

## Flow chart for progress through the Ph.D. degree in Biology Education

KEY to forms: SBS = School of Biological Sciences form (available in the Biology Office – Ross 2480 or online at the Biology website: [www.unco.edu/nhs/biology](http://www.unco.edu/nhs/biology))  
GS = Graduate School form (available online at: [www.unco.edu/grad](http://www.unco.edu/grad)).

### ADVISOR, COMMITTEE, PLAN OF STUDY

1. In *your first semester*, select your major professor (advisor). To select an advisor, fill out a “Graduate Advisor Assignment” form (SBS), have it signed by the school director, file a copy of the form with the Graduate School, file a copy with the biology office, and keep copies for yourself and your advisor.
2. *No later than the end of your second semester, with your advisor’s input*, select your graduate committee (a minimum of 4 members including your advisor, at least two graduate faculty from SBS, and a graduate representative from outside of SBS). Fill out a “Request for Appointment of Doctoral Committee” form (GS), get all necessary signatures, file the form with the Graduate School, file a copy in the biology office, and keep copies for yourself and your advisor.  
(<http://www.unco.edu/grad/forms/pdfs/RequestDocCommittee.pdf>)  
If during the course of your program you need to change a committee member, use GS form “Request to Change a Committee Member”  
(<http://www.unco.edu/grad/forms/pdfs/ChangeCommittee.pdf>)
3. *No later than the end of your second semester, with input from your advisor*, prepare your plan of study (the courses you will take to earn your degree). Any deficiencies that were noted on your acceptance letter should be addressed in your plan of study. Course requirements for the degree are modified from time to time. Use the requirements listed in the catalog that was in effect when you began your degree.

Complete and sign a “Plan of Study PhD” form (SBS) and have the completed form signed by your advisor. Do not complete the Plan of the Study form available of the Graduate School Website. Arrange a meeting with your committee members to discuss your plan of study. Make any changes recommended by your committee and obtain the necessary signatures on the final version. The Plan of Study will be reviewed by the Biology Graduate Committee and will be signed by the Chair of the Graduate Committee and the Director of the School.

File the form with the biology office and Graduate School and keep copies for yourself and your advisor. Please note: when you apply for graduation, the Graduate School will hold you to all curriculum listed on your approved and filed Plan of Study. If you have not filed a Plan of Study with the Graduate School you will not be eligible to apply for comprehensive exams.

Any changes to the Plan of Study will require documentation to be filed in the biology office and sent to the Graduate School with signatures from your Faculty Advisor, the Chair of Biology Graduate Committee and the Director of the School of Biology.

4. When you have completed the courses on your plan of study, fill in the semester/year and the grades received for each course on the form and your overall GPA. Distribute copies of your completed plan of study to your advisor and committee members and file a copy in the biology office.

## DISSERTATION

1. With your advisor's input, write your research proposal. Follow the proposal guidelines provided by SBS. After you have your advisor's permission, distribute your proposal to your committee. Arrange a committee meeting to discuss your proposal. Make the necessary changes recommended by your committee. Obtain all your committee members' signatures on the signature page of the proposal, file the approved proposal with the Graduate School (including GS form "Non-Plagiarism Affirmation") file a copy in the biology office, and keep copies of the signed proposal for yourself and your advisor.  
(<http://www.unco.edu/grad/forms/pdfs/NonPlagiarism.pdf>)
2. Begin to conduct your dissertation research. There are several sources of funding (grants) inside and outside of UNC that you can and should apply for. Even if your project has funding, it is a good idea to get practice in obtaining research funds yourself. Consult your advisor for sources of funding appropriate to your field.
3. With input from your advisor and committee members, determine when you will be ready to take your written comprehensive examinations. Fill out a "Request to Schedule Doctoral Written Comprehensive Exams" form (SBS). File this signed form in the biology office and keep copies for yourself and your advisor. The exam may be scheduled after you have completed 36 credits of study towards your degree. The written exam given to you by each member of your committee should be scheduled for a different day and a maximum of 4 hours is allowed for each exam. The graduate representative does not give a written exam but will participate in the oral exam. Once the exams have been graded, fill out a "Report of Doctoral Written Comprehensive Exams" form (SBS). File this form with the graduate school (at least two weeks before your oral exam is scheduled), file a copy in the biology office and keep copies for yourself and your advisor.
4. Once you have passed your written exam, schedule your oral exam with your advisor and committee members. At least two weeks before your oral exam is scheduled complete a "Request to Schedule a Doctoral Examination" form (GS) and file the signed form with the Graduate School. File a copy of the form with the biology office and keep copies for yourself and your advisor.  
(<http://www.unco.edu/grad/forms/pdfs/ScheduleDocExam.pdf>)
5. Following your oral exam, the Graduate School will send your advisor a "Report of Oral Comprehensive Exam Results" form. Obtain the necessary signatures, file the form with the

Graduate School, file a copy in the biology office, and keep copies for yourself and your advisor.

6. With input from your advisor, your committee, and the instructor of record, choose the course you will select for your doctoral supervised teaching. Follow the guidelines available in the biology office (SBS). Fill out the "BIO 792: Application for Doctoral Supervised Teaching" form, obtain the needed signatures, and file this form in the biology office. Keep copies for yourself, your advisor, and the instructor of record. Register for 1-2 credits of BIO 792 the semester before your supervised teaching to plan how you will teach your course. Register for 3-4 credits of BIO 792 the semester of your supervised teaching.
7. When you have completed your research, write your dissertation with input from your advisor. The "Thesis and Dissertation Manual for the University of Northern Colorado" (GS) is available online ([http://www.unco.edu/grad/new\\_current/resources/index.html](http://www.unco.edu/grad/new_current/resources/index.html)). Follow their instructions carefully! When your advisor says the dissertation is ready, distribute it to your committee. Your committee members should receive your entire dissertation at least 2 weeks before your defense date so they have time to read it and make comments, and you have time to incorporate those comments into your dissertation, (or provide justification for not doing so) before your defense.
8. Check the Graduate School website for deadlines associated with **applying for graduation, defending your dissertation, and turning in a final version of the defended dissertation** to the Graduate School (<http://www.unco.edu/grad/forms/deadlines.html>). There are a series of deadlines you will need to meet (Application for Graduation, Last Day for requesting defense of doctoral dissertation, Last Day for defense of doctoral dissertation, Last Day for Filing doctoral dissertation). No extensions of these deadlines will be allowed, so do not miss them! NOTE: You must apply for graduation early during the term you intend to graduate. The Application for Graduation in a Doctoral Program form is available at the Graduate School website:  
(<http://www.unco.edu/grad/forms/pdfs/DocApplicationForGraduation.pdf>)
9. Schedule a date for your 50 minute oral presentation and your dissertation defense with the input of ALL your committee members. Fill out another "Request to Schedule a Doctoral Exam" form (<http://www.unco.edu/grad/forms/pdfs/ScheduleDocExam.pdf>), file it with the Graduate School at least two weeks before your scheduled exam. File a copy in the biology office and keep copies for yourself and your advisor. Most students, with the permission of their committee, choose to give their oral presentation during the weekly seminar series held on Fridays at 3:35. If you would like to do this, contact the faculty member in charge of organizing the seminar series (BIO 691) and reserve a date. Make sure the date is before the dissertation defense deadline mentioned above in (8). Your oral presentation **MUST** be conducted **BEFORE** your dissertation defense. Following your oral presentation, all audience members will have the opportunity to ask you questions, and once this question session has been completed, all audience members except biology faculty will be asked to leave. At this time, biology faculty will be allowed to ask you additional questions. This will be immediately followed by your dissertation defense with your committee (3 hour time limit). A "Defense of Dissertation" form will have been sent to your advisor by the Graduate

School. Once you have passed your exam, have your committee members sign this form. File this form with the Graduate School, file a copy in the biology office, and keep copies for yourself and your advisor.

Your dissertation will be published by ProQuest Open Access Publishing. While it is important for your work to be disseminated, the publishing of your dissertation in its entirety may preclude your ability to publish your research in the journal(s) of your choice. We suggest that you apply *a two year embargo* by completing page three of the ProQuest Doctoral Dissertation Publishing Agreement which must be completed prior to graduation. ([http://www.unco.edu/grad/new\\_current/resources/final\\_forms.html](http://www.unco.edu/grad/new_current/resources/final_forms.html))

10. Before you graduate, two original research manuscripts must be submitted to one or more peer-reviewed journals appropriate for your field of study. You must be the first author on at least one of these manuscripts and an author (but not necessarily the first author) on the other. These manuscripts do not have to be accepted or in press, but they must have been submitted to the editor for review.
11. You must complete a Graduate Student Exit Survey before you graduate. To maintain the confidentiality of the survey, place the completed survey in a sealed envelope and turn it in to a biology office administrative staff member. Have this staff member sign a "Completion of Graduate Student Exit Survey" form (SBS) to verify completion of the survey.
12. The signature page on all copies of your dissertation that are turned into the Graduate School must have original signatures from your committee members. In addition you need to file another "Non-Plagiarism Affirmation" form (GS) with your completed dissertation. ([http://www.unco.edu/grad/new\\_current/resources/final\\_forms.html](http://www.unco.edu/grad/new_current/resources/final_forms.html))

#### OTHER REQUIREMENTS

1. In September of each academic year you must complete the Annual Progress Report (SBS) by the date listed on the form and turn the completed APR into your advisor for their input. Email a copy of the APR once approved by your advisor to the chair of the graduate committee.
2. Fill out the UNC Universal Scholarship Application (go to the Financial Aid link under the Student Tab in URSA) by **MARCH 1**. The School of Biological Sciences, the College of Natural and Health Sciences, the Graduate School, and the UNC Foundation have several graduate scholarships available each year that students can compete for. If you have not filled out the Universal Scholarship Application by the deadline you will NOT be considered for any of them. Do not throw away your chance for free money!!!
3. Meet with your committee at least once a year to update them on your progress and to troubleshoot any problems you may have run into (this must be documented in your APR).
4. Each spring, typically during the first week of April, all graduate students will give a brief oral presentation during Academic Excellence Week. Your presentation should encompass a

relevant literature review and ideas you have for your dissertation if you are just getting started, or updates on your accomplishments for the year if you are currently conducting your research. This presentation will be open to the public and all biology faculty will be in attendance.

5. Fill out the Free Application Federal Student Aid (FAFSA) form by March 1 at the latest. You must fill out this form to be eligible to receive some fellowships, scholarships, work study, loans, grants, etc. Instructions and a link to the FAFSA website are available on the UNC Financial Aid Office website ([www.unco.edu/ofa](http://www.unco.edu/ofa)).
6. Fill out a Summer Financial Aid Application form if you wish to receive aid for the summer (i.e. loans). This form is posted to the financial aid website in early March of each year but there is no strict deadline ([www.unco.edu/ofa](http://www.unco.edu/ofa)). To receive summer assistance you will need to have the FAFSA from the previous year (e.g. for summer 2007 you need a FAFSA from 2006/2007) on file.
7. Fill out a separate Summer Work Study Application form if you wish to receive work study in the summer. Work study during the summer is full-time (36-40 hrs/week). This form is posted on the financial aid office's website in early February and is due by March 1. Note: you cannot apply for both a summer application for aid and summer work study, just one or the other. To receive summer assistance you will need to have the FAFSA for the following year (e.g. for summer 2007 you need a FAFSA from 2007/2008) on file (see # 5 above). Note that both these forms have a March 1 deadline.

#### **OTHER IMPORTANT POINTS**

Make 2 extra copies of all the forms you fill out. One should be given to your advisor and you should keep one in your permanent records.

The UNC Graduate School no longer publishes a Graduate Student Handbook. All information that was contained in the handbook is either in the UNC catalog or available in the student handbook published by the Dean of Students ([www.unco.edu/dos](http://www.unco.edu/dos)).

**QUICK CHECKLIST FOR YOUR OWN RECORDKEEPING**

**ONE TIME DEADLINES**

<u>DATE COMPLETED</u>	<u>ITEM</u>
_____	Fill out/file Graduate Advisor Assignment Form
_____	Fill out/file Request for Appointment of Doctoral Committee form
_____	Fill out/file Plan of Study Form
_____	Research proposal written, reviewed, signature page on file
_____	Submit Non-Plagiarism Affirmation form with proposal to Graduate School
_____	Proposal filed at Graduate School with Non-Plagiarism Affirmation
_____	Fill out/file Request to Schedule Doctoral Written Comp. Exams form
_____	Fill out/file Report of Doctoral Written Comprehensive Exams form
_____	Fill out/file Request to Schedule a Doctoral Examination form
_____	Fill out/file Report of Oral Comprehensive Exam Results form
_____	Fill out/file BIO 792: Application for Doctoral Supervised Teaching form
_____	Enroll in 1-2 credits of BIO 792 semester before teaching
_____	Enroll in 3-4 credits of BIO 792 the semester you do your teaching
_____	Dissertation written according to Graduate School Manual
_____	Applied (in writing) for graduation with Graduate School
_____	Schedule date for oral presentation/dissertation defense
_____	Fill out/file a Request to Schedule a Doctoral Examination form
_____	Fill out/file a Defense of Dissertation form
_____	Give complete dissertation to your committee for review
_____	Two peer-review papers SUBMITTED before graduation
_____	Graduate Student Exit Survey completed
_____	Copies of dissertation with original signature pages and Non-Plagiarism Affirmation to Graduate School

**EVERY YEAR DEADLINES**

DATES COMPLETED

ITEM

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Annual Progress Report (APR) completed

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Universal Scholarship Application completed (Mar. 1)

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Committee meeting

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Oral presentation given during Academic Excellence Week

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FASFA form completed (Mar. 1)

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Summer funding application (aid/work study) completed

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