

# **Department of Biological Sciences**

## **Graduate Student Handbook**

You are enrolled as a graduate student in the Department of Biological Sciences. It is **YOUR RESPONSIBILITY** to know the rules and the process toward earning your degree. This process is not like an undergraduate degree; more is required than “simply” attending class and making the necessary grades. You will either be in the MS non-thesis (MS-NT), MS- thesis (MST), or doctoral (PhD) degree program. Each degree has different requirements/timelines that you must familiarize yourself with.

For a generalized Degree Checklist, the Graduate School provides the following links:

PhD: <http://grad.auburn.edu/cs/doccklst.html>,

MST: [http://www.grad.auburn.edu/Checklist%20for%20Master's%20\(Thesis\)%20Students.pdf](http://www.grad.auburn.edu/Checklist%20for%20Master's%20(Thesis)%20Students.pdf)

MS-NT: [http://www.grad.auburn.edu/Checklist%20for%20Master's%20\(Non-Thesis\)%20Students.pdf](http://www.grad.auburn.edu/Checklist%20for%20Master's%20(Non-Thesis)%20Students.pdf)

However, our Department has more specialized requirements and slightly different timelines. This guide was written to help you understand the process of earning your graduate degree in DBS. The Department suggested timelines for PhD and MST are found at:

<http://www.auburn.edu/academic/cosam/departments/biology/grad/ph.-d.-time-line.htm>

<http://www.auburn.edu/academic/cosam/departments/biology/grad/m.s.-time-line.htm>

**Step 1) Correct any course deficiencies.** The following courses are required of all graduate students to have been completed as undergraduates. There are no exceptions. If any of these classes are deficiencies, they must be made up in the first year of residence, earning at least a "C" grade in each course. The grade in the make-up course is not included in the graduate GPA. These courses will be listed by the student on the student's DegreeWorks planner along with the courses necessary for the graduate degree.

- **Genetics (BIOL 3000) or equivalent course**
- **Organic Chemistry (CHEM 2030 or 2070)**
- **Physics (PHYS 1500)**
- **Calculus (MATH 1610)**

**Step 2) Check the link given above for the suggested degree timeline so you are aware of when certain products have to get done.** Discuss a plan to fulfill these time lines with your major professor.

### **Step 3) Establish a graduate advisory committee (by the end of Year 1).**

Advisory committee members should be selected by the student and the major professor and are ones you feel would best advise you through your M.S. or PhD.

The advisory committee responsibilities are:

- 1) developing / approving the student's planner for either a MSNT, MST, or a PhD degree.
- 2) approving a research proposal for a MST or PhD student
- 3) conducting the general (aka preliminary) written and oral exams for a PhD student
- 4) conducting the final oral exam for a MSNT, MST, or PhD student

**For PhD students, the committee must include a minimum of 4 AU faculty members, 3 of which are level 2 and 2 of whom are in our department. A faculty member who is level 1 cannot be a sole advisor to a PhD student; they must be a co-advisor.**

**For MS students, the committee must include a minimum of 3 AU faculty members, at least one of whom should be in our department.**

Additional committee members may be appointed, but if a non- AU committee member is chosen and has never been on an AU committee, then s/he must submit a current CV to the Graduate School via the Graduate Program Officer (GPO).

If a student wants to include a non-AU faculty member as one of their 4 (for PhD) or 3 (for MST) committee members, a petition must be made to the Dean of the Graduate School via the GPO.

**How do you choose committee members?** Generally, this is a discussion you have with your major professor. Factors for choosing a committee member include:

- 1) the committee member's expertise is relevant to your research topic(s),
- 2) you have already made a good impression on the faculty in the classroom or in a research collaboration, and/or
- 3) there is time in the faculty's schedule to serve on your thesis committee and give you advice and edits. You can then contact them (generally by email first to arrange a time to talk in person) and request the honor of having them serve on your graduate committee. The formal appointment of the advisory committee occurs when your Degree Works Planner is approved by the Graduate School.

### **Step 4) Put together a Degree Works Planner (formerly called a Plan of Study).**

**How do you decide what is in your "planner"?** Review the requirements below and then discuss courses to take and when to take them with your major advisor and committee members before or at your first committee meeting. The courses you take in your first semester will probably be at the suggestion of your major professor but, by the second semester, you should be getting potential committee members involved.

## Requirements:

### **MST: A minimum of 30 semester hours for the degree:**

- 21 hours of 6000-7000 level course work
- 1 hour BIOL 7950 (Master's Defense Seminar)
- 4 hours minimum of BIOL 7990 (Research and Thesis)
- Note: BIOL 7960 (Special Problems) maximum of 4 hours and BIOL 7970 (Special Topics) a maximum of 8 hours can be listed on plan of study.
- No MST student will be allowed to take any 8000 level courses.

### **→ PhD: A minimum of 60 semester hours that includes the following:**

- 30 hours of graded course work (e.g. A,B,C), 6000-7000 level classes taken beyond the Bachelor's degree (at least 18 of these hours must be taken while enrolled in a PhD program at Auburn).
- A minimum of 30 semester hours of additional graduate coursework (6000 level and above) that may include ungraded courses, 8990 and must include at least 10 hours of 8990.
- 2 hours [BIOL 8950](#) (Doctoral Seminars: ( Proposal Seminar 8950 section 001 and (Defense Seminar 8950 section 002); can be included in ungraded course work listed in 1d).
- All courses (except deficiencies) are 6000, 7000, 8000 level
- The total number credit hours that may be transferred from another accredited institution toward a doctoral degree is 30 hours or less than 50% of the credit hours listed on the Plan of Study. Transfer credit must fall within the time limits of the degree and must be approved by the committee and the Dean of the Graduate School. A maximum of 4 hours of 7990 (MS thesis hours) may be counted.

### **Then visit the Degree Works website for detailed instructions:**

[http://grad.auburn.edu/degree\\_works\\_student-planner.html](http://grad.auburn.edu/degree_works_student-planner.html)

Degree Works is on tiger-I, after you login to AU Access. Once your planner has been created in Degree Works, you submit it to the Grad School. The Grad School reviews it, locks it, sends a PDF to your committee members and the GPO. You committee members and GPO decide whether to approve or reject and send the decision back to the Grad School.

Planner can be easily revised (e.g. a change in committee member, a change in a course you want to take), so don't feel you are locked in once you submit. The process for the revision will be listed on the Degree Works web site.

**Note:** If you have a GRA or GTA you must register for at least 1 credit hour for every semester in attendance. In addition to, or in lieu of, graded courses, in a given semester students may register for BIOL 8990 (Dissertation Research). The number of credit hours of BIOL 8990 per semester should reflect the amount of time students spend on their dissertation research (i.e., 1-10 hours per semester). The requisite 10 hours of 8990 should be included in the Planner and no grade is assigned.

**Step 5) Mandatory Annual Committee Meetings and Annual Meeting with GPO.** You should be meeting frequently with your advisor to discuss your progress and at least once a year with your committee. You must have a committee meeting at least once a year (before Dec 15 for continuing students, by the end of the third semester for new students). A helpful tool to arrange times for committee meetings is [www.doodle.com](http://www.doodle.com). Be sure to include hourly time intervals within the poll.

Before having the meeting, you will fill out the Graduate Annual Review Form at: <https://sites.auburn.edu/academic/cosam/biology/SitePages/grad-annual-review.aspx> . Please use Internet Explorer 11 to access the form. If you get a critical error message, then they need to go to Tools—Compatibility View Settings and then click on the add button that adds [auburn.edu](http://auburn.edu) This is the same form you submit to the Graduate Program Officer for your annual meeting with him/her (see below).

**What happens at annual committee meetings?** During this meeting, you are seeking your committee members' input on and assessment of your progress (i.e. feedback on courses taken, the research you are planning, writing progress, etc. Typically, you would give a short presentation on your classes, accomplishments, progress on your timeline, questions, problems, etc. You might want to practice it first with your major advisor).

**Your committee will then give you a ranking score as to whether you are making satisfactory progress** (the basis for the rankings is on pg 10-12 of this handbook). **Failure in making progress can result in Academic Suspension or Dismissal from our graduate program. Failure to have an annual committee meeting will result in not receiving GTA or GRA support.**

There will be a mandatory, separate annual, 5 min meeting with the GPO in late Aug/early September, starting in a student's 2<sup>nd</sup> year. You will submit the same or updated annual review form that you gave to your committee (found at: <https://sites.auburn.edu/academic/cosam/biology/SitePages/grad-annual-review.aspx>) .

This meeting is just to update the GPO on your progress and is an opportunity for you to ask questions, discuss problems and obstacles, etc. It is not as formal or extensive as your annual committee meeting but should just be an open discussion of your progress. The data you provide will then be aggregated to assess how well our graduate program is doing. A call for submission of the Annual report will go out the beginning of Fall Semester and meetings are typically scheduled about 2 weeks later.

**Step 6) Write your research proposal.**

**ALL MS and PhD students must submit a proposal outlining their research that has been reviewed and approved by his/her committee to the departmental Graduate Program office.**

**For MS students, the proposal should be completed by the end of the first year and for PhD students, a proposal should be submitted by the end of their second year.**

**The format, length, and content of the proposal should be decided on in discussion with the thesis committee.** Generally, it will include a thorough literature review that includes references, a methods section, preliminary data if available, a discussion of appropriate data analyses, and a description of possible results and then a description of each proposed chapter for your Masters or PhD thesis. Please consult your major advisor for the exact format of the thesis proposal. You should describe the hypotheses being tested, the results you have to date, the experiments that remain to be conducted, and the tentative title of the manuscript and which journal you will publish in. Send this to your mentor for feedback, and once edited then send to your committee. Once the approved research proposal is approved and signed by the committee, it is turned into the Departmental Graduate Secretary and added to the student's file.

The approved research proposal should be submitted by the end of Year 1 for MS students and before PhD students do their written exams and research seminar.

**Step 7) (PhD only) Arrange dates for your preliminary PhD written exams, your research proposal seminar, and preliminary PhD oral exam (usually done in one semester but can be done over two semesters).**

All or most course work should be completed before these exams are taken. The written exam is taken first. You get feedback on how you did on the writings, and then schedule your research proposal seminar and your oral exam. Normally people do the proposal seminar and the oral exam back to back (just for ease of scheduling their committee). It is not required that the proposal seminar and the oral exam are back to back. However, it is **strongly recommended** that the written exam be **at least** a month **before** the research proposal and oral exam so that a student gets feedback on where they were weak and has time to prepare for the oral exam.

The written segment or "preliminary examination" does not require approval in advance by the Graduate School. Each faculty member will give you a list of questions and you will be required to provide answers to these questions. Typically, you write your answers without access to the internet or other resources (though whether it is "closed book" or "open book" is at the discretion of the committee member), and have one day for each committee member's questions. Your written responses will then be sent to the faculty member, who will approve (or not) your written answers. Generally this will take about 1 week to get through the written answers.

The primary purpose of the general written examination is to assess the student's understanding of the broad body of knowledge in a field of study. The examination also affords the committee an opportunity to review the student's proposed research and understanding of research methods and literature in the chosen field. If the general examination reveals deficiencies in any of these areas, the committee may recommend

remedial work, re-examination or discontinuation of doctoral study. Your major professor must report the committee decision to the GPO.

Once you have passed this written exam, you have to schedule your oral exam.

You **MUST** submit the following form in order to have your oral exam date approved by the Graduate school ([https://fp.auburn.edu/gradschl/public\\_html/forms/oral\\_first.asp](https://fp.auburn.edu/gradschl/public_html/forms/oral_first.asp)). The seminar **MUST** be **publically** advertised by flyer as well as a posting on the Departmental web site 7 days BEFORE the exam date. You must reserve a room for your oral exam date and time period (see the Graduate Secretary).

**Step 8) (PhD only) Register for your proposal seminar (BIOL 8950-001) by the end of your 2nd year or middle of your 3<sup>rd</sup> year. Be sure it is section 001 (not 002).**

You will then give a PhD research proposal seminar that is open to the Department. It must be publically advertised 1 week before the date of the seminar. The seminar should explore the proposed research questions and hypotheses, give a literature background summary for the proposed work, your preliminary data if available, and your remaining questions. You are strongly encouraged to attend other such PhD proposal seminars to understand what this is like. Faculty and students will ask questions at the end of your proposal seminar.

This is an actual course. You will be graded Satisfactory / Non Satisfactory. Three professors in the audience will each fill out a form that assesses your seminar (at least one of the reviewers is **NOT** a committee member; your major professor should **NOT** be one of the assessors). You cannot proceed unless you have 3 faculty reviewers. You must get at least 2 Satisfactory grades to pass the course. If you do not receive the required Ss, then you will have to repeat the class. Your major professor must submit the written evaluations of the reviewers to the Graduate Program Office.

Therefore, only sign up for the course (i.e. proposal seminar) when you are **sure** you are ready to present your research proposal. If you do not give the proposal in the semester that you register for it, you will get an Incomplete for the course and will have to make up the work (i.e. give the seminar) within 6 months of the end of the semester you had initially registered for the course. If you do not make up the proposal in the 6 month interval, your Incomplete will become an Unsatisfactory.

**Step 9) (PhD only) Take your preliminary oral exam. The general (preliminary) oral exam should be conducted relatively soon after the successful completion of the written examination (e.g. a month) but well before the final oral defense examination. At least one complete semester must intervene between the general oral and final oral defense examinations.** The oral portion requires approval by making an application to the graduate school at least 1 week in advance (see link in Step 7). The oral exam must be publically advertised 7 days before the scheduled exam date.

Students must be registered for BIOL 8950 (proposal seminar) the semester in which the oral exam is taken. At least 1 complete semester must intervene between the preliminary oral exam and the final oral defense exam (thus, the 2 exams cannot be taken in consecutive semesters). This preliminary oral exam is generally taken right after your PhD proposal seminar. In this exam you may be questioned about the fundamental aspects of your discipline as well as your plans for your PhD dissertation. This can last 2-3 hours, and the faculty on your committee will ask you questions about anything related to your field of science and your dissertation. Questions that take you to the limit of your knowledge to see if you have a sufficient background in your field as well as in Biology in general and if your PhD dissertation questions and approach are suitable. **All committee members must be present at the exam (in person or electronically).**

**A unanimous vote of approval is required for successful completion of the preliminary oral exam.**

If the exam is failed, a re-examination may be given on recommendation of the committee and approval by the Dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council. Upon successful completion of the examination the student now becomes a doctoral candidate.

Additionally, your committee will also need to complete the rubrics rating your oral exam, and these are submitted to the DBS GPO office by your major advisor.

### **Step 10) Conduct original research and prepare the dissertation (PhD) or thesis (MS).**

Obviously a lot of time and hard work will be necessary to complete this goal. Be persistent, have a good work ethic, talk with others in your field to overcome challenges, and don't give up! Work together with your mentor and colleagues to conduct your research plan. Generally, each chapter of your thesis is regarded as a publishable unit, so plan ahead on the organization of the manuscript. For some mentors, the published manuscripts will become thesis chapters, so publishing your work in advance will help with assembling your thesis. **Note time limits:** All PhD students are expected to achieve candidacy within 6 years. All graduate work must be completed within 6 calendar years for the MST/MST-NT and 10 calendar years (or a maximum of 4 calendar years after advancement to candidacy) for the Ph.D. Student's failing to complete the requirements on time can petition with the approval of the major professor and committee, the dean of the Graduate School for an extension.

**Step 11) Discuss with your major advisor and committee your timing to write and defend your thesis or dissertation. A thesis or dissertation is required for the degree thus it shall constitute an original contribution to knowledge. The student will conduct the research and prepare the thesis/dissertation under the direction of the major professor.** You need to plan ahead to schedule a date for defense of your

thesis or dissertation in a given semester (which is considerably in advance of the final exam period, see: <http://www.grad.auburn.edu/cs/gscalendar.html>), and work backward to plan your writing and defense of your thesis. Once your major professor and committee have agreed that your work has progressed to the point where you can defend your thesis, you should agree on dates for completion of the different chapters of your thesis so that your mentor has the time to give you feedback on this in advance of sending your thesis to your committee.

**Step 12) Perform a graduation check.** If your advisor and committee agree that you are getting close, then you can start the bureaucratic process of getting ready to graduate. It is the responsibility of the student to request a graduation check from the Graduate School to determine if all requirements have been met. To do this, indicate expected graduation date by logging in at: <http://graduate.auburn.edu/GAAAP/> This is the Graduate Application and Approval Process (GAAAP) and can be done any semester, however, it is essential that the graduation check be done no later than the end of the semester prior to the semester of graduation.

**Step 13) Register for your defense seminar (PhD: BIOL 8950-002, Note: Be sure it is Section 002! MST: BIOL 7950)** After consulting with your major professor and committee and having their agreement that you are ready, the student and committee will set a thesis or dissertation defense seminar and defense oral exam date (it should be before the defense deadline date for that semester indicated in the Graduate School calendar). Remember that generally people schedule their final defense seminar and then their final oral defense back to back. You don't have to do them back to back but people generally do so that the committee members can all be in one place at one time and have just heard about your research findings which will lead to questions in your final oral exam (be sure to check the deadline dates posted on the Grad School site). Consult with the Graduate secretary about reserving a room for your seminar. Again the department has rooms reserved on several afternoons and BioLunch is also a good time to present (see step 16).

You should only register for the course if you are certain you will be able to present the defense seminar. Registration for defense is department restricted and only after a confirmation from the major professor that the student is ready to defend shall he be allowed to enroll seminar in that semester. If you do not, you will receive an Incomplete, which must be made up in 6 months or else you receive an Unsatisfactory.

**Step 14) (PhD only) Find a faculty to serve as your outside reader on your dissertation committee.** This must be a faculty outside of Biological Sciences. Discuss who might serve as this with your major advisor. **This outside reader will be suggested to the Graduate School (they will have final say over who your outside reader will be).**

**After the dissertation has been completed except for minor revisions (in other words, several drafts have been given you your committee members and have been returned to you with edits) and has been approved by the student's**

**committee, it is submitted to the Graduate School. A University Reader who is an Auburn University graduate faculty will be appointed to review the dissertation.**

**The outside reader will need to approve your thesis before your defense can be scheduled.**

The assistance of an outside reader, appointed by the Graduate School, is required in evaluating all doctoral dissertations. The reader also is the designated Graduate School representative at the final oral examination. See Policies and Procedures Manual of the Graduate School (Section 16.0) for more information. **Your outside reader must submit a form (C) to the graduate school in order for Form Z to be generated, which is what is signed at your oral exam.**

**The outside reader is now a committee member and should be present at the final defense seminar and the final defense oral exam.**

**Step 15) (PhD only)** When you have a first draft distributed to your committee, submit the Doctoral Dissertation First Submission form ([https://fp.auburn.edu/gradschl/public\\_html/forms/doctoral.asp](https://fp.auburn.edu/gradschl/public_html/forms/doctoral.asp))

**Step 16) (PhD only)** Submit a PDF of your dissertation to [doctoral@auburn.edu](mailto:doctoral@auburn.edu) for Format Check.

**Step 17) (MS and PhD) Arrange a date and time for your thesis or dissertation defense (again be sure to check the Grad School deadlines for the semester that you plan to defend).**

Use [www.doodle.com](http://www.doodle.com) and be sure to include hourly time intervals within the poll.

To find classroom availability for various buildings by date and times, you must reserve with the Registrar by email at [roomreservations.edu](mailto:roomreservations.edu).

**Step 18) Practice giving your thesis or dissertation defense seminar at home, with friends, colleagues and with your mentor.** Get feedback on content, make sure there is an outline, a review of the science on your topic, excellent graphs and other illustrations of your research, statistical analyses completed on all data you present, overall conclusions and acknowledgement slides (including mentor, committee members and others who have helped you reach this stage). Make sure this is about 45 minutes long and reaches a general scientific (i.e., biological sciences) audience.

**Step 19) Give your thesis defense seminar that is open to the department.** In order to receive class credit for BIOL 7950 (MST)/ BIOL 8950-002 (PhD), 3 evaluation forms must be filled out by faculty members (only 2 may be by committee members) at your defense and turned into the GPO office. You must receive at least 2 Satisfactory ratings to pass your Final Defense Seminar. If you do not receive 2 Ss, you must repeat your seminar and be re-assessed. You can still have your Oral Final Exam but you will NOT graduate until you satisfactorily complete your Defense Seminar.

**Step 20) Pass your Final Oral Exam with your committee.**

After the graduate school receives an approved evaluation from the University Reader (aka Outside Reader), the student may apply for the final examination on a form sent by the Graduate School. **The application must be filed with the Graduate School at least one week in advance of the final examination. The Exam must be publically advertised one week before the Examination date (by flyer and posted on the departmental web site).**

**The final examination is administered by the student's committee. The University Reader also attends and participates. Successful completion requires unanimous support of all members of the committee, including the University Reader.**

**Again, the defense seminar and final oral exam are usually scheduled back to back because of the logistics of getting committee members together. All committee members must be present at the exam (in person or electronically).**

As with the preliminary oral exam, your committee may ask you about fundamental aspects of your discipline as well as your thesis research. **At the end of a successful oral exam (!) your committee will sign Form Z.** Your committee will also need to complete the rubrics rating your oral exam, and these are submitted to the DBS GPO office by your major advisor. If a student fails the examination, a re-examination may be given on recommendation of the advisory committee and approved by the dean of the Graduate School, however further examination requires exceptional circumstances and

**Step 21) Submit [Electronic Thesis/Dissertation Final Approval Form](#) to the Graduate School**

**Step 22) Submit Dissertation on [AUETD](#)**

**Step 23) *Celebrate!* (and then catch up on well-deserved sleep....).  
Congrats!**

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**Annual Graduate Student Review – Ranking Criteria**

**Annual Progress Reviews:** Each graduate student must meet annually prior to December 15<sup>th</sup> with his/her M.S. or PhD Advisory Committee for the purpose of reviewing the student's progress toward a degree during the past year. These evaluations are a part of the data used to establish priorities for assistantships.

First year students must meet with their committee by the end of their third semester (by July 31<sup>st</sup> for those entering in Fall Semester and by April 30<sup>th</sup> for those entering in Spring Semester).

The student is expected to make a formal presentation to the committee during the annual meeting. This presentation shall include a description of progress made with respect to research and completion of other degree requirements.

When the presentation has been completed, the student will be asked to leave the room and the committee will then evaluate the student's progress. This evaluation will be in the form of a ranking from 1 to 5. Guidelines for these rankings are given below:

1. A score of 1 indicates the student's progress is unacceptable for reasons such as a GPA of less than 3.0 for the year in all courses attempted, and/or insufficient research progress. For PhD students this score would be warranted by a failing grade on the written examination followed by a failure to take a second test **within three months, failing of written examination twice, or not completing the degree within time limits without an acceptable/approved reason.**

2. A score of 2 is given to students who have fallen behind schedule with respect to such requirements as formation of a committee, literature search and/or submission of a research proposal, writing of the thesis or dissertation, etc (see timeline on Departmental website for deadlines).

Little or no research progress during the year may also result in a score of 2. It may apply to a student receiving less than a B in a course during the previous year even though the (overall) GPA is 3.0 or higher.

Committees awarding a score higher than 2 for students who have fallen behind schedule must provide a written rationale to the Graduate Studies Committee and the Department Chair.

3. A score of 3 indicates that the student has made satisfactory research progress commensurate with his/her time in the program, has maintained at least a 3.0 GPA, and has met other requirements of the program (e.g., formed a committee, presented a research proposal, etc.) in a timely manner.

4. A score of 4 is assigned only when there is clear evidence of above average or unusual accomplishments. Accomplishments deserving of a score of 4 would include **one of the following**:

- a. Presentation of research at a national or international meeting.
- b. Submission of a research proposal for funding external to the University.
- c. Fellowship award external to the department.
- d. Any honor or award reflecting outstanding achievement.
- e. Having a junior authorship on a paper published or accepted/in press for publication.

5. A score of 5 is reserved for truly exceptional achievements made during the previous year. Accomplishments would include **two or more** of those listed under 4 or one of the following:

- a. Having a research proposal funded.
- b. Having a first-authored paper published or accepted/in press for publication.
- c. Receiving an invitation to speak at a symposium or conference.

The major professor shall inform the student in writing of the committee's evaluation within 2 weeks of the meeting. A copy of this report shall be sent to the student's committee members and to the Department GPO to be placed in the student's file.

If the student is progressing satisfactorily progress toward a degree, no further action is necessary.

**GRADUATE STUDENTS RECEIVING A RANKING OF 1 FOR ANY YEAR, OR TWO RANKINGS OF 2 FOR ANY TWO YEARS, WILL BE PLACED ON PROBATIONARY STATUS.**

Following Graduate School guidelines, the advisory committee of the student placed on probationary status will develop a remediation plan, detailing the deficiencies and/or grievances that must be addressed within a probationary period limited to the next two semesters (excluding the summer term) or the next eleven credit hours of graduate enrollment (whichever comes first). The remediation plan, which should have the unanimous support of the advisory committee, will be discussed in a meeting with the student. Copies of the remediation plan and a summary of the meeting will be provided to the student, the department head/chair, the academic dean, and the Dean of the Graduate School. Failure to satisfy the terms of the remediation plan within the time specified by the advisory committee will result in dismissal from the Graduate School. Any student dismissed from the Graduate School for failure to make satisfactory progress must appeal to their academic dean for readmission, and must subsequently receive approval from the Dean of the Graduate School.

Since the committee evaluations are used in the establishment of priorities for assistantships, it is imperative that they be completed and given to the GPO within a month of the committee meeting. It is the responsibility of the student and committee to see that this is done. **Failure to complete evaluations by this date will result in the student being ineligible for assistantships and will be prevented from registering.** If circumstances arise where a meeting is unable to be scheduled, a student must provide a written justification for not meeting and indicate when the meeting will occur. A meeting must occur within 30 days of the missed deadline.