

## REQUIREMENTS FOR GRADUATE STUDENTS IN THE DEPARTMENT OF BIOLOGY

(These requirements are based on a document originally adopted by the Faculty of the Department of Biology on October 1, 1979, and amended at various times. This version was approved by the faculty on 4/27/2011.

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### A. GENERAL INFORMATION

1. All requirements set out in this document are intended to be in complete compliance with University and Graduate School regulations concerning graduate studies at the University of Utah (see the University of Utah Policy and Procedures manual, Faculty Regulations, Section 9.9, and the Graduate School Bulletin).

2. The Graduate Committee. All aspects of graduate education in the Department of Biology are overseen by the Graduate Committee, the Chair of which is the Director of Graduate Studies. In accordance with Faculty Regulations, the Director of Graduate studies is appointed by the Department Chair in consultation with the Dean of the Graduate School. The Graduate Committee comprises two subcommittees, the Graduate Admissions Committee, and the Graduate Program Committee. Two graduate students (one representing the ecological, evolutionary and organismal biology (EEOB) graduate track, and one representing molecular, cellular and evolutionary biology (MCEB) graduate track), selected by the graduate student body, are invited to serve as voting members of the Graduate Admissions Committee. Two graduate students (one representing EEOB and one representing MCEB), selected by the graduate student body, are invited to serve as voting members of the Graduate Program Committee. The primary responsibility of the Graduate Admissions Committee is the recruitment and admission of students into the Biology Graduate Program. The Graduate Program Committee oversees all phases of the student progress once the student is admitted to the Graduate Program. This includes course and teaching assistant requirements, graduate student teaching assignments and review of the progress of all graduate students. One member of the Graduate Program Committee has the primary responsibility of assigning Teaching Assistants to specific courses. Members of either the Graduate Admissions Committee or the Graduate Program Committee who have a conflict of interest regarding any subject matter brought before the respective committee, as determined by the respective committee chairperson, must be excused from voting on any action taken on that matter. Appeal of any action made by the Graduate Admissions Committee should first be directed to the Director of Graduate Studies, and any appeal of actions endorsed by the Director of Graduate Studies or made by the Graduate Program Committee should be directed to the Department Chair.

3. Financial Support. Provided that a student's progress and performance are considered satisfactory by both his/her Supervisory Committee and the Graduate Program Committee, the Department will make every possible effort to provide financial support for a period of 2 calendar years for those M.S. students who are offered support at the time of admission, or 5 calendar years for Ph.D. students. The Graduate Program Committee may recommend to the Department Chair that additional periods of support be provided, but only after receiving a written request from the student and from his/her thesis advisor. Normally, a request for additional financial support must be received by the end of Spring Semester for support during the following academic year.

Normally, all graduate students, irrespective of the source of their departmental stipend support, will receive the same amount of basic stipend support. The amount of this basic stipend support will be determined before the beginning of each Academic Year by the Department Chair in consultation with the faculty (see **Appendix #1** for policy and details of present levels of support). In addition, a stipend supplement may be available to graduate students. The source of this stipend supplement will be either additional regular teaching assignments or external research funds. The amount of the basic stipend support and of the stipend supplement will be determined by the Department Chair in consultation with the faculty. It is emphasized that

admission to the graduate program, and initial and continued financial support are dependent upon evidence of satisfactory academic achievement and progress (that is, as evidenced by annual reports filed with the Graduate Program Committee).

4. Tuition. Tuition awards are provided by the University for all graduate students who receive a stipend directly from University funds, or from funds administered through the University. These tuition awards are normally made to Ph.D. students each year for up to five years (or up to four years if the student already holds a Master of Science degree, and to M.S. students each year for up to two years. Students who take longer than these limited times to complete their respective degree, may apply to the Biology Department or to their Ph.D. or M.S. Supervisor for funds to cover tuition. Such applications to the Biology Department must be made in writing to the Director of Graduate Studies, clearly stating the reason for the requested extension of tuition support, and be endorsed by the thesis advisor. In all cases the department chairperson will make the final decision regarding the granting of tuition awards beyond the time limit funded by the University, and these tuition awards will in any event be subject to the availability of funds. Normally, a request for additional tuition support must be received by the end of Spring Semester, for support during the following academic year.

5. Other Employment. It is expected that students will not engage in other employment during the time they are studying for a graduate degree and are receiving at least the basic stipend as a teaching assistant, research assistant, or any other award made in order to enable them to pursue graduate studies. If other employment is undertaken and, in the opinion of either the student's Supervisory Committee or the Graduate Program Committee, such activity is interfering with the student's progress in his/her graduate studies, all Department support will be withdrawn.

6. Teaching Responsibilities. All Ph.D. students in the Biology Graduate Program are required to gain teaching experience as part of their graduate education. Although M.S. graduate students may be supported by teaching assistantships, they are not required to gain teaching experience as a part of their education. Teaching assignments for the year are arranged by a specific member of the Graduate Program Committee, usually in the Summer Semester. Specific teaching requirements and regulations pertaining to Ph.D. candidates are given below.

7. Foreign Language Requirement. The Supervisory Committee will determine whether or not any foreign language proficiency shall be required by the candidate.

## B. THE PH.D. PROGRAM

It is clear from University regulations (Policy and Procedures Manual, Chapter 1X, Section 9) that an absolute requirement for a Ph.D. to be awarded in Biology is that the candidate must submit a dissertation embodying the results of scientific research which gives evidence of originality and ability in independent investigation and is a contribution to knowledge.

1. General Requirements. As prescribed by Faculty Regulations, a Ph.D. candidate will normally spend at least three calendar years in graduate work, although more time may be taken. (For this and all other purposes, time spent as a student in the Molecular Biology Program, Biological Chemistry Program or Neuroscience Program at the University of Utah will be considered as part of the total time in the Biology Ph.D. Program). The Ph.D. degree normally must be completed within a period of six consecutive calendar years. However, this period may be extended upon request of the thesis advisor, and approval of the Supervisory Committee, the Graduate Program Committee, the Director of Graduate Studies, and the Dean of the Graduate School. Students are expected to devote all working time and energy throughout the year to their studies. A Ph.D. candidate must register for a minimum total of 14 credit hours of thesis research.

2. Teaching Responsibilities. During the first three years in the Graduate Program all Ph.D. students will be required to complete a total of 1 semester (20 hrs. per week) of teaching. Students entering after a year in the Molecular Biology Graduate Program must complete the teaching requirement during the following two years (i.e., their first two years in the Biology Department). All teaching assignments will be worked out between the individual graduate

student and the member of the Graduate Program Committee who carries that responsibility. Graduate students are strongly encouraged to teach more than one semester, particularly if they are planning academic careers, and the student's Ph.D. Supervisory Committee may require additional teaching experience. But, under no circumstances may a student teach less than 1 semester.

### 3. Financial Support.

a. Teaching Assistantships. Students normally are appointed as Biology Teaching Assistants for at least one of the first three years in the Ph.D. program. Annual re-appointment depends on satisfactory academic progress. Students are strongly urged to seek alternative sources of support (see below) by the end of their third year, but the Department will make every effort to continue offering teaching assistantships through the fifth year if no other support is obtained, again assuming satisfactory progress. Teaching assistantships are not normally provided beyond the fifth year, but students may petition the Graduate Program Committee for an exception to this policy. Policy concerning the financial support of graduate students is set out in Appendix #1 to this document.

b. Research Assistantships. Faculty are urged to seek funds that can be used to support students conducting research under their supervision and a student can apply at any time for support from his/her supervisor. Students receiving a stipend as a teaching assistant may receive further support as a research assistant, or full support up to the maximum level permitted may be provided by a research assistantship. However, normally, no combination of support from these sources can exceed the maximum as defined in Appendix #1, except as noted above.

c. Traineeships and Fellowships. Students are strongly encouraged to apply for support from one of the training programs in which the Biology Department participates or from any agency or foundation that offers fellowships for graduate study. Policy regarding graduate student support from sources outside the Biology Department is set out in Sections 4 and 5 of Appendix #1.

4. First Year Studies. In the first year, Ph.D. students who enter directly into the Biology Department Graduate Program should remedy deficiencies through course work, take graduate course offerings in their areas of interest, and make an informed choice of thesis research advisor through laboratory rotations or interviews with selected faculty. First year students who are undecided will be assigned a Temporary Faculty Advisor, who through discussions with the student, will help work out the student's first year program of study. This program will include one teaching assignment, laboratory rotations and course work.

a. Course work. Students who enter the Biology Department Graduate Program directly are required to take a minimum of 4 one-semester graduate level courses, or the equivalent. These may be a combination of seminar and lecture-style courses. Those students who enter through one of the interdepartmental programs with first-year curricula are required to take additional courses or seminars equivalent to one and one-half semesters. It is the responsibility of the thesis advisor and the Supervisory Committee to ensure that the student receive adequate experience in oral presentations and critical thinking, as well as the background knowledge necessary for the thesis research and a scientific career.

b. Laboratory Rotations. Students who have not selected a faculty advisor during the admission process may elect to rotate through two to four different laboratories during the first year. Planned rotations need to be confirmed and approved by the Graduate Admissions Committee and the faculty involved before the student is accepted into the program. Once the student enters the program, the schedule of laboratory rotations may be modified as necessary in consultation with the student's Temporary Faculty Advisor, members of the Graduate Admissions Committee and the faculty involved in the rotations.

5. Selection of Research Advisor. It is the student's responsibility to find a faculty member willing to serve as the director of her/his thesis work. It is strongly urged that these

arrangements should be completed by the end of the first calendar year of graduate work. Members of the Graduate Admissions Committee or the student's Temporary Faculty Advisor will continue to counsel each student until he/she has found a thesis advisor.

6. Supervisory Committee. Within a period not to exceed six months from the time the thesis advisor is chosen, the student and thesis advisor should select a thesis Supervisory Committee that must comprise 4 faculty members in addition to the thesis advisor who will normally act as chairperson of the Supervisory Committee. The Supervisory Committee should include faculty who provide expertise not only in the area of proposed research but in more peripheral areas as well. According to Graduate School regulations, one Supervisory Committee member must be from outside the Biology Department. Where appropriate, and in compliance with Faculty Regulations, two (but not more) of the Supervisory Committee members may be from outside the Biology Department. A form entitled, "**Request for Supervisory Committee**" available in the Biology Graduate Program Office, should be completed and filed with the Biology Department Graduate office at this time. The Supervisory Committee must be approved by the Director of Graduate Studies (Note: Replacement of any Supervisory Committee member for any reason, at any time, must be approved by the Director of Graduate Studies.) After the committee has been approved by the Department, the information will be submitted electronically to the Graduate School for formal approval. **All decisions concerning program requirements, examinations and the dissertation are made by majority vote of the Supervisory Committee.** From the time it is formed until the thesis is completed, the Supervisory Committee will meet with the student at least once a year. To ensure that such meetings take place, and to allow the Graduate Program Committee to keep informed of each student's progress, the Chairperson of each Supervisory Committee is charged with the responsibility of filing a "**Report of Progress**" and an outline of study for each student with the Graduate Program Committee, preferably each Spring semester, but in any event at no more than 12 month intervals. This report must include the results of a vote of all Supervisory Committee members on whether or not the student's progress is satisfactory. Continued support of the student by the Biology Department will depend on this report meeting the satisfaction of the Graduate Program Committee. Failure to file a report by the end of Spring Semester of any particular year (or more than 12 months following the previous report) will be taken as an indication that the Supervisory Committee considers the student's performance unsatisfactory, and any Biology Department support may be terminated.

7. Program of Study. At its first meeting, the Supervisory Committee will review the student's progress and may suggest further course work. The course work recommended by the Supervisory Committee to remedy deficiencies should also be considered at this time as well as elective courses. All formal course work must be completed by the end of the third year of graduate study. The student's program of study will be submitted electronically to the Graduate School at the beginning of the last year of graduate study. After submission, the Graduate School will require the program of study to be approved electronically by the members of the student's supervisory committee and by the Director of Graduate Studies.

8. Qualifying Examination. At its first meeting or no later than 6 months after it is formed, the Supervisory Committee will set an exact format for the **Qualifying Examination**. A copy of the minutes of this meeting and the exact format of the qualifying examination shall be lodged with the Graduate Program Committee in advance of the examination. This examination should be completed within an 18 month period from the time a student selects his/her thesis advisor, or by the end of the student's fourth semester, whichever comes first.

A notice that a qualifying examination will take place must be lodged with the Director of Graduate Studies no less than 7 days prior to the date of the examination. The results of a qualifying examination must be reported in writing by the Chairperson of the Qualifying Exam Committee (see below) to the Biology Department Graduate Office no more than 3 days following the date of the examination. The report must indicate either "pass," "fail," or "pass with reservation." In the case of "pass with reservation," the reservation must be explained and the date must be set by which time the candidate must satisfy his/her Qualifying Exam Committee that he/she has removed all deficiencies. Failure to do this will be recorded as a fail.

In accordance with the Faculty Regulations and Graduate School, **the Qualifying Examination or any part of the Qualifying Examination may be repeated only once.**

The Biology Department Graduate Office will notify the Graduate School electronically when the qualifying examination has been completed successfully.

According to Graduate School policy, qualifying examinations must consist of written and oral components, but the exact format of the exam is different for the two graduate tracks in the Biology Department (EEOB and MCEB). The student and his/her Supervisory Committee must inform the Graduate Program Committee which of the two exam formats the student plans to follow.

a. EEOB Format. The Qualifying Exam Committee will consist of the Supervisory Committee with the exception of the thesis supervisor. One member of the Qualifying Exam Committee will serve as chairperson to ensure that the rules for qualifying exam are followed. The thesis advisor may attend the oral portion of the exam as a silent observer. They must leave the room along with the student for the Committee's discussion following the exam and cannot vote on the outcome of the written or oral portion of the exam. A pass or fail decision will be by majority vote of the Exam Committee (at least 3 votes in favor).

The exam will consist of a written document that will be defended in a single oral defense. If failed, a student can retake each part of the exam once as per university statutes.

The written portion of the exam will consist of a synthetic review of an area related to the student's research. The document will include (1) a 300 word summary or abstract, (2) the review not to exceed 15 pages (1.5 space; Arial 11 or Times 12 fonts with one inch margins as per NSF/NIH formats) including figures and tables, and (3) a literature cited section. The review topic will be chosen by the Exam Committee from a list of 3 mini-reviews (one paragraph abstracts) to be provided by the student. A student must complete the written component within 7 weeks from the time an abstract is chosen by the committee. The student cannot solicit feedback or other help from their committee during the writing of the review. The committee will have two weeks to evaluate the written document. If revisions are requested by the committee, the student will have two weeks to complete them and resubmit the written component of the exam. The committee will then have one week to reevaluate the written component of the exam.

The oral component of the Qualifying Exam cannot be scheduled until the student has passed the written component and must take place within 30 days from the time the student passed the written component of the exam. In the oral defense, the student may give a formal presentation of the review to the Qualifying Exam Committee, but it may not exceed 10 slides. The oral component of the exam may cover any material deemed appropriate by the committee and should not exceed two hours in length.

Following successful completion of the exam, a student must have a formal thesis committee meeting by the end of the fourth semester of graduate school. For this meeting, the student must furnish a proposal that outlines the student's thesis work. The proposal should be in the form of a NSF or NIH grant proposal and include (1) a one-page project summary, (2) a project description not to exceed 10 pages (1.5 space; Arial 11 or Times 12 fonts with one inch margins as per NSF/NIH formats) including figures and tables, and (3) a literature cited section. A budget section is optional. The student is encouraged to seek input from their committee, other faculty members or graduate students during preparation of the proposal, but the student must write the proposal alone.

*Note: The first formal thesis committee meeting will be a PROGRAM requirement. It will not be part of the qualifying exam per se, as it will be in an area on which the thesis advisor and student are expected (and encouraged) to work together closely [and is thus inappropriate for inclusion as part of the formal (intellectually independent) qualifying exam].*

b. MCEB Format. The Qualifying Exam Committee will consist of the Supervisory Committee with the exception of the thesis supervisor (the thesis supervisor cannot be physically present during any part of the exam). One member of the Qualifying Exam Committee will serve as chairperson to ensure that the rules for qualifying exams are followed. A pass or fail decision will be by majority vote of the Exam Committee (at least 3 votes in favor).

The exam will consist of a written document that will be defended in a single oral defense. If failed, a student can retake each part of the exam once as per university statutes.

The written component will consist of a 15-page (1.5 space; Arial 11 or Times 12 fonts with one inch margins as per NSF/NIH formats) grant proposal, citations excluded, in an area not closely related to the student's anticipated thesis research project. The topic will be chosen by the Qualifying Exam Committee from a list of 3 mini-proposals (1- to 2-page abstracts) to be provided by the student. A student must complete the written component within 7 weeks from the time an abstract is chosen by the committee. The student cannot solicit feedback or other help from their committee during the writing of the proposal. The committee will have two weeks to evaluate the written document. If revisions are requested by the committee, the student will have two weeks to complete them and resubmit the written component of the exam. The committee will then have one week to reevaluate the written component of the exam.

The oral component of the Qualifying Exam cannot be scheduled until the student has passed the written component and must take place within 30 days from the time the student passed the written component of the exam. In the oral defense of the proposal to the Qualifying Exam Committee, the student may give a formal presentation, but it may not exceed 10 slides.

Following successful completion of the exam, a student must have a thesis committee meeting within 6 months. For this meeting, the student must furnish a 5-page document with background and specific aims pertaining to the anticipated thesis research project. The student is encouraged to seek input from their committee, other faculty members or graduate students during preparation of the proposal, but the student must write the proposal alone.

*Note: The first formal thesis committee meeting will be a PROGRAM requirement. It will not be part of the qualifying exam per se, as it will be in an area on which the thesis advisor and student are expected (and encouraged) to work together closely [and is thus inappropriate for inclusion as part of the formal (intellectually independent) qualifying exam].*

9. Thesis Research. Although a student's research should reflect her/his own abilities, the student should not hesitate to seek the help of faculty members, especially those on his/her Supervisory Committee. To aid deliberation about research, the student must give a presentation of her/his work or thoughts about her/his intended work to the Supervisory Committee at least once each year until the thesis is completed.

10. Dissertation preparation and defense. The style and format of each dissertation must be approved by the Thesis Editor but the acceptable style and format are determined by department policy. The actual dissertation is approved in regard to content by the student's Supervisory Committee.

The Department of Biology accepts dissertations that are typed and bound in accordance with Thesis Office guidelines. However, an entire dissertation may consist of an article or articles accepted for publication and approved (by the Student's Supervisory Committee) scholarly journals. As there is considerable complexity to dissertation preparation, before writing his/her dissertation the student should consult the **Graduate School Thesis Editor** and *Graduate School Bulletin* to insure that she/he is aware of the current alternative forms of dissertation preparation and that the presentation form chosen is acceptable.

Dissertations should not be prepared before it is agreed by the Supervisory Committee that the student's research accomplishments are sufficient to satisfy the requirements for the awarding of

a Ph.D. degree. When the dissertation is completed to the student's satisfaction, it must be distributed to each member of the Supervisory Committee at least **two weeks** prior to the date on which the student expects to have his/her final oral defense. The Supervisory Committee must next meet to determine whether or not the dissertation is satisfactory. If the Committee votes positively then the Supervisory Committee, in consultation with the student, will plan a date on which the student will present an open seminar to the Department on his/her dissertation work, and also a date on which the final, public oral examination will take place. (Note that according to Faculty Regulations it is the responsibility of the Supervisory Committee, *not* the student, to set the date for the final oral defense.)

The departmental seminar and final oral examination may be scheduled in series for the same day. It is expected that all members of a student's Supervisory Committee will attend the final oral examination. Exceptions to this must be agreed to by the Director of Graduate Studies.

Upon successful completion of the final oral defense, the Supervisory Committee will sign the "**Supervisory Committee Approval**" page. The Department Chair and the Chairperson of the Supervisory Committee will sign the "**Final Reading Approval**" page of the thesis. After completion of the final oral defense the Biology Department Graduate Office will notify the Graduate School electronically that the student has successfully completed all degree requirements.

11. Transfer to the Ph.D. Program from the M.S. Program. Before a student in the M.S. program has completed the requirements for the M.S. degree, he/she may apply to the Graduate Admissions Committee for acceptance into the Ph.D. program. However, the acceptance criteria shall be the same as those for a student who is not in the M.S. program. If a student is permitted to transfer from the M.S. program into the Ph.D. program, or enters the Ph.D. program after being awarded the M.S. degree, then all course work, graduate seminars completed, and complete semesters spent as a teaching assistant will count toward the respective University and Biology Department requirements for the Ph.D. degree.

12. Transfer to the Ph.D. Program from Another Department. The transfer of any student to the Biology Department from another department at the University of Utah must receive the approval of the Biology Department Graduate Admissions Committee and, if accepted, the student will be considered as a new student in regard to the Ph.D. graduate program. The student's new Supervisory Committee in the Biology Department shall have the right to determine, 1) whether the student must take further course work, 2) whether or not a qualifying examination taken in another department shall be accepted in whole or in part as satisfying the Biology Department requirements.

### C. THE M.S. PROGRAM

The Department of Biology offers a thesis M.S. degree, but does not offer either a non-thesis M.S. degree or a M. Phil. degree.

1. General Requirements. In accordance with Faculty Regulations, candidates for the M.S. degree in Biology must take at least 20 hours of graduate level classes which must include at least 12 hours of graduate course work in the Biology Department. Classes taken to remedy deficiencies, and, in general, more than 8 hours of non-matriculated work, will not count towards the degree. A total of at least 30 semester hours in graduate classes and thesis research is required; at least 24 of these must be completed in residence study at the University of Utah. Students will be required to take a minimum of two one-semester seminar courses. Further, the candidate is required to maintain a grade point average of 3.0 or better, and all work offered for the M.S. degree must be completed within 4 consecutive calendar years (with the exceptions stated in Faculty Regulations).

2. Financial Support. Students in the M.S. program may be supported as a Graduate Teaching Assistant, as a Graduate Research Assistant by funds from a faculty member's research grant, or by outside funds granted directly to the student. Graduate students who are in the M.S. program

supported by the Biology Department funds are expected to devote all of their working time, throughout the entire 12 months of the year, to their studies.

a. Support as a Teaching Assistant. M.S. students may be supported by the Biology Department upon recommendation from the Graduate Program Committee. Policy concerning the financial support of graduate students is set out in Appendix #1 to this document. Normally, a student will be supported as a Graduate Teaching Assistant for only two calendar years.

b. Support as a Graduate Research Assistant. The student may apply to his/her thesis advisor for support as a Graduate Research Assistant from a research grant of which the thesis director is the principal investigator. In this case, the stipend received by a Graduate Research Assistant may not normally exceed the maximum graduate student stipend.

c. Other Support. An M.S. student may seek outside support which meets with the approval of her/his Supervisory Committee. For students whose committee has not yet been formed, approval of outside support must be obtained in advance from the Graduate Program Committee.

3. The First Year. In order to be accepted into the M.S. program, the student must first find a faculty member who agrees to act as her/his thesis advisor. This faculty member will meet with the student before beginning of classes of the student's first semester to plan a program of course work for the first year. The bulk of the student's course work towards the M.S. degree should be completed in the first year.

4. Supervisory Committee. By the end of the second semester following entry into the Graduate Program the student and his/her thesis advisor should have selected a Supervisory Committee of 3 faculty members, at least 2 of which are from the Biology Department. A form entitled, "**Request for Supervisory Committee**" should be completed at this time, and approved by the Director of Graduate Studies. After the committee has been approved by the Department, the information will be submitted electronically to the Graduate School for formal approval. The student and the Supervisory Committee should meet at least twice a year until the M.S. work is completed. Minutes of these meetings must be submitted to the Graduate Program Committee.

5. Program of Study. At its first meeting which should take place during the student's second semester or earlier, the Supervisory Committee will approve a program of study in which additional graduate classes may be suggested, and the planned thesis work will be outlined. Ordinarily, M.S. students will be expected to undertake a research project, write a thesis on their work and make a public oral defense of their thesis. The student's program of study will be submitted electronically to the Graduate School at the beginning of the last semester of graduate study. After submission, the Graduate School will require the program of study to be approved electronically by the members of the student's Supervisory Committee and by the Director of Graduate Studies.

6. Comprehensive Examination. All M.S. candidates are required to take a comprehensive examination conducted by their Supervisory Committee. One member of the Supervisory Committee who is not the thesis advisor will serve as chairperson and oversee the administration of the qualifying exam. It is the responsibility of the chairperson to make sure that the Supervisory Committee and student follow the form, rules and timeline of the qualifying exam. This examination must be completed by the end of the third semester of graduate study.

The comprehensive examination must have both a written and an oral portion. For the written portion students must prepare a detailed account of their proposed research, and one essay on research papers or topic provided by the Supervisory Committee. A student must complete the written portion within 7 weeks from the time research papers or topics are chosen by the committee. The committee will have two weeks to evaluate the written documents. If revisions are requested by the committee, the student will have two weeks to complete and resubmit them. The committee will then have one week to reevaluate the written portion of the exam.



Within 30 days of passing the written portion of the exam, the student must take an oral examination conducted by the Supervisory Committee. The student or Supervisory Committee members may invite other faculty members to attend this examination. Inability to pass the written portion of the exam, or unsatisfactory performance in the oral part of the comprehensive examination will be considered grounds for dismissal from the graduate program. The results of a comprehensive examination must be reported in writing by the Supervisory Committee to the Biology Department Graduate Office no more than 3 days following the date of the examination. The Biology Department Graduate Office will notify the Graduate School electronically when the comprehensive examination has been completed successfully.

7. Thesis Writing. Each student should consult the **Graduate School Thesis Editor** and *Graduate School Bulletin* to ensure that he/she is aware of the current alternative forms of thesis presentation, and that the presentation form chosen is acceptable. Copies of the completed thesis must then be distributed to each member of the Supervisory Committee at least **two weeks** prior to the date on which it is expected that the final thesis defense will take place.

8. Final Examination for a Masters Degree. After each member of the Supervisory Committee has read the thesis, and it is determined that the thesis is satisfactory, then the Supervisory Committee, in consultation with the student, will schedule a Department seminar and a final, public oral examination. Following successful completion of the final oral examination, the Biology Department Graduate Office will notify the Graduate School electronically that the student has successfully completed all degree requirements.

9. Transfer to the M.S. Program from Another Department. The transfer of any student to the Biology Department from another department at the University of Utah must receive the approval of the Biology Department Graduate Admissions Committee and, if accepted, the student will be considered as a new student in regard to the M.S. graduate program. The student's new Supervisory Committee in the Biology Department shall have the right to determine, 1) further course work which the student must take and, 2) whether any examinations taken in another department shall be accepted in whole or in part as satisfying the Biology Department requirements.