

# James Madison University Biology Graduate Program Handbook

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## Biology Graduate Program Calendar

The Biology graduate program typically takes students 2 full years (2 fall, spring and summer semesters) working full-time on their graduate program; however, this time can vary among students depending on the program arranged with the thesis supervisor, the time commitment given by student to their graduate work, and unforeseen circumstances.

Below are the important deadlines for new and returning full-time biology graduate students. For all the relevant forms and for a complete list of events and deadlines for the current year, please regularly check the Biology Department website ([www.jmu.edu/biology/grad\\_current.shtml](http://www.jmu.edu/biology/grad_current.shtml)) and the Graduate School website ([www.jmu.edu/grad/current\\_students/calendar.shtml](http://www.jmu.edu/grad/current_students/calendar.shtml)).

### Summary of important dates for full-time students 2016-2017

Date	First Year Students	Second Year Students
<b>Fall</b>		
August – week before classes start	Graduate School new student orientation (August 18); Orientation for new graduate assistants with lab coordinators for teaching assignments; Biology graduate student orientation with graduate program director & faculty mentors (TBD).	
Late August	Fall classes begin (8/29/16)	Fall classes begin
Mid-September		Application for graduation due to Graduate School with signatures (for <b>December Graduation only</b> ) (September 23)
November 1**	Deadline for first committee meeting. Completed Committee Approval Form to Graduate Director and Graduate School.	Last day to submit an application to the Graduate School for graduation requirements to be met in May, 2017. (Nov. 11)
Late October	Registration for Spring classes begins	Registration for Spring classes begins; Update meeting with thesis committee
November-early December**	Thesis outline due to committee no later than 2 weeks before the second committee meeting.	
Mid-November		<b>(December graduation)</b> Comprehensive examination (defense) results and Thesis/Research Project/Dissertation due to The Graduate School (November 18). Defense should be scheduled at least 7 days before this date, and thesis should be to committee 1-2 weeks before the defense (in accordance with the preferences of the committee and supervisor) to allow for evaluation and revision.
Last day of fall semester (exam)	Second Committee meeting (committee reviews & signs approval page of outline)	

week)**	submitted 2 weeks prior)	
<b>Spring</b>		
Early January	Spring classes begin (1/9/17)	Spring classes begin
3 <sup>rd</sup> Friday in February**	Thesis proposal due to committee (2/17/17)	
4 <sup>th</sup> Friday in February **	Deadline for thesis proposal committee meeting / presentation to committee (2/24/17).	
March **	<p>Submit proposal approved by committee, including thesis proposal evaluation form, to Graduate Program Director (3/3/17).</p> <p>Applications for second-year assistantship due (3/3/17).</p> <p>Applications for Outstanding Graduate Student Award due (3/31/17).</p> <p>Presentation of research proposal at Departmental seminar (after spring break).</p>	<p>Applications for Outstanding Graduate Student Award due (3/31/17).</p> <p>Presentation of research results at Graduate Symposium</p>
mid-April		<b>(May graduation*)</b> Comprehensive examination results and Thesis/Research Project/Dissertation due to The Graduate School (April 19). Defense should be scheduled at least 7 days before this date, and thesis should be to committee 1-2 weeks before the defense (in accordance with the preferences of the committee and supervisor) to allow for evaluation and revision.
early May		<b>Commencement ceremonies*</b>
late May		Application for graduate degree due to graduate school (TBD) <b>(August graduates NOT walking in May)</b>
early July		<b>(August graduation)</b> Comprehensive examination results and Thesis/Research Project/Dissertation due to The Graduate School (TBD). Defense should be scheduled at least 7 days before this date, and thesis should be to committee 1-2 weeks before the defense (in accordance with the preferences of the committee and supervisor) to allow for evaluation and revision.

\* Students may walk in the May commencement if they submit an Application for Graduation by the January deadline and have completed all coursework except the thesis. Students must be enrolled the semester they graduate (including summer for August graduation). \*\*Biology department deadlines that differ from Graduate School dates.

## General Information

### Transcripts

Entering graduate students must submit a final undergraduate transcript to the Graduate School if not already done. This transcript must show that the student has graduated. Transcripts must be received before the Graduate School can process assistantship contracts.

### Transfer Credit

Students may transfer up to 9 credit hours from another graduate program. Requests for transfer credit should be submitted to the Biology Graduate Director. In addition to a cover letter outlining the request, include a copy of graduate course transcripts and syllabi for the courses for which credit is requested. The Graduate Committee will evaluate the request in consultation with Biology faculty whose expertise matches the course(s) for which the request is made.

### Assistantships

The Biology Department and College of Science and Mathematics currently support 12 graduate assistantships funded at \$12,000 each, 9 of which also include tuition remission at the in-state (as well as a small number of out-of-state) rate. These assistantships are awarded competitively each year. Students are eligible to receive an assistantship from the department for up to four semesters. Students may also be supported as research assistants on faculty grants. Rates for support are determined by the terms of the grant, and tuition remission for the in-state rate is usually included but not guaranteed.

Students on graduate assistantships that involve teaching or mentoring undergraduate students are reminded that they are expected to follow the guidelines of professional ethics outlined in the JMU Faculty Handbook. This includes the prohibition of relationships with students under their supervision. More on the expectations for professional ethics can be found at:

<http://www.jmu.edu/facultysenate/facultyhandbook/policies/rights.html#IIIA6>

### Tuition Remission

Assistantships with tuition remission provide 18 hours of tuition remission per academic year. Students must take exactly 9 hours each semester to qualify for this remission. Registering for less than 9 hours will disqualify a student from the tuition waiver. Any hours over 9 per semester must be paid by the student. Some out-of-state students may have to pay the difference between in-state and out-of-state tuition for their 18 total hours.

Students will need to sign their assistantship contract prior to the beginning of the fall semester. Students should make a copy of the contract for their files.

Paychecks will be deposited directly into an account of the student's choice. It is important to fill out the paperwork associated with the direct deposit as soon as possible after arrival at JMU (or earlier). Ms. Sheila Santee, Biology Department Administrative Assistant, can answer any questions regarding the paperwork and finances of the assistantships.

## Summer Support

Assistantships cover the 9-month academic year in terms of stipend and/or tuition remission. No summer support is guaranteed. Students should work with their faculty advisers to secure grant funding in the summer to support their research. Occasionally there are positions available within the Department that can provide a summer stipend (e.g., clerical or computer assistance). First-year students must sign a waiver to continue working in the lab or field during the summer and are not required to be enrolled during the summer session. Second-year students that stay into the summer to complete their thesis are required to enroll in 1 credit (there is typically no support for this provided by the Department or University). University policy specifies that graduate students must maintain continuous enrollment or they will be administratively dropped from the program.

## Department of Biology Seminar Series

All graduate students are expected to attend scheduled Department of Biology seminars. Seminar attendance allows you to sample a variety of research programs and methodologies JMU scientists, visiting scientists, and biology graduate students. Failure to attend seminars will be deemed evidence of unsatisfactory progress toward the M.S. degree and may result in termination of financial aid or dismissal from the program. Students who have a class or teaching assignment conflict with the weekly seminars should inform the Graduate Director at the beginning of the semester in which the conflict exists. Seminars are held every Friday, 12:20-1:15 pm throughout the academic year.

## Department of Biology Vehicles and Off-Campus Travel

All graduate students who conduct field work, use Department vehicles or travel off-campus on official business must read the Department's safety manual, abide by all Departmental policies, and submit all necessary forms.

<http://www.jmu.edu/biology/files/pdfs/field-manual-2015-2.pdf>

## Title IX Training

All graduate students are required to complete the University's Title IX training within the first month of entry into the graduate program.

<https://www.jmu.edu/titleIX/>

## Programs of Study

### *General Requirements*

The minimum coursework requirement for graduation is 30 graduate semester credit hours, with a minimum of 24 credit hours taken within Biology. At least 15 hours must be taken at the 600-700 levels. Course requirements include:

BIO 602 (Effective Scientific Communication), 2 credits, taken the first Fall semester of enrollment

MATH 626 (Statistics for Biological Research), 3 credits, taken the first Spring semester of enrollment

BIO 630 and/or 660 (Advanced topics), at least 4 credits

BIO 700 (Thesis), 6 credits.

Students on Teaching Assistantships are required also required to take the following classes during their first semester of teaching:

BIO 600 (Effective Teaching), 2 credits, taken the first semester of teaching

BIO 601 (Mentored Teaching), 1 credit, taken concurrently with BIO 600

Note that BIO 697 (Biological Research), BIO 698 (Comprehensive Continuance), and BIO 699 (Thesis Continuance) **cannot** be applied to the 30 semester hours required for graduation.

The objectives of the program are two-fold. First, we aim to enrich the student's subject knowledge and give the student a rigorous experience in research and thesis writing. Second, students will acquire training and experience in effective scientific communication. Training in communication will be provided through coursework (BIO 602) offered in the Biology Department and seminar presentations throughout a student's training. In addition, students may acquire training and experience in teaching through coursework offered in the biology department and the supervised teaching of biology laboratories. Thus, students will not only gain research experience, they will also learn to be effective teachers and communicators.

## Outstanding Graduate Student Awards

Each year one first-year and one second-year student will be selected by the Graduate Committee to receive the Outstanding Graduate Student in Biology award. Students receiving the award will have demonstrated outstanding progress in research and teaching, will have met all program deadlines, and will have attended the Friday seminar series regularly. Presentations at scientific meetings and outreach opportunities are desirable. Applications include a one-page personal statement written by the student, and letters of recommendation by the thesis adviser and teaching mentor (which for first-year students can accompany their second-year assistantship application). Applications are due March 31, 2017.

## First Year Students

### First Year Assistantship Responsibilities

First year students on assistantships are considered Research Assistants (RA) or Graduate Assistants (GA). All students on a full assistantship are expected to devote 20 hours per week to the fulfillment of their responsibilities. Graduate teaching assignments are made by the Biology Department head in consultation

with the Graduate Director, schedule manager, laboratory coordinators, and the faculty mentor. The Graduate Director, teaching laboratory coordinators, or research supervisors will relay specific assistantship assignments for the first year to students in the week before the fall semester begins. During the Fall semester, a first-year GA will participate in BIO 601, mentored teaching, in which they shadow an experienced instructor. Later in the week, the GA will teach one laboratory section of their own. In the spring Graduate Assistants are responsible for teaching one laboratory section.

Graduate Assistants will be supported at \$6,000 per semester or \$12,000 for the academic year (August through May). Research Assistants have their duties and stipend (at least commensurate with the standards of the Graduate School) assigned by their faculty supervisor. If not enrolled during the summer, students must submit a signed liability waiver (available at the Department Office).

### **Application for Second Year Assistantships**

Students who wish to be considered for an assistantship in their 2<sup>nd</sup> academic year must submit an Assistantship Application (form online at: [www.jmu.edu/biology/grad\\_current.shtml](http://www.jmu.edu/biology/grad_current.shtml)) to the Graduate Director by the deadline. Having an assistantship in the first year is no guarantee that an assistantship will be awarded in the second year.

*The following criteria will be used to evaluate applicants for second year assistantships.*

- Approved Graduate Advisory Committee Form
- Approved Thesis Proposal
- Performance in JMU coursework
- Thesis Advisor Evaluation via letter of recommendation
- Suitability for the proposed Teaching Assistantship or Research Assistantship (including performance in teaching and mentored teaching during first year, and research progress)
- Attendance at Biology department seminars

### **Selection of Thesis Advisor and Committee**

Students will select their thesis advisor prior to admission to the graduate program, and the thesis advisor will be responsible for directing the thesis project. The thesis advisor must be a member of the graduate faculty (not a graduate instructor), and there must be at least two other graduate faculty or graduate instructor members on the student's committee. Selection of a graduate committee member is to be based on the expertise of the faculty members and their ability to contribute in a meaningful way to the graduate research project. University guidelines for the composition of the committee are as follows ([http://www.jmu.edu/grad/current\\_students/thesis\\_dissertation.shtml](http://www.jmu.edu/grad/current_students/thesis_dissertation.shtml)):

- Each committee must consist of at least three approved members of the JMU graduate faculty. Only full-time graduate faculty in the student's program may direct or co-direct the committee.
- At least two of the three committee members must routinely participate in the student's graduate program. The dean of The Graduate School must approve non-graduate faculty members for thesis, research project or dissertation committees.
- Non-graduate faculty members shall make up less than half of the total committee membership and may include persons external to the university.

Committee members from outside the department or university are optional. Once you select your committee, fill out the Committee Approval Form ([www.jmu.edu/grad/current\\_students/graduate\\_forms.shtml](http://www.jmu.edu/grad/current_students/graduate_forms.shtml)) and submit signed copies to the Graduate School.

Students should establish a plan for regular meetings with their thesis committee. Thesis committee members are extremely useful for the student throughout the student's tenure as a graduate student. Students are encouraged not only to have regular committee meetings but also to consult regularly the advice and mentorship of the members of the thesis committee in addition to the thesis advisor.

## Thesis Proposal Guidelines

A proposal is the foundation of a student's research. In it, a student will identify a research topic, explain why it is interesting and important, review the relevant literature, list specific hypotheses, outline methods and give some potential outcomes of the research. Proposals have value for focusing subsequent research efforts, convincing the thesis committee of the project feasibility, and often for securing funding. Writing and submitting research proposals to funding agencies such as the National Science Foundation and the National Institutes of Health is the way science is funded. Writing a proposal is good practice for writing proposals to obtain funding, and it sets the stage for how the research project will be implemented. The quality of the writing is also very important. The thesis advisor should supply details as to the specific format that she/he wants the student to follow in preparing the proposal. Here are some specific guidelines for students:

1. State your research topic. This step will be done with your thesis advisor. Some advisors will have specific topics they want you to work on. Other advisors will expect you to have ideas of your own for a research topic.
2. Explain why your research topic is significant, interesting and important. This step involves getting the reader of your proposal excited about your research. Most individual research projects are parts of a larger research agenda that is exciting. It is important to tie your specific project to this larger agenda, such as finding a cure for diabetes or conserving native trout. There is serious competition for research dollars so it is the most exciting proposals that get the funding these days.
3. A literature review is important to place your work in context with a broader field of study. It will also demonstrate that your proposed work is novel and will advance the field forward. Your literature search should be comprehensive and include all relevant references. Key papers should be reviewed and discussed in detail. The citation format of references should be consistent with the format of references found in a journal from your field. Please specify the journal you selected as a model. This literature review should be a minimum of 10 pages in length, double-line spacing, and include a minimum of 20 citations from the primary literature. Scholarly investigation of the literature is of primary importance to research and individual advisers may have greater expectations for this component of the thesis proposal so be in close communication with your faculty mentor and committee members.
4. State your specific objectives and/or hypotheses.
5. Present your research design, which will include experimental treatments and control treatments or survey designs. In addition, outline your research methods and potential approaches for data analysis in enough detail that your committee can understand what you will do and provide justification for these

choices (e.g., why were certain statistical analyses chosen over other potential options). This section is important because the more your committee understands about what you are doing, the more helpful they can be.

6. Discuss potential outcomes and what they would indicate about the broad question or topic. Also include what alternative results may reveal and their importance.

7. A timeline should also be included that outlines when major aspects of the research will be accomplished and when writing of the thesis document will commence.

8. At the time of the proposal meeting, the student should present a two-year coursework plan to the committee, which includes teaching load allocation.

### **Evaluation of thesis proposal**

The student's committee will certify that each item has been completed in a satisfactory manner or that the student needs to revise one or more sections of the proposal to meet the following criteria:

1. Stated research topic.
2. Explained why research topic is significant.
3. Presented a relevant and complete literature review.
4. Listed specific hypotheses and/or objectives.
5. Presented experimental designs, methods, and analyses.
6. Discuss potential outcomes.
7. Developed timeline.
8. Presented two-year coursework plan.
9. Writing quality suitable for a professional document.

### **Timeline of thesis proposal dates**

A detailed outline of your thesis proposal is due to your committee members by the last day of classes of the fall semester of your first year.

A complete version of the thesis proposal is due to the student's committee by the January deadline.

A meeting of the committee to consider your thesis proposal must be held by the February deadline.

After the thesis committee has reviewed your thesis proposal, the student is expected to incorporate their comments in a revised proposal. The revision of the thesis proposal must be submitted to the committee, along with submission of your assistantship application for the second year, by the February deadline.

The revised proposal must be reviewed and approved by your thesis committee. A Thesis Proposal, approved by the student's thesis committee, with a Thesis Proposal Cover Form (see link on [www.jmu.edu/biology/grad\\_current.shtml](http://www.jmu.edu/biology/grad_current.shtml)) must be submitted to the Graduate Director by February 15th. It will be necessary to contact each of the committee members to obtain their signatures. However, if any committee member has serious objections to the proposal, it will be necessary to meet with the committee

again to discuss the revised proposal. Once the Biology Graduate Director's signature has been added to the cover page, the proposal will be passed on to the Department Head for review and final approval.

### **Thesis Proposal Presentation**

After submission of the thesis proposal to the Graduate Program, each student will give a 12 minute presentation followed by 3 minutes for questions at the Biology Department Seminar. This is standard timing for presentations at professional meetings and students should become accustomed to developing brief presentations.

### **Registration for Thesis and Research**

Once thesis research activity is started, usually in the summer following the first academic year, the student can register for BIO 700 Thesis. An approved thesis proposal is necessary before a student can register for BIO 700. Typically students sign up for 3 credits of BIO 700 for fall and spring semesters of a student's second year. If, at the end of the second spring semester, the requirements for graduation have not been completed, a student must register for 1 credit of BIO 697 Biological Research in each of the subsequent semesters including the semester in which they are graduating. In addition, students may register at any time for BIO 697, Biological Research, which reflects time spent with their research project. Note that BIO 697 receives S/U grades that do not apply to the credits required for graduation and the Graduate Program Director is the instructor of record. BIO 700 credits are not assigned a grade until the thesis is approved and submitted to the Graduate School. When registering for BIO 700, use your thesis advisor's section, which you can obtain from your thesis advisor or the Department of Biology administrative assistant.

## **Second Year Students**

### **Second Year Assistantship Responsibilities**

Graduate Assistants are responsible for teaching three laboratory sections over the course of their second year. In consultation with their thesis advisor, they will decide which semester they prefer to teach two sections and in which they will teach one section and submit this request to the Graduate Director. To be eligible, they must have trained to teach the laboratory through faculty mentoring (BIO 600 and BIO 601) and taught laboratory sections during their first and/or second semester. It is expected that the student will spend 20 hours per week fulfilling her/his teaching responsibilities. Full-time teaching assistants will receive \$12,000 stipend for the academic year (September through May) plus tuition for 18 credit hours (see details above).

### **Graduate Symposium**

All second-year students will present their research at the Graduate Symposium, which is held in conjunction with the annual Biosymposium for undergraduate research students. Each student will give a 12 minute presentation of their thesis results, followed by 3 minutes for questions.

## Comprehensive Examination

For the Comprehensive Examination students are required to defend their theses in an oral examination, which should occur several weeks prior to the thesis submission deadline in order to provide time for any necessary revisions. The student's thesis committee will be present, and the presentation and defense should be publicly advertised *well ahead of the scheduled date*. Three hours should be scheduled for this examination. The student is responsible for scheduling rooms for the presentation and defense as well as advertising with flyers, an email to the Department listserv, and communication to the webmaster. The defense presentation must be open to the Department and advertised in advance for the defense to be considered successful.

Students must submit their thesis to their committee members at least one week before the scheduled thesis defense date. Faculty may require students to submit theses to them up to two weeks before the scheduled thesis defense date. This issue should be discussed with the faculty members of the thesis advisory committee at the time the committee is formed and early in the semester in which the student plans to submit the thesis.

A notice of successful completion of the thesis defense must be sent by the graduate student's adviser to the Graduate Program Director. Two copies of the signed cover page are required by the Graduate School.

## Graduation

In the semester in which the student intends to graduate, they must submit to the Graduate School the following (see deadlines on calendar, p. 2, as well as the Graduate School website - [http://www.jmu.edu/grad/current\\_students/calendar.shtml](http://www.jmu.edu/grad/current_students/calendar.shtml)):

- Application for a Graduate Degree form.
- Submission of your corrected/approved, and properly formatted, thesis through JMU Scholarly Commons (<http://commons.lib.jmu.edu>). The graduate school offers assistance with formatting, including a seminar that all students are advised to attend. Students should enroll in the Canvas course via the invitation sent from the Graduate School, which includes all thesis format instructions and workshop information. A formatting manual is also available on the Graduate School website.
- Two signed thesis approval pages.
- Embargo agreement form (<http://www.jmu.edu/copyright/wm> library/Document Agreement.pdf), which provides copyright transfer approval for open access to the thesis on Scholarly Commons. It is very important that the student works with their adviser to identify the appropriate timing of release of the thesis relative to planned publication.

Forms can be found online ([www.jmu.edu/grad/current\\_students/graduate\\_forms.shtml](http://www.jmu.edu/grad/current_students/graduate_forms.shtml))

**An electronic copy of the thesis must also be submitted to the Biology Graduate Director.**

Please consult the Graduate School Calendar ([www.jmu.edu/grad/current\\_students/calendar.shtml](http://www.jmu.edu/grad/current_students/calendar.shtml)) for the semester in which you intend to graduate for deadlines for submission of these forms.

Upon completion of the Comprehensive Examination, the thesis advisor should inform the Biology Graduate Director of the outcome of the Comprehensive Examination. The Biology Graduate Director will submit the Comprehensive Examination Report to The Graduate School.

## **For Students Staying Beyond their Second-Year**

It is strongly recommended that students complete the program in two-years. In the event that students cannot complete within the recommended two-year period, the student should work with their adviser and/or committee to develop a plan and timeline for completion. The student will also meet at the start of each semester with the Program Director to identify what is needed to ensure sustained progress towards degree completion. No Assistantships are available for students who stay beyond two-years and students must be registered the semester they graduate (1 credit hour minimum).

## **Part Time Students**

Part time students are not expected to follow the timeline outlined for full time students. Instead, part time students should devise a timeline for their programs in consultation with their faculty advisor, advisory committee, and the Graduate Director. This timeline should include dates for the submission of the Graduate Student Advisory Committee Form, Thesis Proposal with cover form and an anticipated graduate date. This timeline should be submitted, in writing, to the Graduate Director by the end of the student's first year.

## Graduate Faculty & Instructor Expectations

Listed below are general descriptions for the responsibilities of Biology graduate faculty at various levels of participation in the program. These are intended for guidance and clarification of expectations and should be used as a framework for discussion between graduate faculty and students.

### *General expectations of Graduate Faculty*

Teach graduate courses at the 500 and 600 level  
Be available to mentor graduate students in M.S. study  
Be willing to serve as a graduate M.S. thesis committee member  
Attend graduate student seminars and presentations  
Attend graduate faculty meetings  
Work with the graduate committee to address any issues before contacting the Graduate School  
Assist in promotion of graduate program to university and wider community  
Include graduate assistantship in funding applications when applicable  
Participate in graduate graduation

### *Expectations of Graduate Advisor*

Meet regularly with student to monitor progress/timeline through research project  
Work with student to prepare a research plan for completion of the M.S. degree  
Advise course of study, including course possibilities outside the department  
Advise constitution of student's graduate thesis committee  
Facilitate/ attend regular schedule of thesis committee meetings  
Monitor progress of graduate student through graduate curriculum  
Include graduate assistantship in funding applications when applicable  
Assist students in completing the forms necessary for documenting progress through program

### *Expectations of Graduate Thesis Committee Members*

Attend graduate student thesis committee meetings  
Advise graduate student in research project  
Advise graduate student in graduate curriculum  
Ensure graduate student's thesis proposal and thesis meet standards outlined by department

### *Expectations of Graduate Course Instructors*

BIO 4xx/5xx cross-listed courses, recommendations for inclusion in the syllabi as graduate-level expectations:

- Increased level of class participation is expected, particularly during class discussions.

- Expectation of greater depth and breadth of mastering course content (e.g., refined or additional lab reports, more in-depth literature reviews, higher level analysis).
- Graduate students should be provided leadership opportunities (e.g., developing a lecture, leading a laboratory or field trip, mentoring undergraduates in a project).

BIO 526 – New independent project course, which may include a 300-level component (will no longer be offered as BIO 526). This will be a non-repeatable course. The independent project should be at least 60% of the course grade; project proposal must be submitted to the Graduate Committee (need to specify the timing). If the course includes a 300-level component, this is reserved for non-Biology course offerings only and must have permission of the instructor. The instructor of record must have Graduate Faculty status. Because this course requires Graduate Committee approval and may involve more than one instructor and multiple Departments, amply planning time must be allotted (in other words, we cannot offer this at the last minute and the need for such an offering should be identified in the two-year coursework plans and communicated to the Graduate Committee).

**IMPORTANT NOTE REGARDING UNSATISFACTORY PROGRESS IN A COURSE: S/U.** Reporting a grade of U results in **automatic dismissal from the program**. This is University policy.