

Graduate Student Handbook

Department of Integrative Biology

Oregon State University

Ph.D. in Integrative Biology
M.S. in Integrative Biology

2022-2023

Updated 11-7-2022

**INTEGRATIVE BIOLOGY
TIMETABLES OF GRADUATE STUDENT PROGRESS**

Masters

First Year

- Take IB 511 IB Graduate Student Orientation
- Select Graduate Program Committee
- Schedule and conduct Program of Study Meeting and file Program of Study
- Schedule and conduct Research Proposal Meeting and file Research Proposal

Second Year

- Undergo 1st Annual Review
- Submit Master's Thesis and take Final Oral Examination; if not, apply for extension in January

PhD

First Year

- Take IB 511 IB Graduate Student Orientation
- Select Graduate Program Committee

Second Year

- Schedule and conduct Program of Study Meeting and file Program of Study (fall term)
- Undergo 1st Annual Review
- Schedule and conduct Research Proposal Meeting and file Research Proposal (late in year)

Third Year

- Undergo 2nd Annual Review
- Take Doctoral Preliminary Oral Examination (late in year)

Fourth - Fifth Years

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

Graduate School Flow Chart for Master's Degree Completion:

https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/flowchart_masters.pdf

Graduate School Flow Chart for Ph.D. Completion:

https://gradschool.oregonstate.edu/sites/gradschool.oregonstate.edu/files/flowchart_phd.pdf

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GENERAL INFORMATION AND INTRODUCTION

1. General Contact Information

Program website address: <http://ib.oregonstate.edu/>

Integrative Biology main office: 2008 Coast Range Building (CRB), 4575 SW Research Way

Mailing address: Oregon State University Phone: 541-737-2993

Dept. of Integrative Biology

4575 SW Research Way, Room 2008

Corvallis OR 97333

Note: Integrative Biology will be in CRB until summer 2024 while Cordley Hall East is renovated. IB also has employees in Cordley West, Weniger, Snell, at HMSC and at Cascades campus.

Department Head	Dee Denver	denvedee@cgrb.oregonstate.edu	541-737-3698
Associate Head	Lori Kayes	lori.kayes@oregonstate.edu	541-737-1734
Co-Chair of Graduate Studies	Molly Burke	Molly.Burke@oregonstate.edu	541-737-5861
Co-Chair of Graduate Studies	Sarah Henkel	Sarah.Henkel@oregonstate.edu	541-737-0316
Grad Program Coordinator/ IB course overrides	Traci Durrell- Khalife	durrellt@science.oregonstate.edu	541-737-5335
Office Manager/ GTA Assignments	Tara Bevandich	bevandit@science.oregonstate.edu	541-737-5336
Travel & reimbursements	Tresa Bowlin	bowlinst@oregonstate.edu	541-737-3705

2. Graduate School

What is the [Graduate School](#)?

- The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.
- The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.
- The Graduate School, and its campus partners, offer an array of [professional development opportunities](#) specific to the success of graduate students. Topics include research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

a. University Emergency Contacts

OSU is dedicated to providing a safe and secure learning and living environment for its community members. [The Department of Public Safety](#) provides resources, information, emergency phone numbers, and protocols for maintaining personal

safety. Sign up for [OSU Alerts](#) to get timely messages delivered right to your phone or inbox regarding university closures and other emergency situations.

3. Academic and Support Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources web page](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services](#) for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

- [Basic Needs Center](#) – Food pantry, housing, food stamp assistance and much more
- [Campus Safety](#) – Emergency phone numbers, university alerts
- [Career Development Center](#) – Resume/CV, networking, job search strategies
- [Childcare and Family Resources](#) – University child care centers, child care assistance
- [Code of Student Conduct](#) – Office of Student Life
- [College of Science Equity, Access and Inclusion](#) – Diversity Action Plan, bias reporting, etc.
- [Computer Assistance](#) – University Information and Technology (UIT)
- [Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling
- [Cultural Resource Centers](#) – Cultural based community centers, social support
- [Disability Access Services \(DAS\)](#) – Academic accommodations
- [Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response
- [FieldSafe at Oregon State University](#) – promoting safe, affirming fieldwork environments for all
- [Financing your education](#) – Funding options and information, graduate awards
- [Graduate Student Commons](#) – Lounge, study space, reservable meeting rooms
- [Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching
- [Health Insurance](#) – Plans for graduate students and graduate employees
- [Institutional Review Board \(IRB\)](#) – Review for human subjects research
- [Media Hub](#) – Poster printing, equipment and laptop loans
- [Office of International Services \(OIS\)](#) – Visa and immigration advising
- [Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising
- [Recreational Sports](#) – Dixon Recreation Center, intramural sports
- [Statistics Consulting Service](#) – Graduate student research statistical advising
- [Student Health Services \(SHS\)](#) – Clinic
- [Transportation Services](#) – Parking permits, bike, bus, SafeRide
- [Valley Library](#) – Reference and research assistance, study spaces, research tools

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 (<https://catalog.oregonstate.edu/college-departments/graduate-school/>). Additional degree specific information is provided in the policies governing Master's programs and Doctoral programs in the Graduate Catalog. A concise form of the regulations and other relevant information is found on the Graduate School website. (<https://gradschool.oregonstate.edu/current-students>).

Note that throughout this handbook when we refer to deadlines in terms of academic quarters, we are not counting the summer. For example, if you start in the fall, your 4th academic quarter would be the fall of your second year.

Presence on campus

All graduate students are required 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 (or even earlier) that are mandatory and you are responsible for attending. Please contact Traci (durrellt@science.oregonstate.edu) for more information about what you are required to attend.

Learning Outcomes

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. Below are the Graduate Learning Outcomes (GLOs).

1. Graduate Learning Outcomes (GLOs) for the MS in Integrative Biology.

Graduate School GLOs:

1. Conduct research or produce some other form of creative work.
2. Demonstrate mastery of subject material.
3. Conduct scholarly or professional activities in an ethical manner.

Integrative Biology GLOs:

1. Graduates will be able to summarize major central issues and current research problems in their field.
2. Graduates will be able to explain and identify areas of uncertainty in their fields.
3. Graduates will have completed and defended:
 - (1) An original manuscript, based on either a review and synthesis of the primary literature [non-thesis (project) MS] or original research [thesis MS]; or
 - (2) Mastery of appropriate advanced coursework in the field. [non-thesis (coursework) MS]

2. Graduate Learning Outcomes (GLOs) for the PhD in Integrative Biology.

Graduate School GLOs:

1. Produce and defend an original significant contribution to knowledge.
2. Demonstrate mastery of subject material.
3. Conduct scholarly or professional activities in an ethical manner.
4. Effectively communicate in field of study

Integrative Biology GLOs:

1. Graduates will be able to summarize major central issues and current research problems in their field.
2. Graduates will be able to explain and identify areas of uncertainty in their fields.
3. Graduates will have designed, carried out and presented an original work of research at the leading edge of their discipline.

B. INTEGRATIVE BIOLOGY GRADUATE STUDIES COMMITTEE

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 awards & fellowships the department puts forward.

REGISTRATION

C. REGISTRATION REQUIREMENTS

1. Registration

The [OSU Schedule of Classes](#) is available online and contains academic regulations and registration procedures that apply to all students in the university, as well as the final examination week schedule. The online [catalog](#) is the source for up-to-date changes for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits that may be required for any funding eligibility and/or to meet the requirements of the continuous enrollment policy. Problems arising from registration procedures, such as late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved through the [petition for late change in registration](#) filed with the Graduate School. A late registration fee may be applied.

Students are responsible for staying current on registration requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's).

2. Minimum Course Loads

Course load requirements for graduate students are established by the Registrar and the Graduate School. You are considered a "full-time" graduate student if you are registered for 9–16 credits in a given academic term. You are considered a "part-time" graduate student if you have less than nine credits. If you are a degree-seeking student, you must be registered for a minimum of three graduate credits in any term you wish to be enrolled and access university resources, including the term of your final defense.

Students are responsible for staying current on course load requirements that may supersede the Graduate School requirements (i.e., international, financial aid, veteran's)

All GTAs and GRAs with an IB major professor are required to register for 16 credits during the academic year and 5 credits (this number is subject to change) of IB thesis/research during the summer. 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-IB 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.

Continuous Graduate Enrollment

All graduate students enrolled in a degree program must register continuously for a minimum of 3 graduate credits each term (fall, winter, and spring terms) until all degree requirements are met, regardless of student's location. Students on approved leave are exempt from the continuous enrollment policy for the term(s) they are on leave.

Graduate students who use facilities or faculty/staff time during summer session are required to register for a minimum of 3 credits during the summer session. Students defending in the summer term are required to register for a minimum of 3 graduate credits.

Students may appeal the provisions of the continuous graduate enrollment policy if extraordinary circumstances arise by submitting a detailed request in writing to the Dean of the Graduate School. Scheduling difficulties related to the preliminary oral exam or the final oral exam are not considered an extraordinary circumstance.

Graduate assistantship eligibility requires enrollment levels that supersede those contained in this continuous enrollment policy. Various agencies and offices maintain their own registration requirements that also may exceed those specified by this continuous enrollment policy (e.g., those of the Veterans Administration, Immigration and Naturalization Service for international students, and those required for federal financial aid programs.) Therefore, it is the student's responsibility to register for the appropriate number of credits that may be required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

3. Leave of Absence

Leave of Absence status is available to eligible students who need to suspend their program of study for good cause. The time the student spends on approved leave will be included in any time limits prescribed by the university relevant to degree completion. Students on approved leave may not a) use any university facilities, b) make demands upon faculty time, c) receive a fellowship or financial aid, or d) take course work of any kind at Oregon State University. [Leave of Absence/Intent to Resume Graduate Study Forms](#) must be received by the Graduate School at least 15 working days prior to the first day of the term involved. Family Medical Leave (FML) may be granted at any point during a term. FML inquiries should be directed to medical.leave@oregonstate.edu.

4. Unauthorized Break in Registration

Degree seeking graduate students who take an unauthorized break in registration relinquish graduate standing at the University.

To have graduate standing reinstated after an unauthorized break, students are required to reapply to their program (complete the online graduate admission application, pay the application fee, and may be required to register for three graduate credits for each term of unauthorized break in registration). It is advisable that students in this situation state that they are applying for readmission in the application packet. A reapplication does not ensure admittance to the program.

GRADUATE COMMITTEE

D. GRADUATE ADVISORS AND SELECTING YOUR GRADUATE PROGRAM COMMITTEE

Graduate Advisor (Major Professor)

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.

You should establish your committee *by the end of your third quarter*. According to the regulations of the Graduate School, the Head of IB must approve the composition of the Graduate Committee.

For master's students (thesis): 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. When a minor is not included, the fourth member may be from the graduate faculty at large. "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 master's students (non-thesis): The examining committee consists of three members of the graduate faculty – two in the major field and one in the minor field if a minor is included. When a minor is not included, the third member may be from the graduate faculty at large.

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: If the faculty member is not a member of the [Graduate Faculty](#) or is not approved for the role proposed, please send your nomination request to [Tara Bevandich](#) in the IB office. This should include an updated CV for the committee member being proposed, in addition to a brief justification for nominating this individual (please elaborate on research, disciplinary expertise, experience, etc.). Committee structure is evaluated when your program of study is received by the Graduate School and when you schedule your formal examination(s).

Graduate Council Representative: A Graduate Council Representative (known as a GCR or Grad Rep) is required for all doctoral committees, all M.A.I.S. committees, and all master's degrees involving a thesis. Your GCR represents the OSU Graduate Council and ensures that all rules governing committee procedures are followed. Your GCR must be present at your formal exam(s), and will be responsible for some of the paperwork that the Graduate School requires. Per Graduate School guidelines, the GCR will also lead your committee's roundtable discussion following your final oral exam. Your GCR must be a graduate faculty member outside your major and minor area.

The GCR is a full voting member of your graduate committee. Many students select a GCR who can also add disciplinary expertise. Select your GCR using the [online GCR list generation tool](#) and be sure to allow ample time for this selection process. If you run into difficulty finding a GCR to serve on your committee, you can re-generate the list until you find someone who is willing to serve.

PROGRAM OF STUDY, PROPOSAL, ORALS, FINAL EXAM

E. REQUIRED MEETINGS:

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

The Program of Study, Proposal, Oral Preliminary Exam (PhD only), and Final Exam involve formal meetings with your Graduate Committee. You need to notify the Graduate School 2 weeks in advance of the Preliminary Exam meeting and the Final Exam meeting so that the proper paperwork is available for the meetings. 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

If any of your committee meetings will be partially or fully remote, you and your committee must assure that all the [conditions for remote participation](#) are met.

1. DEVELOP YOUR PROGRAM OF STUDY (Schedule and Conduct Meeting; Submit 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 digital Program of Study form is available from the Graduate School website (<https://gradschool.oregonstate.edu/forms/>). All your committee members and the Head of IB must DocuSign the form before it is submitted to the Graduate School. (You're not required to formally schedule with the Graduate School.)

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

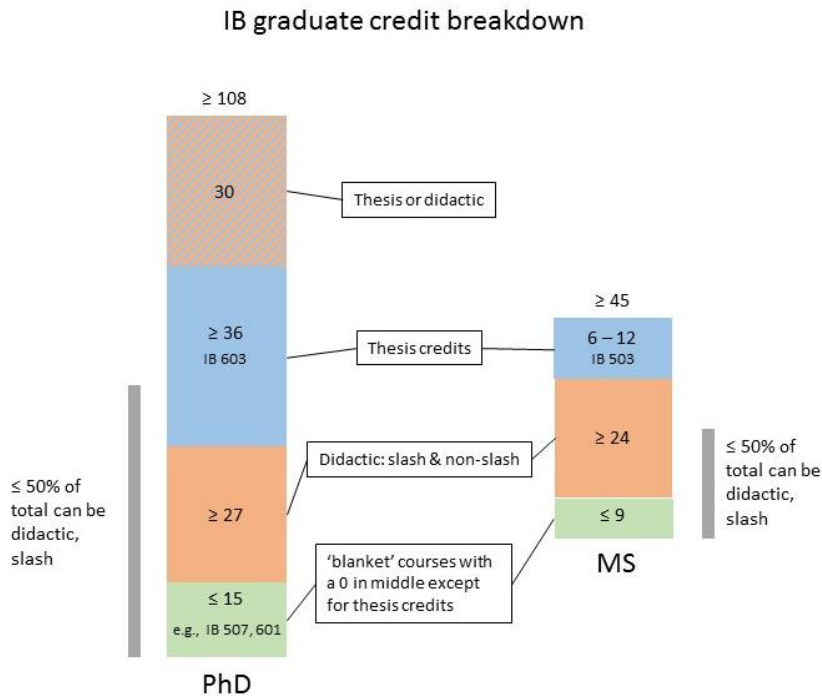
- a. Master's degree candidates must develop a Program of Study before the completion of 18 hours of coursework. A final signed Program of Study is due at the Graduate School at least 15 weeks prior to your final oral examination.
- b. Doctoral students should develop their Program of Study by the end of their 4th quarter. A final signed Program of Study is due at the Graduate School 6 weeks prior to preliminary oral exam.

Master's Degree in Integrative Biology 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. Six to 12 credits should be thesis (IB 503), a minimum of 2 but no more than 9 credits must be blanket seminar or research courses (IB 507 or IB 501), and 50% must be stand-alone graduate courses (i.e., not "slash" 400/500 courses but can include IB 503 Thesis credits). The remaining credits can be the 500-component of slash courses. IB requires a minimum of two IB 507 courses for MS students (see below). Consult the Graduate Catalog for more information.

Doctoral Degree in Integrative Biology Course Requirements

The Graduate School requires that doctoral candidates complete 108 credits, at least 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 IB 603 Thesis, a minimum of 6 but no more than 15 credits should be blanket courses (IB 507 Seminar or IB 601 Research). IB requires a minimum of six IB 507 courses for PhD students and two for MS students (see below). A minimum of 27 regular non-blanket (didactic = “regular” courses) credits must be included on a doctoral program. 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).



Transfer Credits

Credits accrued in an accredited master's program from another university may be included (except thesis credit), but must be transferred. Form to request transfer credit eligibility: <https://gradschool.oregonstate.edu/forms/>

Grade Requirement and the Program of Study

A grade-point average of 3.00 is required: 1) for all courses taken as a degree-seeking graduate student, and 2) for courses included in the graduate degree or graduate certificate program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the final oral or written exam may be undertaken. Enforced graduate-level prerequisite courses must be completed with a minimum grade of C. Programs may have more stringent grade requirements than those prescribed by the Graduate School.

Incomplete Grades

An “I” (incomplete) grade is granted only at the discretion of the instructor. The incomplete that is filed by the instructor at the end of the term must include an alternate/default grade to which the incomplete grade defaults at the end of the specified time period. The time allocated to complete the required tasks

for the course may be extended by petition to the University Academic Requirements Committee. You can obtain the form from the Registrar's Office. It is the student's responsibility to see that "I" grades are removed within the allotted time.

Foreign Language Requirement

The Graduate School permits individual departments to formulate their own policy on foreign language requirements. There is no foreign language requirement in the Department of IB.

IB Orientation Course

The Department requires that new graduate students take the IB 511 IB Graduate Student Orientation course. It is offered in-person only, so students must be on campus during their first fall term.

Seminar Courses

At least one seminar course (IB 507) is typically offered each term. Normally seminar courses are given for 1 hour of credit and require that the student participate actively. *IB requires 2 seminar courses for a MS and 6 seminar courses for a PhD; these are to be from different seminars (not repeating the same one).*

Effective 2020-21: In addition to IB 507 courses, students may count IB 511, 512, 513, 515, 518, and 599 courses towards their seminar requirement. Students may also now count multiple IB 599 courses towards this requirement. Courses may not be repeated (e.g. students can only take the IB 507 Departmental Seminar course for credit once), but 507, 607, and 599 courses from other departments can also be used to meet this requirement

Integrative Biology 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

To meet the Graduate School requirement that students must "be able to conduct scholarly activities in an ethical manner" as part of their learning outcomes, we recommend that IB graduate students take IB 513 Grant Writing & 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 (IB 501 or 601) or Reading and Conference (IB 505 or 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. IB 501 or 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. IB 501 or 601 is repeatable for 16 credits. Per Academic Regulation (AR) 20 in the OSU catalog: If you register for more than the maximum number of credits allowed to repeat, entire terms of registration will be excluded until your total for this course is under the limit. Credits will not be "split" to allow you to use part of a term's registration.

Course Audits:

Graduate students on tuition remission must register for 16 credits per term during fall, winter and spring terms. Of those 16 credits, students may audit up to 4 credits per term. If on a graduate assistantship, you must have at least 12 non-audit credits to stay in compliance. Audited courses may not be part of the Program of Study.

2. HOLD YOUR PROPOSAL MEETING AND FILE PROPOSAL WITH IB OFFICE

Proposal meeting is to be held separate from the Program of Study meeting

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 by end of your 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.

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.

Length varies considerably, but typical MS proposals average 15-20 pages, while typical PhD proposals average 25-30 pages. It is generally expected that you share a full draft of your proposal with your committee approximately 2 weeks in advance of your proposal meeting

- Have your committee sign & date a printed copy of the proposal cover sheet (Form I). Provide a hard copy or emailed scan to Traci in IB Office. (She can route through DocuSign at your request).
- Email Traci an attachment of your entire proposal. (either Word or pdf)
- Please have your committee complete an Assessment form at the meeting. Download from the IB Internal Resources web page: <http://ib.oregonstate.edu/faculty-staff>

3. TAKE PRELIMINARY ORAL EXAMINATION (Doctoral Only)

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 (9th academic quarter). You must notify the Graduate School at least two weeks ahead, so that they can send the appropriate paperwork. The exam cannot be taken in the summer unless all the committee members approve. If more than five years elapse between the oral exam and final defense, the candidate will be required to take another preliminary oral examination.

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 complete an Assessment form at the meeting, accessible from: <https://ib.oregonstate.edu/faculty-staff>

4. THESIS AND FINAL EXAMINATION

a. Thesis – Master’s and Doctoral

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 “[Degree Completion Steps and Deadlines](#)” section of the Graduate School website regarding format of the thesis, scheduling of the final examination, etc.

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.

b. Final Examination – Master’s and Doctoral

Once the thesis is written and the final oral examination is scheduled (you must schedule with the Graduate School at least two weeks ahead), 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 School website](#) concerning deadlines for thesis submission and scheduling of your final examination.

Read and Heed! While the Grad School deadline is 2 weeks prior, we encourage you to schedule even earlier. Their audit of your transcript may find an error, such as a course on your program of study that you didn’t take. Such deviations require a Petition for Change in Program. They may find a committee member whose grad faculty appointment needs renewal. These are relatively easy things to fix, but getting signatures and processing times can take several days, leaving far less than 2 weeks for your meeting scheduling forms to be processed.

- Contact [Traci](#) in IB office for help scheduling rooms and for a flyer template. If your seminar is during Finals Week, the room reservation will not be confirmed until approximately Week 8 of the term, as rooms must first be assigned for class final exams.
- Please have your committee complete an Assessment form at the meeting: <http://ib.oregonstate.edu/faculty-staff>

Check the [Graduate School’s Thesis Guide](#) section of their website for details on electronic submission.

(Be sure the signature page lists “Head” rather than “Chair” of Integrative Biology).

The student should prepare copies of the final thesis to be distributed as follows:
(Please check with them first for most up-to-date requirement.)

- 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 printing and binding one copy to be placed in the IB collection. 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.

c. Non-Thesis Master's Final Examination

The non-thesis master's program leads to a research report on a specific problem. For the final meeting, the student's committee will meet for a question-and-answer session and will evaluate the report. Committees may define other requirements, such as an informal public presentation. Students must take 3-6 credits of IB 501 Research or IB 506 Projects.

TEACHING – ANNUAL REVIEW – TIME LIMIT TO COMPLETE PROGRAM

F. INTEGRATIVE BIOLOGY GRADUATE PROGRAM POLICIES & REQUIREMENTS

1. 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 17).

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!

2. 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 (Form II) that includes your curriculum vitae and annual review statement, and an assessment of your progress by your advisor, *will be due by December 1.*

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 during the first week in December. A Review Summary will be written by the faculty member and emailed to [Traci](#) to route through DocuSign for signatures from you, your major professor and the Chair of Graduate Studies. The entire Annual Review document will be kept within your file for future reference. You can respond in writing to the Review Summary within two weeks and the response will be placed in your file.

3. 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 17). Authorized leaves of absence will count as part of these time limits unless specifically exempted.

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

FINANCIAL SUPPORT

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 0.38 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 positions.

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 pre-doctoral fellowships, OSU makes available the Oregon Laurels tuition waiver. For more information:

<http://gradschool.oregonstate.edu/finance/university-graduate-laurels-block-grant-program>

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 <https://gradschool.oregonstate.edu/finance/graduate-fellowships-and-scholarships/graduate-fellowship-policies>. 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 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 based on 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. Students may receive one-time cash fellowships, scholarships or prizes in addition to their regular source of support.

Financial Aid

It is possible to apply for Federal Financial Aid through FAFSA. 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://financialaid.oregonstate.edu/>

Satisfactory Academic Progress: <http://financialaid.oregonstate.edu/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 criteria*:

- 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).

*A student that is suspended then reinstated at any time by the University will be considered ineligible for further aid even if they are meeting all other requirements.

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 information (bottom of the page):

<https://financialaid.oregonstate.edu/satisfactory-academic-progress>

***The maximum time frame for PhD's earned in the College of Science is 285 credits.

The maximum time frame for MS's earned in the College of Science is 127 credits.

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 Chair of IB Graduate Studies 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

In each of fall, winter and spring terms, graduate assistants (GTA or GRA) must register for and complete 16 credit hours. Use Thesis (IB 503 or 603) or Research (IB 501 or 601) course numbers to fill out your quarterly program.

In the summer, our standard practice has been students (except for fellows) register for 5 credits and won't have to pay Social Security and Medicare. They typically register for Thesis or Research credits (IB 503 or 603 or IB 501 or 601, respectively).

During summer term, if you are registered for 3 credits, you will be required to pay Social Security tax and Medicare. This is different from the school year when you are registered full time.

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.

If you are a GRA and wish to take E-Campus credits, please discuss with your major professor and get their approval each term. The additional cost is significant and can result in fewer GRA terms being available to YOU.

4. Health Insurance:

Graduate assistants will be auto-enrolled each term they are eligible, including summer. Eligible graduate assistants will be automatically enrolled in summer term health coverage; coverage will match last selected plan. To make summer auto-enroll possible, 1/9 of summer session employee contribution to insurance will be deducted each month of an assistant's appointment; these will be held for summer; opt out of summer by May 1 will trigger a reimbursement to the assistant and to the fund paying the university contribution.

IB AWARDS AND FUNDING

Integrative Biology offers the following awards and funding opportunities:

Integrative Biology Research Award (IBRA) – Funding for research equipment, supplies, conference registration, travel. Multiple students may receive awards. See announcement and application for details. These will be posted on IB-grads email listserv in winter term.

Integrative Biology Summer Graduate Research Awards – Students must have completed their Research Proposal Meeting to be eligible. Awardees will receive a department-funded 0.40 FTE Graduate Research Assistant (GRA) position during the summer term. IB aims to support two to four Summer Graduate Research Awards each year, depending on the availability of funds. See announcement and application for more details. These will be posted on IB-grads email listserv in winter term.

Paul and Mary Roberts Fellowship – Awarded to a student whose research, teaching and/or outreach activities contribute to increased understanding of evolutionary biology. Nominations will be announced annually in April. \$2500

Castor canadensis Award – Awarded to a student who has demonstrated exceptional service to the department. Nominations will be announced annually in May. Plaque and \$500

PETITIONS

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 Head of IB for action. A letter of support, including the number of terms requested, from the Graduate Advisor must accompany all petitions. (There's no form or template for the advisor's letter.)

Common reasons for filing a petition:

1. Limit for degree completion has been reached (MS—2 full years; PhD—5 full years). “Year” is defined as an academic year (ie. fall, winter, spring). **It does not include the following summer term. These limits apply regardless of how you have been or will be supported, such as a fellowship or graduate appointment.**

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. There’s no form or template, but the letter should contain the following:

- a. A term-by-term 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 term-by-term 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 in early **January 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 academic year (through spring term or approximately June 15) and must be re-applied for each year.**

2. Limit for financial support has been reached (MS—2 full years; PhD—5 full years [any combination of GTA, GRA, fellowship support]).

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 and for which term(s). Petitions that include financial support requests that are submitted after **the deadline in January**, 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 up to one year (fall, winter & spring) only (i.e., a 3rd academic year of support for MS and a 6th academic 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 Head of IB and/or follow the grievance procedures of the Graduate School (<https://gradschool.oregonstate.edu/progress/grievance-procedures>).

PROBATION & TERMINATION

J. POLICIES ON PROBATION AND TERMINATION

On rare cases, graduate students may be terminated from the Integrative Biology 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 Head 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 on the [Graduate School website](#), 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 Department Head of termination from the Department's graduate program.

GRIEVANCES

(Grievance Procedures; Student Conduct; Academic Misconduct; Equal Opportunity & Access; Student Records)

K. GRIEVANCE PROCEDURES

If a student disagrees with a decision made by the Graduate Advisor, Chair of Graduate Studies, the Graduate Studies Committee, and/or the Head of IB, they are strongly advised to first attempt to work out the problem with the aid of the next person in the chain of authority (e.g. start by talking with the Chair of Graduate Studies for a problem with your advisor, and so on). However, if still unsatisfied, students desiring to appeal matters relating to their graduate degree should follow the Grievance Procedures for Graduate Students. These procedures are available at <https://gradschool.oregonstate.edu/progress/grievance-procedures>. Graduate assistants, whose terms and conditions of employment are prescribed by the [collective bargaining agreement](#) between OSU and the Coalition of Graduate Employees, American Federation of Teachers Local 6069, should also refer to that document and seek guidance from OSU's Office of Human Resources.

1. Student Conduct and Community Standards

Graduate students enrolled at Oregon State University are expected to conform to basic regulations and

policies developed to govern the behavior of students as members of the university community. The Office of Student Conduct and Community Standards (SCCS) is the central coordinating office for student conduct-related matters at Oregon State University.

Choosing to join the Oregon State University community obligates each member to a code of responsible behavior, which is outlined in the [Code of Student Conduct](#). (See section 4.2 for Academic Misconduct.) The assumption upon which this Code is based is that all persons must treat one another with dignity and respect in order for scholarship to thrive.

Violations of the regulations subject a student to appropriate disciplinary action.

2. Academic Misconduct

The Code defines Academic Misconduct as:

Any action that misrepresents a student or group's work, knowledge, or achievement, provides a potential or actual inequitable advantage, or compromises the integrity of the educational process. Prohibited behaviors include, but are not limited to doing or attempting the following actions:

a. Cheating. Unauthorized assistance, or access to or use of unauthorized materials, information, tools, or study aids. Examples include, but are not limited to, unauthorized collaboration or copying on a test or assignment, using prohibited materials and texts, unapproved use of cell phones, internet, or other electronic devices, etc.

b. Plagiarism. Representing the words or ideas of another person or presenting someone else's words, data, expressed ideas, or artistry as one's own. Examples include, but are not limited to, presenting someone else's opinions and theories as one's own, using another person's work or words (including unpublished material) without appropriate source documentation or citation, working jointly on a project and then submitting it as one's own, etc.

c. Falsification. Fabrication or invention of any information. Examples include, but are not limited to, falsifying research, inventing or falsely altering data, citing fictitious references, falsely recording or reporting attendance, hours, or engagement in activities such as internships, externships, field experiences, clinical activities, etc.

d. Assisting. Any action that helps another engage in academic misconduct. Examples include, but are not limited to, providing materials or assistance without approval, altering someone's work, grades or academic records, taking a test/doing an assignment for someone else, compelling acquisition, selling, bribing, paying or accepting payment for academic work or assistance that contributes to academic misconduct, etc.

e. Tampering. Interfering with an instructor's evaluation of work by altering materials or documents, tampering with evaluation tools, or other means of interfering.

f. Multiple submissions of work. Using or submitting work completed for another or previous class or requirement, without appropriate disclosure, citation, and instructor approval.

g. Unauthorized recording and use. Recording and/or dissemination of instructional content without the express permission of the instructor(s), or an approved accommodation coordinated via Disability Access Services.

3. Office of Equal Opportunity and Access

EOA is responsible for overseeing compliance with civil rights and affirmative action laws, regulations, and policies. They provide leadership, guidance, and training in these key areas to promise and ensure equitable and inclusive environments for all Oregon State University community members. EOA serves as the University's Title IX and Americans with Disabilities Act/Section 504 coordinating office.

[Sexual Misconduct reporting form](#)

[Concern of Discrimination, Harassment, Bullying, or Retaliation reporting form](#)

[Request Accommodations](#)

[Sexual Misconduct Resources](#)

4. Student Records

Both federal and state laws permit Oregon State University staff to release directory information (e.g. name, address, degree program, birth date) to the general public without your consent. You can prohibit the release of directory information to the public by signing the Confidentiality Restriction form available from the Registrar's Office. It will not prohibit the release of directory information to entities of Oregon State University that have a "need to know" to accomplish their required tasks. It further will not prohibit Oregon State University departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at Oregon State University.

TRAVEL – FACILITIES – IBGSA

I. TRAVEL

- a. ALL TRAVEL INVOLVING IB FUNDS AND/OR PERSONNEL REQUIRES PRE-TRAVEL REGISTRATION THROUGH CONCUR.** This applies regardless of destination, funding source or employee status. Requests need to be submitted well in advance of incurring any expenses. This maintains departmental compliance with State of Oregon and Oregon State University. It also ensures traveler reimbursement for travel expenses and opens up access to departmental funds to pre-pay certain travel expenses.
- b. Once you have completed a pre-travel request in Concur, do not submit, please contact [Tresa Bowlin](#).** Acting as your delegate, Tresa will look at the pre-travel request and contact you with any questions or concerns. If she has no questions or concerns, she will submit on your behalf for final approval.
- c. Travel expenses paid for personally during IB approved essential travel cannot be reimbursed until the travel is complete.** Some expenses can be pre-paid with departmental funds; please contact Tresa for assistance. To request reimbursement for personally paid travel expenses, please submit the IB Request for Reimbursement form with all receipts.
- d. Use of a personal vehicle.** Employees and students using their own vehicle for official university business are required to carry personal automobile insurance including liability with minimum limits as required by the State of Oregon, uninsured motorist, and personal injury protection. An employee or student's insurance coverage is always considered primary even when it is being used for official university business. OSU's automobile liability will pay only after the employee's primary coverage limits have been exhausted. For complete information; <http://fa.oregonstate.edu/fis-manual/400-expenditures/411->

travel/411-02-ground-transportation or <http://risk.oregonstate.edu/vehicles>, see the sections on personally owned vehicles. 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 or an email detailing dates and locations visited. 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.

II. Coffee Cart – for meetings/seminars in the Coast Range Building

IB provides a coffee cart (coffee/tea only) for PhD and MS **defense seminars**.

IB provides a coffee cart (coffee/tea only) for PhD **orals**, if the student requests.

IB does *not* provide a coffee cart for **program of study** or **proposal** meetings.

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 are welcome to use these lists as needed for IB-related business only. This includes notifications about official IB activities and policies, and about resources of general interest to the IB community such as scientific meetings and fellowship opportunities. Messages submitted to the listservs are expected to conform the OSU [Student Code of Conduct](#). These lists are not to be used to announce personal activities or to engage in political discussions. Emails to be sent to these lists must be first approved by department staff/leadership. Please use your @oregonstate.edu account for all your OSU email correspondence. Only official OSU emails (@oregonstate.edu) will be added to the above lists; gmail or other personal emails will not be added. If you have any questions about appropriate email usage, please check with the IB main office.

IV. Postal Mail/Mailbox: Please check your mailbox periodically; they are in CRB in the open area near the main office, which is in room 2008; due to space constraints, some students share mailboxes.

V. Office Space: Each graduate student will be assigned a cubicle in CRB. Please do not change cubicles, and please post a sign with your name on it. This is for safety purposes and knowing where people are in case of emergency.

VI. Commencement Regalia – IB has three sets of PhD regalia that graduates may borrow to walk in the graduation ceremony. Traci will email graduates each spring. You may also contact her if interested.

VII. 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. We are committed to identifying and addressing the particular ways that marginalized and minority communities could be better served by the Integrative Biology department.

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.

FORM I.

**Integrative Biology Graduate Program
Research Proposal Approval Form**

STUDENT NAME:

PROPOSAL TITLE:

By signing below, I acknowledge that I have reviewed this research proposal and judge it to be an acceptable and actionable part of this student's degree program.

_____ MAJOR PROFESSOR (PRINT)	_____ SIGNATURE	_____ DATE
_____ CO-MAJOR PROFESSOR (PRINT)	_____ SIGNATURE	_____ DATE
_____ COMMITTEE MEMBER (PRINT)	_____ SIGNATURE	_____ DATE
_____ COMMITTEE MEMBER (PRINT)	_____ SIGNATURE	_____ DATE
_____ COMMITTEE MEMBER (PRINT)	_____ SIGNATURE	_____ DATE
_____ COMMITTEE MEMBER (PRINT)	_____ SIGNATURE	_____ DATE
_____ GRADUATE COUNCIL REPRESENTATIVE (PRINT)	_____ SIGNATURE (GCR is optional at this meeting)	_____ DATE

Please submit this fully signed form (hard copy or electronic) and your research proposal (electronic copy) to the IB Graduate Program Coordinator ([Traci](#)) in the IB Department Office. (Traci can route this through DocuSign for you, if requested.)

FORM II.

**OSU Department of Integrative Biology
Annual Graduate Student Review & Assessment of Progress
(First year students excluded)**

Instructions: Insert all information, including CV & statement, into ONE document; include all pages, including checklist, and a scan of the signed signature sheet.

Name your document: Yourlastname_2022_Review

Submit as PDF or Word doc to durrellt@science.oregonstate.edu by December 1st.

Student Name: _____

Term and Year of Program Entry: _____

Committee Formed: No Yes – **Term/Year** _____

Graduate Advisor(s):	Dept:
_____	_____
_____	_____

Committee Members:	Dept:
_____	_____
_____	_____
_____	_____
_____	_____

Check off items completed, enter the term & year of completion on the line, 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. **Term/Year** _____
Deadline: PhD— By end of 4th academic quarter (not counting summers).
MS—Before completing 18 graduate credits.

- (4) Approved Thesis Proposal signed by Advisor & Committee. **Term/Year** _____
 Deadline: PhD—End of second full year (6th academic quarter)
 MS—End of first full year (3rd quarter)
- (5) Approved Preliminary Oral Exam form with passing vote. **Term/Year** _____
 Deadline: PhD only—End of third full year (9th academic quarter).
- (6) Record of Teaching Three Quarters; Deadline: PhD only—By end of degree completion.
Courses & Term/Year TA'd:
1) _____ **2)** _____ **3)** _____
- (7) Seminars Completed; list course number & term/year (6 for PhD; 2 for MS)
1) _____ **2)** _____ **3)** _____
4) _____ **5)** _____ **6)** _____
- (8) Final exam: (check one)
 Scheduled – Date: _____
 Anticipated – Term/Year: _____

Major Professor Assessment of Progress:

Name of Major Professor(s): _____

Name of Student: _____

Major professor(s): Please discuss your responses with your student.

QUESTION	Yes, definitely in all areas	Making progress in most areas	Making progress in some areas	Making marginal progress	Not making satisfactory progress
Student is making satisfactory progress in completing their course work.					
Student is making satisfactory progress in data collection and analysis.					
Student is making satisfactory progress in completing their thesis.					

Comments: (may continue on back or separate sheet)

Signatures:

I have reviewed my student’s milestones (above) and self-assessment narrative, have completed the ‘Major Professor Assessment of Progress’ (above), and confirmed my student understands my responses.

Major Professor Signature(s)

Date

I understand my major professor(s)’ assessment of my progress (above), and am now submitting this fully completed form to the IB Office with my self-assessment narrative attached.

Student Signature

Date

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

Please use this format, as we gather assessment data from specific categories and need consistent reporting. List items in one category only (not in both Awards and Grants).

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)

<i>Term</i>	<i>Course #</i>	<i>credits</i>	<i>grade</i>
	(add rows as needed)		

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)

<i>Date</i>	<i>Location</i>	<i>Title</i>

5. Grant Proposals or Fellowships Written (Funded, Not Funded, or Pending)

<i>Title</i>	<i>Agency</i>	<i>Dates & Budget</i>	<i>Funded?</i>

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>

2. Student Evaluations of Instruction (Instructor value)

<i>Term/Year</i>	<i>Course #</i>	<i>Course Title</i>	<i>Score (max 6 pts)</i>

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/Self-Assessment Narrative

(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

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

Reviewer will email summary to Traci. She will route it through DocuSign for student, major professor(s) and Graduate Studies Committee Chair to sign.

Graduate Student:

Reviewer:

Date of Review:

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 _____

Co-Advisor _____ Date _____

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

Graduate Studies Committee Chair _____ Date _____