSUID#: ___________________________ GRADUATION DATE: _______________________

**DIPLOMA INFORMATION:** (Type or print the name you want to appear on your diploma using upper/lower case letters.)

[First Name] ___________________________ [Middle Name] ___________________________ [Last Name] ___________________________


By signing below, I acknowledge that I understand that the above typed or printed name will appear on my diploma.

Signed: ___________________________ Date: ___________________________

[Day Phone] ___________________________ [Evening Phone] ___________________________ [E-Mail Address] ___________________________

**DEGREE INFORMATION:**

[Degree Title] ___________________________ [Graduate School] ___________________________ [Granted by College of] ___________________________

[Major] ___________________________ [Minor] ___________________________

**DIPLOMA DISTRIBUTION CEREMONY:**

You must indicate if you will attend or not attend the diploma distribution ceremony. Please check the one that applies to you.

☐ I will be attending the diploma distribution ceremony.

☐ I will not be attending the diploma ceremony and will pick up by diploma in room 112 Thomas Boyd Hall on the Monday following commencement.

☐ I will not be attending the diploma ceremony and would like my diploma mailed to the address listed below. (Diplomas will be mailed out approximately two weeks after commencement.)
D. Request for Change in Doctoral Degree Audit
THE GRADUATE SCHOOL - LOUISIANA STATE UNIVERSITY
DOCTORAL DEGREE AUDIT
(Change Form)

Name_________________________ LSUID#_________________________

Official Major Field_____________ Minor Field*_________________________

ADD:
       Subject          Course #        Hrs. Credit       Reason for addition

DELETE:
       Subject          Course #        Hrs. Credit       Reason for deletion

Signature of Major Professor            Date                        Signature of Department Chair or Graduate Advisor    Date

*If there is a change in the minor field requirements, the following signatures are required:
Please indicate changes in minor course work with an asterisk.

Signature of Minor Professor            Date                        Signature of Minor Department Chair or Graduate Advisor    Date

APPROVED:

Signature of Graduate Dean            Date

(Please submit 1 original copy to the Graduate School)

(revised 07/01/11)
GSASC-CPOS
Form 13
E. Application for Degree Update
APPLICATION FOR DEGREE

LSUID#: ___________________________  GRADUATION DATE: ________________

**DIPLOMA INFORMATION:** (Type or print the name you want to appear on your diploma using upper/lower case letters.)

(First Name) ___________________________  (Middle Name) ___________________________  (Last Name) ___________________________

(Hometown) ___________________________  (Hometown State) ___________________________  (Louisiana Parish) ___________________________  (Country) ___________________________

**By signing below, I acknowledge that I understand that the above typed or printed name will appear on my diploma.**

Signed: ___________________________________________  Date: ___________________________

(Day Phone) ___________________________  (Evening Phone) ___________________________  (E-Mail Address) ___________________________

**DEGREE INFORMATION:**

(Degree Title) ___________________________  Graduate School ___________________________

(Granted by College of) ___________________________

(Major) ___________________________  (Minor) ___________________________

**DIPLOMA DISTRIBUTION CEREMONY:**

You **must** indicate if you will attend or not attend the diploma distribution ceremony. Please check the one that applies to you.

- [ ] **I will be attending** the diploma distribution ceremony.
- [ ] **I will not be attending** the diploma ceremony and will pick up my diploma in room 112 Thomas Boyd Hall on the Monday following commencement.
- [ ] **I will not be attending** the diploma ceremony and would like my diploma mailed to the address listed below. (Diplomas will be mailed out approximately two weeks after commencement.):
F. Request for Restricted Access to Thesis/Dissertation
LSU Graduate School

Request for Restricted Access to Thesis/Dissertation

This request must be submitted with the final version of the thesis/dissertation. Requests will not be considered prior to submission of the document or after the document has been approved and released.

Name: ___________________________ LSUID: ___________________________

Email: ___________________________ Major: ___________________________

(Use a permanent email address; Be sure to keep your email address current with the Graduate School)

Date of graduation: _____________ Degree: ___________________________

Advisor: _________________________ Advisor’s email: ___________________________

I hereby request that my thesis/dissertation (select one):

○ Be restricted to LSU campus viewing only for 365 days from the date of its approval by the Graduate School.

○ Be completely withheld from all public access, including PQIL, for a period of
  (note that you will not receive bound copies you order from PQIL until your document is released to public access)
  ○ 365 days from approval by the Graduate School
  ○ 730 days from approval by the Graduate School
  ○ Other ___________________________ (specify)
  ○ Renewal request (submit for extension of restricted period)

Specific reasons for request: (Explain in detail and attach any materials that support your request.)

_________________________________________  __________________________
student signature date

_________________________________________  __________________________
major professor signature date

Graduate School Action:
Approved: ___________________________ Comment added: ___________________________
Disapproved: _________________________ Student notified: ___________________________

EDITOR:
R_________________________ W_________________________

Revised 1/9/08/mh
G. Request for Transfer/Non-Degree Work to be Applied to the Master’s Degree
THE GRADUATE SCHOOL - LOUISIANA STATE UNIVERSITY

REQUEST FOR TRANSFER/LSU EXTENSION OR NON-DEGREE WORK TO BE APPLIED TO THE MASTER'S DEGREE

Name_________________________________________  LSUID#______________________________
Department_________________________________________  Date______________________________

I request that the following courses be applied to my □ Thesis  □ Non-Thesis (check one) degree.
(M.A., M.S., M.S. in E.S., etc.)

I have obtained approval from my department as indicated below.

<table>
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<tr>
<th>COURSE ABBR. &amp; NO.</th>
<th>CREDIT HRS.</th>
<th>GRADE</th>
<th>INSTITUTION/EXTN. OR INSTITUTION CLASSIFICATION</th>
<th>SEM. TAKEN</th>
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</tbody>
</table>

Signature_________________________  Date______________________________

Approved by

Graduate Advisor/Major Professor  Date______________________________

Chair, Head of Department or Graduate Advisor  Date______________________________

Graduate Dean  Date______________________________

Students must have 9 hours of graduate residence credit in a degree program at LSU and be in academic good standing before submitting this form to the Graduate School. A maximum of 12 hours of transfer and/or LSU extension and/or non-matriculating credit may be transferred in thesis and non-thesis programs as explained in the Graduate Bulletin or General Catalog under the "Transfer of Credit" section. This includes a maximum of 6 hours of credit at the 6000 level and above.

Transfer work must have been taken for graduate residence credit with a grade of "B" or better and must have been completed within 5 years of the time the student is eligible to submit this request. See the "Transfer of Credit" section in the Graduate Bulletin for further stipulations.

All copy of this form should be forwarded to The Graduate School.

revised 07/01/11
GSASC-MTR
Form 18
H. Master’s Application for Degree
THE GRADUATE SCHOOL – LOUISIANA STATE UNIVERSITY
Master's Application for Degree
(Please submit 1 typed original to the Graduate School)

Name_________________________ LSUID#_________________________

Official Major Field_________________________ Minor Field_________________________

Degrees held (University and date of each)

I hereby apply for candidacy for the degree of Master of

_________________________ (Ex: Arts, Science, Science in C.E.)

for the semester/term of_________________________ (semester/year)

List all LSU graduate courses and hours required toward this degree.
(Example: CHEM 4492 (3), CHEM 8000 (6), etc.)

1. Major Courses Completed:

2. Minor Courses Completed (if applicable):

3. Transferred or Petitioned Credits (and institution):

   Total Hours Completed_________________________

4. Courses Remaining to Complete this Degree Program:

   Check one: Non-Thesis/Project [ ]  Thesis [ ]

   Total Hours Remaining_________________________

If thesis option, state title of thesis:

Signature of Applicant __________________________ Date ________________

Phone #(s) of Applicant __________________________ LSU Email Address __________________________

Signature of Major Professor __________________________ (type name in full) Date ________________

Signature of Minor Professor __________________________ (type name in full) Date ________________

Signature of Major Department Chair or Graduate Advisor __________________________

Signature of Minor Department Chair or Graduate Advisor __________________________

Approval of Graduate Dean __________________________

(Revised 07/01/11)

GSASC-APDM
FORM 2
I. Request for Master’s Examination
THE GRADUATE SCHOOL - LOUISIANA STATE UNIVERSITY
REQUEST FOR MASTER'S EXAMINATION

(To be submitted to Graduate School 3 weeks prior to date of examination
and by current semester deadline for graduates)

Date _________________________

The Department/School of ________________________________ requests that the
final examination of ________________________________, __________________________(major), for
the Master of ________________________________ degree, be scheduled on
________________________(day of week), __________________________(date), at __________________a.m./p.m. in
Room ______________________, ________________________________ Building.
Has this examination been scheduled previously? ________Yes ________No

MAJOR ________________________________ MINOR ________________________________

SUGGESTED COMMITTEE
(typed names)

If there is a minor, the minor department must be represented on the committee. There must be at least one full
member of the graduate faculty. If you are including a member from the Southern University graduate faculty,
indicate this with (SU) after the name.

______________________________ Chair ________________________________

______________________________ ________________________________

______________________________ ________________________________

Check one: Non-thesis/Project □ Thesis □

If thesis degree, state title of thesis:

______________________________ Committee Chair (to be signed)

Chair, Head of Department, or Graduate Advisor (to be signed)

APPROVED:

______________________________
Graduate Dean

(Please submit 2 typed originals to the Graduate School)

(Revised 07/01/11)
J. Request for Restricted Access to Thesis/Dissertation
LSU Graduate School

Request for Restricted Access to Thesis/Dissertation

This request must be submitted with the final version of the thesis/dissertation. Requests will not be considered prior to submission of the document or after the document has been approved and released.

Name: _______________________________ LSUID: _______________________________

Email: _______________________________ Major: _______________________________

(Use a permanent email address; Be sure to keep your email address current with the Graduate School)

Date of graduation: ________________ Degree: _______________________________

Advisor: ____________________________ Advisor’s email: ________________________

I hereby request that my thesis/dissertation (select one):

○ Be restricted to LSU campus viewing only for 365 days from the date of its approval by the Graduate School.

○ Be completely withhold from all public access, including PQIL, for a period of

  ○ 365 days from approval by the Graduate School
  ○ 730 days from approval by the Graduate School
  ○ Other ________________________________ (specify)
  ○ Renewal request (submit for extension of restricted period)

Specific reasons for request: (Explain in detail and attach any materials that support your request.)

_____________________________  _______________________________
student signature              date

_____________________________  _______________________________
major professor signature      date

Graduate School Action:
Approved: _______________________________ Comment added: _______________________________
Disapproved: ____________________________ Student notified: _______________________________

EDITOR:
R_____________________________ W_____________________________
Appendix 4. Departmental Policy on Preparation of Theses and Dissertations

1. The Department of Biological Sciences cannot provide staff to type theses, nor will it pay for paper or copying of the final version of the thesis or dissertation.

2. Departmental computers and printers may be used to prepare theses or dissertations, provided that such activity does not interfere with normal workday use by office staff; such equipment is multi-functional and this role must be appreciated and respected.

3. Special needs (e.g., photographic paper, mounting boards, drafting services, or computer time that results in direct charges) must be discussed and approved by the Chair of the Graduate Program Committee ahead of time if more than $50 in Departmental funds are required. Technical staff may assist with slide and presentation production and photographic needs, etc., if such activity does not interfere with everyday assignments.
Appendix 5. Departmental Policy on Publications

The Ph.D. degree is conferred on the basis of original scholarship. Perhaps the most compelling standard by which original research can be judged is the peer-review process associated with publication in reputable scientific journals. Furthermore, unpublished investigations are of little or no benefit to science or to society. Because publication-quality research is a major goal of the faculty, we require that all Ph.D. students publish (or have had accepted for publication), as first author, a minimum of one paper reporting the results of some aspect of their dissertation research in a peer-reviewed journal before the dissertation is accepted. A single (dual first-authored) publication cannot fulfill this requirement for more than one student. Career advancement in scientific disciplines is highly correlated with the quality and quantity of publications produced, and we therefore strongly encourage students (M.S. and Ph.D.) to publish meaningful papers early and often in their career. The publication process requires input and approval from the major professor for all research conducted under his/her supervision, and the Department should be credited on all publications associated with the dissertation. Your advisory committee must also be given the opportunity to comment on drafts of the manuscript before it is submitted for publication.

According to regulations adopted by the Graduate Council, articles from journals may constitute part of the dissertation, provided that the student is the first author of all included articles and provided that all other Graduate School regulations are satisfied (consult the Graduate School for particulars).

Note: Some published articles cannot be included in the dissertation without permission from the publisher. It is the responsibility of the student to obtain this permission in writing.
Appendix 6. Copy of Rotation Agreement
Rotation Agreement

Rotation 1: Faculty: ____________________________________________
Dates: Beginning ________________ Ending ________________________
Goals: ______________________________________________________________________________________________________

______________________________________________________________________________________________________________

Signatures: ___________________________________________ Student __________ Faculty __________ Date ____________

Rotation 2: Faculty: ____________________________________________
Dates: Beginning ________________ Ending ________________________
Goals: ______________________________________________________________________________________________________

______________________________________________________________________________________________________________

Signatures: ___________________________________________ Student __________ Faculty __________ Date ____________

Rotation 3: Faculty: ____________________________________________
Dates: Beginning ________________ Ending ________________________
Goals: ______________________________________________________________________________________________________

______________________________________________________________________________________________________________

Signatures: ___________________________________________ Student __________ Faculty __________ Date ____________