

Graduate Student Handbook

Department of Integrative Biology

Oregon State University

2016-2017

Updated September 30, 2016

A. INTRODUCTION

This handbook is intended to familiarize you with the policies, regulations, and general philosophy of graduate studies in the Department of Integrative Biology (IB) at Oregon State University. For information on university-level rules and regulations, refer to the policies governing all graduate programs in the OSU Graduate Catalog online (<http://catalog.oregonstate.edu/Default.aspx?section=Graduate>). Additional degree specific information is provided in the policies governing Master's programs (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39>) and policies governing Doctoral programs (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40>). A concise form of the regulations and other relevant information is found in the online Academic Success section (http://oregonstate.edu/dept/grad_school/current/success.html). The Graduate School also offers information on general resources that may be of interest at http://oregonstate.edu/dept/grad_school/current/studentresources.html).

The Department sees its role in graduate studies as one of developing and sharpening your capabilities for independent scientific research and scholarship. Formal courses and seminars provide some of the foundation of this process, but much of the fulfillment of your graduate education is provided through the research and teaching that you conduct. Our goal is to facilitate you in this process so that you will leave here a successful scientist.

Presence on campus

All graduate students are expected to be physically on campus no later than September 16 of each year, which is the start date of your contract. There are a number of meetings, orientations, and trainings that take place between Sept. 16 and the start of the fall term that are mandatory and you are responsible for attending. Please contact Traci for more information about what you are required to attend.

B. DEPARTMENT GRADUATE STUDIES COMMITTEE

The Chair of Graduate Studies and the Graduate Studies Committee (GSC) coordinate graduate student activities in the Department of Integrative Biology. This committee is composed of five faculty (one of which is the Chair of Graduate Studies). The primary function of this committee is to ensure that graduate studies run smoothly by anticipating possible problems, helping to solve problems that do arise, and facilitating communication between graduate students, administration, and faculty.

In addition, the Graduate Studies Committee will:

1. Conduct the annual reviews of graduate students.
2. Act on petitions submitted by graduate students.
3. Act on matters of termination and/or grievances of graduate students.
4. Review applications for University-wide fellowships that the department puts forward.

C. GRADUATE ADVISORS AND THE GRADUATE PROGRAM COMMITTEE

Graduate Advisor

This individual will guide your research efforts to completion and oversee all aspects of your graduate studies. The graduate advisor-student relationship, which is based on mutual agreement, should be established when the student enters the program. Students may have as many as two advisors (co-advisors) that act together to oversee the graduate studies of the student.

Graduate Committee

Your Graduate Committee is composed of faculty who can provide both breadth and depth of experience and knowledge in assisting you in your graduate studies. The members of the committee are chosen in consultation between you and your graduate advisor. The committee functions to establish a course of study for the degree program, to give advice and suggestions on the thesis proposal, to conduct the oral examination, and to review the thesis and conduct the final examination.

The committee should be established *by the end of your third quarter (2nd quarter for PhD students with prior MS)*. According to the regulations of the Graduate School, the Chair of IB must approve the composition of the Graduate Committee. The Chair must sign the doctoral (or master's) Program of Study form.

For master's students, the Graduate Committee consists of four members of the graduate faculty: two in the major field (the graduate advisor from IB and one other member, who can also be co-advisors), one in the minor field if a minor is declared, and a member called the Graduate Council Representative, who represents your interests during your thesis defense. "Major Field" is defined for each faculty member as the departments in which they have graduate faculty status. For example, the two committee members of the major field can be from different departments as long as they have Graduate Faculty status in the major field.

For doctoral students, the Graduate Committee consists of a minimum of five members of the graduate faculty, including two from the major department (the graduate advisor and one other member, or two co-advisors), the Graduate Council Representative, and two other members of the graduate faculty, at least one of which must be from outside the Department. If a minor is declared, the committee must include a faculty member from the minor department (if more than one minor is declared, there must be one faculty from each of the minor departments).

Off-campus faculty: Students can consider participation by appropriate faculty from off-campus. However, *any such individuals need to be appointed to the OSU graduate faculty*, if they are not already members. Please send OSU grad faculty nominations to Tara Bevandich, in the IB office.

Graduate Council Representatives serve on both masters and doctoral degree committees. Their function is to ensure that you are treated fairly during your required committee meetings and that all University regulations are followed. Upon request, the Graduate School office will provide you with a list of candidates from which you choose your Graduate Council Representative. You are allowed to ask for a second or third list if you decide to choose none of the candidates on the previous lists.

D. UNIVERSITY GRADUATE PROGRAM REQUIREMENTS

The Graduate School has three basic requirements:

1. **Graduate Program of Study Meeting** (PhD only), when your graduate courses are decided and Program of Study is signed (see below for timing). Not required to formally schedule with the Graduate School.

2. **Preliminary Exam Meeting**, when you undergo your oral exam (PhD students only), to be completed by the end of your 3rd year.

3. **Final Exam Meeting**, when you present and defend your thesis (at the end of two years for MS and five years for PhD).

Please have your committee or grad rep complete an Assessment form at the meeting, accessible from the Internal Resources section of our website:

<http://ib.oregonstate.edu/faculty-staff>

Please notify Traci (durrellt@science.oregonstate.edu) for help scheduling a room and so she can update your progress in office files.

These three requirements involve formal meetings with your Graduate Committee. You need to notify the Graduate School of the Preliminary Exam meeting and the Final Exam meeting so that the proper paperwork is available for the meetings. The deadlines for notification are *2 weeks in advance for doctoral degrees and 1 week in advance for master's degrees*. There are restrictions on when various committee meetings may be held, so be sure to check the Graduate School regulations prior to scheduling a meeting. Note that we discourage trying to schedule committee meetings during the summer. This is because most faculty are on 9-month appointments which do not include summer.

Each student should meet with his/her graduate advisor and Graduate Committee members before meetings to discuss what is expected of the student, including any documents the student should circulate before the meeting.

Remote participation in committee meetings

The following is Graduate School policy: "Students are no longer required to submit a form to the Graduate School when someone is to participate remotely. However, requirements for remote participation are still in effect. It is generally expected that all members of graduate committees should be physically present at all required graduate committee meetings (i.e., program meetings, preliminary examinations, and final examinations). However, it is permissible for the student, and/or committee members to participate from a remote location provided all conditions listed here are met: <http://gradschool.oregonstate.edu/success/graduate-committee>.

E. ZOOLOGY GRADUATE PROGRAM REQUIREMENTS

1. Program of Study

A formal Program of Study is designed in consultation with your advisor and Graduate Committee. The intent of this program is to define the minimal set of formal courses, seminars, thesis credits, etc., required for satisfaction of the degree requirements. The Program of Study form is available online from the Graduate School website

(http://oregonstate.edu/dept/grad_school/current/forms.html#program). All your committee members and the Chair of IB must sign the form before it is returned to the Graduate School.

The Graduate School requires your Program of Study be filed according to the following schedule:

- a. Master's degree candidates must file a Program of Study **by the end of the 4th quarter** in residence or before the completion of 18 hours of courses to be used on the program, whichever occurs first.
- b. Doctoral students who hold a master's degree should develop a Program of Study by the end of their **2nd quarter**. A final signed Program of Study is due at the Graduate School 6 weeks prior to the preliminary oral exam.
- c. Doctoral students without a master's degree may wait **up to the 5th quarter** to develop their Program of Study. A final signed Program of Study is due at the Graduate School 6 weeks prior to the preliminary oral exam.

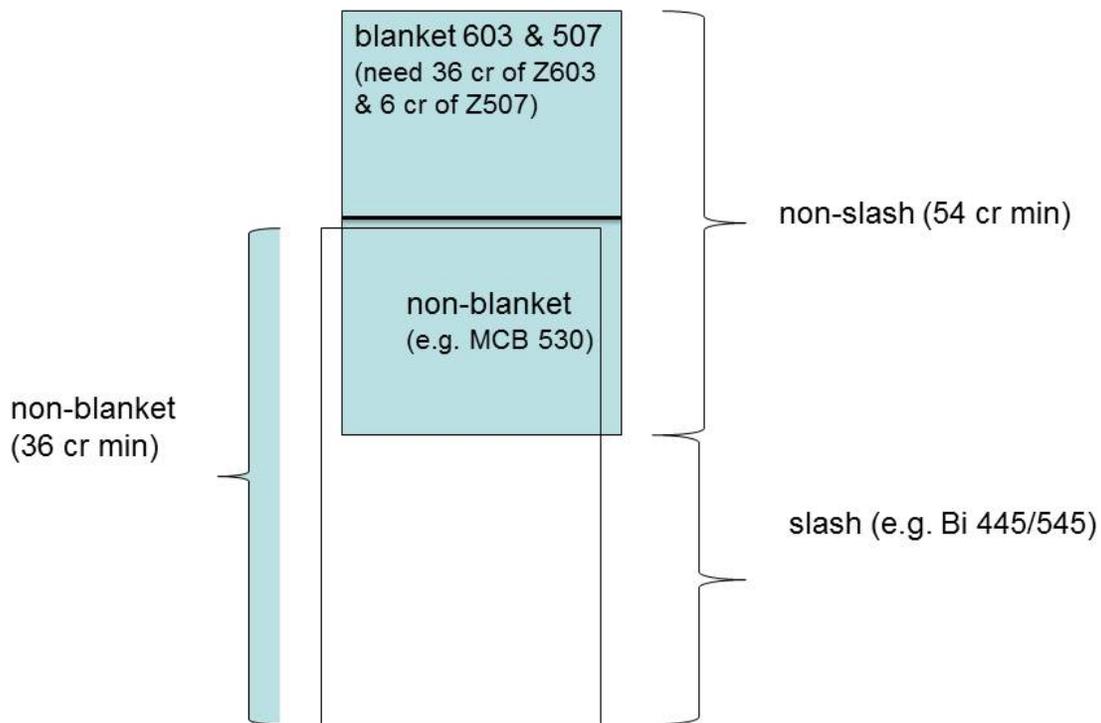
Master's Degree in Zoology Course Requirements

All master's degree programs require a minimum of 45 credits. If a minor is declared, 30 credits are required in the major field (including seminars and thesis) and 15 credits in the minor field. A minimum of 6 credits should be thesis (Z 503), a minimum of 2 but no more than 9 credits must be blanket seminar or research courses (Z 507 or Z 501), and 50% must be stand-alone graduate courses (i.e., not "slash" 400/500 courses but can include thesis credits, Z 503). The remaining credits can be the 500-component of slash courses. Consult the Graduate Catalog for more information.

Doctoral Degree in Zoology Course Requirements

The Graduate School requires that doctoral candidates complete 108 credits, 36 of which are completed in residence at OSU. If a minor is declared, at least 18 credits must come from the minor field of study. A minimum of 36 credits must be thesis (Z 603), a minimum of 6 but no more than 15 credits should be blanket seminar or research courses (Z 507 or Z 601). You must take a minimum number of Z 507 credits (2 for masters, 6 for PhD; see below). 36 credits must be non-blanket (course without a "0" in the middle of its course number). Of the 108 credits, 50% or 54 credits should be stand-alone graduate courses (i.e., not "slash" 400/500 courses). The remaining credits can be the 500-component of slash courses (see figure below).

Credits accrued in an accredited master's program from another university may be included (except thesis credit) but must be transferred. Consult the Graduate Catalog (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802>) for more information on transfer credit.



Total = 108 credits
(min 36 in residence at OSU)

Grade Requirement

A GPA of 3.0 must be maintained for all courses taken as part of the graduate degree. Grades below 2.0, or a “C”, constitute unsatisfactory performance and are not accepted for credit.

Foreign Language Requirement

The Graduate School permits individual departments to formulate their own policy on foreign language requirements. There is no formal language requirement in the Department of IB. Therefore, you should enter "none" under "Foreign Language" on your Program of Study form.

Seminar Courses

At least one seminar course (Z 507) is typically offered each term. Normally seminar courses are given for 1 hour of credit and require that the student participate actively. The Department *requires 2 seminar credits for a MS and 6 seminar credits for a PhD*. One Selected Topics (Z 599) course may substitute for a term of seminar provided it is offered in a seminar-like format, i.e., the student is required to give an oral presentation or actively lead discussion on a topic. 507 seminar courses from other departments can substitute with approval of your committee. The Department requires that new graduate students take the Z 507 Zoology Graduate Orientation course and *recommends* that all grad students take Z 585 Grant Writing & Ethics within the first year or two in the Program.

In addition to topical seminars offered for credit, the Department sponsors a program of guest

seminars, which graduate students are expected to attend. The seminars, presented by both national and local scholars, afford the opportunity to participate in current research problems in one's own field and to update knowledge in other areas. Presentations by faculty from OSU and nearby institutions also provide insight into ongoing local programs and create an awareness of readily available sources of expertise and assistance in special techniques and methodology.

Ethics

Because the Graduate School requires that students must "be able to conduct scholarly activities in an ethical manner" as part of their learning outcomes, we recommend that Zoology graduate students take Z 585 Grant Writing & Ethics, Z 587 Scientific Writing and Ethics, or GRAD 520 Responsible Conduct of Research.

Research Credits

Most incoming students, though interested in one of the disciplinary areas of the Department, may not have a clear idea of their specific research goals. During the first year, you are encouraged to take Research (Z 501/601) or Reading and Conference (Z 505/605) under the supervision of one or more of the faculty. These credits may be used for the purpose of critically surveying and reviewing literature in areas you think you may pursue later as a research or thesis project, as well as for actual testing of a field or laboratory problem. Z 501/601 credits may also be used to gain apprentice-like training in different laboratories to learn about alternative major fields during your first two quarters, or to learn techniques that support your major research. A maximum of 16 Z 501 or Z 601 credits are allowed on your transcript; additional Z 501 or 601 credits will be followed by "E" meaning Excluded.

Course Audits:

Graduate students on tuition remission must register for 16 credits per term during Fall, Winter and Spring. Of those 16 credits, students may audit up to 4 credits per term. Audited courses may not be part of the Program of Study.

2. Proposal meeting requirement

The Department of Integrative Biology requires you to hold a Research Proposal Meeting and file your proposal, signed by your advisor and committee, *by the end of your second year for the doctoral degree (or first year for the master's degree)*. Since this is a departmental requirement, not a Graduate School requirement, your Graduate Council Representative is not required to attend.

Have your committee sign & date a printed copy of the proposal cover sheet. Give this to Traci in IB Office. Also email her an attachment of your entire proposal.

Please have your committee or grad rep complete an Assessment form at the meeting. Download from this website: <http://ib.oregonstate.edu/faculty-staff>

There is no formal requirement for the format of the proposal but you should consult with your advisor and your committee before you write the proposal. Format options might include writing the proposal in the form of a NSF or NIH proposal. The proposal should include an Introduction and a Proposed Methods section. It is particularly important that you state clearly the questions

to be asked and formulate specific hypotheses and predictions to be tested. These should be covered in the Introduction, where you should also review pertinent literature and give a clear indication of why the problem is an important one to study. This exercise should help you crystallize your thoughts concerning your research goals. The Proposed Methods section is extremely important for recognizing any constraints you may face in the design of your project. The proposal can contain preliminary results if they help with comprehension, but this should not be the main focus of the proposal and is, in no way, required.

3. Teaching Requirement

Learning to teach is an essential skill for an academic. Therefore, all doctoral candidates must have *a minimum of 3 quarters of teaching experience* before receiving their degree. Typically, this requirement is fulfilled by Teaching Assistantships. In special cases, prior extramural teaching experience may be substituted with approval by petition to the Chair of Graduate Studies and Graduate Studies Committee (Petition Procedures, page 14).

Read and Heed! We will not waive the requirement that you teach 3 quarters just because you chose to be on RA support or fellowships during your graduate career and are now ready to defend your thesis. Plan ahead and make sure you get in your three quarters of teaching!

4. Doctoral Preliminary Oral Examination

The Preliminary Oral Examination is conducted by the student's Graduate Committee and determines whether the student will formally enter candidacy for the PhD (note that written exams are not required). The oral examination is required *by the end of the 3rd academic year, and at least one quarter before your dissertation defense*. You must notify the Graduate School when the exam is scheduled so that they can send the appropriate paperwork (*notification due two weeks ahead of the meeting*). The exam cannot be taken in the summer unless all the committee members approve.

You will need to consult with your Graduate Committee members ahead of time to determine the material on which you will be examined. The examination is open to all graduate faculty members. During the examination itself, the Graduate Advisor chairs the examination meeting. The Graduate Council Representative oversees the final evaluation of the student's performance. A negative vote by one member of the committee is allowed. If more than one negative vote is cast, the student will have failed the oral exam. No more than two re-examinations are allowed by the Department of Integrative Biology and the Graduate School. If the third exam results in failure, the student will be terminated from the program.

Please have your committee or grad rep complete an Assessment form at the meeting, accessible from: <http://ib.oregonstate.edu/faculty-staff>

5. Annual Review of Student Progress

The Graduate Studies Committee reviews the progress of all graduate students annually at the end of the fall term. Our goal with these reviews is to make sure everyone is making adequate progress towards their degrees. It is also an opportunity to tell us how you're doing and alert us to any problems you may be experiencing. Students in their first year are exempt from the

review. A review form (Appendix 1) that includes your curriculum vitae and annual review statement *will be due by the first of December*. In addition, you must check that the items below are in your file by the following deadlines:

- a. Approved Program of Study, including any approved changes;

Deadlines:

PhD with prior MS – by end of 4th quarter (one calendar year) of enrollment

PhD without prior MS – by end of 5th quarter of enrollment

MS – before completing 18 graduate credits

- b. Approved Thesis Proposal signed by Advisor and Graduate Committee. Deadlines:

PhD—End of second full year (8th quarter);

MS—End of first full year (4th quarter)

- c. Approved Preliminary Oral Exam form with passing vote; Deadlines:

PhD only—End of third full year (12th quarter).

- c. Record of Teaching Three Quarters

Deadline: PhD only—By end of degree completion.

Once the forms have been submitted, you will meet with one faculty member from the Graduate Studies Committee to discuss your progress in the Program. This will normally occur right after you submit your material (*usually the first week in December*). A Review Summary will be written by the faculty member and given back to you to read and sign. You will also need to show the review to your graduate advisor and the Chair of Graduate Studies, both of whom should read and sign the form. The entire Annual Review document will be kept within your file for future reference (submit to Traci for filing). You can respond in writing to the Review Summary within two weeks and the response will be placed in your file.

6. Limits for Completion of Program

Students are normally expected to complete their graduate programs within the following time limits, beginning with their first quarter at Oregon State University:

1. Master's candidates --2 years
2. Doctoral candidates --5 years

If additional time is required, a petition must be prepared as described under Petition Procedures (page 14). Authorized leaves of absence will count as part of these time limits unless specifically exempted.

Although a sixth year is usually granted to students who are making adequate progress, *we have a policy against supporting students beyond a 6th year*.

F. THESIS AND FINAL EXAMINATION

1. Thesis

Each candidate for the master's and doctoral degree must submit a thesis that describes the results of research and gives evidence of originality and ability for independent investigation. In addition, a final examination of the thesis is required. Please plan ahead and consult the Policies

Governing Master's Degree Programs

(<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39>) or Policies Governing Doctoral Degree Programs (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=40>) for specific requirements of the Graduate School regarding format of the thesis and scheduling of the final examination.

The Department of IB encourages you to write chapters of your thesis in a form that allows easy submission for publication in refereed journals. This will help ensure rapid publication of your research findings in the open literature. If you decide on this option, the thesis must include a general Introduction and a concluding Discussion in which the relationship of the chapters to each other is made clear. You must provide a copy of the thesis to your Graduate Program Committee *at least two weeks* prior to the final examination.

2. Final Examination

Master's and Doctoral Thesis Examination

Once the thesis is written and the final oral examination is scheduled, the candidate must present a scheduled departmental seminar that is open to the public so that the thesis research may be viewed. The Graduate Committee then questions the candidate in private over their thesis research. At the end of the questioning, the committee will vote to pass or fail the student, and the results will be recorded by the Graduate Council Representative. More than one negative vote will result in failure of the examination. No more than one re-examination is allowed in the IB department. Again, please consult the Graduate Catalog concerning deadlines for thesis submission and scheduling of your final examination.

Please have your committee or grad rep complete an Assessment form at the meeting:

<http://ib.oregonstate.edu/faculty-staff>

All theses require a signature by the Chair of IB. The Chair must have a *final* copy of the thesis (unbound), and the student must have paid all outstanding copy charges with the department before they will sign the signature pages of the thesis copies. This copy will remain with the department (see a. below). Check the Graduate School's Thesis Guide section of their website for details on electronic submission.

The student must prepare copies of the final thesis to be distributed as follows:

- a. One to the Department of Integrative Biology (unbound);
- b. One to Hatfield Marine Science Center Library (marine-related theses only, bound);
- c. One (or two) to the Graduate Advisor(s) (bound).

In addition, members of the student's Graduate Committee may wish to have an unbound copy. The Department will pay for binding one copy to be placed in Cordley 3030. Other copies are prepared at the student's expense or at the expense of a grant or contract if the thesis is to be used in the final technical report of the grant or contract. Check with Student Multimedia Services as two copies of the thesis are printed at no charge.

<http://is.oregonstate.edu/academic-technology/sms>

G. FINANCIAL SUPPORT, WORK AND COURSE LOADS

1. Types of Support

GRA or GTA

Support through the Department is available in the form of a Graduate Assistantship for 9 months (September 16 through June 15). The duties for this position will either be that of a graduate teaching assistant or a graduate research assistant. This position is typically appointed at 0.40 FTE (i.e. you are expected to work *16 hours per week* on your GTA or GRA duties). This appointment includes a tuition waiver if your appointment is at least 0.30 FTE. GRAs are available only through grants to individual faculty members. Appointments for summer term are negotiated between the student, the Department, and the Graduate Advisor. Note that *if you are granted a GTA over the summer, you must be present during the session you are scheduled to teach (i.e. Do not make travel arrangements until you have received your summer teaching assignment; no exceptions for meetings or vacations).*

Continuation of your appointment as a GRA or GTA is dependent on both satisfactory teaching and satisfactory progress toward a degree, including research performance.

Teaching Assistants are responsible for conducting laboratory and/or recitation sections, and for grading papers and exams. Normally about one-half of the workload is devoted to grading papers, making solutions, setting up labs and consulting with students enrolled in the course. GTAs are evaluated each term by the students and the faculty member for whom the GTA assisted. The evaluation emphasizes overall attitude, conscientiousness, reliability, and effectiveness. The evaluations will be considered in your Annual Review.

If you agree to teach and then decide you'd rather be on a GRA, you must make that decision *at least one full quarter* before your GTA was scheduled to begin. This is because it can be very difficult for the Head to find other students to fill the slot on short notice. Please explain this to your advisors who may not realize this change can create a problem with our GTA count.

External fellowships

Students are encouraged to apply for pre-doctoral fellowships or other dissertation research support. Such support can be used in lieu of GTAs or GRAs, thus freeing time for your independent study and research. The tuition waiver associated with the GTA or GRA will be lost but for some students with predoctoral fellowships, OSU makes available the Oregon Laurels tuition waiver (see <http://gradschool.oregonstate.edu/finance/university-graduate-laurels-block-grant-program> for more information).

Note for students on foreign fellowships (e.g. NSERC): you must be appointed at 0.49 FTE at a salary that meets the *recommended minimum grad salary* (which is substantially higher than IB's standard GTA/GRA salary) in order to be eligible for tuition remission and health insurance (see http://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/imce/2016-17_salary_guideline_memo.pdf). Be sure you understand this and have done the appropriate calculations before accepting a foreign external fellowship!

Remember to plan ahead for the financial transitions to and from fellowships. Depending on payroll dates, paychecks can be spread out during transition.

University fellowships

Many university-wide fellowships and grants can be applied for during the year. Most of these require that the Department nominate only a single or limited number of students. Therefore, to be considered for a nomination, the student's graduate advisor must submit an application for nomination to the Graduate Studies Committee on a timeline consistent with the nomination deadline for each award (announced in advance). Applications should include a CV of the student (including GPA and GRE scores) and a short letter from the advisor describing why the student would be a good choice for nomination. The grad studies committee then ranks the students on the basis of likelihood of getting the award. Nominated students then work with their advisors and the Chair of the Grad Studies Committee to compile the appropriate paperwork to be submitted to the Graduate School by the deadline.

Double dipping

Students may not be paid on more than one of the following: GTA, GRA or fellowship at one time.

Financial Aid

Financial aid is based on the premise that the student and parents are primarily responsible for providing for their education expenses and is intended to supplement student and family contributions toward educational costs. Financial aid comes from many sources, including federal and state governments, private organizations, and Oregon State University's institutional funds. These funds consist of grants, scholarships, federal work study, subsidized loans, unsubsidized loans, and parent loans.

Please see the financial aid website for more details on types of aid:

<http://oregonstate.edu/financialaid/what-financial-aid-who-eligible-amp-types-aid>

Satisfactory Academic Progress <http://oregonstate.edu/financialaid/satisfactory-academic-progress>

Financial aid recipients are expected to make reasonable academic progress to obtain a degree or certificate as a condition to be eligible for federal, state and institutional financial aid funding. A student's entire academic history as recorded on their academic record with OSU is reviewed as a requirement of timely progression toward graduation, regardless of having received financial aid or not in the past for that course work.

Satisfactory Academic Progress requires financial aid recipients to meet the following 3 components:

- A. Meet minimum cumulative OSU grade point averages (GPA)
- B. Satisfactorily complete at least 67% of cumulative credit hours attempted (Pace)
- C. Complete a degree/certificate program within the maximum time frame of credit hours allowed (MTF).

Students that withdraw from all classes or do not complete at least one (1) credit satisfactorily for two terms in an academic year will be considered ineligible for further aid, but may file an appeal. Students that are suspended then reinstated at any time by the University are required to file a written SAP appeal. Eligibility to enroll for classes does not mean that Satisfactory

Academic Progress requirements have been met.

****Graduate students that exceed the maximum time frame are not required to submit an academic plan, but must include with their appeal a letter from their graduate program head indicating that they are making satisfactory progress toward their degree and specify the term in which they are expected to complete their program.

Maximum Time Frame Exceeded Appeal form link:
<http://financialaid.oregonstate.edu/files/forms/sapmtf.pdf>

***The maximum time frame for PhD's earned in the College of Science is 285 credits. This works out to 5 years of 16 credits for Fall, Winter, and Spring and ^9 credits during the summer. The maximum time frame for MS's earned in the College of Science is 114 credits. This works out to 2 years of 16 credits for Fall, Winter, and Spring and ^9 credits during the summer. ^This is changing to 3 credits effective summer 2017.

IB PhD students requesting a sixth year of support (or MS students requesting a third year of support) and in need of financial aid will need to file a Maximum Time Frame appeal form to the Financial Aid office. It is required to have a letter from the Director of Graduate Studies (currently Mike Blouin) to go along with this appeal form stating that you are a student in good standing and continuing for another year. In this letter, an expected graduation date should also be listed.

2. Duration of Support

Under normal circumstances, the Department of IB anticipates that a graduate student who makes satisfactory progress in obtaining their graduate degree will require at least:

1. Master's candidates --2 years
2. Doctoral candidates --5 years

The Department of IB will make every attempt to ensure continuous GTA/GRA support for all graduate students who are making satisfactory progress in their coursework, research, and teaching performance. Please keep in mind that GTAs are subject to departmental budget constraints and as such can only be granted on a single term basis. Students who do not complete their degrees within the above periods and need financial support can petition for an extension (see below).

Note: If you resign your assistantship for a term (or longer), please remember that this also removes the tuition remission and health insurance access that goes along with assistantships, and you will have to pay for your tuition, fees and health insurance for that term.

3. Course Loads for Assistants

Graduate assistants (GTA or GRA) must register for and complete 16 credit hours each academic term. Use Thesis (Z 503/603) or Research (Z 501/601) course numbers to fill-out your quarterly program. In the summer, students on GTAs or GRAs must register for and complete 3 credit hours of Thesis or Research credits (Z 503/603 or Z 501/601, respectively).

Until further notice, the university allows E-Campus courses to satisfy the 12-credit enrollment

requirement. Only the tuition portion will be remitted through the tuition remission process. You will continue to be responsible for payment of fees, including the Distance Education fee and other applicable fees.

4. Health Insurance:

Note: if you will not be on an assistantship over the summer, you will not get health insurance coverage *unless* you fill out a form. You must request this summer coverage by the beginning of the spring quarter – see Tara for details.

H. REGISTRATION REQUIREMENTS

1. Minimum Registration

Full time graduate student status at OSU is defined as 9 credits but not more than 16 credits. All GTAs and GRAs with an IB major professor are required to register for 16 credits during the academic year and 3 credits of Zoology thesis/research during the summer (see above). Note that to be allowed to register for less than 3 credits over the summer your appointment would be something other than a GTA or GRA. If you are not on a GTA or GRA, please work with Tara to verify your registration requirement. You may register for non-Zoology credits over the summer only if the class is on your program of study.

Students are responsible for being properly registered prior to the start of class each term. If the registration deadline is missed, students are responsible for paying their own late fees. Failure to be properly registered may jeopardize graduate appointments.

The Graduate Catalog also states that: “Unless on approved leave of absence, all graduate students in graduate degree programs must register continuously for a minimum of 3 graduate credits until their degree is granted or until their status as a credential-seeking graduate student is terminated. This includes students who are taking only preliminary comprehensive or final examinations or presenting terminal projects. Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g. facilities, equipment, computing and library services, or faculty or staff time) during any given term, regardless of the student’s location. If degree requirements are completed between terms, the student must have been registered during the preceding term.”

Please consult the Catalog for more detail on registration requirements.

2. Leave of Absence

Graduate students may apply to the Graduate School for a Leave of Absence in cases where they want to suspend their program of study and tuition fees for a good cause. The student must work with their Graduate Advisor, the Chair of Graduate Studies, and the Graduate School to obtain a leave of absence. We highly recommend consulting the Catalog (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38>) for the requirements to apply for a leave of absence. Keep in mind that on-leave status can only span 3 terms (excluding summer) and, unless otherwise approved, the time spent on leave *will* be included in the maximum five years (or two years for MS) the IB department requires for the completion of your degree. Note that a graduate student who takes an unauthorized break in registration by failing to maintain

continuous enrollment or by failing to obtain Regular or Planned Leave of Absence will relinquish his or her graduate standing in the university. Students understand that while on leave they will not use university resources.

I. PETITION PROCEDURES

Students who need an extension of time on their degree programs or wish to deviate in some other fashion from departmental regulations may petition to do so. All petitions must be submitted in writing to the Chair of Graduate Studies and the Graduate Studies Committee, who pass their recommendation on to the Chair of IB for action. A letter of support from the Graduate Advisor must accompany all petitions.

Common reasons for filing a petition:

1. Limit for degree completion has been reached (MS—2 full years; PhD—5 full years).

If you think you will be unable to complete your degree in the time limits set by the Department, you will need to submit a petition letter that describes the reasons for the extension. The letter should contain the following:

- a. A description and timeline for completion of your thesis (both in terms of research and writing). Please include your best estimate of your defense date.
- b. A description and timeline for removing any deficiencies that may remain on your record (e.g., oral examination, incomplete grades, remaining coursework, teaching requirements, etc.).
- c. A request and justification for financial support, if needed (see below).
- d. A description of resources (for example, laboratory and office space, supplies, or travel funds) that will be needed and how they will be provided.

You will need to submit a petition whether or not you require financial support or resources for the extension period. In addition, a letter of support from your Graduate Advisor must accompany all requests for extensions. In some cases, the Chair of Graduate Studies and Graduate Studies Committee may also require the petitioner to hold a committee meeting so that the Graduate Committee can assess the progress of the student and give written approval for the student to continue their thesis research. Petitions are due **February 1** of the academic year before the extension is needed.

Extensions for completion of a degree will only be granted if there is proof of satisfactory progress based on the petition letter, the Graduate Advisor letter (and Committee approval in some cases) and past Annual Reviews. **The duration of each extension will be no more than one year and must be re-applied for each year.**

2. Limit for financial support has been reached (MS—2 full years; PhD—5 full years).

If you think you will be unable to complete your degree in the time limits set by the Department, and you need financial support directly from the Department for the extension period, you will need to add this information to the *petition letter above*. Please describe why financial support is needed from the Department. Petitions that include financial support requests that are submitted after **February 1**, regardless of their worthiness, may fail because previous commitment of graduate funds (to both continuing and new graduate students) has already occurred. **Extensions of financial support are for one year only (i.e., a 3rd year of support for MS and a 6th year of**

support for PhD). *Extensions of support beyond one year are highly unusual and have rarely been granted.*

If you disagree with the decision of the Graduate Studies Committee you may appeal to the Chair of IB and/or follow the grievance procedures of the Graduate School (http://oregonstate.edu/dept/grad_school/current/grievance.html).

J. POLICIES ON PROBATION AND TERMINATION

On rare cases, graduate students may be terminated from the Zoology graduate program. The process of termination involves two stages. The first is a probationary period that can last up to 2 terms. If the reason for probation is not remedied by that time, the student will be notified in writing by the Chair of Graduate Studies, the Graduate Studies Committee and the Chair of IB of termination from the Department's graduate program.

The probation and termination process can be initiated by the Graduate Studies Committee under the following conditions:

1. Failure to meet the Graduate School and IB department requirements by the deadlines provided in the Graduate Catalog and in this Handbook. This includes the following requirements: Program of Study, the Research Proposal, the Preliminary Exam, the Teaching Requirement, the Time to Completion of a Degree, and the Thesis and Final Exam.
2. Failure to make satisfactory progress toward the declared graduate degree as determined by the Graduate Studies Committee and the Chair.
3. Failure to register in the Department for a period in excess of one academic quarter unless a leave of absence has been granted.
4. Graduate GPA < 3.0

If these failures occur, despite how much work has already been completed toward the degree, the student will be notified in writing that they are being placed on probation and how the deficiencies can be remedied. While on probation, the Department has no obligation to provide the student with any kind of support. Once the deficiencies have been remedied, the student must write a letter to the Graduate Studies Committee describing how they have been dealt with. The Graduate Advisor must also write a letter confirming that the deficiencies have been cleared. If the deficiencies are not remedied within 3 terms (including summer term), then the student will be notified in writing by the Chair of Graduate Studies, the Graduate Studies Committee and the Chair of termination from the Department's graduate program.

K. GRIEVANCE PROCEDURES

It is hoped that disagreements can be resolved in an amicable manner. However, if a student disagrees with a decision made by the Graduate Advisor, Chair of Graduate Studies, the Graduate Studies Committee, and/or the Chair of IB, he/she can file a grievance using the procedures outlined in the Graduate Catalog (http://oregonstate.edu/dept/grad_school/current/grievance.html).

L. EXPECTED TIMETABLE OF GRADUATE STUDENT PROGRESS

First Year

Take Z 507 Zoology Graduate Orientation seminar

Select Graduate Program Committee
Hold Program of Study Meeting and file Program of Study (MS or PhD w/ MS)
Hold Research Proposal Meeting and file Research Proposal (MS)

Second Year

Undergo 1st Annual Review
Hold Program of Study Meeting and file Program of Study (PhD w/o MS)
Hold Research Proposal Meeting and file Research Proposal (PhD)
Submit Masters Thesis and take Final Oral Examination (MS); if not, apply for extension

Third Year

Undergo 2nd Annual Review
Take Doctoral Preliminary Oral Examination

Fourth through Fifth Years

Undergo 3rd and 4th Annual Reviews
Submit Dissertation and take Final Examination; if not, in 5th year, apply for extension

APPENDICES

- I. Travel- Revised September 2016
 - a. **Travel involving an overnight stay requires pre-approval by the Dept. of Integrative Biology office.** This applies regardless of destination, funding source or employee status. Requests need to be submitted well in advance of incurring any expenses to prevent you from being disallowed reimbursement and having to pay expenses out of pocket. Please submit requests using the *Integrative Biology Travel Request Form* found online at <http://ib.oregonstate.edu/faculty-staff>. Page 2 of this document must be submitted prior to travel and page 3 upon return if you are requesting reimbursement.
 - b. **International Travel requires additional approvals (without exception)** particularly if the funding source is a grant. Please submit pre-approval form one month prior to travel to ensure you don't end up paying for it out of your own pocket or being denied insurance through the university. International travel insurance is limited to workers compensation coverage. OSU Office of Risk Management highly recommends travelers purchase Global Travel Medical Insurance as well. Coverage may be purchased for all travelers and is not limited to State of Oregon employees. Plans vary and may be reimbursable. A link to risk management is available on line at <http://ib.oregonstate.edu/faculty-staff> and on page 7 of the travel request form.
 - c. **Travel expenses cannot be reimbursed until after the trip is over.** However, airfare booked through OSU contracted travel agencies, conference registration, Enterprise vehicle rental, Hut Shuttle and lodging (please verify that your lodging qualifies before booking) can be paid for with the departmental purchasing card or billed direct to the department in advance to help defray personal up-front costs.

Links to the OSU contracted travel agencies are found on page 6 of the travel request form.

- d. **Airfare;** AFTER submitting your request for travel, you may contact one of the OSU agencies to book your flights. The travel agency will contact the IB office for authorization prior to final purchase of your desired itinerary and price. **Failure to submit your request for travel prior to contacting these agencies may result in delays in office approval of your desired itinerary, resulting in higher costs or less desirable itinerary choices.** Please remember that you must use the most economical direct route of travel. Once your ticket is approved by the IB office, you will receive your booking/ticket information. If you book through one of the contracted agencies, the department will be billed directly, helping defray out-of-pocket expense to you.
 - i. **If you prefer to book your airfare from a non-contracted vendor,** you will be reimbursed after your trip is completed. You will need a copy of documentation showing the payment method and flight itinerary; this should include the traveler's name, dates of travel, destinations and seat class.
- e. **Note** that using federal funding for travel expenses requires adherence to the Fly America Act which means only using US carriers. Links to the Fly America Act policy and forms explaining conditions and application for a waiver are on page 7 of the travel request form.
- f. **All conference registration fees should be paid using the Dept. purchasing card.** You may access information about how to qualify to use the p-card through Tara Bevandich in the IB office. Contact Tresa Bowlin Salleng or Tara to use the card AFTER submitting the travel request form. ALWAYS contact Tresa or Tara before putting ANY travel expenses on the p-card. Attendees choosing to pay on their own may be reimbursed after the event with a receipt that clearly shows their name, the name of the conference, the registration fee, the method of payment and a zero balance.
- g. **Vehicles** can be rented through the OSU Motor Pool or Enterprise Rent-A-Car with no out-of-pocket expense and include insurance coverage. Enterprise can be accessed through your MyOSU under the Employee tab, then under Employee Quick Links on the R-hand side of the screen. Motor Pool services can be accessed here; <http://transportation.oregonstate.edu/motorpool>. Employees and students using their own vehicle for official university business are required to carry auto liability insurance with minimum limits as required by the State of Oregon. An employee or student's insurance coverage is always considered primary even when it is being used for official university business. Please check with your agent or carrier prior to travel to determine if coverage is automatically provided for business services as you will be assuming responsibility for passengers transported. If you are using your personal vehicle for business related travel, you must track your mileage for reimbursement purposes by submitting a mileage log. The form is available online at

<http://ib.oregonstate.edu/faculty-staff>. **Please remember** that the university's travel reimbursement program incorporates insurance expenses into the mileage rate calculation for personal vehicle use. Therefore, the university will do the following;

- i. Reimburse employees, students or other private vehicle owners or their insurance company for any liability claim paid by their auto insurance policy.
- ii. Pay for physical damage to the vehicle or any deductibles.
- iii. Reimburse employees, students or other private vehicle owners for increase insurance rates that insurance companies impose due to the vehicle being used for business purposes.
- iv. Reimburse employees, students or other private vehicle owners for increased insurance premiums due to accidents incurred while on official university business.
- v. Be responsible for cancellation of insurance coverage due the vehicle being used for business purposes.
- h. **Shuttle Service to PDX** is provided by the HUT shuttle. Fares may be billed directly to an index when included in the request to travel. Please contact Tresa for more information and to make reservations.
- i. **Lodging reimbursement;** lodging receipts must show the cost of the room and any taxes or other charges as well as the method of payment and a zero balance. A credit card slip is not enough on its own to qualify for lodging reimbursement.

II. **Computer Assistance** – COSINe, 1003 Cordley, <http://my.science.oregonstate.edu/>

III. **Email lists:**

ib-grads@science.oregonstate.edu (all grad students with IB major professors)
ib-all@science.oregonstate.edu (all grad students, faculty, staff, advisors and researchers in IB)

You must use your Science or Oregonstate account to send an email to one of these lists, otherwise it will bounce. Please use your Science or Oregonstate account for all your OSU email correspondence. Only official OSU emails (Science or oregonstate) will be added to the above lists; gmail or other personal emails will not be added. Check with COSINe about forwarding your oregonstate account to your Science account.

IV. **Student Multimedia Services** <http://oregonstate.edu/is/mediaservices/sms/>

V. **Graduate Writing Center** 541-737-5640 <http://writingcenter.oregonstate.edu/gwc>

VI. **Integrative Biology Graduate Student Association** Mission Statement & Purpose:

The Integrative Biology Graduate Student Association was created with the purpose of uniting the broad and varied interests of all graduate students affiliated with the

Department of Integrative Biology at Oregon State University. As an association, we aim to articulate the particular needs of graduate students and advocate for their views on issues within the department, college, and university.

Additionally we try to facilitate a strong community among graduate students through both social and academic interactions. Through our numerous committees our membership engages in impactful activities, helping graduate students meet their personal and professional goals. Furthermore, the Integrative Biology Graduate Student Association strives to be a positive voice for science within our institution and greater community.

Website with member resources:

<http://ibgradassoc.wixsite.com/ibgradassoc>

VII. Docs for grad reviews

OSU Department of Integrative Biology Annual Graduate Student Review (Inclusive dates: One year)

Instructions: Insert all information, including CV & statement, into ONE document; include all pages, including checklist.

Name your document: yourlastname_2016_Review

Submit as Word doc to durrellt@science.oregonstate.edu

Student Name:

Term and Year of Program Entry:

Graduate Advisor:

Please fill out this form (check off items completed) and use it to organize the items needed for your file and annual review.

Annually update items:

(1) Curriculum Vitae

(2) Annual Review Statement

Items that should be in your file by the following deadlines:

(3) Approved Program of Study, including any approved changes; Deadline: PhD— By end of 4th quarter with prior MS; By end of 5th quarter without prior MS. MS—Before completing 18 graduate credits.

(4) Approved Thesis Proposal signed by Advisor; Deadline: PhD—End of second full year (8th quarter); MS—End of first full year (4th quarter)

[] (5) Approved Preliminary Oral Exam form with passing votes; Deadline: PhD only—End of third full year (12th quarter).

[] (6) Record of Teaching Three Quarters; Deadline: PhD only—by end of degree completion.

**Annual Review Curriculum Vitae
(Inclusive dates: One year)**

A. Name and Contact Information

B. Education and Employment Information

1. Education [undergraduate and graduate degrees, year, department/university, advisor, dissertation title (if applicable)]
2. Academic Employment (dates, title or position, employer, location)

C. Graduate Courses (term, course, credits, grades)

D. Awards and Special Recognition

E. Scholarship and Creative Activity

1. Papers Published or In Review/Revision
2. Papers in Preparation
3. Published Abstracts
4. Professional Seminars/Talks (date, location, title)
5. Grant Proposals or Fellowships Written (Funded, Not Funded, or Pending)

<i>Title</i>	<i>Agency</i>	<i>Dates & Budget</i>	<i>Funded?</i>
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F. Teaching, Supervising, and Other Assignments

1. TA Instructional Summary (all sections)

<i>Term/Year</i>	<i>Course #</i>	<i>Course Title</i>	<i>Credit Hours</i>	<i>Enrollment</i>
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2. Student Evaluations of Instruction (Instructor value)

<i>Term/Year</i>	<i>Course #</i>	<i>Course Title</i>	<i>Score (max 6 pts)</i>
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3. Undergraduate Student Research Supervised (Research Credit, Work Study, Internships)

4. Other Teaching Assignments/Accomplishments

G. Professional Service

1. National/Regional Service (e.g., journal reviewer, committees)
2. University Service (e.g., committees, organizations)
3. Departmental Service (e.g., committees, organizations)
4. Community Service

Annual Review Statement

(Inclusive dates: One year)

Please describe in 1 page or less your (1) major accomplishments over the last year and (2) important goals for the next year toward your graduate degree.

Annual Review Summary

(Inclusive dates: One year)

(To be written by the Faculty on Graduate Studies Committee)

Graduate Student:

Reviewer:

Review:

I hereby acknowledge that I have read my Annual Review Summary and that I can provide a written response within 2 weeks of signing this form, if so desired.

Student Signature_____ Date_____

I hereby acknowledge that I have read the Annual Review Summary of the above student.

Faculty Advisor_____ Date_____

I hereby acknowledge that I have read the Annual Review Summary of the above student.

Graduate Studies Committee Chair_____ Date_____