

THE UNIVERSITY OF MISSISSIPPI, DEPARTMENT OF BIOLOGY
GRADUATE PROGRAM IN BIOLOGICAL SCIENCES
GRADUATE POLICIES

I. ALL GRADUATE STUDENTS

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The Department of Biology of the University of Mississippi offers programs of graduate study leading to the Master of Science and Doctor of Philosophy degrees in biological science. Minimum requirements are set forth in the Graduate School Catalog, but graduate students pursuing degrees in the Department of Biology are required to remove undergraduate course deficiencies and to satisfy certain additional requirements.

See website:

<http://olemiss.edu/depts/biology/>

ADMISSION

Prerequisites

A candidate for admission to the graduate program in the Department of Biology must submit online to the Graduate School: an application, official results of the Graduate Record Examination (GRE) general test, transcripts of all undergraduate and graduate work, a statement of research interests, and two letters of recommendation. The Department of Biology requires minimum scores of 50th percentile for M.S. students and Ph.D. students on the GRE general test (verbal and quantitative) (approved 10-15-2012).

All entering graduate students must be accepted by a Major Advisor (who will become their Thesis Director) before admission into the Biology Graduate Program. It is the responsibility of the student to initiate the process by contacting faculty.

In order to be admitted to the program as a direct-Ph.D. student (without a Masters degree), two of 3 criteria must be met. The criteria are a minimum GPA of 3.2, GRE scores with a minimum 50th percentile on both quantitative verbal sections, and/or significant research experience. It will be the Major Advisor's responsibility to place in the application file a letter of support which includes a statement of how the student has met at least two of these criteria. Paragraph approved by graduate faculty (December 8, 2011).

International students must submit English language proficiency test scores (TOEFL, IELTS, or PTE-A). Students from countries with English as their official language are exempt from TOEFL requirements.

Acceptable results of the TSE or the SPEAK tests of spoken English and a personal interview are required for International Students to be eligible for a Teaching Assistantship.

Most prerequisites for admission into the Biology graduate program follow Graduate School requirements (e.g., minimum 3.0 undergraduate GPA). The fact that an applicant's credentials meet the minimum-admission standards does not entitle an applicant to be admitted. Successful candidates in biology usually exceed the minimum prerequisites, and should have a strong background in biological sciences including general biology, genetics, ecology, physiology, chemistry, mathematics, and physics. Students with deficiencies may be admitted in Conditional Status, and must satisfy all conditions of admission by the end of their first term of enrollment (both summer terms equal one semester) and achieve a B (3.0) average on all course work attempted during the probationary period. Remedial courses may not be counted toward degree requirements.

MASTER OF SCIENCE IN BIOLOGICAL SCIENCES

Policies and Procedures

1. Admission

Admission requirements for master's students are listed on the first page of this document.

2. Securing a Major Advisor (Thesis Director).

All entering graduate students must be accepted by a Major Advisor (who will become their Thesis Director) prior to admission into the Biology Graduate Program. Applications will not be processed until a Major Advisor accepts the applicant in writing. A letter of acceptance must be secured in the applicant's file.

3. Preliminary Meeting with the Department Chair

New graduate students are required to meet with the Department Chair, usually during the first two weeks of enrollment. Each student is responsible for scheduling this meeting.

4. Formation of M.S. Degree Committee

A Master of Science Degree Committee consists of at least three advisors. The Major Advisor (Thesis Director) must be a member of the Oxford Campus Graduate Faculty in the Department of Biology. It is the responsibility of the Thesis Director and the student to form a Degree Committee. The committee should be formed and approved in the first semester of residency, or as soon thereafter as possible. The Thesis Director, after consultation with the student, will determine if prospective committee members are willing to serve, and will recommend to the Department Chair that they be appointed. The

committee shall consist of at least three members of the Graduate Faculty, including two faculty members from the Department of Biology. The third advisor must be a faculty member of the University of Mississippi, or an adjunct member of the Department of Biology. A GS2 Form (Graduate School on-line forms) must be submitted to the Graduate School establishing the Degree Committee.

The Degree Committee will determine course and other requirements deemed necessary to satisfy the minimum requirement for the degree. The Thesis Director may impose additional requirements considered necessary for proper training of the student. Changes in the committee shall be made by the Chair of the Department only after each person involved in the change has been consulted. Changes in Thesis Director may be made by the Biology Chair only after consultation with the Director and with the consent of the student. The Thesis Director or any committee member may relinquish membership at will, but must inform the student, the committee, and the Department Chair in writing prior to resigning.

5. Preliminary Meeting with the Degree Committee

Each student in the program must meet with their M.S. Degree Committee the first semester of enrollment, or as soon thereafter as possible. The meeting shall be scheduled by the Thesis Director. It shall be the student's responsibility to request the meeting. The Department Chair and the Graduate Studies Committee must also be notified of the meeting.

The purposes of the meeting will be to ascertain if there are deficiencies in the educational background of the student that need to be addressed, to determine specific degree requirements, and to discuss a plan of study for the degree. A departmental "Degree Requirement Form" must be completed by the Thesis Director soon after this meeting. Signed copies are given to the Department Chair, committee members, and the student.

Should the Committee membership change prior to the thesis defense, a new Degree Requirement Form (with approval signature of the new member) must be filed with the Department.

6. Course Requirements

A minimum of 30 hours of graduate credit acceptable to the Advisory Committee. Students must complete at least 18 hours of formal-classroom courses; that is, courses that require regular attendance, study assignments, final examinations, and letter grades. Directed Study (BISC 679), Seminar (BISC 691 or 692), and Thesis (BISC 697) are not considered formal courses.

Students are required to take 24 hours of coursework (18 formal-classroom courses plus at least 6 hours of other courses, such as Directed Study - BISC 679). All students must take BISC 691 (seminar) during the semesters in which they present seminars. All students must register for a minimum of 6 hours of Thesis (BISC 697).

A form (GS3) is required if coursework is transferred (paragraph wording approved November 15, 2005).

A cumulative average of not less than B (GPA of 3.0) must be achieved in all graduate work undertaken.

7. Oxford Campus Residence

Two full (non-summer) semesters must be spent in residence on the Oxford campus. A minimum of 18 hours of graduate level, non-thesis courses selected by the student's degree committee must be taken, and the departmental seminar requirements must be satisfied, during this residence.

8. Research Prospectus

Prior to initiating thesis research, the student's research prospectus, endorsed by all members of the Degree Committee, must be available in the student's file in the Department of Biology. If a student changes the thesis topic or makes major modifications in the research plan, a new prospectus or a supplement must be endorsed by the Degree Committee and filed with the department.

Students are required to present their prospectus research to the Biology faculty and students in a seminar format. The seminar may be relatively brief, 15-25 minutes, with the intent of sharing the research content and inviting input from faculty and fellow students.

9. Time Limits

All work applying to a MS degree must be completed within a six-year time period. Exceptions to this rule are explained in the University of Mississippi Graduate School Catalog.

10. Application for graduation.

See Graduate School Web pages for forms http://www.olemiss.edu/gradschool/forms_library.html

Students must submit the "Application for Graduate Degree" (Form GS8), which authorizes the student to graduate that semester and sets their files for graduation.

The GS8 form is due early during the semester of anticipated graduation.

11. The Master of Science Thesis

A thesis representing original research is required. The content of the thesis will follow the approved research prospectus. The organization of the thesis must be agreed upon by the Degree Committee.

The candidate must provide each committee member with a complete, draft copy of the thesis at least two weeks before the oral examination. The thesis must be in final form and ready for signatures at the time of the final, oral examination. At the conclusion of the oral examination, corrections in the thesis may be required.

Two unbound copies of the approved thesis are required by the Graduate School. The student should inquire with the Graduate School as to the final date for acceptance of an approved thesis.

Hardbound copies of the approved thesis are required for the departmental library and the Thesis Director. The candidate should inquire in the Departmental office for instructions on binding the department copy.

12. Application for Final Oral Examination

Forms must be filed 14 days before the Final Oral Examination in the Biology Department and the Graduate School. These include the "Notification of Final Examination" form (GS7) and "Application for Graduate Degree" form (GS8).

13. Draft Copy of Thesis to Degree Committee

Students must provide each member of their Degree Committee a complete, draft copy of the M.S. Thesis at least two weeks prior to the final oral examination. This "draft" form is expected to be a complete

version of the thesis that has already been reviewed by the Thesis Director and approved for distribution to the committee.

14. The Research Seminar

For completion of the MS degree, each student must present a research seminar to the Department of Biology. The research seminar describes the research conducted by the student while in the UM graduate program. Notification of the time and place of the research seminar should be made to the Department Chair no less than two weeks before the seminar. The research seminar is open to all interested parties, and will be advertised by the Department Chair to the Department of Biology and university community.

15. Thesis Defense – Final Oral Examination

Every MS candidate must successfully complete a Thesis Defense in the format of a Final Oral Examination. The examination, chaired by the Thesis Director, shall be conducted on the Oxford campus by the Degree Committee and may encompass any aspect of the student's program. Should a member of the Degree Committee be unable to attend, the Department Chair may replace the absent member, if all parties agree. The oral defense shall be on a pass/fail basis determined by a majority vote and approval by the Thesis Director. The examination shall be open to members of the Graduate Faculty of the Department of Biology, who are invited as participants, as deemed appropriate by the Degree Committee (sentence approved 9-14-94). The "Authorization of the Final Oral/Written Examination" form (GS7) must be submitted to the Graduate School two weeks prior to the examination.

16. Completion of Thesis

Final copies of the thesis are due in the Graduate School on the last day of classes

during the semester of graduation. The thesis includes pages for signatures of the Degree Committee. The final-copy format must follow guidelines set forth by the Graduate School.

17. Thesis Electronic Submission and Binding

Students now submit electronic copies of their theses and dissertations. Directions for uploading theses into the ProQuest/UMI repository system are provided by the Graduate School. The Supervisor of Graduate Records will review your document for completeness and formatting.

Please note that the Graduate School no longer requires bound copies of the thesis. But the two copies submitted for your Thesis Director and Biology Department are required in bound form. The graduate students pays for binding of two (2) copies of the thesis, one to the Thesis Director, and one to the Biology Department. Evidence of payment for binding must be presented to the Department and Graduate School prior to the last day of final examinations during the semester of expected graduation. Electronic submission of copies is facilitated by the Graduate School (see ProQuest format requirements and guidelines on the Graduate School web pages).

18. Progress Reports

Satisfactory progress toward the degree will be evaluated annually by the Department Graduate Studies Committee (GSC) under the auspices of annual Progress Tracking Forms (usually assessed during each spring semester). A student who is deemed by the GSC not to be making satisfactory progress toward the degree may be denied a teaching assistantship for the next academic year, at the discretion of the Department Chair.

The student's Degree Committee may require reports on the student's thesis research and progress toward the degree. The committee may recommend that the student not be allowed to continue in the program if the student fails to make satisfactory progress toward completion of degree requirements.

19. Department Checkout

Graduating students must meet with the Department Chair and Building Mayor to submit keys to the building, labs, and classrooms, return any books or materials, and satisfy any other requirements for graduation. Failure to meet this requirement may result in a hold placed on the student's Bursar Account.

DEPARTMENT OF BIOLOGY
THE UNIVERSITY OF MISSISSIPPI
Master of Science Degree Program Checklist

Events	Deadline	Forms Required	Actions Required
1. Admission.	Completed on-line applications for fall admission are due in Graduate School by February 1. Deadline for first awarding of assistantships is April 1.	Application on line. Department and Graduate School requirements are listed on the application.	Applications completed by students are processed by the Graduate School, Graduate Studies Committee (GSC). and Department Chair.
2. Securing a Major Advisor (Thesis Director).	Before admission	Letter of acceptance from faculty advisor	Letter from faculty advisor placed in student's file. Appointment made by Chair.
3. Preliminary meeting with Department Chair.	Preferably during or prior to initial registration. Usually during first 2 weeks of initial enrollment.	None	Student makes appointment with Department Chair
4. Formation of M.S. Degree Committee	During initial semester of enrollment.	Appointment of Graduate Degree Committee. "Update Advisor/ Advisory Committee Form (GS2 Form; Graduate School form 2).	Student and Thesis Director select other members of the Degree Committee. Then Thesis Director recommends committee to Department Chair, who must approve appointments. Chair sends GS2 Form to Graduate School, concerned faculty, and graduate student.
5. Preliminary meeting with M.S. Degree Committee.	During initial semester of enrollment.	"Degree Requirement Form" establishes required courses and other stipulations for the degree (Department).	Student request Thesis Director call meeting, notifying Department Chair and Graduate Studies Committee. Filing of the Degree Requirement Form immediately after this meeting is the responsibility of the Thesis Director. The Director completes the form, obtains the required signatures, and gives the original to the Department Chair and copies to the student and each member of the Committee.

6. Coursework requirements.	Established during preliminary meeting with Degree Committee or soon thereafter	“Degree Requirement Form” (Department).	“Degree Requirement Form” filed.
7. Oxford residence.	The residence requirement must occur during satisfaction of coursework requirements.	None	Two academic-year semesters must be spent in residence on the Oxford campus. A minimum of 18 hours of graduate level, non-thesis courses selected by the student’s degree committee must be taken.
8. Research Prospectus	Draft prospectus due to committee by end of second semester.	None, but cover sheet must contain signatures of all M.A. Degree Committee Members	Prospectus must be written by student and approved by members of the Degree Committee. Cover sheet must be signed by all members of Degree Committee. Student is responsible for providing copies of signed Prospectus to Department Chair and to each member of the Degree Committee. Seminar of the proposed research is required.
9. Time limit for completion of coursework and special degree requirements.	Prior to graduation and six (6) years from the date of first registration in the degree program of the Department of Biology.	None	Student should inform Thesis Director and Degree Committee members if the student anticipates an appeal for further time to completion.
10. Application for graduation.	See Graduate School Web Site for exact deadline dates.	“Application for a Graduate Degree Form” (GS8). This form is due at beginning of graduation semester.	Student obtains GS8 Form and types requested information. Thesis Director verifies information on GS8 and signs form. Biology Chair will verify information, and return the form to the Graduate School.
11. Thesis for the Master of Science.	Deadlines for submission of the draft and final copies of the thesis are set by the Degree Committee. Graduate School deadlines are provided below.	A “Thesis Preparation Manual” is necessary, and is available from the Graduate School on line.	A thesis representing original research is required. The content of the thesis will follow the approved research prospectus. The organization of the thesis must be agreed upon by the Degree Committee. Guidelines for specific requirements are provided by the Graduate School “Thesis Preparation Manual” .

12. Application for final oral examination	14 days prior to the final examination	“Authorization of Final Examination Form” (GS7). “Application for Graduate Degree Form” (GS8) is due (see above).	Student obtains forms on line. GS7 Form is completed by Thesis Director. Department Chair signs form and notifies Graduate School. GS7 is returned to Graduate School by Department Chair.
13. Draft copies of thesis to Degree Committee	Two weeks prior to the Final Oral Examination	None	Student must provide each member of the Degree Committee with a copy in final form.
14. Thesis seminar	Prior to last day of classes during semester or term student intends to graduate	None, but seminar announcement is required. Announcement must specify that seminar is to satisfy degree requirement.	Student must register for seminar and contact seminar director prior to the first week of semester or term.
15. Thesis Defense - Final Oral Exam	No later than last day of classes during semester or term of graduation, but should be held at least two weeks prior to this deadline.	GS7 Form	Student obtains form on line. Thesis Director completes form immediately after examination and gives it to Department Chair who verifies information and notifies Graduate School.
16. Completion of thesis	Final copies are due in Graduate School on last day of classes during semester of graduation.	None	Student obtains signatures of committee members and Department Chair. Student delivers thesis copies to Graduate School and Printing Services. Theses may be submitted electronically on line (see ProQuest guidelines on Graduate School web); two hard copies are required by the Biology Department.
17. Thesis binding	Prior to last day of final examinations during semester of expected graduation.	Receipt from University Printing Services	Theses are submitted electronically on line to Graduate School; hard copies are required by the Biology Department. Student pays Printing Services for binding copies of thesis (2 to the Department of Biology). The 2 electronic copies to the Graduate School have guidelines on line.

18. Progress reports.	The Degree Committee may require reports on the student's thesis research and progress toward the degree. The Graduate Studies Committee (GSC) requires an annual Progress Tracking Form.	"Progress Tracking Form" from Biology Department.	<p>The Degree Committee may recommend that the student not be allowed to continue in the program if the student fails to make satisfactory progress toward completion of degree requirements.</p> <p>A student who is deemed by the GSC not to be making satisfactory progress toward the degree may be denied a teaching or research assistantship for the next academic year, at the discretion of the Department Chair.</p>
19. Department Checkout	Prior to last day of final examination of final semester.	Department of Biology checkout sheet.	Student obtains form from Department secretary and gets appropriate signatures.

III. DOCTOR OF PHILOSOPHY IN BIOLOGICAL SCIENCES

1. Admission

Admission requirements for doctoral students are listed on the first page of this document (“All Graduate Students”).

2. Securing a Major Advisor (Dissertation Director)

All entering graduate students must be accepted by a Major Advisor (who will become their Dissertation Director) prior to admission into the Biology Graduate Program. Applications will not be processed until a Major Advisor accepts the applicant in writing. A letter of acceptance must be secured in the applicant’s file.

3. Preliminary Meeting with the Department Chair

New graduate students are required to meet with the Department Chair, usually during the first two weeks of enrollment. Each student is responsible for scheduling this meeting.

4. Formation of Ph.D. Degree Committee

The Doctor of Philosophy Degree Committee shall consist of at least five advisors. The Dissertation Director (Major Advisor) chairs the committee, and must be a tenured member of the Oxford Campus Graduate Faculty in the Department of Biology.

It is the responsibility of the Dissertation Director and the student to form a Degree Committee. The committee should be

formed and approved in the first semester of residency, or as soon thereafter as possible.

The Dissertation Director, after consultation with the student, will determine that prospective committee members are willing to serve and will recommend to the Biology Chair that they be appointed. The committee shall consist of at least five members (including the Dissertation Director) of the Graduate Faculty; at least three must be regular faculty (non-adjunct) from the Department of Biology. One faculty member must be from another University of Mississippi department (outside the Biology Department). The fifth committee member may be selected from within the Biology graduate faculty or adjunct faculty of the Biology Department (updated 11.28.11). A Degree Committee may consist of more than 5 members, with additional members being adjunct or regular faculty. A GS2 Form (Graduate School on-line forms) must be submitted to the Graduate School establishing the Degree Committee.

The Degree Committee will determine course and other requirements deemed necessary to satisfy the minimum requirements for the degree. The Dissertation Director may impose additional requirements for the degree or additional requirements considered necessary for proper training of the student (training sessions). Changes in the committee shall be made by the Chair of the Department only after each person involved in the change has been consulted. Changes in Dissertation Director may be made by the Chair only after consultation with the Director and with the consent of the student. The Dissertation Director or any

committee member may relinquish membership at will, but must so inform the student, the committee, and the Department Chair in writing prior to resigning.

Should the Committee membership change prior to the dissertation defense, a new Degree Requirement Form (with approval signature of the new member) must be filed with the Department.

5. Preliminary Meeting with the Committee

Each student in the program must meet with the Ph.D. Degree Committee during the first semester of enrollment, or as soon thereafter as possible. The meeting shall be scheduled by the Dissertation Director. It shall be the student's responsibility to request the meeting. The Department Chair and the Graduate Studies Committee must also be notified of the meeting.

The purposes of the meeting will be to ascertain if there are deficiencies in the educational background of the student that need to be addressed, to determine specific degree requirements, and to discuss a plan of study for the degree. A departmental "Degree Requirement Form" must be completed by the Dissertation Director soon after this meeting. Signed copies are given to the Department Chair, committee members, and the student.

6. Course Requirements

A minimum of 54 hours of graduate credit acceptable to the advisory committee. Students who do not already hold a masters degree in biology or a closely related field must complete at least 24 hours of formal-

classroom courses; that is, courses that require regular attendance, study assignments, final examinations, and letter grades. Students who already hold a masters degree in biology or a closely related field must complete at least 9 hours of formal-classroom courses at UM. Directed Study (BISC 679), Seminar (BISC 691 or 692), and Dissertation (BISC 797) are not considered formal courses.

Only 12 of the 54 total hours may be Directed Study (BISC 679) or Seminar (BISC 691 or 692). At least 18 of the 54 total hours must be dissertation hours (BISC 797).

All students must register for Seminar (BISC 691) during the semesters in which they present seminars (paragraph approved November 15, 2005).

Credit for courses taken for other degrees or at other institutions may be applied to the 54 credit-hour requirements of the PhD degree at the discretion of the Degree Committee, as constrained by residency requirements. A form (GS3) is required if coursework is transferred.

A Master's Degree is not a prerequisite for a Ph.D. A cumulative average of not less than B (3.0) must be achieved in all graduate work undertaken.

7. Oxford Campus Residence

To fulfill the degree-credit requirement, a doctoral student must (1) have completed three years (54 hours; including transfer courses) of study beyond the bachelor's degree; (2) have completed a minimum of two years of graduate study at The University of Mississippi; and (3) have completed a minimum of one year (18

hours) of graduate work in continuous residence. No more than four of these hours may be in Directed Study (BISC 679) courses. Where course work (excluding dissertation hours) is required for the degree, at least one half, up to 30 hours) must be completed at The University of Mississippi (paragraph updated; 2010 Graduate School catalog).

The student should be aware of general university requirements for the Ph.D. degree, and plan residence activities along lines that satisfy the Graduate School requirements as well as those of the Department of Biology.

8. Department seminar requirements

All doctoral students are required to give at least 3 presentations: a “first research seminar”; a prospectus defense; and a dissertation seminar (called “Research Seminar II” below).

The first research seminar may be on any research topic acceptable to the Dissertation Director, but should not duplicate what will later be presented as Research Seminar II. Students who present papers at national or international conference may petition to the Biology Chair to have their presentation substitute for the “first research seminar”. This petition must precede their presentation at the conference. A dissertation seminar is on research conducted for the Ph.D. degree, and is given just prior to the dissertation defense (See below under Research Seminar II).

9. Admission to Full-Admission Status

Most doctoral students are admitted to the graduate program in Full-Admission Status, unless they have academic deficiencies. All academic deficiencies must be removed by the end of the second semester of enrollment (both summer terms equal one semester). Student asks Graduate Studies Committee Chair to reevaluate progress if Full Admission Status was not granted at time of entry into graduate studies. Graduate Studies Committee Chair will inform Department Chair of reevaluation results. Department Chair will request change of status by Graduate School if such is warranted. Graduate School must also initiate status changes.

10. Progress Reports

Satisfactory progress toward the degree will be evaluated annually by the Department Graduate Studies Committee (GSC) under the auspices of annual Progress Tracking Forms (usually assessed during each spring semester). A student who is deemed by the GSC not to be making satisfactory progress toward the degree may be denied a teaching assistantship for the next academic year, at the discretion of the Department Chair.

The student’s Degree Committee may require reports on the student’s thesis research and progress toward the degree. The committee may recommend that the student not be allowed to continue in the program if the student fails to make satisfactory progress toward completion of degree requirements.

11. Comprehensive Examination

Doctoral students must sit for the written and oral comprehensive examination no later than the end of the fourth semester after admission. Postponement of the exam may be granted by the Biology Chair only with the approval from the Dissertation Director and majority approval by the GSC. Failure to complete the exam within six semesters of admission will result in discontinuance in the program. Students failing to perform satisfactorily on the comprehensive examination must retake the exam within one semester. Two failures of the exam results in discontinuance in the program (paragraph approved 12-4-97).

After the student has been admitted to full standing and has completed coursework and other requirements, the comprehensive examination must be taken. This examination is conducted by all members of the student's Degree Committee, and is administered in both the written and oral form. The doctoral student is expected to demonstrate full competence in the subject matter of biological science and in the tools and skills of biological research in his/her area. Two or more (40% if more than five members) dissenting votes will constitute failure of the examination. The oral portion of the examination will be open to members of the Graduate Faculty of the Department of Biology, who are invited to attend as participants, as deemed appropriate by the Degree Committee. Scheduling of this examination requires completion and filing of a GS5 Form prior to the examination, "Authorization to Sit for a Comprehensive Exam".

12. Admission to Candidacy for the Degree

A student who has completed course requirements and the comprehensive examination may be recommended for candidacy to the Department Chair and Graduate School. The GS5.1 Form must be filed as "Report of the Comprehensive Examination Committee and Admission to Candidacy". Admission to Candidacy must occur at least two semesters before anticipated graduation, "before the beginning of the last semester prior to the semester in which the student is to graduate".

13. Dissertation Prospectus on research

Prior to initiation of dissertation research, the student's research prospectus, endorsed by all members of the degree committee, must be available in the student's file in the University of Mississippi, Department of Biology. If a student changes the dissertation topic or makes major modifications in the research plan, a new prospectus or a supplement must be endorsed and filed with the department. A "Dissertation Prospectus Procedure" (Form GS6) is available on line.

Doctoral students are required to present their prospectus research to the Biology faculty and students in a seminar format. The seminar may be relatively brief, 15-25 minutes, with the intent of sharing the research content and inviting input from faculty and fellow students.

14. The Doctoral Dissertation

A dissertation representing independent and original research of publishable quality is required of all doctoral students. The

content of the dissertation must be agreed upon by the Dissertation Committee.

The candidate must provide each committee member with a finalized copy of the dissertation at least two weeks before the oral examination. The dissertation must be in final form and ready for signatures at the time of examination. At the conclusion of the oral examination, corrections in the dissertation may be required.

Two unbound copies of the approved dissertation are required by the Graduate School. The student should inquire with the Graduate School as to the final date for acceptance of an approved dissertation. Hardbound copies of the approved dissertation are required for the departmental library and the Dissertation Director. The candidate should inquire in the departmental office for instructions on binding the department copy.

15. Application for Graduation

See Graduate School Web pages for forms http://www.olemiss.edu/gradschool/forms_library.html

Students must submit the "Application for Graduate Degree" (Form GS8), which authorizes the student to graduate that semester and sets their files for graduation. The GS8 form is due early during the semester of anticipated graduation.

16. Payment of Diploma and Dissertation Fees.

See the Graduate School web site for details about fees. The GS8 form has instructions for paying for binding of publications and submission of electronic copies of the dissertation.

All doctoral candidates must obtain and complete the "Survey of Earned Doctorates Form" and the "UMI Dissertation Agreement Form" from the Graduate School. Both of these forms must be submitted when the dissertation is submitted to the Graduate School.

17. Application for Final, Oral Examination

Every Ph.D. candidate must successfully complete a Dissertation Defense in the format of a Final Oral Examination. The examination, chaired by the Dissertation Director, shall be conducted on the Oxford campus by the Degree Committee and may encompass any aspect of the student's program. Should a member of the Degree Committee be unable to attend, the Department Chair may sit replace the absent member, if all parties agree. The oral defense shall be on a pass/fail basis determined by a majority vote and approval by the Dissertation Director. The examination shall be open to members of the Graduate Faculty of the Department of Biology, who are invited as participants, as deemed appropriate by the Degree Committee. The "Authorization of the Final Oral/Written Examination" form (GS7) must be submitted to the Graduate School two weeks prior to the examination.

18. Draft Copies of Dissertation to Doctoral Committee.

A dissertation representing original research is required. The content of the dissertation will follow the approved research prospectus. The organization of the dissertation must be agreed upon by the Degree Committee.

The first draft of a dissertation is usually edited by the Dissertation Director alone. This should occur, at a minimum, months before the scheduled Dissertation Seminar. After corrections, the subsequent draft is submitted to all Degree-Committee Members.

The candidate must provide each committee member with a complete, draft copy of the dissertation at least two weeks before the oral examination. The dissertation must be in final form and ready for signatures at the time of the final, oral examination. At the conclusion of the oral examination, corrections in the dissertation may be required.

19. Dissertation Seminar

For completion of the PhD degree, each student must present a dissertation seminar to the Department of Biology. This seminar describes the doctoral research conducted by the student while in the UM graduate program. Notification of the time and place of the research seminar should be made to the Department Chair no less than two weeks before the seminar. The seminar is open to all interested parties, and will be advertised by the Department Chair to the Department of Biology and university community.

20. Final, Oral Examination and Dissertation Defense

Every doctoral candidate must successfully complete a final, oral dissertation defense. The examination, chaired by the Dissertation Director, shall be conducted on the Oxford campus by the Degree Committee and may encompass any aspect of the student's program. Its shall be on a

pass/fail basis determined by a majority vote and approval by the Dissertation Director. The examination shall be open to members of the Graduate Faculty of the Department of Biology, who are invited as participants, as deemed appropriate by the Degree Committee (sentence approved 9-14-94).

The Graduate School must be notified of upcoming doctoral oral examinations by the student submitting for signature the "Notification of Final Examination Form" (GS7). This form requires signatures by the Degree Committee and Department Chair.

21. Completion of Dissertation

See the Graduate School guidelines for deadlines. Before the last day of classes (not last day of final exams) the student should submit to the Graduate School (in person) the signed "Dissertation Signature Page(s)" and the "ETD Rights, Permission, and Contract Form", the completed "Survey of Earned Doctorates", and ensure that the Graduate School has received a copy of the "Notification of Final Examination Form" (GS7). The student will then receive access to submit the dissertation electronically.

22. Dissertation Binding and/or Electronic Submission

Students submit electronic copies of their theses and dissertations to the Graduate School. Directions for uploading dissertations into the ProQuest/UMI repository system are provided by the Graduate School on line. The Supervisor of Graduate Records will review your document for completeness and formatting.

Please note that the Graduate School no longer requires bound copies of the dissertation. But the two copies submitted for your Dissertation Director and Biology Department are required in bound form. The graduate students pays for binding of two (2) copies of the dissertation, one to the Dissertation Director, and one to the Biology Department. Evidence of payment for binding must be presented to the Department prior to the last day of final examinations during the semester of expected graduation.

23. Department Checkout

Graduating students must meet with the Department Chair and Building Mayor to submit keys to the building, labs, and classrooms, return any books or materials, and satisfy any other requirements for graduation. Failure to meet this

requirement may result in a hold placed on the student's Bursar Account.

24. Time Limit

All work applying to a Ph.D. degree must be completed within a seven-year time period. It is expected that student will have been admitted to candidacy (i.e. passed all parts of their comprehensive examinations) within four years. Exceptions to this rule are explained in the Graduate School Catalog.

Approved: 23 February 1978

Amended: 9 March 1979; 10 May 1989; 26 February 1991; 1 September 1992; 11 January 1993;

Revised: October 30, 2012

DEPARTMENT OF BIOLOGY
THE UNIVERSITY OF MISSISSIPPI
Doctor of Philosophy Degree Program Checklist

Event	Deadline*	Forms Required	Actions Required
1. Admission.	Completed on-line applications for fall admission are due in Graduate School by February 1. Deadline for first awarding of assistantships is April 1.	Application on line. Department and Graduate School requirements are listed on the application.	Applications completed by students are processed by the Graduate School, Graduate Studies Committee (GSC). and Department Chair.
2. Securing a Major Advisor (Dissertation Director).	Before admission	Letter of acceptance from faculty advisor	Letter from faculty advisor placed in student's file. Appointment made by Chair.
3. Preliminary meeting with Department Chair.	Preferably during or prior to initial registration. Usually during first 2 weeks of initial enrollment.	None	Student makes appointment with Department Chair
4. Formation of Ph.D. Degree Committee	During initial semester of enrollment.	Appointment of Graduate Degree Committee. "Update Advisor/ Advisory Committee Form (GS2 Form; Graduate School form 2).	Student and Dissertation Director select other members of the Degree Committee. Then Dissertation Director recommends committee to Department Chair, who must approve appointments. Chair sends Committee Appointment GS2 Form to Graduate School, concerned faculty, and graduate student.
5. Preliminary meeting with Ph.D. Degree Committee and Preliminary Exam.	During initial semester of enrollment.	"Degree Requirement Form" establishes required courses and other stipulations for the degree (Department).	Student requests Dissertation Director to set examination date. Director informs Department Chair of time and place. Department Chair posts announcement. Immediately after the examination, the Dissertation Director completes the Degree Requirement form with signatures and course requirements.
6. Time limit for completion of coursework and special degree requirements.	Prior to graduation and six (6) years from the date of first registration in the degree program of the Department of Biology.	None	Student should inform Dissertation Director and Degree Committee members when coursework is completed. This information should be on the student's Progress Tracking Form (updated annually).

7. Oxford residence.	The residence requirement must occur during satisfaction of coursework requirements.	None	Two academic-year semesters must be spent in residence on the Oxford campus. A minimum of 18 hours of graduate level, non-thesis courses selected by the student's degree committee must be taken.
8. First Department seminar presentation	During residence on Oxford campus. Preferably prior to Comprehensive Examination, but definitely before final semester of enrollment.	Evaluation form for seminars.	Student and Dissertation Director arrange for seminar announcement. Announcement must specify seminar is to satisfy degree requirements.
9. Attainment of Full Admission Status.	No later than end of second semester of enrollment (both summer terms equal one semester).	None	Student asks Graduate Studies Committee Chair to reevaluate progress <u>if</u> Full Admission Status was not granted at time of entry into graduate studies. Graduate Studies Committee Chair will inform Department Chair of reevaluation results. Department Chair will request change of status by Graduate School if such is warranted. Graduate School must also initiate status changes.
10. Progress reports.	The Degree Committee may require reports on the student's thesis research and progress toward the degree. The Graduate Studies Committee (GSC) requires an annual Progress Tracking Form.	"Progress Tracking Form" from Biology Department.	The Degree Committee may recommend that the student not be allowed to continue in the program if the student fails to make satisfactory progress toward completion of degree requirements. A student who is deemed by the GSC not to be making satisfactory progress toward the degree may be denied a teaching or research assistantship for the next academic year, at the discretion of the Department Chair.

11. Comprehensive examinations	After attainment of Full Admission, completion of coursework, residency, and other requirements, and allowing at least one full intervening semester prior to graduation.	"Authorization to Sit for a Comprehensive Examination" Form (GS5) is required.	Student must request Dissertation Director to schedule the examination. The Director must notify the Dept. Chair at least 7 days prior to the examination dates. Immediately following the examination, the Director will, by filing GS5.1, inform the Department Chair of the results of the examination. The Chair will then notify the Graduate School. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.
12. Admission to candidacy	One semester before completion of comprehensive examination and course requirements.	"Report of the Comprehensive Examination Committee/ Admission to Candidacy" Form (GS5.1)	Dissertation Director completes form GS5.1 and submits it to the Graduate School.
13. Dissertation Prospectus	Prior to initiation of dissertation research.	None, but cover sheet must contain signatures of all Degree Committee members.	Prospectus must be written by student and edited and approved by members of Degree Committee. Cover sheet must be signed by all members of Committee. Student is responsible for providing copies of signed Prospectus to Department Chair and to each member of the Degree Committee. A seminar of the proposed research is required.
14. Doctoral Dissertation	Deadlines for submission of the draft and final copies of the dissertation are set by the Degree Committee. Graduate School deadlines are provided below.	None.	A dissertation representing original research is required. The content of the thesis will follow the approved research prospectus. The organization of the dissertation must be agreed upon by the Degree Committee. Guidelines for specific requirements are provided by the Graduate School.

15. Application for graduation.	See Graduate School Catalog for deadline dates.	Application for a Graduate Degree Form (Graduate School).	Student obtains forms and types requested information. Dissertation Director verifies information on both forms and signs Admission to Candidacy form. Student takes form to Department of Biology office with a transcript containing all courses taken for the degree. Chair will verify information, and return the form to the Graduate School.
16. Payment of diploma and dissertation fees	After completion of Application for a Graduate Degree Form (GS8).	Application for Graduate Degree (GS8)	Student obtains authorization form on line. Form is completed by Dissertation Director. Department Chair approves form, and posts Oral Examination Announcement. Authorization of Final Examination Form (GS7) is submitted to Graduate School by Chair.
17. Application for Final Examination	At least ten (10) days prior to the final examination	Authorization of Final Examination form (Graduate School) and Oral Examination Announcement form (Biology)	Student obtains authorization form from Graduate School. Form is completed by Dissertation Director. Department Chair approves form and posts Oral Examination Announcement. Authorization of Final Examination is returned to Graduate School by Chair.
18. Draft copies of dissertation to committee members	At least two weeks prior to Final Oral Examination	None	Student must provide each member of the Degree Committee with a copy in final form.
19. Dissertation Seminar	Prior to last day of classes during semester or term student intends to graduate	None, but seminar announcement is required. Announcement must specify that seminar is to satisfy degree requirement.	Student must register for seminar and contact seminar director prior to the first week of semester or term.
20. Final, Oral Examination	No later than last day of classes during semester or term of graduation, but should be held at least two weeks prior to this deadline.	Final, Oral Examination or completion form (Graduate School)	Student obtains form from Graduate School. Thesis Director completes form immediately after examination and gives it to Department Chair who verifies information and notifies Graduate School.

21. Completion of Dissertation	Final copies are due in Graduate School on last day of classes during semester of graduation.	None	Student obtains signatures of Degree Committee members and Department Chair. Student delivers dissertation copies to Graduate School and Printing Services.
22. Dissertation binding	Prior to last day of final examinations during semester of expected graduation.	Receipt from University Printing Services	Student pays Printing Services for binding four copies of thesis [2 – the Department of Biology and 2 – the Graduate School] and requests these be delivered to Department of Biology. Receipt to be given to Department Secretary by deadline date.
23. Department checkout	Prior to last day of final examination of final semester.	Department of Biology checkout sheet.	Student obtains form from Department secretary and gets appropriate signatures.
24. Time Limit	All work applying to a Ph.D. degree must be completed within a seven-year time period.	Exceptions to this rule are explained in the Graduate School Catalog.	It is expected that student will have been admitted to candidacy (i.e. passed all parts of their comprehensive examinations) within four years.