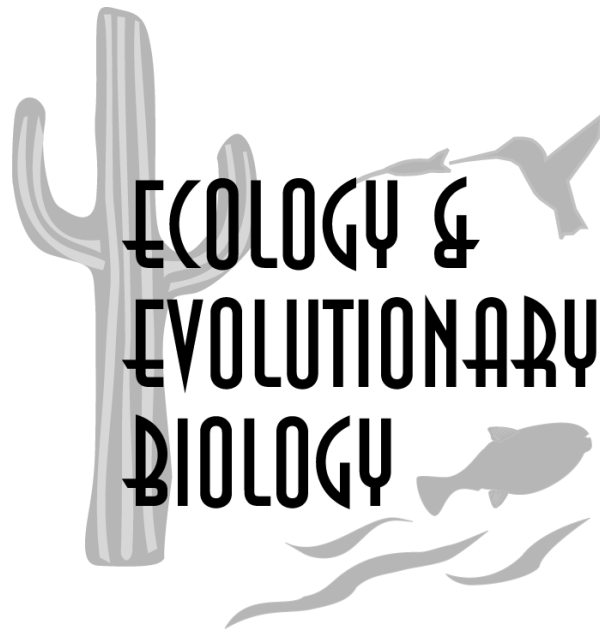




Ecology and Evolutionary Biology  
Graduate Student  
Handbook

**2010**



This version of the grad handbook applies to EEB students entering in Fall 2010 and after.

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## **Welcome to EEB!**

Welcome to the University of Arizona's Ecology & Evolutionary Biology Graduate Program! You are beginning an exciting journey of discovery. We have created this handbook to give you an understanding of what our program entails. This handbook includes EEB graduate policies and requirements, UA's graduate college requirements, and EEB and UA graduate forms.

We also wanted to provide you with some background information on our Ecology & Evolutionary Biology department. Founded in 1975, EEB was the first department of its kind in the world and is increasingly being used as a model for the organization of biology in the world's leading universities. Our goal is to lead undergraduates, graduate students, our faculty, and the biological community worldwide on a mission of discovery of the nature and principles underlying ecological and evolutionary systems. Our unifying theme is biodiversity and biodiversification (the processes that create and maintain biodiversity). On campus, we are the primary home of basic ecological and evolutionary education and research. We study the diversity of life in an integrative evolutionary framework, considering all levels in the biological hierarchy: genes, cells, organisms, populations, communities and ecosystems. Our methods involve mathematical and computer models, lab experiments, field work, comparative analyses, and the use of museums and collections. We study a diversity of habitats (including deserts, especially the local Sonoran desert, oceans, islands, and mountains) and taxonomic groups (including microbes, protists, fungi, plants, and animals). Our program emphasizes ecology and genetics in an evolutionary context. Current foci of excellence include molecular evolution, evolutionary and ecological theory, evolutionary genetics, and evolutionary ecology. We are building in the areas of large-scale ecology, genomics, bioinformatics and behavior. Despite shifts in disciplinary emphasis through the years, we have maintained a distinctive personality. Our faculty members tend to take an integrative approach, each blending several approaches and disciplines. We have a strong theoretical vein, and yet it is balanced well by empirical work in the field and laboratory. Indeed, it is fair to say that one of our greatest strengths is not a particular research area, but an attitude that fosters interaction and interdisciplinary exploration. This is reflected in our extensive interactions with other units on campus.

## **Doctor of Philosophy Program in the**

## Department of Ecology and Evolutionary Biology

### Guidance Committee

All students accepted into the department are placed under the direction of a Temporary Graduate Advisor. Immediately upon entrance, the student and Temporary Advisor ask at least one other EEB Faculty member to be on the three-member Guidance Committee; other qualified scientists outside EEB may also serve on this committee (**DEPARTMENTAL FORM A**). Non-University of Arizona faculty must be approved by the EEB Graduate Policy Committee and by the Graduate College. The Guidance Committee is responsible for the early design and supervision of the doctoral program. **It should meet within the first month of the students' matriculation** to advise on coursework, internships, how deficiencies can be remedied, and how to get research underway. This initial meeting also serves as the Qualifying Exam (see below). The Guidance Committee should meet again before the end of the student's first year to evaluate progress. The Temporary Graduate Advisor chairs the Guidance Committee.

The Guidance Committee is temporary, serving only for the student's first academic year. In order to have a member replaced on the Guidance Committee, the student must file a request (**DEPARTMENTAL FORM B**), explaining the reasons for the change.

### Qualifying Examination

As part of its first meeting, the Guidance Committee gives the student a Qualifying Exam that consists of an evaluation of the student's background, research interests and course needs. The examination serves to identify strengths and weaknesses in the student's background and to set requirements for increasing proficiency in weak areas. The committee generally sets course requirements, especially when deficiencies are noted. The report on the Qualifying Examination must be signed by the Temporary Graduate Advisor and given to the Graduate Coordinator.

### Provisional Study Program

**A provisional study program (DEPARTMENTAL FORM C) must be approved by the Guidance Committee and turned in to the Graduate Coordinator together with the report on the Qualifying Examination** This course list is subject to future modification. It should not be confused with the Doctoral Plan of Study, which must be filed with the Graduate College by the end of the 3rd semester.

### Internships

**First-year students complete a series of three internships with different faculty members.** Central goals of the internship program are to help students learn new approaches and methods that might be useful in their own dissertation research and to help students and faculty decide on appropriate advisors/advisees. The individual internships are expected to consist primarily of hands-on research activities, either empirical or theoretical. Occasionally, students may undertake internships that consist of independent reading and consultation with a faculty advisor. Most internships are necessarily rather limited in scope, taking about 6-7 weeks and 40-50 hours of work to complete. Otherwise, the subject is completely open, according to mutual interests. Students are encouraged to pursue internships that consist of actual research in the area of expertise of the advisor. Internship projects can be continued beyond the internship period under some other course number or as independent collaborations, by

agreement of student and faculty member.

At least two of the three research internships should be completed with EEB faculty. At the end of the first year, students are expected to choose a Dissertation Advisor, and the internships should help students become familiar with potential advisors or committee members.

As part of the internship program, the first-year cohort also meets regularly with a faculty coordinator. The group meetings are intended to promote interaction within the cohort of students and to keep students on schedule in their progress towards the goal of choosing a dissertation and beginning their main research projects. Group meetings may be used to discuss internship choices, guidelines and issues that arise during the research projects, and to present practice talks. After each internship, each student presents a 10-15 minute research seminar to the Department as a whole.

Internships are completed under the following schedule:

**Fall semester:** two internships, 1 unit each, will be completed, one during the first half of the semester and one during the second half of the semester, as ECOL 610a and 610b. Regular meetings with the faculty internship coordinator constitute an additional unit of credit under ECOL 610c, for a total of three units.

**Spring semester:** one internship, similar to the above is completed during the first half of the term (ECOL 610a). Students will also meet regularly with the faculty coordinator to discuss and present research results (Ecol 610c), for a total of two units.

Students and each internship research mentor should reach an agreement regarding the scope and content of the project, keeping in mind time constraints. At the beginning of each internship, **DEPARTMENTAL FORM L** should be completed and given to the faculty internship coordinator. The faculty coordinator will ensure that students complete internships on schedule. Internships receive a letter grade, assigned by the internship research mentors and the faculty coordinator.

### Transfer Credit

To establish the eligibility of transfer credits, students must submit a copy of the Evaluation of Transfer Credit Form (<http://grad.arizona.edu/forms>) by the end of their first year. Your Doctoral Committee will have final approval of course work used toward your major/minor.

### Doctoral Committee

**Early in the second year, each student, with advice of the Major Professor, will assemble the Doctoral Committee.** This is the permanent Doctoral Committee for the dissertation. (**DEPARTMENTAL FORM F** will need to be submitted to the Graduate Policy Committee and Department Head for approval.) Doctoral Committees must consist of at least four members. The Major Professor must be a tenured or tenure-track member of EEB, which includes the possibility of joint faculty who are core members of other departments. In addition to the Major Professor<sup>1</sup>, the Committee consists of at least two other tenure track<sup>2</sup> faculty members in EEB, and one faculty member in the Minor. Two of the three major committee

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<sup>1</sup> The Dissertation Director may be someone other than the Major Professor.

<sup>2</sup> Non tenure-track faculty or Non-UA faculty may be Special Members of a Ph.D. Committee upon approval of the Dept Head and the Graduate College. There is only one Special Member per committee.

members must be core EEB faculty members (not joint or other non-core categories). EEB can be chosen as the minor as well as the major. Requirements for the Minor are set by the Minor Committee of the relevant department. That department may require its own Qualifying Examination and must sign the original Report on the Qualifying Examination. Students who declare a minor that requires a Qualifying Exam after they have passed their Qualifying Exam in EEB should be sure to correct their paperwork accordingly.

The student should meet with his or her Doctoral Committee in the fall of the second year to evaluate progress, explore research possibilities, and set course requirements for the Ph.D. degree, especially in the Minor area (if other than EEB). Changes in the Doctoral Committee require approval of the Major Advisor and the Department Head (**DEPARTMENTAL FORM G**). Change of Major Advisor must have approval of the Department Head (**DEPARTMENTAL FORM H**).

### **Doctoral Plan of Study**

Soon after establishing a Doctoral Committee, students, along with their Major Professor, should develop a Doctoral Plan of Study. The minimum requirements for a plan of study are 36 units of course work in the major and 9 units in the minor, plus 18 dissertation units. At least 23 units on the Plan of Study must be in course work graded A, B or C. Non-“ECOL” courses may be used for your major with the approval of your Committee. The dissertation units should not be listed on the Plan of Study. These will be calculated by the Grad College at the time of your Final Oral Examination. The Plan of Study should be filed with the Grad College no later than the student’s third semester.

### **Annual Seminar**

**Beginning in the second year, students are required to present an annual seminar**, usually to the department, on their research plans and/or results. Most of these seminars will be scheduled during the Tuesday seminar series (Ecol 596b); other venues may be acceptable, but require discussion with and approval of the Graduate Policy Committee. Seminars may be either half an hour or a full hour, depending on the stage of development of the project to be presented. Students are responsible for scheduling the seminars themselves with the coordinator of the seminar series. During the year in which a student defends the thesis, no other seminar is required. Students who fail to present an annual seminar will not be considered to be making acceptable progress, and may not receive departmental research funds or teaching assistantships. Students should complete **DEPARTMENTAL FORM K** each year and give it to the Graduate Coordinator after completing the seminar requirement.

### **Annual Committee Meeting**

**Beginning in the second year, each student is required to have an annual meeting with the Doctoral Committee.** Scheduling the meeting is the responsibility of the student. At this meeting, the Committee will review the student's progress and give advice on research directions. **DEPARTMENTAL FORM J** should be completed at the meeting, and given to the Graduate Coordinator.

### **Foreign Language Requirement**

The EEB Department requires all doctoral students to show proficiency in at least one foreign language.

The choice of foreign language must be approved by the student's Doctoral Committee. Additional language proficiency deemed essential to the specific needs of the student may be required by his or her committee. The Foreign Language Requirement for a Doctorate (**DEPARTMENTAL FORM D**) presents a series of options for passing this requirement that have been accepted by previous EEB doctoral committees. This form should be submitted to the Graduate Coordinator when the foreign language requirement has been completed.

### **Graduate Assistant in Teaching Requirement**

Since many of our doctoral students will continue on to a teaching position, the EEB department feels that it is beneficial for all doctoral students to spend time assisting in the classroom. So, all doctoral students are required to be employed for a minimum of two semesters as a Graduate Teaching Assistant during their time in the graduate program.

**The university requires that all students working in the classroom complete the Graduate Assistant Teaching Orientation (GATO).** This workshop is held before classes begin every semester (you only need to attend once). GATO is made up of two parts: one is a morning of instruction and the second is an on-line test (TATO). Students must receive a score of at least 96% on the TATO portion to serve as a TA. If you fail the test three times you must meet with the Associate Department Head to determine if you are ready to TA. The Associate Department Head will have final say over the student's eligibility to teach in our department. Be sure to check with the Graduate Coordinator for upcoming training sessions.

### **Other Requirements**

EEB also requires all doctoral students to enroll for four semesters in the Tuesday seminar (Ecol 596b). Enrollment involves weekly attendance only; it is not linked to the requirement that students present an annual seminar in this series. Students entering the program in Fall 2010 will be required to complete the EEB graduate core courses: ECOL600A (Fundamentals in Evolution), offered every spring and ECOL600B (Fundamentals in Ecology), offered every fall. Please see the Schedule of Classes for offering information.

### **Comprehensive Examination**

Before admission to candidacy for the doctoral degree, the student must pass the written and oral Doctoral Comprehensive Examination, to be administered by the student's four-member Doctoral Committee. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study, and in depth within the area of specialization. The Comprehensive Examination is considered a single examination, although it consists of written and oral parts. **Both the written and oral portions of the examination must be passed by the end of the fifth semester.** Students who have not passed their comprehensive exam by the end of the fifth semester may be denied a Teaching or Research position or may be terminated from the program.

The Comprehensive Examination is administered by the Doctoral Committee. It includes written and oral portions. The content of the written examination is determined by the student's Doctoral Committee. (Some minor departments may have requirements that differ from EEB regarding the written comprehensive, and students should consult with his/her minor committee members in advance to

learn of these.) In EEB, the written exam normally consists of a set of questions posed by the members of the student's committee, and a research proposal. The proposal should provide evidence that the student has mastered the literature relating to a research idea; can creatively design the investigations to extend knowledge in this area; and can analyze the costs in time, equipment, and funds of executing the research. The research proposal must be accepted by the Doctoral Committee in order for the student to pass the written component and schedule the oral exam. This proposal normally becomes the foundation of the student's dissertation research. The student's performance on the written portion of the exam, including the proposal, will be evaluated by the entire committee. Students will have no more than two chances to pass the written comprehensive exam.

The written and oral portions of the comprehensive examination must take place at least six months prior to the defense of dissertation, and the time between the written and oral portion should come early enough to allow the student to advance to candidacy in a timely fashion.. Immediately upon passing the written portion, the student should schedule the oral portion with the members of the Doctoral Committee and notify the Department. The student downloads the online graduate college form **RESULTS OF THE ORAL COMPREHENSIVE EXAMINATION FOR DOCTORAL CANDIDACY** and fills out items 1-6. Item 7 is filled out by the department, and then the form is taken to the exam. Once the exam result has been recorded below and the form has been signed by the committee, a member of the committee brings it to the Graduate College at Admin 316 within 24 business hours of the exam..

To pass the oral exam, the student must demonstrate understanding of ecology and evolutionary biology as well as other areas of science that the Doctoral Committee considers to be relevant to the student's goals. Students with minors in departments other than EEB should consult with their minor committee members to learn of any special expertise that must be demonstrated at the oral comprehensive to meet minor requirements.

According to Graduate College rules, the student fails the oral examination if two or more committee members vote to fail. The committee may recommend that a failing student be given a second opportunity. This must be endorsed by the department head and then submitted to the Graduate College for final approval. Four months must elapse between any first and second attempt. No student will be offered a third chance.

### **Doctoral Candidacy**

When the student has an approved doctoral Plan of Study on file with the Graduate Degree Certification Office, has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the Comprehensive Examination, the student will be advanced to candidacy. The only exception is for students who have not completed their coursework. These students will be advanced to candidacy as soon as their coursework is completed. There is a one-time fee associated with advancing to candidacy. Please see the Graduate College website (<http://grad.arizona.edu/financial-resources/costs/degree-audit-processing-fee>) for up-to-date fee information.

### **Committee Appointment**

All doctoral students must submit a Committee Appointment form to the Graduate College following their Comprehensive Exam. This form identifies their dissertation committee members and must be signed by the Major Professor and Department Head and submitted as soon as requirements are met

but no later than six months before the Final Oral Defense Examination. Any subsequent changes made in name, address, course work or dissertation title must be officially corrected using the Changes in Students' Records or Plan of Study Form.

### **Doctoral Dissertation**

It is expected that students will be working on their doctoral dissertations between their third and fifth years in the doctoral program. Students who have not completed the dissertation by the end of the fifth year must meet with the Doctoral Committee by the first week of classes of the sixth year. To continue in the program, the major advisor must file a statement of support for the student's retention in the program. The student will file an explicit plan for completing the degree, along with a time table.

Rules governing the written format and oral defense of a dissertation are set by the Graduate College. A student should consult one of the Graduate College Thesis and Dissertation Manuals (electronic or paper) at <http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals> for details.

A penultimate rather than a final draft of the dissertation will be sufficient to schedule the Final Oral Examination. This draft should be given to each committee member several weeks prior to the Final Oral Examination. A clean final draft of the dissertation must be delivered to all Doctoral Committee members seven working days prior to the exam. Students should check with the Graduate College Degree Certification Office with ample lead time to make sure that all degree requirements are met.

### **Final Oral Examination**

This examination is the oral defense of the dissertation and is administered by the Doctoral Committee. The Minor Committee members may waive their participation in this exam. A candidate must file with the Graduate College an Announcement of Final Exam form. This Announcement must be signed by the Doctoral Committee and the department head.

In EEB, the Final Oral Examination consists of a formal, public, oral presentation of the dissertation followed by a closed session of questioning and discussion with the student's committee. **All students are expected to complete the Final Oral Examination by the end of the fifth year of graduate school.**

### **Definition of Acceptable Progress**

Students should meet the timetable outlined in the Checklist of Departmental Requirements. In addition, all students are expected to conduct themselves professionally as defined by University rules and by reasonable standards of academic communities. Students not in compliance may be denied Graduate Teaching and Graduate Research positions. Failure to meet satisfactory academic progress requirements is grounds for conversion to a terminal Masters program or to graduate with non-degree status. The Graduate Policy Committee will review the progress of students at least once each year to determine if acceptable progress is being made towards the degree. This committee may consult with the advisor or temporary advisor of individual students. If progress is lacking, the Graduate Policy Committee may recommend to the Head that a student be terminated from the program.

The Graduate College time requirement states that students must complete their degree within 5 years of passing the comprehensive exam (departmental time limits are more severe). Should a student not finish within that time period, he or she may be allowed to re-take the comprehensive exam with the

permission of the program

### **Appeal Procedures for Doctoral Students**

Any decision affecting a student's graduate career may be appealed. A student should first appeal to the level above which a decision was made. The sequence of appeal is Major Professor, Doctoral Committee, Graduate Policy Committee, Associate Department Head, Department Head, and Graduate Council. The student is entitled to a hearing to air grievances. Please refer to the Graduate College Grievance Policy. <http://grad.arizona.edu/current/grievance.php>

Students may also consult an Ombudsperson for informal grievances.  
<http://ombuds.arizona.edu/index.html>

### **Financial Support**

The Department supports students making acceptable progress during the first ten semesters in the doctoral program unless the student was accepted into the program under the condition they are self-supported. This support includes all forms of stipend support, including teaching assistantships, research fellowships from any source, and research assistantships. **Support beyond the third year is contingent upon the student's continued progress in dissertation research.** Continued support depends upon both satisfactory academic (as defined above) and job performance. The Graduate Policy committee may recommend to the Head that support be withdrawn from students who back out of teaching contracts without approval from the Department Head or who fail to fulfill teaching obligations to acceptable standards based on evaluations from faculty teaching the course.

### **Exit Interview**

Upon completion of the dissertation defense, students should schedule a meeting with the department head. The purpose of this meeting is congratulatory as well as information-seeking. The department is committed to the quality of its graduate program, and the advice and experiences of successful students are valued.

### **Checkout Procedure**

Before students depart the University permanently, they should take care of the following important matters. (1) Keys: keys should be returned to the Key Desk. (2) Forwarding address: students should notify the EEB receptionist of their new addresses so that mail may be forwarded. Also, please notify all magazine and journal subscriptions of your move as soon as possible. (3) Next position: students should notify the Graduate Coordinator of their next position. (4) E-mail:- a student wishing to delete a University of Arizona e-mail account needs to show a picture ID and to complete a deletion form at the Account Administration Office, located in room 218 of the Computer Center. Accounts that are not actively terminated will be deleted automatically during the bi-annual purging of all obsolete accounts. (5) Lab checkout: Contact the lab manager and find out the lab's checkout requirements.

**Minor in Ecology and Evolutionary Biology**

The minor advisor must be an EEB core tenure/ tenure-track/ tenure-equivalent faculty member. Students may petition the Department Head for special approval to appoint joint faculty or affiliate personnel as the minor advisor.

It is expected that course work for an EEB minor will consist of ECOL home courses. Cross-listed courses and transfer credits will be considered on a case-by-case basis. The Department Head has final say in accepting course work for the minor.

Total credits required: 9 units.

**FIRST SEMESTER:**

- Choose Guidance Committee- file **DEPARTMENTAL FORM A**.
- Complete Qualifying Exam- file departmental form **REPORT ON QUALIFYING EXAM**.
- Complete two internships and internship course (610A, B, C) - file internship forms.
- Strongly recommended- taking Ecol 600B (Fundamentals of Ecology)

**SECOND SEMESTER:**

- Complete internship and internship course (610A, C) - file internship forms.
- Complete and file Provisional Study Program- file **DEPARTMENTAL FORM C**.
- Strongly recommended- taking Ecol 600A (Fundamentals of Evolution).

**ANNUALLY, BEGINNING IN SECOND YEAR:**

- Present a seminar in a general forum, usually in the departmental noon seminar (Ecol 596b)- file **DEPARTMENTAL FORM K** each time.
- Meet with Dissertation Committee to review research progress and get advice on research directions- file **DEPARTMENTAL FORM J** each time.

**THIRD SEMESTER:**

- Finalize Doctoral Committee members- file **DEPARTMENTAL FORM F**.
- Complete **DOCTORAL PLAN OF STUDY**- online Graduate College form.

**BY THE END OF THE FIFTH SEMESTER:**

- Complete written and oral portion of Comprehensive Exam, using online Graduate College form **GRADUATE COLLEGE FORM RESULTS OF ORAL COMPREHENSIVE EXAM FOR DOCTORAL CANDIDACY**.
- Complete **COMMITTEE APPOINTMENT** form - online Graduate College form.

**FOR DEGREE:**

- Complete language requirement- file **DEPARTMENTAL FORM D**.
- Four semesters of noon seminar, Ecol 596B.
- Complete the EEB Grad Core courses –  
ECOL600A *Fundamentals in Evolution* & ECOL600B *Fundamentals in Ecology*
- At least two semesters as a Graduate Teaching Assistant.

**BY THE END OF TENTH SEMESTER:**

- Complete and defend dissertation using online Graduate College Form **ANNOUNCEMENT OF FINAL ORAL EXAMINATION**.

**The student is responsible for submitting all departmental forms to the Graduate Coordinator in BSW 310 and all Graduate College forms to the Graduate College in Admin 316.**

## **MASTER OF SCIENCE PROGRAM IN ECOLOGY AND EVOLUTIONARY BIOLOGY**

The Master of Science (M.S.) program with a major in Ecology and Evolutionary Biology is available to qualified students who desire only a Master of Science degree in this department. The M.S. program is not ordinarily a way station to the Ph.D. program in this department, and students who seek a Ph.D. are urged to apply to that program. The M.S. program requires a research-based thesis. (Exceptions: Ph.D. students who are unable to complete their programs, as well as those who have passed the comprehensive exam may request a non-thesis masters degree; see below.) To be approved for admission to the program by the Graduate Admissions Committee, an applicant must be accepted by a faculty member who is willing to serve as a Thesis Director and/or Major Advisor. No one will be admitted into the M.S. program without a Major Advisor.

Master's students are not normally offered financial support. For the convenience of the department, exceptions may be made, but only on a semester-to-semester basis. Because of space limitations, offices will be provided only for candidates who are teaching assistants.

### **Requirements for the M.S. Degree**

Upon entering the M.S. program, the students must form a Master's Committee consisting of a Major Advisor and/or Thesis Director, and two other faculty members (file **DEPARTMENTAL FORM I**). The Major Advisor/Thesis Director is usually the same person, but with the approval of the Major Advisor, the Thesis Director may be a different person, not necessarily in this department. Two of the members of this committee must be faculty members (tenure-track) of the Department of Ecology and Evolutionary Biology. The Master's Committee must be approved by the Department Head. During the first semester of attendance the student should meet with his or her Committee to work out a Provisional Program of Study and file **DEPARTMENTAL FORM C(a)** with the Graduate Coordinator. The **MASTER'S PLAN OF STUDY** (an online Graduate College form) must be filed with the Graduate College by the end of the second semester.

General requirements for the Master of Science degree with a major in Ecology and Evolutionary Biology follow the recommendations in the current Graduate Catalog. There is no foreign language requirement and no qualifying examination. It is necessary to have a minimum of 30 units of graduate work, including no more than 8 thesis units (Ecol 910) if appropriate, and not less than 15 of the 30 units must be from courses in this department. At least 15 units of these must be graded A, B, or C. Additional units (including lower division courses) may be required to fill deficiencies or to provide necessary prerequisites for a specific program. The Major Advisor/Thesis Director may require special courses vital to the understanding of a research discipline.

It is the responsibility of the designated Major Advisor and the Graduate Policy Committee to inform the Master's degree student in writing of any special course requirements prior to the beginning of the second semester of graduate work, thus allowing adequate time for completion of the special requirements.

### **Annual Committee Meeting**

**Beginning in the second year, each student is required to have an annual meeting with the Master's Committee.** Scheduling the meeting is the responsibility of the student. At this meeting, the Committee will review the student's progress and give advice on research directions. **DEPARTMENTAL FORM J(a)** should be completed at the meeting and given to the Graduate Coordinator.

### **Master's Thesis**

The thesis M.S. degree requires completion of an original research project to be submitted in proper written form to the Graduate College and defended orally before a three-member committee. To schedule this exam, file the **COMPLETION OF DEGREE REQUIREMENTS** (online Graduate College form) with the Graduate College. Rules governing the written format and oral defense of a thesis are set by the Graduate College. A student should consult one of the the Graduate College Thesis and Dissertation Manuals (electronic or paper) at <http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals> for details.

### **Definition of Acceptable Progress**

In order to make acceptable progress toward the Master's degree, the student should:

1. identify and meet with a Major Advisor and form a Master's Committee by the end of the first semester (**DEPARTMENTAL FORM I**); develop initial plans of study including both coursework and plans for thesis research.
2. complete formal coursework, as agreed upon with the Master's Committee, by the end of the fourth semester.
3. make sustained progress toward completing the thesis within the department's target of three years.
4. conduct himself/herself professionally as defined by both the University and by the reasonable standards of canons of scholarship.

Any student who has not completed the thesis by the end of the third year must meet with his/her committee no later than the beginning of the 4<sup>th</sup> year. As a result of this meeting, the student's major advisor should file a statement of support of the student's continuation in the graduate program with the graduate coordinator. At the same time, the student should file an explicit plan for completing the degree, including timetable.

Doctoral students who are unable to complete a Ph.D. program are eligible to earn a non-thesis Master's Degree. To receive this degree, a student must have completed at least 30 units and pass a Final Oral Examination before a committee of three members. As listed above, doctoral students who have passed a comprehensive examination may also apply to receive a non-thesis masters.

### **Appeal Procedures for Master's Students**

Throughout the master's program a student may appeal any decision that affects his/her graduate career. The sequence is Major Professor, Master's Committee, Graduate Policy Committee, Associate Department Head, Department Head, and Graduate Council. A student should first appeal to the level

above which a decision was made. The student is entitled to a hearing to air grievances. Please refer to the Graduate College Grievance Policy: <http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy>.

Students may also consult an Ombudsperson for informal grievances: <http://ombuds.arizona.edu/homepage>.

### **Exit Interview and Checkout Procedures**

Students are referred to the sections in the Doctoral Handbook with regard to the procedures they should follow before leaving the university permanently.

## CHECKLIST OF DEPARTMENTAL REQUIREMENTS – MS Program

### First Semester

- Form Master's Committee – file **DEPARTMENTAL FORM I**
- Complete Provisional Plan of Study – file **DEPARTMENTAL FORM C(a)**

### Second Semester

- Complete Master's Plan of Study – file online Grad College Form **MASTER'S PLAN OF STUDY.**

### Annually

- Meet with Master's Committee to review research progress and get advice on research direction – file **DEPARTMENTAL FORM J(a)**

### For Degree

- Complete 30 units – 15 must be graded credits, no more than 8 can be Thesis units
- Highly recommended to complete the EEB Grad Core courses – ECOL600A *Fundamentals in Evolution* and ECOL600B *Fundamentals in Ecology*
- Complete and defend Thesis
- Complete online Grad College form **MASTER'S COMPLETION OF DEGREE REQUIREMENTS**

**The student is responsible for submitting all departmental forms to the Graduate Coordinator in BSW 310 and all Graduate College forms to the Graduate College in Admin 316.**

# **EEB**

# **DEPARTMENTAL FORMS**

## **Ph.D. Program**

**You may download fillable pdf and Word versions of these forms  
on the EEB Graduate Program website**

**All departmental forms should be submitted to the EEB  
Graduate Coordinator.**



**Report on Qualifying Exam**  
Ecology and Evolutionary Biology

Name: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Major Subject: Passed \_\_\_\_\_ Waived \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Minor Subject: Passed \_\_\_\_\_ Waived \_\_\_\_\_

Date: \_\_\_\_\_

Approved by \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE GRADUATE COORDINATOR  
FOR INCORPORATION INTO THE STUDENT'S FILE.**

**Departmental Form A**  
Ecology and Evolutionary Biology

Composition of Guidance Committee  
**First Year Incoming Ph.D. Student**

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

**Temporary Advisor:** \_\_\_\_\_

**Committee Members:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date submitted:** \_\_\_\_\_

This form is to be turned in to the departmental Graduate Coordinator prior to taking the qualifying exam. Changes in the composition of the above committee during the first year requires approval by the Department Head, using the form "Change in Guidance Committee".

**Departmental Form B**  
Ecology and Evolutionary Biology

**Change in Guidance Committee(First Year Only)**

Name: \_\_\_\_\_

Temporary Advisor: \_\_\_\_\_

Present Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Substitution:

Reason for substitution:

Comment from faculty being replaced:

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Department Head

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Major Advisor

**Departmental Form C**  
Ecology and Evolutionary Biology

**Recommendations of Guidance Committee/Provisional Study Program**

A copy of this form should be submitted to the Department and the Graduate Committee before the end of the second semester.

Name: \_\_\_\_\_

Temporary or Master's Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:

**PROVISIONAL STUDY PROGRAM**

<b><u>COURSE NO.</u></b>	<b><u>TITLE</u></b>	<b><u>UNITS</u></b>

\_\_\_\_\_  
**Temporary or Master's Advisor Signature**

\_\_\_\_\_  
**Date**

**Departmental Form D**  
Ecology and Evolutionary Biology

**Foreign Language Requirement**

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

**Advisor:** \_\_\_\_\_

I propose to satisfy the Foreign Language Requirement by means of the option checked below (specify language by filling in the blank):

Option A      Locally prepared examination requiring competence at the fourth semester level in \_\_\_\_\_

Examiner \_\_\_\_\_

Option B      Undergraduate credit in \_\_\_\_\_ with a grade of B or better in the fourth semester (or equivalent) of a two-year sequence totaling at least 12 semester units (or equivalent)

Option C      Credit in composition, conversation, or literature of a Foreign Language beyond the fourth semester (16 semester units or equivalent) with a grade of C or better

Option D      The use of English as a foreign language for some foreign students (to be passed on the basis of the Oral Preliminary Examination).

**APPROVAL** (signatures required):

Doctoral Committee Major Professor: \_\_\_\_\_

Examiner (in case of Option A): \_\_\_\_\_

Date of exam: \_\_\_\_\_

Department Head: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Form F**  
Ecology and Evolutionary Biology

**Doctoral Committee Form**

Name: \_\_\_\_\_

Major sought: \_\_\_\_\_ Minor sought: \_\_\_\_\_

Doctoral Committee (minimum of 4 members – 3 major and 1 minor representative)

Temporary Advisor: \_\_\_\_\_

Major Professor: \_\_\_\_\_

Dissertation Director: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Minor Professor: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Chairman, Graduate Policy Committee

Date

\_\_\_\_\_  
Department Head

Date

Changes in the composition of the above committee requires approval of the Department Head at any subsequent time prior to the completion of the degree. Students must request substitutions with forms available from the Departmental Graduate Office.

**Departmental Form G**  
Ecology and Evolutionary Biology

**Change in Membership of Doctoral Committee**

Name: \_\_\_\_\_

Major Professor: \_\_\_\_\_

Present Major Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Minor Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Substitution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for substitution:

Comment from faculty member being replaced:

APPROVED:  
Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Form H**  
Ecology and Evolutionary Biology

**Change of Major Advisor**

Name: \_\_\_\_\_

Current Major Professor: \_\_\_\_\_

Proposed Major Professor: \_\_\_\_\_

Reason for substitution:

Will former major advisor remain as committee member? \_\_\_\_\_

Comment from faculty member being replaced:

APPROVED:

Department Head: \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Form J**  
Ecology and Evolutionary Biology

**Annual Dissertation Progress/Meeting Report**

Date of meeting: \_\_\_\_\_

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The advisor and dissertation committee are satisfied that the student is making progress towards the completion of the dissertation and recommend that the student continue to receive departmental support.

Comments from the committee including any recommended schedule of expectations:

Advisor name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Departmental Form K**  
Ecology and Evolutionary Biology

**Annual Seminar Report**

Date of seminar: \_\_\_\_\_

Location and forum (e.g. noon seminar, ECOL 596b):

\_\_\_\_\_

Title of seminar:

--

Student name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Departmental Form L**  
Ecology and Evolutionary Biology

**Internship Agreement for EEB Students and Internship Advisors**

Student and the individual internship advisor should reach an agreement regarding the scope and content of the project, keeping in mind time constraints. Most internships are necessarily rather limited in scope. Otherwise, the subject is completely open, according to their mutual interests. Students are encouraged to pursue internships that consist of actual research in the area of expertise of the advisor. Internship projects can be continued beyond the internship period under some other course number or as independent collaborations, by agreement of student and faculty member.

SUBJECT OF INTERNSHIP:

YEAR: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ FIRST or SECOND HALF: \_\_\_\_\_

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

Student signature: \_\_\_\_\_

Internship advisor name: \_\_\_\_\_

Internship advisor signature: \_\_\_\_\_



# **EEB DEPARTMENTAL FORMS M.S. Program**

**You may download fillable pdf and Word versions of these forms  
at the EEB Graduate Program website**

**All departmental forms should be submitted  
to the EEB Graduate Coordinator.**



**Departmental Form C(a)**  
Ecology and Evolutionary Biology

**Recommendations of Master's Committee/Provisional Study Program**

A copy of this form should be submitted to the Department and the Graduate Committee before the end of the second semester.

Name: \_\_\_\_\_

Temporary or Master's Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation:

**PROVISIONAL STUDY PROGRAM**

<b><u>COURSE NO.</u></b>	<b><u>TITLE</u></b>	<b><u>UNITS</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Temporary or Master's Advisor Signature**

\_\_\_\_\_  
**Date**

**Departmental Form G(a)**  
Ecology and Evolutionary Biology

**Change in Membership of Master's Committee**

Name: \_\_\_\_\_

Major Professor: \_\_\_\_\_

Present Major Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Substitution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for substitution:

Comment from faculty member being replaced:

APPROVED:  
Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Form I**  
Ecology and Evolutionary Biology

**Master's Committee Form**

Name: \_\_\_\_\_

Major sought: \_\_\_\_\_

Master's Committee (minimum of 3 members) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major Professor: \_\_\_\_\_

Thesis Director: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Approved:

\_\_\_\_\_

Chairman, Graduate Policy Committee

\_\_\_\_\_

Date

\_\_\_\_\_

Department Head

\_\_\_\_\_

Date

Changes in the composition of the above committee requires approval of the Department Head at any subsequent time prior to the completion of the degree. Students must request substitutions with forms available from the Departmental Graduate Office.

**Departmental Form J(a)**  
Ecology and Evolutionary Biology

**Annual Thesis Progress/Meeting Report**

Date of meeting: \_\_\_\_\_

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The advisor and thesis committee are satisfied that the student is making progress towards the completion of the dissertation and recommend that the student continue to receive departmental support.

Comments from the committee including any recommended schedule of expectations:

Advisor name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **GRADUATE COLLEGE INFORMATION**

**Graduate College forms should be submitted to the EEB Graduate Coordinator before final submission to the Graduate College.**

## The Graduate College Online

All Graduate Students are responsible for knowing the graduate requirements of both the Graduate College and their academic department. Please refer to the Graduate College website (<http://grad.arizona.edu/>) for a complete list of policies and requirements.

Graduate College home page- <http://grad.arizona.edu/> .

The Graduate Catalog-<http://grad.arizona.edu/catalog/> .

Graduate academic policies-<http://grad.arizona.edu/academics/policies>

Graduate College forms- <http://grad.arizona.edu/forms>

Graduate financial support information- <http://grad.arizona.edu/financial-resources>

Graduate Theses and Dissertation-<http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals>

Deadlines for Completion of Degree Requirements-  
<http://grad.arizona.edu/academics/degree-certification/deadlines-for-graduation>

## Highlights of Graduate College Degree Requirements

### 1. HIGHLIGHTS OF DOCTORAL DEGREE REQUIREMENTS

- All requirements for the degree of Doctor of Philosophy must be completed within 5 years of passing the Comprehensive Exam. Should a student not finish within that time period, he or she may be allowed to re-take the Comprehensive Exam with permission of the program, and then proceed to complete other requirements, e.g., the dissertation.
- To meet the minimum Graduate College residence requirement, the student must complete a minimum of 30 units of graduate credit in residence at The University of Arizona. "In residence" is defined as units offered by The University of Arizona, whether or not they are offered on campus. Some programs require fulltime attendance for two or more semesters.
- Minimum requirements for a Doctoral Plan of Study are 36 units of course work in the major and 9 units of course work in the minor.
- In addition to the 45 units on the Plan of Study students are required to complete 18 units of dissertation credit for a total of 63 total overall units.
- At least 23 of the overall units must be in course work graded A, B, or C.
- Units transferred from other institutions must have received graduate credit and a grade of A or B. If you wish to transfer credits, you must submit a request to the graduate college before the end of your first year. They will determine whether or not the credits are eligible for transfer, but it is up to your committee to approve any transfer units applied to your major.
- Your cumulative GPA must be at least 3.0 to complete degree requirements.

### 2. HIGHLIGHTS OF MASTER'S DEGREE REQUIREMENTS.

- All requirements for the master's degree must be completed within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.
- The total number of units required for a master's program varies by academic discipline, but all require a minimum of 30 units of graduate credit. A thesis, substantial research project, final creative project, or additional coursework in lieu of a thesis is required.

## **Doctoral Plan of Study**

In conjunction with his/her major professor or advisor, each student is responsible for developing a Plan of Study during their first year in residence, to be filed with the Graduate College no later than the student's third semester in residence. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed in order to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head (or Director of Graduate Studies) before it is submitted to the Graduate College.

## **Comprehensive Examination for Advancement to Candidacy**

Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization. The Comprehensive Examination is considered a single examination, although it consists of written and oral parts. While the Graduate College sets general policies and guidelines for exams, it is expected that each program will have different ways of assessing a student's knowledge of the field and their preparation to begin the dissertation. Each program determines the format and administration of the written portion. A student will pass the written portion before sitting for the oral portion. Programs will have written policies regarding whether or not students may retake failed written exams as well as specific policies regarding second attempts. The time between the written and oral portion is determined by individual programs, but the oral portion should come early enough to allow the student to advance to candidacy in a timely fashion. The written and oral portions of the comprehensive examination must take place at least six months prior to the Final Oral Examination (defense of dissertation). The exact time and place of this examination must be scheduled with your department.

Upon successful completion of the written examinations in the major and minor(s), the Oral Comprehensive Examination is conducted before the examining committee of the faculty. This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague. The Graduate College allows no more than one re-take of the oral exam.

When the student has an approved doctoral Plan of Study on file with the Graduate Degree Certification Office, has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the Comprehensive Examination their bursar account will be billed the [fee for candidacy, dissertation processing, and archiving](#). This is a one-time fee and the student will not be billed again if they change their anticipated graduation date. Copyrighting is optional and carries an additional fee.

### **Comprehensive Examination Committee**

The examining committee must consist of a minimum of four members. The Major Advisor and two additional members must be tenured, or tenure track. The fourth member may be tenured or tenure-track, or a special approved member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track, or special approved members.

*\* Also known in previous Graduate Catalogs as the Preliminary Examination.*

### **Committee Appointment Form\***

When the student has an approved doctoral Plan of Study on file, has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the Comprehensive Examination, he or she must file a Committee Appointment form. This form must be submitted to the Graduate Degree Certification Office as soon as requirements are met but no later than six months before the Final Oral Defense Examination is scheduled. Deadlines for the submission of paperwork pertaining to doctoral programs and for the Committee Appointment forms are available online.

*\*formerly known as the Advancement to Candidacy form*

### **Announcement of Final Oral Examination**

Upon the completion of the dissertation, the candidate is to submit to a Final Oral Defense Examination. The examination focuses on the dissertation itself but can include general questioning related to the field(s) of study within the scope of the dissertation. The exact time and place of this examination must be scheduled with the Graduate Degree Certification Office at least 7 working days in advance, and announced publicly

in Lo Que Pasa at least one week in advance. The dissertation director presides over the examination. The examination is closed to the public, except for an initial seminar portion during which the student presents the dissertation and entertains questions.

### **Master's Plan of Study**

In conjunction with his/her major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence.

Provisional Graduate Status must be converted to Regular Graduate Status and all deficiencies must be satisfied before the Plan of Study is approved.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head (or chair of the Graduate Committee) before it is submitted to the Graduate College. There is a Plan of Study fee.

### **Master's Completion of Degree Requirements**

When the student's department determines that the student has completed all degree requirements, a Completion of Master's Degree Requirements form, signed by the three faculty members of the student's committee (two of whom must be tenure-track faculty members in the major field) will be submitted to the Graduate College. Approval of this form by the Dean of the Graduate College will certify completion of degree requirements. For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline Sheets, available in departments, in the Graduate Degree Certification Office, and online at the Graduate College website. Modifications in the Plan of Study may be made on the Completion of Degree Requirement form or on the Changes in Student's Records form. Modifications may consist of changes in coursework, changes in addresses, or changes in names. Name changes also require that an official name change be filed with the Registrar's Office. All outstanding fees must be cleared before the final completion date. Any financial encumbrances will delay mailing of the diploma and transcripts. Contact the Bursar's office, Room 208, Administration Building or 621-3232. All grades must be submitted for Incompletes and current semester coursework must be received before the degree is considered completed.