Graduate Operations Committee (GOC)

- Andrew J. Andres, Graduate Coordinator
- Susan L. Meacham
- Javier A. Rodríguez, Chair
- Helen J. Wing
Responsibilities of the Graduate Operations Committee

- Monitor the progress of students toward their degrees by reviewing the annual evaluations submitted by the students and their advisors.
- Provide the Graduate Coordinator information on the standing and progress of students towards their degree.
  - This information may be used in deliberations concerning academic probation and the assignment of financial assistantships to graduate students.
Responsibilities of the Graduate Operations Committee (cont.)

• Conduct an *Orientation Meeting* with all new students.
  – The purpose of this meeting is to welcome the students, talk to them about the general policies of the Graduate Program, and answer questions they may have.

• Review the composition of Advisory Committees.
Responsibilities of the Graduate Operations Committee (cont.)

- Periodically review existing graduate programs.
- Revise the *Graduate Student Handbook* when necessary. The *Graduate Student Handbook* lists the policies of the Graduate Program and is available online.
- Provide new or revised materials for the *Graduate College Catalog*. 
SoLS Graduate Faculty

– Penny S. Amy
– Andrew J. Andres
– Dennis A. Bazyliński
– J. Steven de Belle
– Dale A. Devitt
– Michelle M. Elekonich
– Allen G. Gibbs
– Brian P. Hedlund
– David V. Lee
– Susan L. Meacham
– Laurel A. Raftery
– Carl L. Reiber
– Brett R. Riddle
– Eduardo A. Robleto
– Javier A. Rodríguez
– Martin R. Schiller
– Paul J. Schulte
– Qingxi Jeffery Shen
SoLS Graduate Faculty (continued)

- Stanley D. Smith
- Lloyd R. Stark
- Peter L. Starkweather
- Daniel B. Thompson
- Frank van Breukelen
- Lawrence R. Walker
- Helen J. Wing
Graduate Program Policies

• Each M.S. and Ph.D. student must have a member of SoLS Graduate Faculty serving as his/her Advisor at all times.

• Each new M.S. and Ph.D. student must form and Advisory Committee and meet with this Committee by April 15 (if the student joined the Program in the Spring semester) or October 31 (if the student joined the Program in the Fall semester).
Graduate Program Policies

• Composition of Master’s Advisory Committees (four total, at least three experts in the field):
  
  – Thesis Advisor (SoLS Committee Chair)
  – Two SoLS Graduate Faculty
  – Graduate Faculty Representative (a Faculty Member with Graduate Faculty Status at UNLV, but whose primary academic appointment IS NOT in SoLS)
Graduate Program Policies

• Composition of Doctoral Advisory Committees (five total, at least four experts in the field):
  
  – Dissertation Advisor (SoLS Cmte. Chair)
  
  – Two SoLS Graduate Faculty
  
  – SoLS Graduate Faculty or “Outside of SoLS or UNLV” Committee member (optional, but strongly recommended)
  
  – Graduate Faculty Representative (UNLV, but not SoLS)
Graduate Program Policies

- One Adjunct or Affiliated Faculty in SoLS can substitute one SoLS Graduate Faculty member on Master’s or Doctoral Advisory Committees.
Graduate Program Policies

• “Outside of SoLS or UNLV” members of doctoral advisory committees MUST be awarded Graduate Faculty status by SoLS and by the Graduate College.

• This external committee member only has to “be present” for either the Comprehensive Examination or the dissertation defense, not necessarily for both. (Teleconferences can be arranged to allow the external committee member to participate in these events.)
Graduate Program Policies

• Each M.S. and Ph.D. student must meet with his/her Advisory Committee at least once during the “calendar year” (i.e., January to October).

• It is the responsibility of the student, not of his/her Thesis/Dissertation Advisor, to schedule meetings with the student’s Advisory Committee.

• Students are strongly advised to schedule these meetings early in the Spring semester.
Graduate Program Policies

- One strategy to schedule these meetings is for the student to ask the members of his/her Committee when during the week they cannot meet.

- After gathering this information, the student finds a day and time that works for everybody, and notifies the members of the Committee of his/her intentions of scheduling a meeting for that date.
Graduate Program Policies

- A written report of this meeting (i.e., the Graduate Advisory Committee Annual Meeting Form) must be submitted to the GOC by November 1.

- The Graduate Advisory Committee Annual Meeting Form is available online.
Graduate Advisory Committee Annual Meeting Form

(Please leave the completed form in the GOC Box in WHI 101)

Student’s name: ____________________________ Degree sought: ______

Meeting date: ________________

Students should complete Section I – Progress Report prior to the start of the meeting. Under Research accomplishments, please include fellowships, grants, and awards received, oral and written presentations given, articles published, and any other relevant information. If this is the first meeting of the student’s Advisory Committee, please indicate so in the section Address research objectives stipulated during the previous meeting.

The graduate student and all members of his/her Advisory Committee must sign the form at the end of the meeting.

*** THIS FORM MUST BE TYPED ***

I. Progress Report (to be filled by the student prior to the meeting)

a. Course work completed (or in progress)

<table>
<thead>
<tr>
<th>Course title</th>
<th>Grade earned</th>
</tr>
</thead>
</table>


I. Progress Report (continued)

Please list any GRADUATE courses (course title, description, number of credits, institution) obtained from UNLV or another university that can be applied toward this student’s degree. These courses must appear as graduate courses on an official transcript that is part of the student’s academic file.

b. Research accomplishments since the last meeting with the Advisory Committee

c. Address research objectives stipulated during the previous meeting with the Advisory Committee
II. Plan of Action (must summarize the recommendations that are made during the meeting with the Advisory Committee). This section should be filled out by the student’s advisor to reflect the content of the discussion that takes place during the meeting regarding suggested course work, and objectives and directions for the student’s research during the next year.

a. Suggested course work

b. Research objectives

III. In the opinion of the Advisory Committee, is this student making adequate progress toward his/her degree? Yes [ ] No [ ]

If the answer to the previous questions is “No,” please explain why. Please also indicate any minority opinions concerning this issue, as well as any other relevant comment.
### Signatures

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>Student ____________</td>
<td>_________</td>
<td>______</td>
</tr>
<tr>
<td>_____________</td>
<td>Committee Chair</td>
<td>_________</td>
<td>______</td>
</tr>
<tr>
<td>_____________</td>
<td>SoLS Cmte. Member</td>
<td>_________</td>
<td>______</td>
</tr>
<tr>
<td>_____________</td>
<td>SoLS Cmte. Member</td>
<td>_________</td>
<td>______</td>
</tr>
<tr>
<td>_____________</td>
<td>Graduate College Repres.</td>
<td>_________</td>
<td>______</td>
</tr>
<tr>
<td>_____________</td>
<td>Outside Cmte. Member</td>
<td>_________</td>
<td>______</td>
</tr>
</tbody>
</table>

Revised: November 2009
Graduate Program Policies

- The preferred rooms for a student to hold meetings with his/her Advisory Committee are the Faculty Lounge in Juanita Greer White Hall and White Hall Room 111.
Master’s students
Graduate Program Policies

• Master’s students are required to complete a minimum of 30 credit hours beyond the baccalaureate degree.

• Eighteen (18) of the 30 credits must be completed by taking 700-level courses other than Biology 797 – *Thesis*. 
Graduate Program Policies

- Master’s students who earn one grade below “B–” in any graduate course, or whose cumulative Grade Point Average (GPA) falls below 3.00, will be placed on academic probation.

- A student can be removed from academic probation if he/she remediates the deficient grade within one year. Otherwise, the student will remain on academic probation for the duration of his/her tenure in the Master’s Program.
Graduate Program Policies

- Master’s students who earn a second grade below “B–” in any graduate course, or whose cumulative Grade Point Average (GPA) falls below 3.00 for a second time will be separated from the Master’s Program by the Graduate College.
Graduate Program Policies

• Master’s students must take Biology 701 – *Ethics in Scientific Research* (1 credit) during their first year in the Program.

• Master’s students must take at least six (6) credits of Biology 793 – *Advanced Topics in Life Sciences* (1-2 credits) and/or Biology 796 – *Graduate Seminar* (1-2 credits).

• Biology 793 may be repeated to a maximum of 6 credits, whereas Biology 796 may be repeated to a maximum of 10 credits.
Graduate Program Policies

• Starting in Fall 2010, all SoLS Master’s students are required to participate in Biology 790 – *Research Colloquium in Life Sciences* (1-3 credits) every semester, with or without registering for credit in the course.
Graduate Program Policies

• Master’s students are required to take a minimum of six (6) credits of Biology 797 – *Thesis* (3-6 credits).

• Biology 797 may be repeated for credit as needed, but only six (6) credits may be counted towards the 30 credit hour minimum graduation requirement.
Graduate Program Policies

• With the Advisor’s approval, a Master’s student can enroll in Biology 791 – Research Laboratory Discussions in Life Sciences (1-2 credits) to receive credit for presenting his/her research findings (and discussing the work of colleagues) during formal laboratory meetings with his/her Advisor’s research group.

• Biology 791 may be repeated to a maximum of 10 credits.
Graduate Program Policies

- In addition to the general requirements, the course work that a Master’s student must complete is determined by the Research Interest Group (e.g., CMB, EEB, IP, Micro) with which he/she is associated, and by his/her Advisory Committee.
# Course Work Requirements for Master’s Students

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>– 3 or 4</td>
<td>600- or 700-level didactic courses</td>
<td>9-12</td>
</tr>
<tr>
<td>– BIOL 701</td>
<td><em>Ethics in Scientific Research</em></td>
<td>1</td>
</tr>
<tr>
<td>– BIOL 790</td>
<td><em>Research Colloquium</em></td>
<td>6</td>
</tr>
<tr>
<td>– BIOL 791</td>
<td><em>Research Lab. Discussions</em></td>
<td>1-4</td>
</tr>
<tr>
<td>– BIOL 793</td>
<td><em>Advanced Topics in Life Sciences</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and/or BIOL 796 – <em>Graduate Seminar</em></td>
<td>6</td>
</tr>
<tr>
<td>– BIOL 789</td>
<td><em>Independent Study</em> (“Prethesis”)</td>
<td>1-6</td>
</tr>
<tr>
<td>– BIOL 797</td>
<td><em>Thesis</em></td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>≥30</td>
</tr>
</tbody>
</table>
Graduate Program Policies

• Master’s students must submit the proposed Graduate Degree Program to the Graduate College prior to completing 16 credit hours of work toward the degree (*Graduate College policy*).

• Master’s students must submit the *Prospectus Approval* (*i.e.*, thesis proposal) form to the Graduate College before registering for Biology 797 – *Thesis* credit hours (*Graduate College policy*).
Graduate Program Policies

• Following approval by the Thesis Advisor, the Master’s student will submit the thesis draft to be defended to his/her Advisory Committee at least four (4) weeks—unless the Advisory Committee deems otherwise—prior to an oral defense of the thesis.

• Master’s students must complete all degree requirements within six (6) years.
Doctoral students
Graduate Program Policies

• Doctoral students are required to complete a minimum of 60 credit hours beyond the baccalaureate degree.

• Thirty-six (36) of the 60 credits must be completed by taking 700-level courses other than Biology 799 – *Dissertation*. 
Graduate Program Policies

- Doctoral students who earn one grade below “B–” in any graduate course, or whose cumulative Grade Point Average (GPA) falls below 3.00, will be placed on academic probation.

- A student can be removed from academic probation if he/she remediates the deficient grade within one year. Otherwise, the student will remain on academic probation for the duration of his/her tenure in the Ph.D. Program.
Graduate Program Policies

• Doctoral students who earn a second grade below “B–” in any graduate course, or whose cumulative Grade Point Average (GPA) falls below 3.00 for a second time will be separated from the Ph.D. Program by the Graduate College.
• Doctoral students must take Biology 701 – *Ethics in Scientific Research* (1 credit) during their first year in the Program.

• Doctoral students must take at least six (6) credits of Biology 793 – *Advanced Topics in Life Sciences* (1-2 credits) and/or Biology 796 – *Graduate Seminar* (1-2 credits).

• Biology 793 may be repeated to a maximum of 6 credits, whereas Biology 796 may be repeated to a maximum of 10 credits.
Graduate Program Policies

• Starting in Fall 2010, all SoLS doctoral students are required to participate in Biology 790 – *Research Colloquium in Life Sciences* (1-3 credits) every semester, with or without registering for credit in the course.
Graduate Program Policies

• Doctoral students are required to take a minimum of six (6) credits of Biology 799 – *Dissertation* (3-6 credits).

• Biology 799 – *Dissertation* may be repeated for credit as needed, but only 18 credits may be counted towards the 60 credit hour minimum graduation requirement.
Graduate Program Policies

• With the Advisor’s approval, a doctoral student can enroll in Biology 791 – Research Laboratory Discussions in Life Sciences (1-2 credits) to receive credit for presenting his/her research findings (and discussing the work of colleagues) during formal laboratory meetings with his/her Advisor’s research group.

• Biology 791 may be repeated to a maximum of 10 credits.
Graduate Program Policies

- In addition to the general requirements, the course work that a doctoral student must complete is determined by the Research Interest Group (e.g., CMB, EEB, IP, Micro) with which he/she is associated, and by his/her Advisory Committee.
# Course Work Requirements for Doctoral Students

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 701</td>
<td>Ethics in Scientific Research</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 790</td>
<td>Research Colloquium</td>
<td>5-9</td>
</tr>
<tr>
<td>BIOL 791</td>
<td>Research Lab. Discussions</td>
<td>10</td>
</tr>
<tr>
<td>BIOL 793</td>
<td>Advanced Topics in Life Sciences and/or BIOL 796</td>
<td>7-16</td>
</tr>
<tr>
<td>BIOL 789</td>
<td>Independent Study (“Predissert.”)</td>
<td>1-9</td>
</tr>
<tr>
<td>BIOL 799</td>
<td>Dissertation</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>≥60</td>
</tr>
</tbody>
</table>
Suggested course work timeline for doctoral students
Year 1 and Year 2

• Take nine (9) credits per semester, totaling 36 credits.

• Try to fulfill all didactic course work requirements.

• Pass the Comprehensive Examination by the end of Year 2.
Year 3

• Advance to Candidacy.
• Take nine (9) credits per semester, totaling \((36 + 18)\) 54 credits.
• Finish 700-level course work requirements.

Year 4 (and beyond)

• Take six (6) credits of Biology 799 – *Dissertation* per semester until graduation.
Graduate Program Policies

• Doctoral students must submit the proposed graduate degree program to the Graduate College by the end of their third semester in the Program (Graduate College policy).
Comprehensive Examination

(Doctoral students only)
Graduate Program Policies

• Doctoral students must take the Comprehensive Examination by the end of their fifth semester after matriculation into the program. (This usually means by the end of the Fall semester of their third year.)

• The Comprehensive Examination must be held at least three (3) weeks before the last day of instruction of any given term (Graduate College policy).
Graduate Program Policies

• The format and administration policy of the Comprehensive Examination is determined by the Research Interest Group (e.g., CMB, EEB, IP, Micro) with which the student is associated.

• However, all formats include both written and oral components, and assess whether the student has reached the appropriate level of knowledge and analytical skills necessary for his/her field of study.
Possible Outcomes of the Comprehensive Examination

• Pass

• Remediation Required for Pass
  – with an explicit stipulation of the academic requirements and time frame that must be satisfied in order for the student to pass the exam

• Fail
Graduate Program Policies

• If a student fails the Comprehensive Examination, he/she, at the discretion of the Advisory Committee, may be allowed to retake the exam once.
Graduate Program Policies

• The student must retake and pass the Comprehensive Examination within twelve (12) calendar months of the date when it was first taken.

• If a student does not comply with this timeline, fails to remediate any deficiencies in a satisfactory manner, or fails the exam for the second time, he/she may be placed on academic probation or separated from the Ph.D. Program by the Graduate College (see Graduate Student Handbook for further details).
Doctoral students are advanced to Candidacy after passing their Comprehensive Examination and successfully completing a minimum of 36 credits required by the curricular program established by the Research Interest Group (e.g., CMB, EEB, IP, Micro) with which he/she is associated.

Graduate Program Policies
Graduate Program Policies

- Doctoral students must submit the *Prospectus* (*i.e.*, dissertation proposal) *Approval* form to the Graduate College *before* registering for Biology 799 – *Dissertation* credit hours (*Graduate College* policy).
Graduate Program Policies

• Following approval by the Dissertation Advisor, the Ph.D. candidate will submit the dissertation draft to be defended to his/her Advisory Committee at least four (4) weeks—unless the Advisory Committee deems otherwise—prior to an oral defense of the dissertation.
Graduate Program Policies

• A student beginning the doctoral program without a Master’s degree must complete all requirements for the degree within eight (8) years (Graduate College policy).

• A student beginning the doctoral program and holding a Master’s degree must complete all requirements for the degree within six (6) years (Graduate College policy).
The End