

DEPARTMENT OF BIOLOGY
Wake Forest University

GRADUATE STUDENT HANDBOOK

And

GUIDE TO M.S. AND PH.D.
PROGRAMS

2014-2015

2014-2015 Information

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URLs

Graduate School – Current Graduate Student Resources

<http://graduate.wfu.edu/students/>

Graduate School Bulletin – Graduate School:

<http://graduate.wfu.edu/bulletin.html>

Graduate Student Handbook – Graduate School:

http://graduate.wfu.edu/docs/academics/GradStudentHandbook_09_2.pdf

Graduate Student Grievance Procedures

http://graduate.wfu.edu/docs/academics/GradStudentHandbook_09_2.pdf

Graduate Student Associations Survive and Thrive Guide

<http://graduate.wfu.edu/organizations/documents/shared/SNTG%20rev0509.pdf>

Graduate School Thesis and Dissertation Instructions

http://graduate.wfu.edu/students/documents/Theses_Dissertations_instructions.pdf

Graduate School Mentoring Relationship Between Graduate Students and Advisors Statement

http://graduate.wfu.edu/students/documents/MentoringPhilosophy_statement0809.pdf

WFU Biology Department

<http://www.wfu.edu/biology/>

Graduate Student Handbook – WFU Biology Department

<http://www.wfu.edu/biology/new/grad/forms/handbook-2008.pdf>

IRS Publication 530

<http://www.wfu.edu/academics/biology/new/dept-only/>

Table of Contents

Guide to M.S. and Ph.D Programs in Biology At Wake Forest

Contents

2014-2015 Information	2
Table of Contents	3
Guide to M.S. and Ph.D. Programs in Biology at Wake Forest University.....	4
A. The Graduate Committee	4
B. General Graduate Program Requirements and Features	4
1. Graduate Advisor	4
2. Graduate Advisory Committee	4
3. Graduate Examination Committee.....	5
4. WFU Graduate Faculty Status	6
5. Minimum GPA required to maintain financial support.	6
6. Participation in the Departmental Seminar Program	6
7. The Prospectus	6
8. Teaching and Teacher Training	7
9. Responsible Conduct of Research Requirements	7
10. Safety Training.....	8
11. Funding Opportunities	8
12. Biology Graduate Student Information Form	8
C. Switching Advisors, Switching Degree Programs and Additional Support.....	10
1. Switching Advisors	10
2. Switching Degree Programs	10
3. Additional Funding	10
D. M.S. Degree Program: Additional Requirements and Schedule.....	10
1. Course work	10
2. Departmental Seminar	10
3. M.S. Degree Candidacy	10
4. Thesis Preparation and Final Examination	11
5. M.S. Final Examination	11
6. Scheduled Deadlines for M.S. Students.....	11
E. Ph.D. Degree Program: Additional Requirements and Schedule.....	13
1. Coursework	13
2. Seminars.....	13
3. Participation in the Tutorial Program	13
4. Teaching Requirement for the Ph.D.	13
5. Ph.D. Preliminary Exam and Advancement to Candidacy	13
6. Dissertation Preparation and Final Examination	14
7. Final Examination.....	14
8. Scheduled Deadlines for Ph.D. Students	15
Advisory Committee Meeting Form.....	18
Biology Graduate Student Information Form	19

Guide to M.S. and Ph.D. Programs in Biology at Wake Forest University

Welcome to the Graduate Program in Biology at Wake Forest University. It is our sincere hope that together we can make your experiences in the department personally rewarding and provide an atmosphere conducive to your continued growth as professional biologists. To help you understand how these programs function, and to serve as a useful reference for deadlines and requirements, we have prepared this document describing the essential features of our M.S. and Ph.D. programs. Other documents that contain important information are the [Graduate School Bulletin](#), the Graduate School's [Graduate Student Handbook](#) and [Dissertation and Thesis Instructions](#), and the Graduate Student Association's [Survive and Thrive Guide](#). Links to these documents and other important information can be found on page 2 of this Handbook.

NOTE: Biology Graduate Students are bound to the deadlines and requirements set out in the [Graduate School Bulletin](#) for their year of entry and to those in the Department of Biology's [Graduate Student Handbook](#) for their year of entry.

A. The Graduate Committee

The Graduate Committee is a departmental committee consisting of the Chair of the Committee, three other faculty members, a graduate student member, and the Chair of the Department of Biology (ex-officio). It is the responsibility of the Committee to evaluate all applications for admission to the graduate program, make recommendations for financial aid to the Dean of the Graduate School, and monitor the progress of graduate students. In addition, this Committee is responsible for making recommendations concerning continuing improvement in the graduate programs. To this end the Committee actively solicits suggestions from students and staff. Any student should also feel free to consult the Committee or its Chair for assistance in dealing with any problems that cannot be resolved through other means.

B. General Graduate Program Requirements and Features

Requirements by the University for the M.S. and Ph.D. are described in the [Graduate School Bulletin](#). Included are minimum requirements for course work, residency in the program, admission to degree candidacy, etc. It is the student's responsibility to make sure that all requirements in both the [Graduate School Bulletin](#) and the [Department of Biology Graduate Student Handbook](#) are met.

1. Graduate Advisor

The Graduate Advisor (hereafter referred to as the Advisor) is a member of the graduate faculty and is the primary mentor who guides the student's research. During the process of choosing an Advisor, students should familiarize themselves with the research interests and philosophies of the various faculty members. The faculty member must agree in writing to assume the role of Advisor, and the arrangement is subject to the approval of the Chair of the Department of Biology. Entering Ph.D. and M.S. students must select Advisors by October 15 and November 15, respectively. A student may subsequently switch Advisors if unusual circumstances warrant such a change.

A link to the University's [Statement of Philosophy of the Mentoring Relationship between Graduate Students and Advisors](#) can be found on page 2. Both graduate students and mentors are strongly encouraged to read it before making a formal commitment to each other.

2. Graduate Advisory Committee

Committee members should be chosen by the student in consultation with their Graduate Advisor,

and will consist of the following individuals:

Master's Advisory Committee

Graduate Advisor
1 Biology Faculty Member
1 Biology or other WFU Faculty
Minimum total: 3 faculty members

Ph.D. Advisory Committee

Graduate Advisor
3 Biology Faculty Members
1 WFU Faculty not in Biology*
Minimum Total: 5 faculty members
*May be a non-WFU Faculty Members as approved by the Graduate School

Once constituted, the Advisory Committee assumes the responsibility for overseeing the successful completion of the degree program. The entire committee, in consultation with the student, will be responsible for advising the student in the completion of his/her degree program. These responsibilities include setting requirements for specific course work; drafting, administering and evaluating the preliminary examination (for Ph.D. only); critically evaluating the research prospectus; providing regular review of the student's progress toward the completion of the degree; and providing editorial input to the drafting of the student's thesis or dissertation.

The student should freely consult members of their Advisory Committee for advice and assistance in research and other appropriate aspects of the student's degree program. To ensure that the Advisory Committee is kept well informed of the student's progress toward the completion of his/her degree program, the Advisory Committee should be convened as specified in the Scheduled Deadlines for the M.S and Ph.D. degrees (see below).

3. Graduate Examination Committee

As indicated in the Graduate School Bulletin, the Advisory Committee and the Examination Committee are independently appointed. In the vast majority of cases, the Advisory Committee members will be appointed as the Examination Committee.

M.S. Examination Committee

Graduate Advisor (First Reader)
Biology Faculty Member (designated as Second Reader)
WFU Faculty Member from Biology or other department

Ph.D. Examination Committee

Graduate Advisor
Chair of the major department or a faculty member chosen by the Chair
Another member of the major department*
Representative from the field within or outside the Department*
WFU faculty from outside the major department**
*usually a member of the student's advisory Committee
**Must be a member of the WFU Graduate Faculty, representing the Graduate Council and acting as Chair of the Examination Committee

4. WFU Graduate Faculty Status

All members of the M.S. and Ph.D. Examination Committees must be members of the WFU Graduate Faculty. Most WFU faculty members in the relevant departments are members of the Graduate Faculty. Non-graduate faculty WFU Faculty members and faculty members from outside of Wake Forest can be granted Temporary Graduate Faculty Status.

To obtain Graduate Faculty Status for a non-WFU faculty member, send the committee member's CV to the Biology Graduate Program Director along with a written justification as to the importance this committee member to the student's academic progress. These items will be forwarded to the Dean of the Graduate School who will grant Temporary Graduate Faculty status.

5. Minimum GPA Required to Maintain Financial Support.

Students are required to maintain a GPA of at least 3.0 (B average). Students who earn a grade below "B" in their first semester must meet with the Graduate Committee for counseling. Beginning with the grade report at the end of their second semester, students whose GPA falls below 3.0 will lose all financial support from the University.

6. Participation in the Departmental Seminar Program

The seminar program in the Department of Biology has two major purposes: (1) to bring noted scientists from outside the University to share their research and (2) to provide a forum for the discussion of research done by faculty and students within the department. Seminars are scheduled at regular intervals and **attendance is required for all full-time graduate students**. First-year graduate students are responsible for refreshments at these weekly seminars. See the Chair of the Seminar Committee for details.

7. The Prospectus

For graduate students in the WFU Department of Biology, a prospectus is a formal document that describes the plan for the research, including an appropriate review of the current literature, distributed to the student's advisory committee. The prospectus for PhD students should follow the format expectations of the project narrative (Project Description and Project Summary) sections of NSF proposals, within the 15 page single-line spacing limit of NSF Project Descriptions.

For PhD students, the prospectus must be completed and approved, and notification of approval sent to the Graduate Committee, by the end of the third semester of enrollment, to improve the chance that the student will follow an acceptable timetable for his/her program. If extenuating circumstances arise, the advisory committee can recommend an extension to the fourth semester, subject to approval by the Graduate Committee at least one month before the end of the third semester. Failure to have a completed and approved prospectus by the beginning of the fourth semester (or fifth semester in the case of an extension) will result in dismissal from the program.

For Master's students, the same format of a NSF proposal should be followed, with the exception that the prospectus may be shorter (typically 7-8 pages). The prospectus should be completed and approved, and notification of approval sent to the Graduate Committee, by the end of the second semester of enrollment. If extenuating circumstances arise, the advisory committee can recommend an extension to the third semester, subject to approval by the Graduate Committee at least one month before the end of the second semester. Failure to have a completed and approved prospectus by the beginning of the third semester (or beginning of the fourth semester in the case of an extension) will result in dismissal from the program.

The prospectus should be an original document, produced by the student in consultation with his/her graduate advisor. It is not necessary to have preliminary data for the prospectus. It is more important that the student has reviewed the current literature, developed testable hypotheses, and outlined a practical and rational series of tests of those hypotheses. As the prospectus serves as the basis for the student's research project, the timely approval of the prospectus offers significant protection to the student and serves as the first milestone in a timely completion of a WFU biology graduate degree. Consequently, deadlines will be strictly enforced by the Graduate Committee to ensure that the prospectus be submitted on time.

8. Teaching and Teacher Training

All students that will be teaching (M.S. students supported by a TA and all Ph.D. students) must complete the WFU Graduate School and the Biology department TA training when they arrive on campus. Students must complete training before entering the classroom. The standard work load for a TA is 15-20 hours per week during the academic year. This translates to 2 core lab sections (~16 students each) in a semester.

Ph.D. students are required to have two semesters of teaching experience as part of their degree, generally as a teaching assistant in one of the core laboratories in the WFU Department of Biology. To fulfill the Ph.D. teaching requirement, students must be enrolled as Ph.D. students. Teaching as a Masters degree student does not satisfy the Ph.D. requirement.

If the student wishes to use a different teaching experience to fulfill the requirement, they must obtain prior approval of their advisory committee and of the Graduate Committee. Adequate documentation must be provided prior to the beginning of teaching to the Advisory Committee and the Graduate Committee (a syllabus, a letter from the professor running the class detailing the duties of the TA, etc).

A student's advisory committee can request that a student teach a specific class in the Wake Department of Biology, consistent with furthering the student's career. These requests can be made of the Core Director, although there are no guarantees.

A student can lose their stipend and their TA position if they do not perform adequately in the classroom. The core curriculum coordinator will provide feedback to the Graduate Committee and the student's Advisory Committee about a TA's performance. The core coordinator's assessment will be based on data obtained from undergraduate students, from other TAs, and from professors, and may include direct classroom observations, end-of-course student evaluations, the graduate student's behavior during lab prep meetings, and other sources.

As a reminder, the current award letters read:

New student: "The University reserves the right to withdraw this award for unsatisfactory academic work, or for unsatisfactory performance of your assigned duties."

Continuing Aid: "Support will be discontinued if you leave, graduate, or fail to meet academic or work standards."

9. Responsible Conduct of Research Requirements

The National Institutes of Health and National Science Foundation have established formal requirements for Responsible Conduct of Research (RCR) training and certification. Graduate students who are not certified or in the process of completing it cannot be supported as Research Assistants (RAs) and cannot work on any project supported with federal funds. To comply with these requirements, ALL incoming M.S. and Ph.D. graduate students in biology, chemistry, physics, and selected other departments must take a 700 level RCR course in the Fall Semester. Ph.D. students are required to take an additional course in the spring semester. More details will be provided during departmental

Orientation, as the requirements for certification change often.

Masters' students who are coming back for the Ph.D. are NOT exempt from RCR certification, but must enroll in the appropriate courses.

10. Safety Training

The WFU Office of Environmental Health and Safety conducts annual safety training each August at the start of the fall semester. This is a required meeting for ALL graduate students (RAs, TAs, GAs, and scholars/fellows) and post-docs. Further details will be provided during Orientation.

11. Funding Opportunities

The Biology Department allocates **funds for research** each academic year to the Graduate Advisor for each graduate student. These funds are available for research costs (e.g., laboratory supplies, small equipment, etc.) or for the cost of presenting a poster or paper at regional, national, or international meetings. Consult with your Graduate Advisor about these funds.

Other funding sources are available to biology graduate students. All awards are subject to taxes. To determine how these awards will affect you, consult IRS Pub 520, a copy of which can be found at the departmental web site. Consult page 2 of this document for the link.

- The **Elton C. Cocke Travel Fund** is maintained by the Department to help defray student costs for traveling to regional, national, or international meetings to present a paper or poster. Funding requests go to the Director of the Graduate Program in Biology in the form of a letter (email is acceptable). The following information must be supplied with the request: 1) Date, location, and name of meetings; 2) Title of poster or paper student will present; 3) Budget. The Budget must include estimated travel costs, hotel costs, registration fees, and any other pertinent information. Awards are made as a lump sum (check made out to the student) from Wake Forest University. Please check with Gary Alwine before paying any out-of-pocket expenses. Awards from this fund are subject to taxes.
A prerequisite to receiving a travel fund award is applying to the Graduate School Alumni Travel Fund, if such funds are available. A copy of your GS Travel Fund application should be sent to the Biology Department Graduate Program Director.
- The **Vecellio Fund** is a privately maintained fund available for support of graduate student research. Requests for funding are submitted to the Vecellio Fund Committee. Contact the Chair of the committee for details and schedule. Awards from this Fund are subject to taxes.
- The **Grady Britt Fund** is maintained by the Department to assist students in the area of parasitology (symbiosis). Funds may be used for a student's research project, for travel associated with a student's project, or for travel to scientific meetings. Students in the subdiscipline of parasitology must submit a detailed request to the Department Chair. Awards from this fund are subject to taxes.

12. Biology Graduate Student Information Form

One or more times annually the Graduate Program director will request all graduate students submit an updated electronic Biology Graduate Student Information Form. Please fill out and return this form in a timely manner. The information is crucial in assessing the Biology department's training of graduate students. The information is also necessary to supply to the Graduate School and accreditation

organizations. The form can be found at the end of this document, or online at the Biology Department's web site.

C. Switching Advisors, Switching Degree Programs and Additional Support

1. Switching Advisors

A student may switch Advisors if unusual circumstances warrant such a change. If you have questions or concerns, consult the Graduate Program Director.

2. Switching Degree Programs

Infrequently, a current M.S. student in Biology may wish to switch to the Ph.D. program (without completing the M.S. degree). The request for change in degree program must be discussed with the student's Advisory Committee and subsequently sent, in writing, to the Graduate Committee for review, evaluation, and possible approval.

Such requests must be made by the ~January 15th deadline for new student applications, because switching programs affects the awarding of TAs and scholarships. Requests to switch programs will be considered along with new applications. Requests submitted after the deadline will not be considered until the next year.

3. Additional Funding

It is expected that M.S. and Ph.D. students will complete their degrees during the time they are supported by the Graduate School (currently 4 semesters for the M.S. and 10 semesters for the Ph.D.) with or without additional support (RA) from their advisors. Infrequently, a student may be awarded additional TA support beyond the 4/10 semesters.

Requests for additional support are due by the application deadlines for the following semester (consult the Graduate School website for these deadlines). These requests will be considered along with new applications. Requests for additional support should include letters of support from the advisor and from the advisory committee. Requests should indicate why additional support is needed and include a clear timetable for finishing the degree. Requests made after the deadlines may not be considered.

D. M.S. Degree Program: Additional Requirements and Schedule

1. Course work

As a part of their degree program, M.S. students will complete a minimum of 24 hours of coursework. This includes a minimum of 12 hours at the 700 level, with the remainder at the 600 or 700 level. Choices of coursework should be made in consultation with the Graduate Advisor and the Advisory Committee.

2. Departmental Seminar

Each M.S. student will present at least one departmental seminar. This seminar normally covers the thesis research prior to the thesis defense and is given in the second Spring semester of residency. Students must consult with the Chair of the Seminar Committee at the beginning of the semester to schedule their seminar.

3. M.S. Degree Candidacy

M.S. Students may petition the graduate school for candidacy to the M.S. degree when course work is within one semester of completion, and the prospectus is approved by the Graduate Committee. Application to Candidacy forms may be obtained from the Graduate School's web page link, **Current**

Students.

4. Thesis Preparation and Final Examination

M.S. students must write and successfully defend a thesis. Guidelines for preparation of these documents are available from the Graduate School. Prior to the oral examination and defense of the thesis, students must allow **at least 5 working days** for the review of the completed thesis by members of their Examination Committee. Examination Committee members must also be given sufficient time for review of preliminary drafts of a thesis.

5. M.S. Final Examination

For the M.S., the thesis defense constitutes the final examination. The Examination Committee is appointed by the Dean of the Graduate School (see the Graduate Bulletin). In practice, however, the Advisory Committee is usually appointed to be the Examination Committee. For the M.S., one member of the Examination Committee is designated as the First Reader of the thesis and he/she, along with the Graduate Advisor, has editorial approval of the thesis. Most students elect to give all members of the committee opportunity to provide editorial input to the thesis.

Master's candidate must notify the Biology Department Faculty of their final examination date at least one week prior to the exam. Notice must include the abstract of the thesis, and the time and location of the oral defense.

6. Scheduled Deadlines for M.S. Students

First year

Orientation week (mid to late August).

Orientation program from the Graduate School

Orientation program from the Department of Biology

Meet with Director of the Graduate Program for advising and then register.

Receive instruction in animal care and use and in occupational safety.

Receive teacher training.

November 15. Choose Graduate Advisor.

December 1. Choose Advisory Committee. You must convene the Committee prior to registration for the Spring semester. In this meeting, you should establish your course plan and discuss your research project. Please complete the Advisory Committee meeting form at the end of this document and submit it to the Director of the Graduate Program.

December 4. Graduate Program Director submits Continuing Aid Form to the Graduate School to establish support for the following academic year. While you do not need to do anything, consult with your Graduate Advisor if there are any changes in support.

~January 12. Receive Continuing Aid Letter from the Graduate School. Notify Graduate Director if there are any problems or issues with support for the following academic year or if you do not receive a letter.

~January 15. Application deadline for the Graduate School: Deadline for requests to change degree program from M.S. to Ph.D.

March 1. Present Research Prospectus to Advisory Committee.

March 15. Meet with Advisory Committee to review Prospectus. As soon as the Prospectus is approved, submit a copy of the Prospectus to the Director of the Graduate Program.

Second year

October 1. Meet with Advisory Committee to review progress. Complete and submit the Advisory Committee meeting form. Schedule departmental seminar for the Spring semester with the Chair of the Seminar Committee.

January 15. Application deadline for the Graduate School: Deadline for requests to change degree program from M.S. to Ph.D. Deadline for requests for additional support beyond the standard four semesters.

February 1. Meet with Advisory Committee to review progress. Complete and submit the Advisory Committee meeting form.

February 15. File statement of intent to graduate (Degree Candidacy) with the Dean of the Graduate School.

April 10. Last day to submit chapter of thesis to Graduate School for format review.

April 15. Schedule oral examination.

May 1. Take oral examination.

May 15. Final copies of thesis due at Graduate School.

M.S. students continuing beyond a second year must convene their Advisory Committee at least every semester. After each meeting, submit Advisory Committee meeting form to the Director of the Graduate Program.

If you cannot meet a deadline, please seek advice **immediately** from the Director of the Graduate Program.

E. Ph.D. Degree Program: Additional Requirements and Schedule

1. Coursework

There is no minimum requirement for coursework for Ph.D. students. Any necessary coursework is determined in consultation with the Advisory Committee.

2. Seminars

Each Ph.D. student must give at least two seminars during their tenure. However, Ph.D. students may substitute an oral presentation at a scientific meeting for one of the departmental seminars; the student's Advisory Committee will approve a suitable forum for any such presentation.

3. Participation in the Tutorial Program

A unique aspect of the Ph.D. program in Biology at Wake Forest is the Tutorial Program. Each year a number of outstanding scientists spend a few days to one week working with students in individual and group tutorial sessions discussing their research, their philosophy of science and their rationale of problem solving. Tutors also present a departmental seminar during the week of their visit. Participation in the tutorial is required of all Ph.D. students. However, with approval of their Advisory Committees, Ph.D. students may be excused from the last tutorial during their final semester. (M.S. students may attend and participate with the permission of the Tutorial Committee.) See Chair of the Tutorial Committee for details.

4. Teaching Requirement for the Ph.D.

Ph.D. students are required to have two semesters of teaching experience as part of their degree, generally as a teaching assistant in one of the core laboratories in the WFU Department of Biology. To fulfill the Ph.D. teaching requirement, students must be enrolled as Ph.D. students. Teaching as a WFU Biology Masters degree student does not satisfy the teaching requirement for the Ph.D.

The standard work load for a TA should average 15-20 hours per week during the academic semester. This translates to teaching 2 sections (~16 students each) of core laboratory courses each semester.

5. Ph.D. Preliminary Exam and Advancement to Candidacy

Advancement to candidacy for the Ph.D. degree is contingent upon passing the Ph.D. **Preliminary Examination** that is administered and graded by the Examination Committee. The preliminary examination is normally given near the end of the student's second year of graduate study. Students who are unable to take their preliminary examination at this time should notify the Graduate Program Director and indicate the reasons for the delay. Regardless of when the examination is administered, it must be passed **at least twelve months** prior to the date of the awarding of the degree.

The Preliminary Exam consists of both written and oral parts. **It should NOT directly consider the research program of the student; discussion of research progress should take place in the regularly scheduled meetings of the Advisory Committee.** Instead, both the student and the Examination Committee should use this opportunity to evaluate the student's training as a Biologist in the broadest sense.

a. Written Portion:

Decisions about subject matter to be encompassed by the written examination should be made at least 3 months before the exam in conferences between the student and the members of the Examination Committee. Each examiner's questions should be designed to require a maximum

of 4 hours of examination time to complete. Students normally take the written exams at the rate of one examiner's questions per day during a single week. Each answer will be evaluated (graded) by two members of the Examination Committee; if both approve then the student passes. If there is a split vote, then the answer will be sent to all committee members and a majority will rule. The Advisory Committee will then decide, in conference by majority rule, whether the student passes or fails the exam overall.

b. Oral Portion:

Students cannot schedule the oral portion of their examination until they have passed the written portion. Except in extraordinary circumstances, the oral portion of the examination will take place within 30 days of completing and passing the written portion.

This part of the exam is open to participation by any faculty member or other scientist invited by the Examination Committee. It will emphasize the same areas as the written portion of the exam, but the student can be expected to respond to questions concerning any aspect of biology. The decision as to whether or not a student has successfully passed the oral examination will be by majority vote of the members of the Examination Committee.

If a graduate student fails their written or oral exam, the Committee can recommend that the candidate be dismissed from the Department's graduate program or that he/she be allowed to try again. Re-examinations must be scheduled no earlier than six months after the date of the first examination. A student may be re-examined only once.

6. Dissertation Preparation and Final Examination

Students must write a dissertation and defend it successfully during an oral examination. Guidelines for preparation of this document are available from the Graduate School. Students must submit their final thesis to their Examination Committee **at least 5 working days in advance of the oral examination.** Examination Committee members must also be given sufficient time for review of any preliminary drafts of the dissertation. Two Examination Committee members will serve as first and second dissertation readers. The Graduate Advisor and first and second readers will have final editorial approval of the dissertation. Most students elect to give all members of the committee opportunity to provide editorial input for the dissertation.

7. Final Examination

The final examination of the Ph.D. candidate includes both a defense of their dissertation and a broader examination of the candidate's area of concentration. The Examination Committee is appointed by the Dean of the Graduate School. In practice, however, the members of the Advisory Committee are usually appointed to the Examination committee. The Examination Committee determines whether the student passes. For details, see the "Requirements for the Doctor of Philosophy" in the Graduate School Bulletin.

Examination Committee:

Chair of the major department of a faculty member chosen by the Chair

Major Advisor

Another member of the major department*

Representative from a related field within or outside the department*

WFU faculty from outside the major department**

*usually a member of the student's Advisory Committee

**Must be a member of the WFU Graduate Faculty, represents the Graduate Council and is Chair of the Examination committee

At least two weeks prior to the examination, Ph.D. candidates must have 50 copies of a brochure describing their doctoral program and research topic printed for submission to the Dean of the Graduate School for distribution. This brochure officially announces the scheduling of the doctoral dissertation defense and includes educational and biographical information about the candidate as well as an abstract of the dissertation.

8. Scheduled Deadlines for Ph.D. Students

First Year

Orientation week (mid to late August).

Orientation program from the Graduate School

Orientation program from the Department of Biology

Meet with Director of the Graduate Program for advising and then register.

Receive instruction in animal care and use and in occupational safety.

Receive teacher training.

October 15. Select Graduate Advisor.

November 15. Convene Advisory Committee. In this meeting, you should establish your course plan, and discuss your research project. Complete an Advisory Committee Meeting form (found in this document), and submit it to the Director of the Graduate Program.

December 4. Graduate Program Director submits Continuing Aid Form to the Graduate School to establish support for the following academic year. While you do not need to do anything, consult with your Graduate Advisor if there are any changes in support.

~January 12. Receive Continuing Aid Letter from the Graduate School. Notify Graduate Director if there are any problems or issues with support for the following academic year or if you do not receive a letter from the Graduate School.

~January 15. Application deadline for the Graduate School: Deadline for requests to change degree program from Ph.D. to M.S.

March 1. Present Research Prospectus to Advisory Committee.

March 15. Meet with Advisory Committee to review prospectus. As soon as the prospectus is approved, submit a final copy of the prospectus to the Director of the Graduate Program.

End of the Spring Semester. Schedule first departmental seminar for Fall semester in second year. Consult the Chair of the Seminar Committee

Throughout the academic year. Participate in all tutorials.

Second year

First semester. Present Departmental seminar in Fall semester.

December 4. Graduate Program Director submits Continuing Aid Form to the Graduate School to establish support for the following academic year. While you do not need to do anything, consult with your Graduate Advisor if there are any changes in support.

~**January 12.** Receive Continuing Aid Letter from the Graduate School. Notify Graduate Director if there are any problems or issues with support for the following academic year.

January 15. Application deadline for the Graduate School: Deadline for requests to change degree program from Ph.D. to M.S.

Both semesters. Convene Advisory Committee each semester to review progress. Submit an Advisory Committee meeting form to the Director of the Graduate Program.

Throughout the academic year. Participate in all tutorials.

Toward end of second year. Take Preliminary Exam.

Subsequent years

December 4. Graduate Program Director submits Continuing Aid Form to the Graduate School to establish support for the following academic year. While you do not need to do anything, consult with your Graduate Advisor if there are any changes in support.

~**January 12.** Receive Continuing Aid Letter from the Graduate School. Notify Graduate Director if there are any problems or issues with support for the following academic year.

~**January 15.** Application deadline for the Graduate School: Deadline for requests to change degree program from Ph.D. to M.S.

Both semesters. Convene Advisory Committee each semester to review progress. Submit an Advisory Committee meeting form to the Director of the Graduate Program.

Throughout the academic year. Participate in all tutorials.

Final Year

As before, but in addition:

Both semesters. Convene Advisory Committee each semester to review progress. Submit an Advisory Committee meeting form to the Director of the Graduate Program.

Throughout the academic year. Participate in all tutorials.

Usually second semester: Present second Departmental seminar.

~**January 15.** Application deadline for the Graduate School: Deadline for requests to change degree program from Ph.D. to M.S. Deadline for requests for additional support.

February 15. File statement of intent to graduate (Degree Candidacy) with the Dean of the Graduate School.

April 10. Last day to submit chapter of these to Graduate School for format review

April 15 Schedule oral Final Examination of dissertation.

May 1. Complete oral Final Examination of dissertation.

Early May. Final copies of dissertation are due to Graduate School.

If you cannot meet one of these deadlines please seek advice from the Director of the Graduate Program immediately.

Advisory Committee Meeting Form

Date: _____

Student's name _____ Program: *M.S.* ___ *Ph.D.* ___

Subject area of thesis/dissertation research:

Meeting summary including plan for completion of remaining degree requirements. The student and all Committee members are encouraged to contribute to this summary (continue on additional sheets if necessary):

Endorsements of summary by Advisory Committee members:

Graduate Student _____ *Graduate Advisor* _____

Committee member _____ *Committee member* _____

Committee member _____ *Committee member* _____

Committee member _____ *Committee member* _____

Received by Director of the Graduate Program _____



Department of Biology

Biology Graduate Student Information Form

**Please fill this out and return by e-mail to the Graduate Program Director.
Save a copy to your computer. An update will be requested annually.**

Name:

Today's date:

PERMANENT e-mail address (yahoo, gmail, etc.) :
WFU e-mail address

Degree program at Wake (M.S./Ph.D.), semester and year of entry:

Long range plan after graduation (update as needed):

Previous education (post-high school):
School, degree, major, year

Graduate Advisor(s):

Committee members (update as needed)
Name, title, affiliation. Note outside committee member if appropriate:

Committee meetings
Date, topic, committee members present:

Prospectus
Title, date. **Append a copy:**

Preliminary Exam (Ph.D)

Dates of written, outcome:

Date of oral, outcome :

Thesis/Dissertation Defense

Title, date, outcome:

Seminars, posters, abstracts:

1) Departmental

Title, date

2) Regional, National, International meetings

Title of presentation, Name of meeting, Location of meeting, Dates

Classes taken during graduate school

Title, instructor, semester taken, university if other than WFU

Tutorials attended

Tutor, subject, dates

Professional Development Activities (other than classes listed above -

Grant writing workshops, WFU Graduate Student Forum, etc.)

Awards received (include Cocke, Alumni Travel, Richter, outside)

Name of award, date received, \$ received if appropriate

Support (include TA and RA support)

Type of support, semester received.

Classes taught at WFU

Name of class, Professor(s), Semester taught

Post-graduation plans (at exit)

Summary of publications and abstracts

Names (Year) "Title" Journal/Meeting, Vol; pp.