

# Graduate Student Handbook 2016-2017

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Byron Adams, Graduate Coordinator  
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Please read over the information found within this handbook carefully. Graduate students will be held to the deadlines and requirements found within. The handbook is updated each year and therefore should be carefully reviewed annually for changes to policies and procedures.

**Brigham Young University**

**Department of Biology**

**4102 LSB**

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# ORGANIZATION OF THE DEPARTMENT

The Department of Biology is one of seven departments in the College of Life Sciences. Within the department there are **20 full-time faculty and 3 full-time** staff. Graduate degrees offered in the Department of Biology are a MS in Biology, MS in Biological Science Education, and PhD in Biology. There is no teacher certification program in our Biological Science Education master's program but certification is possible through a post-baccalaureate program if desired. Please see the department office staff for more information.

## DEPARTMENT OF BIOLOGY STAFF

**Stephanie Burdett.** Biology 100 Coordinator. Coordinates the teaching of all Bio 100 sections. If you would like to TA or teach a section of Bio 100, work with your advisor and Stephanie. 2056B LSB. 422-4339. [stephanie\\_burdett@byu.edu](mailto:stephanie_burdett@byu.edu)

**Christina George.** Biology Office Manager. Works with all faculty and undergraduate students in the Department of Biology. See her regarding any questions on classroom scheduling and adding course sections. 4101 LSB. 422-7389. [christinageorge@byu.edu](mailto:christinageorge@byu.edu)

**Gentri Glaittli.** Biology Graduate Secretary. Works with all graduate student requirements. Meet with her for any questions regarding requirements, deadlines, and all things regarding graduate work. Also keeps department website up to date. 4104 LSB. 422-7137. [gentriglaittli@byu.edu](mailto:gentriglaittli@byu.edu)

**Jim Wooten.** Biology Financial Manager. Works with all faculty and students in regards to financial transactions. Any financial questions should be directed to him. 4106 LSB. 422-4412. [jim\\_wooten@byu.edu](mailto:jim_wooten@byu.edu)

## DEPARTMENT OF BIOLOGY FACULTY

\*Faculty members with an asterisk are approved to work as committee chairs and members.

**Marta J. Adair.** Biological science education. 2121 LSB. 422-8336. [marta\\_adair@byu.edu](mailto:marta_adair@byu.edu)

\***Byron J. Adams.** Comparative phylogeography, host-parasite relationships, coevolution, molecular systematics, speciation and species concepts, foodweb assembly, biodiversity, and ecosystem functioning. 4127 LSB. 422-3132. [byron\\_adams@byu.edu](mailto:byron_adams@byu.edu)

**Elizabeth G. Bailey.** Biological science education. 2122 LSB. 422-0871. [liz\\_bailey@byu.edu](mailto:liz_bailey@byu.edu)

\***Mark C. Belk.** Terrestrial and aquatic ecology; ecology of fishes; life-history responses to biotic and abiotic perturbations; predation and competition in size-structured populations; adaptation of

organisms to local environments in terms of habitat use, coloration, and acoustic signals. 4023 LSB. 422-4154. [mark\\_belk@byu.edu](mailto:mark_belk@byu.edu)

\***Seth M. Bybee.** Entomology, evolution, phylogenetics, dragonflies, visual evolution. 4057 LSB. 422-5363. [seth\\_bybee@byu.edu](mailto:seth_bybee@byu.edu)

**Shawn M. Clark.** Museum curation, insects. 3101E MLBM. 422-6356. [shawn\\_clark@byu.edu](mailto:shawn_clark@byu.edu)

\***Richard A. Gill.** Global change biology; ecosystem ecology; plant physiological ecology. 4144 LSB. 422-3856. [rgill@byu.edu](mailto:rgill@byu.edu)

\***Jaime L. Jensen.** Biological science education; development of scientific reasoning skills; pedagogical manipulations; pedagogical preparations; inquiry teaching; educational assessment. 4059 LSB. 422-6896. [jaimie.jensen@byu.edu](mailto:jaimie.jensen@byu.edu)

\***Jerald B. Johnson.** Evolutionary ecology; ecological speciation; life history evolution; evolution of mating and reproductive strategies; behavioral ecology; biological statistics; phylogeography; natural history and molecular systematics of desert fishes and tropical freshwater fishes. 4033 LSB. 422-4502. [jerry\\_johnson@byu.edu](mailto:jerry_johnson@byu.edu)

\***Leigh A. Johnson.** Plant systematics, morphology, evolution. 4058 LSB. 422-5241. [leigh\\_johnson@byu.edu](mailto:leigh_johnson@byu.edu)

\***Robert L. Johnson.** Plant systematics, floristics, plant-insect interactions. 388 WIDB. 422-7094. [robert\\_johnson@byu.edu](mailto:robert_johnson@byu.edu)

\***John S. K. Kauwe.** Bioinformatics, human genetics, relationship between genotype and phenotype, genetic risk factors for Alzheimer's disease, population genetics of aquatic organisms in the Western United States. 4146 LSB. 422-2993. [kauwe@byu.edu](mailto:kauwe@byu.edu)

\***Roger T. Koide.** Physiological, population, and community ecology of plants and associated fungi, including mycorrhizal fungi; natural and agricultural ecosystems. 4031 LSB. 422-6650. [roger\\_koide@byu.edu](mailto:roger_koide@byu.edu)

\***C. Riley Nelson.** Natural history, entomology, ecology, systematic biology; development of field guides and the popularization of scientific thought and its uses. 2119 LSB. 422-1345. [rileynelson@byu.edu](mailto:rileynelson@byu.edu)

\***Steven L. Peck.** Spatial processes in ecology and population biology from both applied and theoretical perspectives, specifically in understanding how spatial dynamics influence the spread of insecticide resistance; the effect of gene flow of evolution and speciation; philosophy and history of biology. 4145 LSB. 422-4145. [steven\\_peck@byu.edu](mailto:steven_peck@byu.edu)

\***Stephen R. Piccolo.** Bioinformatics, genomics, human disease (especially cancers), "big data" analysis. 4056 LSB. 422-7116. [stephen\\_piccolo@byu.edu](mailto:stephen_piccolo@byu.edu)

\***Russell B. Rader.** Freshwater ecology and evolutionary biology, processes that determine stream and wetland community structure, ecology and evolution of biological invasions, spatial and

temporal variation in stream drift, trout-invertebrate interactions, wetland bio assessment. 4025 LSB. 422-9159. [russell\\_rader@byu.edu](mailto:russell_rader@byu.edu)

\***Perry G. Ridge**. Bioinformatics, human disease. 4126 LSB. 422-7564. [perry.ridge@gmail.com](mailto:perry.ridge@gmail.com)

\***Beverly L. Roeder**. Anatomy, physiology, medicine and surgery, animal health, prevention and diagnosis of metabolic disorders, stable isotope investigations, the physiologic and nutritional ecology of bears. 2120 LSB. 422-6873. [beverly\\_roeder@byu.edu](mailto:beverly_roeder@byu.edu)

\***Duke S. Rogers**. Phylogenetic systematics and evolution of mammals, conservation biology, phylogeography, biodiversity. 4143 LSB. 422-5898. [duke\\_rogers@byu.edu](mailto:duke_rogers@byu.edu)

\***Dennis K. Shiozawa**. Aquatic and fishery ecology; predation induced shifts in lentic energetics; the macro and meiobenthos of streams; biogeography/phylogeography of western fishes and aquatic invertebrates. 4101 LSB. 422-4972. [dennis\\_shiozawa@byu.edu](mailto:dennis_shiozawa@byu.edu)

\***Jack W. Sites, Jr.** Herpetology, mechanisms of speciation, hybrid zone dynamics, origins of parthenogenetic reproduction, phylogenetic systematics, conservation genetics, biodiversity. 4029 LSB. 422-2279. [jack\\_sites@byu.edu](mailto:jack_sites@byu.edu)

\***Larry L. St. Clair**. Lichen ecology and systematics. 2103C MLBM. 422-6211. [larry\\_stclair@byu.edu](mailto:larry_stclair@byu.edu)

\***Clinton J. Whipple**. Genetic mechanisms that determine plant morphology, focus on grasses including agronomically important traits in cereals such as maize, barley and rice. 4027 LSB. 422-9293. [whipple@byu.edu](mailto:whipple@byu.edu)

\***Michael F. Whiting**. Phylogeny of insects based on molecular and morphological evidence with emphasis on reconstructing the insect tree of life, computational phylogenomics, molecular evolution of insect vision, deciphering early patterns of insect diversification. 4142 LSB. 422-5651. [michael\\_whiting@byu.edu](mailto:michael_whiting@byu.edu)

**Edward R. Wilcox**. Human genetic disease, DNA sequencing, microarrays. 4046A LSB. 422-3647. [edward\\_wilcox@byu.edu](mailto:edward_wilcox@byu.edu)

To see more information about the above faculty, please see <http://biology.byu.edu>

# GRADUATE PROGRAM

## GENERAL INFORMATION

These guidelines have been prepared for graduate students in the Department of Biology and must be used in conjunction with those contained in the Graduate Catalog and the graduate section of the General Catalog. Graduate students must stay informed about changes made to guidelines each year at both the department and university level. It is ultimately the student's responsibility to be in compliance with all department and university regulations. Students will be required to sign and submit a contract each year stating that they are familiar with the current requirements. Forms for exceptions to policy are available from the graduate secretary or online through the Graduate Studies website. Petitions must be signed by the chair of the advisory committee, the department graduate coordinator, department chair, and the college dean prior to being submitted to the Graduate Studies office.

## HONOR CODE STATEMENT

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men . . . If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things (Thirteenth Article of Faith).

As a matter of personal commitment, faculty, administration, staff, and students of Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will

Be honest

Live a chaste and virtuous life

Obey the law and all campus policies

Use clean language

Respect others

Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse

Participate regularly in church services

Observe the Dress and Grooming Standards

Encourage others in their commitment to comply with the Honor Code

Specific policies embodied in the Honor Code include (1) the Academic Honesty Policy, (2) the Dress and Grooming Standards, (3) the Residential Living Standards, and (4) the Continuing Student Ecclesiastical Endorsement.

## APPLICATION AND ADMISSION

## INFORMATION

Our admissions criteria for graduate students coincide with the criteria currently published in the BYU Graduate Catalog, College of Life Sciences, as well as the Graduate Council's Principles and Characteristics of Graduate Education. Pursuant to this, the following basic guidelines are used:

- a. All applicants are required to have a minimum cumulative GPA of 3.0 on a 4.0 scale from their undergraduate degree.
- b. No graduate candidate can be accepted unless he or she has a faculty member in the department who is willing to serve as the committee advisor to that student. The faculty member must be within the Department of Biology and approved for Graduate Faculty Status (see previous list of Department Faculty) according to the department and college guidelines.
- c. Graduate candidates can be accepted by multiple advisors but must choose one major advisor during the first semester for MS students or the first year for PhD students.

## ACCEPTANCE CRITERIA

Acceptance is based on a balanced consideration of several areas of information including:

- a. GPA (cumulative) for completed undergraduate degree. Coursework will be analyzed by the department based on all classes taken. Successful candidates typically have an undergraduate GPA of 3.5 or better.
- b. All official GRE scores. All scores will be considered, however, successful candidates typically have a combined Verbal and Quantitative score of 300 or above and a Writing score of 4 or above. The most recent GRE score (must be within 5 years) will be evaluated, but all other previously recorded scores will be taken into consideration.
- c. Each candidate is required to submit three letters of recommendation from associates who have some understanding of the applicant's abilities in relationship to the requirements of the graduate program. Preference will be given to those with a scientific background and/or those with advanced degrees with whom the candidate worked closely.
- d. Strong consideration will be given to those candidates with professional experience in the field of biology whether it is work, internships, or research. This experience could include special projects that resulted in publication and/or presentations at professional meetings.
- e. A clearly defined statement of intent. The statement of intent should include areas of research interest as well as research ideas and a preferred advisor. No student can or will be accepted unless he or she has a faculty member in the department who is willing to serve as the committee advisor to the student. It is highly recommended to contact faculty in the department prior to application.
- f. There is no "Provisional Status" category for the department; students are either qualified to be admitted or will be denied. Those requiring an exception to University guidelines will be accepted on a Provisional Status at the university level.

## APPLICATION DEADLINE

- a. Graduate student applications are evaluated once per year for admission into the Fall Semester.
- b. Applications are due through the BYU Graduate Studies website no later than January 15th. Applications will begin to be reviewed on January 2nd, so the earlier the application is submitted, the better. Acceptances are generally sent out by mid-February.

## REQUIREMENTS FOR ADMISSION

- a. A complete application must be submitted through the BYU Graduate Studies website no later than January 15th of each year. A complete application will include the following components:
  - a. Form A: General Information
  - b. Form C: 3 Letters of Recommendation. Preference is given to letters that are written by those with a scientific background and/or those with advanced degrees with whom the candidate worked closely.
  - c. Form D: Additional Information
    - i. Statement of Intent
    - ii. Resume (optional)
  - d. Form P—Application Fee paid
  - e. All **unofficial** transcripts submitted. Students must upload an unofficial transcript or academic record for each institution attended (even if a degree hasn't been received yet) when completing the online application. If recommended for admission, **official** transcripts will need to be sent to Graduate Studies.
  - f. Official GRE scores received. Students have the option to report GRE scores without submitting the official scores to Graduate Studies. Only applicants with official scores submitted will be considered.
  - g. Official TOEFL (or equivalent test) scores received
  - h. Form I-1—required for International applicants only
- b. Applicants must agree to maintain the University's Honor Code (see <http://honorcode.byu.edu>)
- c. Applicants must have at least a baccalaureate degree from an accredited US university or the equivalent from an international university (a four or five year program) before matriculation. The Graduate Studies office must receive an official transcript showing that the degree has been awarded. Study at BYU cannot continue past the first semester of a graduate program without BS verification.
- d. Applicants who are applying to the PhD program and are currently finishing a MS degree must have completed the MS degree by start of fall semester. If the MS degree is not completed by this time, admittance to the program will be deferred for **one** year (until the following fall semester) in order for the applicant to complete their MS degree.
- e. At least a 3.0 GPA (scale of 4.0) in the cumulative undergraduate degree. All classes taken after the BS degree will not be counted in this undergraduate GPA, but will be considered along with the application.

- f. For those with English as a second language, you must receive one of the following:
  - a. CAE
    - i. Minimum score of 75 or grade of B
  - b. IELTS
    - i. Overall band score of 7.0 (minimum band score of 6.0 in each module)
  - c. TOEFL (paper-based)
    - i. Minimum score of 580
  - d. TOEFL iBT
    - i. Total score of 85 (minimum score of 22 in Speaking, and a minimum of 21 in Listening, Reading, and Writing)

Note: CAE, IELTS, and TOEFL scores must be less than 2 years old at the time of enrollment.

\*Students applying to more than one program on campus must submit a separate and complete application, including fee, for each program. Additional submission of scores is not required.

# DEGREE REQUIREMENTS

## CREDIT HOURS REQUIREMENTS

### MASTER'S PROGRAM (MS)

- 30 credit hours (24 coursework hours and 6 thesis hours); 20 hours must be 500 level or above.
- No more than a total of 10 hours from non-degree, senior, and/or transfer credit can be applied toward the MS program. No Independent Study courses can be used.
- Undergraduate credit can only be used by a MS student upon approval. Graduate Studies allows up to 9 undergraduate credits (only 300 and 400 level courses) if they pertain to the area of study. Courses cannot count towards the BS degree requirements and be applied to the MS degree.
- More information can be found in the current Graduate Catalog under "Credit Policies."

### DOCTORATE PROGRAM (PHD)

- 54 credit hours (36 coursework hours and 18 dissertation hours)
- No undergraduate coursework may apply to the doctoral program courses (100-400 level).
- Up to 18 hours of master's coursework may apply towards the required 36 hours. The advisory committee must approval all transfer courses from the MS transcript. All transfer hours must be within the field of study.

## TRANSFER CREDITS

- Must be a graduate level course to transfer to a graduate program; no independent study
- Must have received a B grade or better; no "P" grades
- No more than 10 credit hours for MS students or 18 hours for PhD students may transfer
- No international credits can be transferred without certification by examination

## REGISTRATION REQUIREMENTS

### FIRST SEMESTER

- New students (MS and PhD) are required to enroll in at least 2 credit hours during the first semester or term in which they are admitted. The department encourages new students to enroll in at least 6 credits hours during their first semester.
- Recommended courses:
  - Bio 503—Research Orientation (required for MS students, optional for PhD)

- Bio 691R—Graduate Seminar Series (MS students are required to take this class at least 2 semesters and PhD students must enroll for 4 semesters; all graduate students are encouraged to take this course as many semesters as possible.)
- Attendance at university forums and devotionals is expected during the duration of the graduate program.

## SUBSEQUENT YEARS IN ACTIVE STATUS

- Full-time status is 9 credit hours for graduate students.
- Doctoral students must satisfy a residency requirement of two consecutive semesters of 6 credit hours each.
- Minimum registration is 6 credit hours in an academic school year (September-August) after all coursework is completed.
- During the first term and last term in the program, students must register for at least 2 credit hours.
- If 6 credit hours are not completed in any academic year, the student will be automatically dropped from the program. There is a \$600 re-enrollment fee to continue once being dropped.

## FINAL SEMESTER

- All students are required to enroll in at least 2 credit hours during the final semester or term of the graduate program; there are no exceptions.
- Students wishing to graduate in December must have a current ecclesiastical endorsement (even if all requirements are satisfied prior to the start of the Fall semester). Ecclesiastical endorsements are due in March for the following academic year.

## ELIGIBILITY FOR ON-CAMPUS EMPLOYMENT

- US Citizens and Permanent Residents
  - Graduate students must be enrolled in at least 2 credit hours during the semester in which they are employed on campus (including all RA and TA positions).
  - Graduate students enrolled for the upcoming Fall semester may work during Spring and Summer terms without enrolling for courses; however, FICA taxes will be deducted from students' paychecks if they are not enrolled in at least 1 credit hour during Spring and Summer terms.
- International Students
  - International students must be enrolled in 9 credit hours each semester and 4.5 credit hours each term they are employed. A petition may be obtained for those students who have completed their coursework.
  - International students are exempt from paying FICA taxes.

## DEFERRING THE GRADUATE PROGRAM

- Students who wish to defer must have completed at least 2 credit hours during the semester in which he/she was admitted with acceptable grades.
- Students may only defer for the following reasons:
  - Medical
  - Military
  - Mission
- Students will be excused from minimum registration requirements.
- Students must still complete the degree program in the required amount of time as stated by the university (5 years for MS; 7 years for PhD).
- The following stipulations apply:
  - LDS mission: Guaranteed re-entry immediately after mission release. University Form 6 and a new ecclesiastical endorsement are required.
  - Other: To return to active status, a graduate student must complete University Form 6 (available online).
    - Student may re-enter on or before the indicated date with no additional fee or cost.
    - Student may continue with the same research project (if still available) and with the support of the same major advisor and committee (as long as those individuals are at the university and are willing).
  - Only one Application to Resume Graduate Study (University Form 6) can be approved for an individual during his/her program.
  - Those who do not abide by the above procedures will incur a \$600 fee to re-enroll.
  - No financial support is guaranteed for graduate students who wish to defer unless the department so specifies.

## STUDENT PROGRESS

### REQUIREMENTS AND DEADLINES

\*\*See all posted graduation deadlines for the semester in which you would like to graduate.

#### MS DEGREE:

1. Program of Study and Selection of Advisory Committee
  - End of 1<sup>st</sup> semester
2. Prospectus and Oral Presentation to Committee
  - End of 2<sup>nd</sup> semester
3. Oral Examination
  - End of 3<sup>rd</sup> semester (after coursework is completed)
4. Defense of Research
  - When research is 75-90% complete (usually beginning of 4<sup>th</sup> semester)
5. Application for Graduation
  - 1<sup>st</sup> month of 4<sup>th</sup> or final semester (see posted graduation deadlines)
6. Scheduling of Thesis Defense and Submission of Draft
  - At least 2 weeks prior to Thesis Defense

7. Thesis Defense
  - At least 2 weeks after submission of Scheduling Form and Draft
8. Online Thesis (ETD) Submitted to Graduate Studies
  - Within one week following thesis defense

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## PHD DEGREE:

1. Program of Study and Selection of Advisory Committee
  - End of 2<sup>nd</sup> semester
2. Prospectus and Oral Presentation to Committee
  - End of 3<sup>rd</sup> semester
3. Oral Examination
  - End of 4<sup>th</sup> semester (after coursework is completed)
4. Defense of Research
  - When research is 75-90% complete (usually beginning of 5<sup>th</sup> year)
5. Application for Graduation
  - 1<sup>st</sup> month of final semester (see posted graduation deadlines)
6. Scheduling of Dissertation Defense and Submission of Draft
  - At least 2 weeks prior to Dissertation Defense
7. Dissertation Defense
  - At least 2 weeks after submission of Scheduling Form and Draft
8. Online Dissertation (ETD) Submitted to Graduate Studies
  - Within one week following dissertation defense

## BIANNUAL EVALUATIONS

- Students will be evaluated by their committee advisor in January and May of each year. Both the advisor and the student must sign each evaluation.
- The evaluation is based on 1) coursework performance, 2) progress in research, writing, and completion of requirements by posted deadlines, 3) responsibilities related to TA or RA assignments, and 4) general attitude.
- Any student who receives below a 3.0 program GPA or is evaluated as either "Marginal" or "Unsatisfactory" will be notified.
  - Any student receiving a GPA of less than 3.0 in two consecutive semesters or 2 marginal ratings in succession will be terminated from the program.
  - An unsatisfactory rating warrants removal from the program.
- The following information is completed for each evaluation:

This student's progress is rated as:

\_\_\_Satisfactory

\_\_\_Marginal

\_\_\_Unsatisfactory

Rating due to:

\_\_\_Has not completed a requirement by the stated deadline:

\_\_\_\_\_ Establish a graduate committee and submit Program of Study form  
(by \_\_\_\_\_ the end of the 1<sup>st</sup> semester for MS or 2<sup>nd</sup> semester for PhD)

\_\_\_\_\_ Submit Prospectus (by the end of the 2<sup>nd</sup> semester for MS or 3<sup>rd</sup>  
semester \_\_\_\_\_ for PhD)

\_\_\_\_\_ Coursework Oral Exam (by the end of the 3<sup>rd</sup> semester for MS or 2<sup>nd</sup>  
year \_\_\_\_\_ for PhD)

\_\_\_\_\_ Defense of Research (when research is 75-90%)

\_\_\_Poor performance on Coursework Oral Exam

\_\_\_GPA below 3.0 or less than a C- in a course on their program of study

\_\_\_Seminar attendance requirement not met (2 semesters for MS or 4 semesters for  
PhD)

\_\_\_Previous evaluation action not met: \_\_\_\_\_

\_\_\_Performance on teaching evaluations:

\_\_\_Satisfactory \_\_\_Needs work \_\_\_Unsatisfactory

## GUIDELINES FOR PROGRESS

- Requirement checks will be made by the graduate secretary at the end of each semester (fall, winter and summer). At this time, delinquent warning memos will be sent to both the student and advisor. Each memo should be signed by the delinquent student and returned to the graduate secretary to acknowledge notification of possible consequences for missed deadlines.
- Any student who has missed a deadline will have one probationary semester to complete the requirement and become current on all posted requirements.
- Extensions of deadlines may only be obtained through permission by the committee advisor for legitimate need. If an extension is required, the Request for Extension of Program Requirement Deadline should be filled out, signed, and turned in to the graduate secretary.
- If a student has not completed the requirement within the probationary period, an additional memo will be sent to both the student and advisor stating that funding is suspended from the department. Suspension only applies to RA and TA assignments, not to tuition benefits if applicable.

- After 2 semesters of delinquent requirements, the student may be terminated based on evaluation by the graduate committee.

## PROGRAM REQUIREMENTS: EXPLANATION

### PROGRAM OF STUDY AND SELECTION OF ADVISORY COMMITTEE

#### PROGRAM OF STUDY

- Must be completed with the assistance of the Advisor.
- Must comply with above stated guidelines regarding credit hour requirements (30 total hours for MS students, 54 hours for PhD students).
- Must include the required number of semesters in and Bio 503 (required for MS), Bio 691R Graduate Seminar Course (2 for MS and 4 for PhD), Bio 699R Thesis (6 for MS) or Bio 799R Dissertation (18 for PhD).

#### SELECTION OF ADVISORY COMMITTEE

- All members of the Advisory committee must sign the Program of Study form (ADV 3).
- Return the form to the graduate secretary by the posted deadline (MS at the end of the first semester, PhD at the end of the second semester).
- Members of the advisory committee must be cleared with the major advisor and be contacted individually and invited to be on the committee.
- If a minor is declared, one committee member must be from the minor department.
- Those unaffiliated with BYU must be approved by a Petition for Exception and include:
  - Reason(s) for including a member from outside the university (e.g., what their specific qualifications are and what they bring to the committee that is unique)
  - Documentation for how the member will be funded for travel to BYU (they are REQUIRED to be physically present at either the final defense, oral exam, or prospectus).
  - A current CV of the external member. The CV will be evaluated by Graduate Studies against the college standards for awarding "Graduate Faculty Status."

#### MS PROGRAM: DUE BY THE END OF THE FIRST SEMESTER

- Minimum of 3 faculty members including the committee chair/advisor
- Minimum of 2 members must be from the department

#### PHD PROGRAM: DUE BY THE END OF THE SECOND SEMESTER

- Minimum of 5 faculty members including the committee chair/advisor
- Minimum of 3 members must be from the department
- Only one external member (unaffiliated with BYU) may be included on a committee unless there are 6 total committee members

## CHANGE OF PROGRAM OF STUDY OR ADVISORY COMMITTEE

### PROGRAM OF STUDY OR ADVISORY COMMITTEE MEMBER CHANGE

- All changes must be listed on the Program of Study Change form (ADV 3b) and signed by all committee members (only new members need to sign if change in committee has occurred).
- Submit the completed form to the graduate secretary for final approval.

### CHANGING COMMITTEE ADVISOR

- Each student accepted into the Department of Biology graduate program is expected to have spoken with a desired advisor about research interests, possible projects, office space, and funding for the student and project. As such, each item must be carefully evaluated to avoid a negative impact on both the student and advisor.
- Due to the impact that changing the advisor may have, the following steps must be followed:
  - Student must contact his/her current advisor and discuss in detail the original agreements and ramifications in changing advisors.
  - Both parties must reach an agreement regarding if and when such a change can be made so that the faculty advisor's needs and the student's progress are not adversely impacted.
  - If a change is necessary, the student and the current advisor should meet with the new advisor and discuss the details regarding the change.
  - A new agreement should be made with the new advisor regarding research, projects, office space, and funding.
  - Once all parties agree to such a change, a memo signed by all three parties is sent to the graduate secretary and all members of the advisory committee.
  - The request must be approved by the graduate coordinator before a change can be made.

## PROSPECTUS

- Prospectus of Research should be 4 to 6 pages of relatively loose research ideas.
- Should be completed at the end of the 2<sup>nd</sup> semester for MS students and 3<sup>rd</sup> semester for PhD.
- Prospectus must be submitted and presented to the advisory committee for feedback. Feedback should include help on narrowing the research interest, how to get started on the research project, and information on how to write an NSF grant proposal for the project.
- If the research emphasis changes in a major way after prospectus approval, a new prospectus should be presented and submitted.
- There is no formatting criteria, but the main sections should include:
  - **Title** (must contain good "retrieval" words)

- **Introduction** (includes justification and objectives)
- **Methods** (experimental design, description of study site, etc.)
- **Hypothesis**
- **Pertinent Literature** (must include sufficient references to assure advisory committee members that student is familiar with the proposed research area)
- **Anticipated Costs** (must include information which will alert the advisory committee members if any expensive equipment or supplies will be needed that are not already available and how such expenditures are to be met)
- Attach the Prospectus form, located at biology.byu.edu.
- Give one copy of the prospectus to each member of the committee for review.
- Prospectus should be presented to committee for feedback. Schedule the conference room with the graduate secretary for this presentation.
- Give one copy of the Prospectus with the completed signature form attached to the graduate secretary.

## COMPREHENSIVE ORAL EXAM

- Must be completed at the end of the 3<sup>rd</sup> semester for MS students and at the end of the 4<sup>th</sup> semester for PhD students.
- The Oral Exam should be scheduled through the graduate secretary for use of the conference room and tracking purposes.
- The forms needed include one cover sheet (Department Form 2a/2b) and an evaluation sheet for each committee member to be distributed before the examination begins. All members of the committee must sign their individual forms as well as the bottom of the cover sheet. All forms should be submitted to the graduate secretary after the oral exam is complete.
- The Oral Exam will provide an opportunity for the advisory committee to probe in greater depth any issues they deem relevant to the student's research project. This may include coverage of previous coursework, although this will normally be a minor part of the examination.
- Examiners should evaluate the student on total performance and not merely on those questions that he/she asks.
- There are 3 possible grade options for the Oral Exam:
  - **Pass without Qualifications:** The student receives a 5 (outstanding) or 4 (adequate) to pass the exam without qualifications. No further work is required by the student unless defined by the committee.
  - **Pass with Qualifications:** The student receives a 3 (retake portion) and all qualifications will be listed for the student to review and complete. The student must reschedule the exam in order to retake that portion of the exam. Rescheduling should be done with the graduate secretary. If the exam must be redone, the student must submit a second Department Form 2a/2b.
  - **Fail:** If the student receives a 2 (marginal) or 1 (poor) grade, the decision of what to do ultimately lies with the committee. There are 2 options: 1. Terminate the student and 2. Reconvene at a later date (typically one semester or year later) to retake the exam.

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## MS PROGRAM:

- Committee members will examine students on basic biological principles and concepts related to the focal area of study as well as any material indicated on the Program of Study. Coursework is a larger part of the MS Oral Exam than for PhD students.
- To prepare, students must meet first with his/her major advisor as well as each committee member for guidance on format and scope.

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## PHD PROGRAM:

- Prior to scheduling the Comprehensive Oral Exam, each student should set aside 4-6 weeks to complete the first draft of the following documents:
  - **Grant Proposal:** This should be a complete research proposal prepared according to a pre-specified format (e.g., the NSF Dissertation Improvement Program guidelines). A budget and justification for all expenses should be included.
  - **Literature Review:** This should be a thorough review of literature of the major theme(s) of the dissertation research. This will give the student flexibility to more fully develop ideas and to consider alternative or controversial points-of-view. The assignment permits the student to demonstrate an in-depth mastery and synthesis of the relevant literature including formats and page limits. If done well, this document may also be submitted to a journal or used as a chapter in the final dissertation.
- The major advisor should read both documents and return edited copies to the student for revision. After revision, both documents should be sent to all members of the advisory committee. A final revision will be completed after suggestions are made by the committee. Scheduling the Oral Exam should be done at this point with the graduate secretary.
- Any weaknesses in project design or protocol may result in the committee's recommendation for further revisions and the issues may be revisited at the committee's discretion.

## DEFENSE OF RESEARCH

- Research should be defended when it is 75-90% complete.
- It must be scheduled through the graduate secretary.
- The presentation to the advisory committee should consist of the research progress for approval of approach, work completed, and proposed work to still be finished.
- Submit completed form (Department Form 3) to the graduate secretary.

## FINAL THESIS/DISSERTATION DEFENSE

- Scheduling of the defense (University Form 8c) must be completed at least 2 weeks prior to defense. The form should be signed by each committee member. Schedule the defense in a conference room with the graduate secretary. A picture to include on the advertising flyer should also be emailed to the graduate secretary when the scheduling form is submitted.

- Thesis/Dissertation draft should be emailed to the graduate secretary upon submission of the Scheduling form. This draft is sent to the college dean for approval.
- Must be presented to the advisory committee in a public meeting—although the defense is open to the public, only members of the advisory committee may vote on the student's performance.
- University Forms 9 (individual committee member reports) and 10 (report of committee action) should be submitted to the graduate secretary immediately following the defense.
- There are 4 grading options for the final defense:
  - **Pass:** All members of the committee find the thesis/dissertation ready to publish.
  - **Pass with Qualifications:** The committee requires minor revisions to the written work. All qualifications should be listed on Form 10. Once the student has completed all qualifications, the advisor should sign off on the same form stating that it is complete.
  - **Recess:** If two or more committee members vote to recess, the examination is recessed. The candidate will reschedule a second and final examination no sooner than one month later. It must be again formally scheduled through the graduate secretary and the university using Form 8c.
  - **Fail:** If two or more committee members vote to fail, the examination is failed. The student is terminated.
- See Thesis/Defense Procedures below for more information on formatting and submitting the work.

## GRADUATION

- Graduation applications must be submitted online prior to submission of the Scheduling Form (University Form 8c).
- All graduation applications are submitted online:
  - Go to Route Y—Graduation
  - Email the Graduate Secretary upon submission for approval; include your intent to walk in the graduation ceremonies.
- A current ecclesiastical endorsement must be on file with the honor code office for the semester in which you intend to graduate.
- You must enroll for 2 credit hours during the final semester prior to graduation.

# THESIS/DISSERTATION PROCEDURES

## THESIS/DISSERTATION FORMAT

- Margins: 1 inch margins on all sides
- Font: Should be black, a standard size (12 pt for text, including titles and headings, and 10-11 pt for tables and figures). Use Times New Roman. The body should be double-spaced.
- Page numbers: Preliminary pages should be counted and numbered in lower-case Roman numerals. The body of the work should be numbered with Arabic numbers beginning with 1. All pages are to be number consecutively in the body and the appendix (do not use letters: 1a, 1b, etc.). See ADV Form 11, "Checklist for Preparing ," for more information. The college requires that all theses and dissertations have all pages numbered consecutively, even if selections from published journal articles are used.
- The standard university format for the title page, abstract, and acknowledgement pages should be followed. Templates are found on ADV Forms 11a, 11b, and 11d.
- If you would like, you can submit your final formatted paper to the graduate secretary prior to online submission for editing and approval.

## THESIS/DISSERTATION OPTIONS

- A thesis/dissertation may be fulfilled by completing one of the following options:
  - Writing a regular research thesis/dissertation paper using formatting guidelines found above.
  - Submitting a published journal article(s) in lieu of a regular research paper.
    - A minimum of 1 published article is required for MS students and 3 published articles are required for PhD students.
    - In cases of co-authorship of published journal articles, the student's name must appear as senior author on at least one major paper for either MS or PhD students
    - The published work must be considered a "full-length" journal article rather than a communication, preliminary note, abstract, or letter to the editor.
    - The journal selected must be one in which major works of the respective field are regularly published.
    - The journal article must be peer-reviewed.
    - The work and length of time necessary to complete the study for publication should not be less than what is ordinarily expected for completing a regular thesis/dissertation in the same conditions.
  - Any combination of the above options that is acceptable to the advisory committee chair and members, as well as the department chair.

## REVIEW AND APPROVAL PROCEDURES

- Student should submit an electronic copy for his/her thesis/dissertation for approval from the dean no later than 2 weeks prior to the scheduled defense. This should be turned in with the scheduling form.
- Students will complete a final presentation of his/her thesis/dissertation to the advisory committee—all committee members must be PHYSICALLY present at this meeting!
- The public is invited to view the oral presentation of the thesis/dissertation.
- After the presentation, all participants are invited to exit while the committee proceeds to test the presenter in an oral exam on the research material. The final discussion and voting will follow and will be done only by the advisory committee.
- There are four possible grade options and procedures for the defense:
  - Pass: All members of the advisory committee find the thesis or dissertation of publishable quality. The student will then obtain all signatures from the committee on Graduate Studies form 8d (Submission of Thesis/Dissertation to the Library) as well as the dean. Submit all committee forms (Forms 9 and 10) to the Graduate Secretary upon completion.
  - Pass with Qualifications: The committee requires minor revisions of the written work. Qualifications are written on the bottom of committee summary Form 10. Form 8d may be signed at this time or the committee may wish to wait until all qualifications are met. The advisor should wait to sign the form until the student is ready to submit their thesis/dissertation online to Graduate Studies. Once all qualifications have been met, the advisor must then sign the bottom of Report of Committee Action Form 10. The student should obtain the remaining signatures on Form 8d prior to electronic submission.
  - Recess: If two or more committee members vote to recess, the examination is adjourned and planned for a future date. The student must reschedule a second (and final) defense no sooner than one month after the first. The same scheduling procedure must be followed, formally scheduling the second defense with the graduate secretary using Form 8c.
  - Fail: If two or more committee members vote to fail the student, the defense will be marked as “failed.” When this occurs, the student will be terminated from the program and cannot reschedule a second defense.

## PREPARATION FOR BINDING

- No copies will be printed by the student for binding by the library. All thesis/dissertations will be submitted electronically.
- After all content has been approved by the advisory committee, the student should ensure that formatting is uniform throughout the paper, include the introductory pages (title, abstract, etc.), and convert the document into a pdf using Adobe Acrobat Professional (found on all campus computers). Add bookmarks for all pages, headings, and subheadings, and save—be sure to chose the option “open bookmarks upon opening document.”
- Upload the pdf document into the ETD website (etd.byu.edu) and submit for approval.
  - Both the graduate secretary and the college will approve the work—continue to check your email throughout the day to see if changes are needed.

- After the department and college have approved the document, your ETD status will display "Grad Office Review."

## FORMS AND FEES REQUIRED

### MS STUDENTS:

- Print a copy of the title page only.
- Deliver Form 8d to the Graduate Studies Office in 105 FPH.

### PHD STUDENTS:

- Print a copy of the title page only.
- Go to <http://www.etsadmin.com/byu> for Proquest/UMI Dissertation Publishing, upload your approved pdf document, pay the fee, and print the confirmation email.
- Bring Form 8d, title page, and the confirmation email to the Graduate Studies Office in 105 FPH.

# FINANCIAL ASSISTANCE

## DEPARTMENTAL FUNDING GUIDELINES

Graduate students accepted to a program in the Department of Biology are awarded certain financial assistance benefits as outlined below and in individual acceptance letters. The following guidelines may be altered each year and do not guarantee future awards. In addition to a tuition award, students are also given Research or Teaching Assistant positions in the department according to the schedule below. These positions are not considered “no strings attached” stipends, awards, or guaranteed benefits; they are for the student to work in a lab or to assist a professor in a class. Students are expected to earn the money received during employment by putting in the appropriate hours.

All financial assistance benefits are contingent on satisfactory progress as evaluated by the committee advisor in the bi-annual evaluations.

## TUITION BENEFITS

### MS STUDENTS:

- Master’s students are awarded a tuition scholarship for up to \$1000 for 2 of the 3 semesters, for a maximum of 2 years. Generally this scholarship is awarded for fall and winter tuition. If a student is charged less than \$1000 in tuition based on the number of credits he/she is enrolled in, the award will only be up to the amount due.

### PHD STUDENTS:

- Doctoral students are awarded a full tuition scholarship for all semesters, up to a maximum of 5 years. The amount awarded will be based on the number of credit hours the student is enrolled in. Students on an external fellowship grant will only be awarded a tuition scholarship once they no longer receive external support.

## INSURANCE AWARDS

### MS STUDENTS:

- Master’s students do not receive assistance with insurance coverage. Please see the university health center for more information on coverage options and pricing.

### PHD STUDENTS:

- Doctoral students will receive an Insurance Award Scholarship each semester he/she is enrolled for a maximum of 5 years.

- This scholarship will be given as a cash award in the student's financial account fall and winter semesters. They will receive a half scholarship for fall and a full scholarship for winter.
- The amount of the award is based on one half of the current rate for on-campus health coverage. Single students will receive half of the single rate and married students will receive half of the married student rate.
- This scholarship may be used for on or off campus insurance.
- **\*\*Note: you must be enrolled in at least 1 credit hour in order to receive the Insurance Scholarship\*\***
- Students are not automatically enrolled in the BYU Health Plan unless they are registered for 9 or more credits.

## TEACHING OR RESEARCH ASSISTANTSHIP POSITIONS

### MS STUDENTS:

- You are guaranteed 4 semesters of TA/RA positions. 3 semesters must be Teaching Assistantships and 1 can be Research Assistantships. When you will do either a TA or RA will be determined by your committee. Exceptions for the 4 semesters can be made under extenuating circumstances.

### PHD STUDENTS:

- 7 semesters must be Teaching Assistantships and the rest can be Research Assistantships (usually 8 semesters). When you will do either a TA or RA will be determined by your committee. Students will not receive an additional stipend if they teach a course instead of TA for a course as the department views this as an opportunity for teaching experience. Please contact the graduate secretary for more details.

## TRAVEL FUNDS

- Graduate students are awarded up to \$800 per academic year for travel. This money should be used to present posters at various conferences or travel for research. The money is only available for those presenting or researching.
- The money can only be applied to expenses involving travel to/from the area (bus, car, or air fare), hotel lodgings, and conference fees. No department funds will be used for food or other miscellaneous charges.
- Students are expected to be productive in their research. This money is not guaranteed to any student. It is available and must be applied for. Please see the graduate secretary for an application.

### PROCEDURE:

- Students must submit a Travel Application form to the graduate secretary, which is available online at [biology.byu.edu](http://biology.byu.edu), in 401 WIDB, or from the graduate secretary. The student, graduate advisor, and the graduate secretary must sign this form.

- A travel application should be submitted to the graduate secretary at least 10 days prior to the trip
- To receive reimbursement after the trip, the student must submit all receipts to the graduate secretary with a Travel Reimbursement form.
- No cash advances will be granted. If a student cannot use personal funds, a faculty travel or purchasing card may be used. This card should be obtained from the committee advisor.

## SCHOLARSHIP AWARDS

- There are a variety of scholarships that are available both on and off campus. The Department of Biology encourages its graduate students to seek additional funding as needed to continue satisfactory progress in the program.
- On campus scholarships may include but are not limited to the following:
  - Department Scholarships: Applications can be found at [lifesciencesscholarships.byu.edu](http://lifesciencesscholarships.byu.edu) and are awarded once per year. Applications are due March 1 of each year.

College Scholarships: Applications can be found at [lifesciencesscholarships.byu.edu](http://lifesciencesscholarships.byu.edu) and are awarded once per year. College applications are the same as the department applications (only one submission is needed) and are due March 1 of each year.

Graduate Studies Scholarships/Fellowship Awards: Applications for awards are due at different times of the year. Visit their website for more information:

<http://graduatestudies.byu.edu/fellowships>

## EXTERNAL FUNDING GUIDELINES

Graduate students will be given a funding outline at the beginning of each academic year. In the funding outline, it will show the expenses of a graduate student at BYU. It will outline what portion of the expenses that the department will cover and what portion the student/external funding will cover. External funding is any funding outside of the department regular funding. This could be a department or college scholarship, the Graduate Research Fellowship, Fulbright Scholars, the HIDRA award, or any other type. External funding that goes through the university will be reported on this outline. Any external funding given to students directly (i.e. travel reward from conferences) will not be reported. This outline is considered a contract between the student and the department to identify where their funding is coming from.

The department will treat external funding as above and beyond what a regular student would receive (MS-- \$1000 scholarship (F/W, F/W) & Stipend; PhD—Tuition paid in full, half insurance scholarship & Stipend). Students can choose to use external money to "buy-out" TA positions, allowing the student to focus on research. With this option, the student is not required to work as a TA, but will have to pay themselves wages from the grant money. If the student chooses this option, a contract must be signed with the graduate secretary to be put in the student's file. In this option, the external money will be divided by the three terms (Fall, Winter, Spring/Summer) and if it does not cover the full wage amount appropriate for the student, the department will match funds up to

the appropriate wage. If all required TA positions have been completed, the student will receive a department funded RA on top of the external funding.

If external funding specifies that tuition and insurance be covered, the department will not consider that above and beyond. The department will not pay for tuition and insurance while the external funding source is doing so.

# OFFICE ALLOCATIONS

## OFFICE SPACE

Currently the following rooms are allocated for Graduate Student use. These rooms often change and do not represent a binding list. Please be aware that you may be asked to move for new faculty, post-docs, etc. We will assign you space; we do our best to listen to requests for space but we are limited. There may also be available desk/office space available in advisor's labs. Please check with the professor with whom you work for possible accommodations.

### 1<sup>ST</sup> FLOOR SPACE:

- 163 WIDB—Office with space for 2 PhD students (may be asked to move for faculty or post-docs)
- 177 WIDB—Office with space for 2 PhD students (may be asked to move for faculty or post-docs)
- 179 WIDB—Office with space for 2 PhD students (may be asked to move for faculty or post-docs)
- 186 WIDB—General Graduate Student room. Room includes a copy machine, microwave, and student mailboxes that should be checked periodically. There is desk space, a chair, and Internet access for 11 students. If you would like a key for a cabinet, please let the graduate secretary know.

### 6<sup>TH</sup> FLOOR SPACE:

- 601 WIDB—Desk space available for 8 students.
- 645 WIDB—Desk space available for 6 students.
- 646 WIDB—Desk space available for 6 students.

# COURSES OFFERED

## CURRENT BIOLOGY GRADUATE COURSES

Course Title	Credit Hours*	Semester Taught (Prof)
Bio 503 Research Orientation	1.0	F
Bio 510 Biological Systematics and Curation	3.0	even F
Bio 511 Lichenology	3.0	on demand (St. Clair)
Bio 512 Angiosperm Phylogeny	3.0	on demand
Bio 525 Animal Disease, Biosecurity, and Zoonoses	3.0	W
Bio 541 Aquatic Entomology	4.0	even F
Bio 550 Physiological and Chemical Ecology	3.0	on demand
Bio 555 Evolutionary and Ecological Modeling	2.0	even W
Bio 556 Limnology	3.0	on demand (Shiozawa)
Bio 557 Stream and Wetland Ecology	4.0	odd F
Bio 559R Advanced Topics in Ecology and Evolution		on demand
Bio 560 Population Genetics	4.0	odd F
Bio 580 Scanning Electron Microscopy	3.0	on demand
Bio 581 Transmission Electron Microscopy	3.0	on demand
Bio 589R Advanced Science In-Service		Summer
Bio 640 Phylogenetic Systematics	4.0	odd F
Bio 641 Molecular Evolution	4.0	even F
Bio 652 Evolutionary Ecology	3.0	even W
Bio 653 Community Ecology	2.0	even F
Bio 661 Molecular Biology of the Cell	3.0	F
Bio 662 Genomics, Molecular Evolution, and Developmental Biology	3.0	W

Bio 675	Pedagogy and Epistemology for Science Ed 3.0		on demand (Jensen)
Bio 679R	Advanced Topics in Science Education	3.0	F
Bio 681R	Electron Microscopy Laboratory		on demand
Bio 691R	Graduate Seminar	0.5	FW
Bio 694R	Special Problems in Biology		on demand (Advisor)
Bio 695R	Practicum in Biology Teaching		W
Bio 699R	Master's Thesis		on demand (Advisor)
Bio 799R	Doctoral Dissertation		on demand (Advisor)

\*Courses that have no credit hours listed are course that vary in the amount of credits you can take each semester.

# GRADUATE FORMS

## DEPARTMENT FORMS

Form	Name	Purpose
D.1	Approval of Prospectus	Obtain signatures to verify committee's approval of proposed research project.
D.2a/2b form member	MS/PhD Oral Exam	Obtain signatures of committee members on main to confirm Pass/Fail grade. Each committee must complete the evaluation form.
D.3	Defense of Research of	Obtain signatures of committee to validate adequacy project for degree.
D.4a & 4b	MS/PhD Graduate Checklist Projected	Student receives checklist as a progress report. dates and completion dates should be similar.

## UNIVERSITY FORMS

Form	Name	Purpose
ADV 1	Request for Interdisciplinary different Graduate Study	Allows students to have a committee chair in a department (non-biology faculty).
ADV 3	Program of Study	Outlines courses to be taken by student, committee members, and any transfer credits from MS to apply to PhD.

ADV 3b committee	Program of Study Change	Allows student to change courses or members.
ADV 5 of	Leave of Absence	Allows the student to leave the program for a period time.
ADV 6	Request for No Cost/Credit Religion Course	Allows the student to enroll in a religion course without incurring extra tuition costs.
ADV 8	Graduation Deadlines	Lists graduation deadlines for upcoming terms.
ADV 8c	Scheduling of Final Oral Exam	Used to schedule thesis or dissertation defense.
ADV 8d student	Approval of Final Dissertation/Thesis	After defense and thesis is approved, the committee and release agreement.
ADV 8e public.	Request to Secure Dissertation/Thesis	Used to limit access of dissertation/thesis from Usually used for works involving a patent.
ADV 8f	Copyright Information pertaining to Dissertations, Theses, and Selected Projects	Information about copyright registration.
ADV 11	Minimum Standards for Submitting	Outlines the format required by the university.

## Dissertations/Theses

ADV 11a requirements.	Sample Preliminary Pages	Demonstrates the university format
ADV 11b Replaces	Thesis Writeable Preliminary Pages	Used by MS students as the preliminary pages. student information in highlighted areas.
ADV 11d Replaces	Dissertation Writeable Preliminary Pages	Used by PhD students as the preliminary pages. student information in highlighted areas.
ADV 12a	Student Thesis Submission Checklist	Helps students track progress in submission process.
ADV 12b	Student Dissertation Submission Checklist	Helps students track progress in submission process.
ADV 13	Submission to the UMI Website	Instructions for PhD students on submitting dissertation to UMI website.
ADV 14	Survey of Earned Doctorates	Directions for completing the Survey of Earned Doctorates (SED) for PhD students.
GS 1	Guide for Applying to Graduate Studies	Printed document to assist in applying.
GS 2	Application for Graduate Study Checklist	Helps students track progress in application process.

GS 4	Graduate Application Deadlines	Application deadlines for programs at BYU
GS 6 & 6a minimum	Application to Resume Graduate Study	Used by students who do not meet the registration requirement.
OGS 2	Petition for Exception	Department requesting an exception on behalf of the student. Most commonly used for external committee members.

## MS DEGREE CHECKLIST

Event	Deadline	Form*	Projected Date	Completion Date
Program of Study	End of 1st semester	U.3	_____	_____
Prospectus	End of 2nd semester	D.1	_____	_____
Oral Exam	End of 3rd semester	D.2a	_____	_____
Defense of Research	When research is 75-90% complete	D.3	_____	_____

Application for Graduation	During 1st month of final semester	Online	_____	_____
Scheduling of Defense	At least 2 weeks before defense	U.8c	_____	_____
Thesis Defense	At least 2 weeks following scheduling of thesis	U.9 & U.10	_____	_____
ETD Submission	Within one week following defense	U.8d	_____	_____

Form\*:

U = University Form: located at <http://graduatestudies.byu.edu/advisement-forms-adv>

D = Department Form: located on the Graduate Student board in the hallway across from 403 WIDB

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**NOTE: Plan to finish each step before the absolute deadline. Do not plan to hold any committee**

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**meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during spring or summer terms, you are responsible for making sure that your committee members are available to attend.

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## PHD DEGREE CHECKLIST

Event	Deadline	Form*	Projected Date	Completion Date
Program of Study	End of 2nd semester	U.3	_____	_____
Prospectus	End of 3rd semester	D.1	_____	_____
Oral Exam & NSF Grant Proposal	End of 4th semester	D.2b	_____	_____
Defense of Research	When research is 75-90% complete	D.3	_____	_____
Application for Graduation	During 1st month of final semester	Online	_____	_____
Scheduling of Defense	At least 2 weeks before defense	U.8c	_____	_____
Dissertation Defense	At least 2 weeks following scheduling of dissertation	U.9 & U.10	_____	_____

ETD Submission	Within one week following defense	U.8d	_____	_____
UMI Submission	Within one week following ETD submission	U.13	_____	_____
Doctoral Survey	Within one week following ETD submission	U.14	_____	_____

Form\*:

U = University Form: located at <http://graduatestudies.byu.edu/advisement-forms-adv>

D = Department Form: located on the Graduate Student board in the hallway across from 403 WIDB

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NOTE: Plan to finish each step before the absolute deadline. **Do not plan to hold any committee meeting or any examination at any time when school is not in session.** If you wish to schedule an examination during spring or summer terms, you are responsible for making sure that your committee members are available to attend.

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