

**Graduate Student Handbook**

**Department of Integrative Biology**

**Oregon State University**

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

**2017-2018**

Revised October 19, 2017  
Updated November 8, 2017

## Table of Contents

General & Emergency Contact Information .....	3
Graduate School.....	3
Academic & Support Resources.....	4
Introduction .....	4
Integrative Biology Graduate Studies Committee .....	5
Graduate Advisors and the Graduate Program Committee .....	6
University Graduate Program Requirements .....	7
Graduate Program of Study Meeting .....	7
Preliminary Oral Exam Meeting (PhD) .....	7
Final Exam Meeting .....	7
Integrative Biology Graduate Program Requirements .....	8
Program of Study .....	8
Proposal Meeting Requirement .....	10
Teaching Requirement (PhD) .....	11
Preliminary Oral Exam (PhD) .....	11
Annual Review of Student Progress .....	11
Limits for Completion of Program .....	12
Thesis and Final Examination .....	12
Thesis .....	12
Final Examination .....	13
Financial Support, Work and Course Loads .....	13
Types of Support .....	13
Duration of Support .....	16
Course Loads for Assistants .....	16
Health Insurance .....	16
Registration Requirements .....	16
Minimum Registration .....	16
Leave of Absence .....	17
Unauthorized Break in Registration.....	17
Petition Procedures .....	17
Limit for degree completion has been reached .....	17
Limit for financial support has been reached .....	18
Policies on Probation and Termination .....	18
Grievance Procedures .....	19
Expected Timetable of Graduate Student Progress .....	21
Appendices .....	21
Travel .....	21
Coffee Cart .....	23
Email Lists .....	23
Integrative Biology Graduate Student Association (IBGSA) .....	23
Research Proposal Approval Form.....	24
Documents for Grad Reviews .....	25

## 1. General Contact Information

- IB graduate program director: Mike Blouin, [blouinm@science.oregonstat.edu](mailto:blouinm@science.oregonstat.edu), 541-737-2362
- IB administrative program assistant: Traci Durrell-Khalife, [durrellt@science.oregonstate.edu](mailto:durrellt@science.oregonstate.edu), 541-737-5335
- GTA assignments: Tara Bevandich, [bevandit@science.oregonstate.edu](mailto:bevandit@science.oregonstate.edu), 541-737-5336
- Travel & reimbursements: Tresa Bowlin Salleng, [tresa.bowlinsalleng@oregonstate.edu](mailto:tresa.bowlinsalleng@oregonstate.edu), 541-737-3705
- BI or Z course overrides: Traci (see above) or Trudy Powell, [Trudy.powell@oregonstate.edu](mailto:Trudy.powell@oregonstate.edu), 541-737-2993

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

## 3. 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 offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings 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.

#### 4. 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](#).

[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

[Computer Assistance](#) – COSINe, 1003 Cordley

[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

[Financing your education](#) – Funding options and information, graduate awards

[Graduate Student Success Center \(GSSC\)](#) – Lounge, study space, printing, reservable meeting rooms

[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching

[Health Insurance](#) – Plans for graduate students and graduate employees

[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance

[Institutional Review Board \(IRB\)](#) – Review for human subjects research

[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 and pharmacy

[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans

[Transportation Alternatives](#) – Bike, bus, SafeRide

[Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps

[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

(<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](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](http://oregonstate.edu/dept/grad_school/current/studentresources.html)).

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

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 is the official list of learning outcomes by which successful completion of a thesis will be judged.

#### **Learning outcomes/competencies**

1. Problem Definition: Has stated the research problem clearly, providing motivation for undertaking the research
2. Literature and Previous Work: Demonstrated sound knowledge of literature in the area, and of prior work on the specific research problem
3. Impact of Proposed Research: Demonstrated the potential value of solution to the research problem in advancing knowledge within the area of study
4. Solution Approach: Has applied sound state-of-the field research methods/tools to solve the defined problem and has described the methods/tools effectively
5. Results: Analyzed and interpreted research results/data effectively
6. Quality of Written Communication: Communicates research results clearly and professionally in written form
7. Quality of Oral Communication: Communicates research results clearly and professionally in oral form
8. Critical Thinking: Has demonstrated capability for independent research in the area of study and expertise in the area
9. Broader Impact: Demonstrated awareness of broader implications of the concluded research. Broader implications may include social, economic, technical, ethical, business, etc. aspects.
10. Communication of results: Journal publications or conference presentations have resulted (or are anticipated) from this research

#### **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 (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.

#### **B. INTEGRATIVE BIOLOGY GRADUATE STUDIES COMMITTEE**

The Chair of Graduate Studies (currently Mike Blouin) 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 awards & fellowships 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*. 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 nomination requests to Tara Bevandich, in the IB office. This should include an updated CV for the committee member being proposed.

**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 (<http://gradschool.oregonstate.edu/forms#gcr>) 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.

#### **D. UNIVERSITY GRADUATE PROGRAM REQUIREMENTS**

The Graduate School has three basic requirements:

1. **Graduate Program of Study Meeting** - 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. Due at end of 4<sup>th</sup> quarter (not including summer) for PhD and before finishing 18 credits of graduate work for MS.
2. **Preliminary Oral Exam Meeting** (PhD only) - When you undergo your oral exam, to be completed by the end of your 3<sup>rd</sup> year.
3. **Final Exam Meeting** - When you present and defend your thesis (expected at the end of two years for MS and five years for PhD).

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

PhD (proposal, orals, defense) [http://ib.oregonstate.edu/files/ib/Zo\\_GradAssessmentForms.pdf](http://ib.oregonstate.edu/files/ib/Zo_GradAssessmentForms.pdf)

MS (proposal & defense) [http://ib.oregonstate.edu/files/ib/Zo\\_GradAssessmentFormsMS.pdf](http://ib.oregonstate.edu/files/ib/Zo_GradAssessmentFormsMS.pdf)

Please notify Traci ([durrellt@science.oregonstate.edu](mailto: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. INTEGRATIVE BIOLOGY 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](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 submitted to the Graduate School.

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

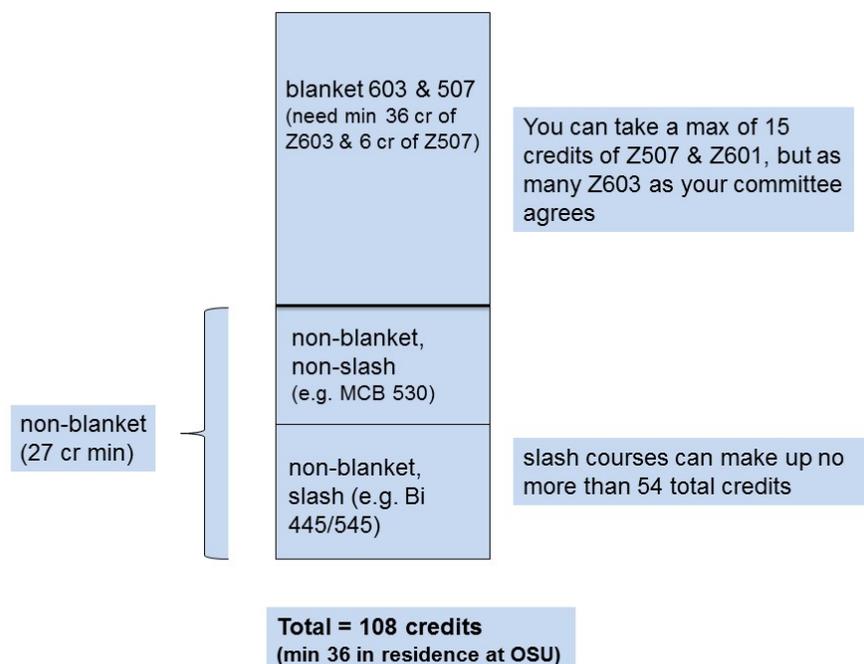
- a. Master's degree candidates must develop a Program of Study before the completion of 18 hours of courses to be used on the program. A final signed Program of Study is due at the Graduate School at least 15 weeks prior to your final oral examination.
- b. Doctoral students should develop their Program of Study by the end of their 4<sup>th</sup> quarter. A final signed Program of Study is due at the Graduate School 6 weeks prior to the 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. 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. IB requires a minimum of two Z 507 credits 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, 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). IB requires a minimum of six Z 507 credits for PhD students (see below). A minimum of 27 regular non-blanket 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. Consult the Graduate Catalog (<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1802>) for more information on transfer credit. Form to request transfer credit eligibility: [http://oregonstate.edu/dept/grad\\_school/Survival\\_Guide/Graduate\\_Forms/transfer.pdf](http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/transfer.pdf)

### *Grade Requirement*

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.

### *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 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; these are to be from different seminars (not repeating the same one)*. 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 IB Graduate Orientation course.

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 IB 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 (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 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 (Appendix V). Give this to Traci in IB Office. Also email her an attachment of your entire proposal.
- 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>

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 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!

### **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 3<sup>rd</sup> academic year (9<sup>th</sup> academic quarter), 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 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 VI) that includes your curriculum vitae and annual review statement, and an assessment of your progress by your advisor, *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 – by end of 4<sup>th</sup> 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 (6<sup>th</sup> academic quarter);  
MS—End of first full year (3<sup>rd</sup> quarter)
- c. Approved Preliminary Oral Exam form with passing vote. Deadline:  
PhD only—End of third full year (9<sup>th</sup> quarter)
- d. 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 17). Authorized leaves of absence will count as part of these time limits unless specifically exempted.

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

- Contact Traci in IB office for help scheduling rooms and for a flyer template.
- Please have your committee complete an Assessment form at the meeting:  
<http://ib.oregonstate.edu/faculty-staff>

All theses require a signature by the Head of IB. The Head must have a *final* copy of the thesis (unbound), 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.

## 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](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.

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/apply\\_whatisit](http://financialaid.oregonstate.edu/apply_whatisit)

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 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).
- D. Consistently complete: A student that does not successfully complete at least one (1) credit for two terms in the past four terms of attendance will be considered ineligible for further aid even if they are meeting Pace and GPA requirements.
- E. 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 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.

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 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 (fall, winter and spring). 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). (\*This number is subject to change.)

*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.

## **4. Health Insurance:**

Graduate assistants will be auto-enrolled each term they are eligible, including summer. Eligible grad 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.

## **H. REGISTRATION REQUIREMENTS**

### **1. Minimum Registration**

Full-time graduate student status at OSU is defined as 9 credits but not more than 16 credits in a given academic term. *All GTAs and GRAs with an IB major professor are required to register for 16 credits during the academic year and 3 credits (this number is subject to change) 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.

### **Continuous Enrollment**

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.

### **3. 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.

## **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 3<sup>rd</sup> year of support for MS and a 6<sup>th</sup> 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](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 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 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**

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, he/she is 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, the student can file a grievance using the procedures outlined in the Graduate Catalog (<http://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.

### **a. 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 [Student Conduct Code](#). 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.

### **b. Academic Dishonesty**

Academic Dishonesty is defined as an act of deception in which a student seeks to claim credit for the work or effort of another person, or uses unauthorized materials or fabricated information in any academic work or research, either through the Student's own efforts or the efforts of another. It includes:

- CHEATING — use or attempted use of unauthorized materials, information or study aids, or an act of deceit by which a Student attempts to misrepresent mastery of academic effort or information. This includes but is not limited to unauthorized copying or collaboration on a test or assignment, using prohibited materials and texts, any misuse of an electronic device, or using any deceptive means to gain academic credit.
- FABRICATION — falsification or invention of any information including but not limited to falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- ASSISTING — helping another commit an act of academic dishonesty. This includes but is not limited to paying or bribing someone to acquire a test or assignment, changing someone's grades or academic records, taking a test/doing an assignment for someone else by any means, including misuse of an electronic device. It is a violation of Oregon state law to create and offer to sell part or all of an educational assignment to another person (ORS 165.114).
- TAMPERING — altering or interfering with evaluation instruments or documents
- PLAGIARISM — representing the words or ideas of another person or presenting someone else's words, ideas, artistry or data as one's own, or using one's own previously submitted work. Plagiarism includes but is not limited to copying another person's work (including unpublished material) without appropriate referencing, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.

c. [Office of Equal Opportunity and Access](#)

The OSU Office of Equal Opportunity and Access defines sexual harassment as the following:

- Unwelcome\* sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- Submission to or reject of such conduct by an individual is used as the basis for employment or education –related decisions affecting such an individual; or
- Such conduct is sufficiently severe or pervasive that is has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance because it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person of that individual's status.

*\*Employee conduct directed towards a student – whether unwelcome or welcome – can constitute sexual harassment under OAR.*

There are two confidential resources to discuss reporting options: Center Against Rape and Domestic Violence (CARDV) provides 24/7 confidential crisis response at 541-754-0110 or 800-927-0197, and OSU Sexual Assault Support Services is available weekdays at 541-737-7604.

#### d. 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.

### L. EXPECTED TIMETABLE OF GRADUATE STUDENT PROGRESS

#### First Year

Take Z 507 IB Graduate Orientation seminar  
Select Graduate Program Committee  
Hold Program of Study Meeting and file Program of Study (MS)  
Hold Research Proposal Meeting and file Research Proposal (MS)

#### Second Year

Undergo 1<sup>st</sup> Annual Review  
Hold Program of Study Meeting and file Program of Study (PhD)  
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 2<sup>nd</sup> Annual Review  
Take Doctoral Preliminary Oral Examination

#### Fourth through Fifth Years

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

### APPENDICES

#### I. Travel- Revised August 2017

- 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. 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 4 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 international 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 5 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>.
- h. **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. 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.

- i. **Shuttle Service to PDX** is provided by the HUT or Oregon Express Shuttle. OSU currently has a direct bill contract with HUT; transport may be billed directly to an index when included in the request to travel. Oregon Express Shuttle will need to be paid by the traveler and the receipt submitted for reimbursement on return. Please contact Tresa for more information and to make HUT reservations.
- j. **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. Coffee Cart –

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](mailto:ib-grads@science.oregonstate.edu) (all grad students with IB major professors)

[ib-all@science.oregonstate.edu](mailto:ib-all@science.oregonstate.edu) (all grad students, faculty, staff, advisors and researchers in IB)

You're welcome to use these lists as needed for IB-related business only.

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. If you have any questions about appropriate email usage, please check with the IB main office.

## IV. 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>

**Appendix V.**

**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

---

GRADUATE COUNCIL REPRESENTATIVE (PRINT)

---

SIGNATURE

---

DATE

Please submit this fully-signed form (hard copy) and your research proposal (electronic copy) to the IB Graduate Program Coordinator (Traci) in the IB Department Office.

**Appendix VI.**

**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\_2017\_Review*

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

**Student Name:** \_\_\_\_\_

**Term and Year of Program Entry:** \_\_\_\_\_

**Committee Formed:**  No  Yes – **Term/Year** \_\_\_\_\_

<b>Graduate Advisor(s):</b>	<b>Dept:</b>
_____	_____
_____	_____

<b>Committee Members:</b>	<b>Dept:</b>
_____	_____
_____	_____
_____	_____
_____	_____

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 4<sup>th</sup> academic quarter (not counting summers).  
MS—Before completing 18 graduate credits.

- (4) Approved Thesis Proposal signed by Advisor. **Term/Year** \_\_\_\_\_  
 Deadline: PhD—End of second full year (6<sup>th</sup> academic quarter)  
 MS—End of first full year (3<sup>rd</sup> quarter)
- (5) Approved Preliminary Oral Exam form with passing votes. **Term/Year** \_\_\_\_\_  
 Deadline: PhD only—End of third full year (9<sup>th</sup> 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:**

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)**

**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 &amp; 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**

**(Inclusive dates: One year)**

**(To be written by the Faculty Reviewer 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 \_\_\_\_\_