Guide for Graduate Students (and Advisors)

Department of Biology
University of Louisiana at Lafayette
Lafayette, LA 70504

*Revised by the Graduate Studies Committee on **4 September 2018***

Graduate Coordinator & Chair of Graduate Studies Committee: Dr. Brad Moon
Chair of Admissions: Dr. Scott France
Chair of Fellowships & Space Use: Dr. Paul Klerks
Chair of Graduate Program Assessments: Dr. Andrei Chistoserdov

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RECENT CHANGES

New requirements for comprehensive exams and final defenses and exams

Updated information about course requirements (9 + 9 list)

Critical new information about TA funding

New information about the Graduate Studies Committee

New information about the duties of Teaching Assistants & Research Assistants

Updated information about thesis/dissertation proposals

I. INTRODUCTION

The Department of Biology offers programs of study leading to the degrees of Master of Science in Biology and Doctor of Philosophy in Environmental & Evolutionary Biology. As a graduate student, you will advance well beyond undergraduate levels of knowledge and experience, and will learn the critical foundations of your field as well as the current state of knowledge and productive areas of research in biology. This advanced knowledge, coupled with direct experience and skills you will gain in your specific field of interest, will help prepare you for advanced careers in biology and related fields. Our master's program in biology prepares you for a career in an applied biological or biomedical field or a research-intensive academic career. Our doctoral program in environmental and evolutionary biology emphasizes research and prepares you for the highest levels of scholarship and career opportunities in academia and research-related agencies and industries. With guidance from a major advisor and committee, you are expected to increase your comprehension of biology and your experience and skills necessary for advanced work in the biological sciences.

As a graduate student, you should conduct yourself as a professional biologist and maintain high standards of scientific integrity, ethics, and performance. You should exceed minimum requirements of all kinds; your goals should be to master subjects, rather than to simply comply with formal requirements. We expect you to broaden your outlook and enlarge your background by reading professional journals regularly; by attending lectures, seminars, and conferences; and by becoming familiar with the reference materials available in your field. We strongly encourage you to become a member of national or international professional societies in your field of specialization.

II. GRADUATE STUDIES COMMITTEE

The biology Graduate Studies Committee (GSC) consists of the Graduate Coordinator and Chair of the Committee, Chair of Admissions, Chair of Fellowships & Space Use, and Chair of Graduate Program Assessments. The role of the committee is to manage applications and admission, develop and oversee graduate-program policies, oversee student progress, help students and advisors with program requirements, consider and help with appeals of departmental and Graduate School policies, and help with other problems encountered, and support and sign documentation as needed. For help with applications and admission, contact the Chair of Admissions. For help with Board of Regents Fellowships and office space, contact the Chair of Fellowships & Space Use. For help with program requirements and policies, progress, documentation, difficulties in the program, appeals, or other program-related issues, contact your

major advisor or the Graduate Coordinator. The GSC maintains confidentiality as much as possible with student information.

The GSC currently consists of:

Graduate Coordinator & Chair of Graduate Studies Committee: Dr. Brad Moon
Chair of Admissions: Dr. Scott France
Chair of Fellowships & Space Use: Dr. Paul Klerks
Chair of Graduate Program Assessments: Dr. Andrei Chistoserdov

III. DOCTOR OF PHILOSOPHY

This program emphasizes environmental and evolutionary biology, and requires a research-based dissertation. A dissertation is a written document that describes research you have conducted, the results you have obtained and discoveries you have made, your analysis and interpretation of the results, and your explanations of how they are important. A dissertation in biology is expected to generate new scientific knowledge and, through publication in scientific journals or books, contribute to advances in biology. In this program, we expect you to concentrate your dissertation work in an area of active faculty research. In addition to reviewing the requirements below, be sure to get the schedule and checklist on Moodle.

1. Dissertation Committee and Defense of the Dissertation Proposal

You should assemble a Dissertation Committee during your first or second semester in residence in the program. We encourage you to choose committee members based on your interests and your major advisor's guidance. The Dissertation Committee must include a minimum of five doctoral-level scientists. Your major advisor is a member of the committee and serves as its Chair. If you wish to have an adjunct member serve as your major advisor, then you must have biology graduate faculty member as a co-chair if the adjunct faculty member has not previously chaired a committee in the department. Only faculty members with Level-II appointments to the Graduate Faculty can chair or co-chair a dissertation committee; a list of Graduate Faculty members and their appointment levels is available online here at the Graduate School's web site. At least three of the five committee members must be regular, non-adjunct professorial faculty members in biology who have Level-II appointments to the University's Graduate Faculty. (An exemption to this rule, lasting no more than 12 months, can be granted by unanimous vote of the departmental GSC.) At least one committee member must be from outside the department; this outside committee member need not be an adjunct faculty member or hold a Graduate Faculty appointment at UL Lafayette. An adjunct faculty member serving as a chair or

co-chair cannot be considered as an outside member. The committee membership is documented using the *Dissertation Committee Appointment* form (DOC or PDF); see the *Schedule and Checklist for Graduate Students* on the biology Moodle page for information about all of the necessary forms.

You should meet with your Dissertation Committee at least once per year for the committee to offer guidance and see your progress. The first meeting should be no later than the end of your second semester. The purposes of this meeting will be to assess and approve your plan for graduate course work, discuss your initial plans for dissertation research, and evaluate your progress in the first year. **The second meeting, for the proposal defense, should be no later than the end of your fourth semester (for students who already have a master's degree) or fifth semester (for students without a master's degree); be sure to refer to the schedule and checklist on Moodle for reminders about these and other deadlines. Teaching Assistant stipends will be reduced for late completion of the proposal defense**. At least 2 weeks prior to this meeting, you must submit to the committee a written dissertation proposal describing the project that you have developed with your major advisor's input. At the proposal-defense meeting, you will discuss the proposal with the committee and receive feedback about it, and you may be required to revise the proposal or research plans. Your advisor will document successful proposal defense by e-mail to the biology Graduate Coordinator and the Graduate School.

2. Course Requirements

Within the general course requirements described below, you will work together with your dissertation committee to develop a personalized curriculum of courses. This approach allows you to tailor your course work to your particular needs and interests.

For Ph.D. students, the University requires 72 hours of graduate credit after a bachelor's degree; at least 48 of these hours must be in non-dissertation graded course work. Colloquium hours (BIOL 550) do not count toward these credit-hour requirements. Doctoral students must take at least 9 credit-hours in environmental biology and 9 in evolutionary biology; a list of these courses is provided below in this guide. Also, be sure to read the General Requirements section below for more information about course work.

If you entered the doctoral program with only a bachelor's degree, then at least 24 of the 48 hours of credit must be at the 500–600 level, including 2 hours of Graduate Seminar (BIOL 551/552). If you entered the doctoral program with a master's degree, then you may transfer up

to 24 hours of non-dissertation course work from your master's degree toward a doctoral degree at UL Lafayette (using an *Application for Use of Transfer Graduate Credits* form, DOC or PDF). However, the Graduate School requires that the credit-hours be transferred properly; for more information about transferring credit-hours, see the section below on transfer credits. For students with a master's degree, at least 12 of the 24 required credits must be at the 500–600 level, including 2 hours of Graduate Seminar (BIOL 551/552). Required courses, excluding formally transferred credit-hours, must be taken in residence in the doctoral program. We also encourage you to take at least one course at another institution, field station, or marine lab if the opportunity arises.

Unless required by your committee, there is no foreign-language requirement. Courses and any language requirements should be documented on the *Course and Language Requirements* form on Moodle.

3. Comprehensive Examination

Doctoral comprehensive exams are intended to assess that you (1) have a thorough knowledge of the critical foundations of modern biology and of the current state of knowledge in your specific area of research, and (2) are ready to advance to independent research and discovery without needing further course work as preparation.

Before taking the comprehensive examination, you must complete the following requirements: (1) all courses required by the program and your Dissertation Committee, (2) any language requirement made by your committee, and (3) the defense of your dissertation proposal. It is important to complete these requirements on schedule noted above (by the fourth semester if you have a master's degree or the fifth semester if you have only a bachelor's degree) so that you can complete the comprehensive on time.

The comprehensive examination is scheduled by you and your major advisor and is administered by all members of your Dissertation Committee. **You should complete the comprehensive exams by your sixth semester if you have a master's degree, or by your seventh semester if you don't have a master's degree; remember to refer to the schedule and checklist on Moodle for reminders about these and other deadlines. Teaching Assistant stipends will be reduced for late completion of the comprehensive exam.**

The examination consists of a written portion that will be administered at least 2 weeks before the oral examination. In both parts of the exam, you will be examined on general biological knowledge and areas specific to your research. To be considered successful, there may

be no more than 1 dissenting vote. The committee chair may require that a positive decision be based on unanimous approval by the committee. A second attempt is allowed if one fails the first attempt, and must be taken during the following semester. If one fails a second examination, dismissal from the program is mandatory. You may appeal dismissal to the GSC and the Graduate Student Appeals Committee of the Graduate Council. Your advisor documents the outcome of the comprehensive exams by e-mail to the biology Graduate Coordinator and the Graduate School.

4. Admission to Candidacy

Admission to candidacy follows satisfactory completion of all course work, related requirements imposed by the committee, the dissertation proposal, and the comprehensive examination. The *Application for Admission to Candidacy* form (DOC or PDF) needs to be filed with the Graduate School and Graduate Coordinator. If you completed a M.S. degree elsewhere in the United States, then you must list all transferred courses on the candidacy form (see notes about transfer credits below in Section IX). After admission to candidacy, changes to the membership of your Dissertation Committee require unanimous approval of the GSC.

5. Dissertation

To earn a doctorate, you must complete a specific research project based on your proposal and then submit and defend a written dissertation to your dissertation committee, and the committee must approve the dissertation unanimously. The general nature of a dissertation in biology was summarized above at the beginning of this section. If dissertation chapters are submitted for publication before the dissertation defense, you are expected to give all committee members the opportunity to provide feedback on the chapters before they are submitted for publication. See the section below on defenses for more information about deadlines for providing your dissertation to your committee. Preliminary departmental approval of the dissertation is documented using the *Thesis or Dissertation Approval - Biology* form (on Moodle). Following committee approval, formatting requirements of the dissertation must be approved by the Graduate School (using the *Preliminary Approval of Draft of Thesis or Dissertation* form) before final acceptance. Prior to graduation, you must make available to your major advisor a copy of all unpublished and published research data. The final, revised and approved dissertation is submitted to the Graduate School with the *Copyright Compliance Form* by the deadline they state each semester. One copy of the dissertation is required by the Graduate School for binding, and a second bound copy is required by the Department of Biology. Check in

advance whether or not your advisor and committee members require any additional bound copies.

6. Special Requirements

All doctoral students must present a departmental seminar at least once every two years; doctoral fellows must present a departmental seminar once every year. Presentations at the annual Graduate Student Symposium fulfill this requirement. Off-campus presentations, such as those at scientific meetings, while strongly encouraged, do not fulfill this requirement.

A manuscript that is acceptable to your committee must have been submitted to an appropriate refereed journal (although not necessarily accepted for publication) prior to the scheduling of the oral defense of the dissertation. You must be the first, or sole, author on the manuscript.

7. Dissertation Defense and Final Examination

The dissertation defense and final examination involves an oral presentation and examination on the dissertation research. The defense and final examination are administered by your Dissertation Committee after it has reviewed a complete draft of your dissertation. You must provide a complete copy of your dissertation to all committee members before scheduling the defense. You must also give the committee at least 14 days to review the dissertation before the defense, unless advance permission for a shorter period is requested and given in writing by all members of the dissertation committee and by the Graduate Studies Committee.

The defense presentation is open to the public and must be held on campus during normal business hours. You must announce the time and location of your oral presentation at least 1 week in advance by e-mail and in print to the department and Graduate School. Use the template available on Moodle for preparing your defense announcement. You may ask the departmental secretary, colloquium organizer, or Graduate Coordinator to e-mail the defense announcement to the department. At the defense presentation, your major advisor should invite the graduate faculty to join the final examination. Immediately after the oral presentation, you will meet with your committee for the final examination; this final exam may include questions that extend beyond the thesis itself. Any graduate faculty member may attend any final exam associated with a dissertation defense. Non-committee members may ask questions of the graduate student but cannot vote on the outcome.

Approval of the final defense and dissertation requires unanimous vote of your Dissertation Committee. To document a successful defense, your advisor submits the *Final Report Form* that he/she received from Graduate School.

8. Graduation

Several forms are required in preparation for graduation. See the *Schedule and Checklist for Graduate Students* (on Moodle) for specific information about which forms and signatures/approvals are needed.

IV. MASTER OF SCIENCE

The Master of Science program has a thesis track and a non-thesis track. We recommend the thesis track for students interested in pursuing additional graduate training and careers in research. We recommend the non-thesis track for students seeking a terminal graduate degree for a career that does not require research experience and for those interested in future study at a professional school. You may switch from one track to the other with approval of your advisor and the GSC. In addition to reviewing the requirements below, be sure to get the schedule and checklist on Moodle.

1. Master's Committees

Master's advisory/thesis committees are intended to help guide students through master's study. Master's committees must include a minimum of three regular, non-adjunct members of the biology department who hold Level I or II appointments to the University's Graduate Faculty. A list of Graduate Faculty members and their appointment levels is available online here at the Graduate School's web site. Additional members may be added and do not need to be affiliated with the University. Your major advisor serves as a member and Chair of the committee. If you wish to have an adjunct member serve as your major advisor, then you must have biology graduate faculty member as a co-chair if the adjunct faculty member has not previously chaired a committee in the department. You should select other committee members based on your interests and your major advisor's guidance. Once you have assembled a committee, fill out the appropriate form noted below and take it to the biology Graduate Coordinator for approval. Non-thesis students should use the *Master's Advisory Committee Appointment for Non-Thesis Track* form (on Moodle). Thesis-track students should use the *Master's Thesis Committee Appointment* form (on Moodle). See the *Schedule and Checklist for Graduate Students* (on Moodle) for information about all of the necessary forms.

Thesis-track committee and proposal defense: You should assemble and meet with your Thesis Committee during your first semester. The purposes of this meeting will be to assess and approve your plan for graduate course work, discuss your initial plans for thesis research, and assess your early progress. You should document this meeting with the *Course and Language Requirements* form (on Moodle, and see below).

You should arrange another committee meeting to defend your thesis proposal before the end of your third semester. Teaching Assistant stipends will be reduced for late completion of the proposal defense. At least 2 weeks prior to this meeting, you must submit to the committee a written dissertation proposal describing the project that you have developed with your major advisor's input. At the proposal-defense meeting, you will discuss the proposal with the committee, answer questions about the proposal, and receive feedback about it; you may be required to revise the proposal or research plans. A broad background in biology is expected of all master's students; consequently, the defense of the thesis proposal may include questions that extend beyond the thesis itself. Your advisor will document successful proposal defense by e-mail to the biology Graduate Coordinator and the Graduate School. Thereafter, you should meet with your committee at least once per year for updated feedback and to keep the committee informed about your progress. After your proposal defense, changes to the membership of your Thesis Committee require unanimous approval of the GSC.

Non-thesis track: You will be assigned to a major advisor by the Admissions Chair. With input from your major advisor, you need to form an Advisory Committee and consult with committee members in your first semester. The primary roles of the Advisory Committee for non-thesis students are to provide guidance about course work and to administer the comprehensive and final examinations.

2. Course Requirements

Within the general course requirements described below, you will work with your thesis or advisory committees to develop a personalized curriculum of courses. This approach allows you to tailor your course work to your particular needs and interests. Unless required by your committee, there is no foreign-language requirement. Courses and any language requirements approved at your first committee meeting should be documented on the *Course and Language Requirements* form (on Moodle).

Thesis track: The course requirements for a thesis-based Master of Science degree includes acceptable grades in a minimum of 30 hours of courses approved for graduate credit,

including not more than 6 hours devoted to thesis; colloquium hours (BIOL 550) do not count toward this requirement. Of the 24 non-thesis hours, at least 18 must be from courses in the Department of Biology. At least 12 of the non-thesis hours must be in courses at the 500-level or above, including 2 hours of the Graduate Seminar in Biology (BIOL 551/552). For more information about course work, be sure to read the General Requirements section below.

Non-thesis track: The course requirements for a non-thesis Master of Science degree include acceptable grades in a minimum of 36 hours of courses approved for graduate credit, including not more than 3 hours devoted to Advanced Problems (BIOL 560, 561, and 564). Thesis hours (BIOL 599) and colloquium hours (BIOL 550) cannot be applied to this requirement. At least 30 hours must be from courses in the Department of Biology. At least 18 hours must be in courses at the 500-level or above, including 2 hours of the Graduate Seminar in Biology (BIOL 551/552). At least 3 hours of graduate course work must be in a physical science or mathematics, outside of biology (this course must be approved by the major advisor and the Graduate Coordinator and may not be a special topics or independent-studies class). For more information about course work, be sure to read the General Requirements section below.

3. Admission to Candidacy

Your plan of study must be approved by your Advisory/Thesis Committee before you can apply for candidacy; this plan is documented using the *Course and Language Requirements* form (on Moodle).

After you complete 12 semester hours of graduate credit with a grade-point average (GPA) of 3.0 or higher and have regular admission status, you need to submit an *Application for Admission for Master's Candidacy* (Doc or PDF) form to the Graduate School and the biology Graduate Coordinator. This application must be signed by each committee member and submitted no later than the tenth day of classes in the semester following the date you become eligible to apply for admission to candidacy. If your GPA is below 3.0 when you complete the first 12 semester hours, then you must wait to submit the application for candidacy until you attain a GPA of at least 3.0.

4. Comprehensive Exam

Thesis track: A broad background in biology is expected of all master's students. The defense of the thesis proposal (described above) and the final oral exam (i.e., thesis defense, described below) serve as the two parts of the comprehensive exam for master's students in the thesis-track; the department does not require a separate written comprehensive exam for the thesis-master's program. Note, however, that your advisor or committee may choose to ask

questions that extend beyond the thesis itself in the proposal defense or final defense and oral exam, or to assign a separate comprehensive exam in addition to your proposal defense or final thesis defense.

Non-thesis track: A written comprehensive examination and a subsequent oral exam will be given by your Advisory Committee. The exam is to be given at least one month before your final oral examination and is devoted to testing your knowledge of general biological principles and your depth of understanding at a level required for an advanced career in biology. To be successful, you must have positive votes from at least three Advisory Committee members who are also members of the Graduate Faculty. For committees of more than three members, there is the added stipulation that there may be no more than one disapproving vote from a committee member. If you do not perform satisfactorily on the comprehensive examination, then a second examination may be permitted at the discretion of your Advisory Committee. Your advisor documents successful completion of the comprehensive exams by e-mail to the biology Graduate Coordinator and the Graduate School.

5. Thesis (for thesis-track students only)

The thesis track involves developing and completing a specific research project and writing a thesis about the results.

A master's thesis is a written document that describes research you have conducted, the results you have obtained and discoveries you have made, your analysis and interpretation of the results, and your explanations of how they are important. A thesis in biology is expected to generate new scientific knowledge and, through publication in scientific journals or books, contribute to advances in biology. Master's projects and theses are typically shorter than doctoral projects and dissertations, although the emphases on conducting research and generating new knowledge are similar in the two degree programs. If thesis chapters are submitted for publication before the thesis defense, then you are expected to give all committee members the opportunity to provide feedback on the chapters before you submit them to a journal for publication. Your formal thesis must be submitted to and approved by your Thesis Committee; see the section below on final exams for more information about deadlines for providing your thesis to your committee. In addition, if thesis chapters are submitted for publication before the thesis defense, you are expected to give all committee members the opportunity to provide feedback on the chapters before they are submitted for publication. Approval of the final defense and thesis requires unanimous vote of your Thesis Committee. Preliminary departmental approval of the thesis is documented using the *Thesis or Dissertation Approval - Biology* form (on Moodle). Following committee approval, formatting requirements of the thesis must be

approved by the Graduate School (using the *Preliminary Approval of Draft of Thesis or Dissertation* form) before final acceptance. Before graduation, you must make a copy of all unpublished and published research data available to your major advisor. You submit the final, revised and approved thesis to the Graduate School along with the *Copyright Compliance Form*. One copy of the thesis is required by the Graduate School for binding, and a second bound copy is required by the Department of Biology. Check in advance whether or not your advisor and committee members require any additional bound copies.

6. Final Exam

Thesis track: The final examination consists of an oral presentation and defense of your thesis research. This examination is administered by your Thesis Committee after it has approved a complete draft of the thesis. You must provide a complete copy of your thesis to all committee members before scheduling the defense. You must also give the committee at least 14 days to review the thesis before the defense, unless advance permission for a shorter period is requested and given in writing by all members of the dissertation committee and by the Graduate Studies Committee.

The defense presentation is open to the public and must be held on campus during normal business hours. You must announce the time and location of your oral presentation at least 1 week in advance by e-mail and in print to the department and Graduate School. Use the template available on Moodle for preparing your defense announcement. You may ask the departmental secretary, colloquium organizer, or Graduate Coordinator to e-mail the defense announcement to the department. At the defense presentation, your major advisor should invite the graduate faculty to join the final examination. Immediately after the oral presentation, you will meet with your committee for the final examination; this final exam may include questions that extend beyond the thesis itself. Any graduate faculty member may attend any final exam associated with a dissertation defense. Non-committee members may ask questions of the graduate student but cannot vote on the outcome.

Approval of your final exam (presentation and defense) requires unanimous vote of your Thesis Committee. To document a successful defense, your advisor submits the *Final Report Form* that he/she received from Graduate School.

Non-thesis track: The final oral examination is administered by your Advisory Committee. **The exam is open to any graduate faculty member in the department; non-committee members may ask questions of the graduate student but cannot vote on the**

outcome. To provide an opportunity for non-committee members to attend the examination, you must announce the time and location of the exam in advance by e-mail to the department. You may ask the departmental secretary, colloquium organizer, or Graduate Coordinator to e-mail the announcement to the department. Subject matter will include both general topics in biology as well as specialized topics as determined by the committee. Approval of your final exam requires unanimous vote of your Advisory Committee. To document a successful defense, your advisor submits the *Final Report Form* that he/she received from Graduate School.

7. Graduation

Several forms are required in preparation for graduation. See the *Schedule and Checklist for Graduate Students* (on Moodle) for specific information about which forms and signatures/approvals are needed.

V. GENERAL REQUIREMENTS AND INFORMATION

1. Major Advisor

Your major advisor approves and supervises your research and monitors your progress in the graduate program. Your major advisor also serves as your primary liaison with the departmental or higher administration. You should work with your advisor and committee closely and meet with them regularly to plan your course work, design and conduct your research, and document your progress in the graduate program.

You should make become familiar with policies and expectations of your major advisor early in your graduate study. Likewise, your major advisor should strive to you well informed of any policies or expectations beyond those stated in the *Graduate Bulletin* and departmental guidelines. However, keep in mind that advisors are nearly always busy with many responsibilities; therefore, you must make sure to meet program requirements and maintain good progress in your graduate study.

If you decide to change advisors before your proposal defense (MS students) or candidacy (PhD students), then you must inform the Graduate Coordinator about the change and submit an updated committee form. Changes to committee membership after these times require unanimous approval of the GSC.

2. Thesis/Dissertation

You should read the *Guidelines for the Preparation of Theses and Dissertations* on the Graduate School web site. This guide sets forth style and preparation requirements of the Graduate School. The thesis or dissertation should be organized and written in a form suitable for publication; this can best be achieved by using journal articles as models. You are financially responsible for the preparation and binding of all copies of the thesis/dissertation.

3. Seminar Attendance

If you receive support from the department or university (e.g., as a Teaching Assistant, Research Assistant, or Fellow, or from a tuition waiver), then you are required to attend all departmental seminars. As part of this requirement, you must register for BIOL 550, Colloquium in the Biological Sciences, each semester you are enrolled in the graduate program, unless you the seminar chair approves an exception due to a conflict with your teaching schedule or class schedule. The one credit for BIOL 550 counts toward a full course load of 9 credit-hours each semester, but does *not* count toward the credit-hours required for the degree. When conflicts (such as field trips, research travel, illness, etc.) prevent you from attending the colloquium, you should bring this to the attention of the seminar chair as soon as you know of the conflict.

4. Advanced-Problems Courses

Graduate students can obtain credit-hours for research in areas other than that of their thesis or dissertation by taking Advanced-Problems courses (BIOL 560 or 561). These courses (and Biol 595) generally should *not* be taken with your major advisor. You and the instructor should retain a record of the topic, activities, and assessments for which the grade was awarded, and be able to verify that the work was not part of your thesis/dissertation. Non-thesis master's students can apply no more than 3 hours of these courses to the required number of graduate credit-hours. Other graduate students can apply a total of no more than 6 credit-hours of these courses toward the degree requirements. You and your major advisor can request additional approval to count additional credit-hours of Advanced-Problems courses toward your degree requirements. Such a request requires approval of all members of your committee and the GSC before you register for those credit-hours.

VI. PROCEDURES FOR DISMISSAL FROM THE GRADUATE PROGRAM

A student who fails to achieve a graduate grade point average (GPA) above the minimum specified by the Graduate School will be dismissed from the graduate degree program.

Regardless of their GPA, a student who obtains three (3) grades of C will be dismissed from the graduate program. Students who were admitted on conditional status become ineligible to continue in the graduate program if they receive two (2) grades of C.

A student can also be dismissed from the degree program by the department. To remain in the degree program, master's students must maintain a major advisor and two other members on their committees; doctoral students must maintain a major advisor and four other committee members. If the advisor or any other member of the committee resigns, and if the student is unable to find a faculty member who agrees to replace the resigned committee member(s) within two months, then the student may no longer work toward a graduate degree in the department.

If a student does not enroll in the graduate program for more than one year (two consecutive semesters), then the student must apply for readmission to the program. Readmission does not result in academic amnesty, or modify or extend any regulations. After readmission, the committee must be reaffirmed.

VII. APPEALS

Appeals are needed in several circumstances, such as when exceptions are requested to established policies. The Graduate Studies Committee serves as the departmental appeals committee and helps begin the process of appealing to higher levels (described below). Most appeals of departmental policies can be decided by the GSC. Appeals about departmental policies should be made in writing to the Graduate Coordinator.

The following appeals may be considered by the Dean of the Graduate School: (1) transfer or use of graduate credits more than six years old toward the current degree; (2) extension of the time to complete a degree—i.e., more than six years for a master's degree or seven years for a doctorate. The appeal and a recommendation from the departmental Graduate Coordinator should be submitted to the Graduate School for action by the Dean.

The following kinds of appeals need to be considered by the university Graduate Appeals Committee: (1) ineligibility to continue graduate study as a result of earning C, D, or F grades, or falling below a GPA of 3.0; (2) transfer of graduate credit from a non-U.S. institution toward graduate study at UL Lafayette; (3) academic amnesty; (4) eligibility to hold an assistantship

(e.g., Teaching Assistantship) while a student is not in regular status (unlike the other appeals described here, this appeal must be submitted by the department on behalf of the student). The Appeals Committee meets on the Friday before the start of classes in the spring, summer, and fall. To ensure consideration, all appeal materials must be received by the Graduate School well in advance of this meeting. Students should contact the Graduate School for deadlines to submit appeal materials. Appeals submitted after the committee has met typically do not get considered until the following semester.

Some additional circumstances not described above may also require formal appeals. For example, appeals may be submitted about grades, violations of the Student Code of Conduct, and tuition and fees; however, these appeals do not directly involve the Graduate School, but instead are governed by university policies/committees. The Graduate School's web page on appeals gives additional information about these kinds of appeals.

If you need to submit an appeal to the Graduate School or Graduate Appeals Committee, then you should first consult with the biology Graduate Coordinator for information about how to write an effective appeal request (strongly recommended) and for a letter of support from the department (required).

If you wish to appeal a negative decision from the levels of review described above, then you may choose to pursue an appeal all the way up to the Graduate Council. In this case, check with the biology Graduate Coordinator about how to proceed.

For more information about appeals, see the Graduate School's web page on appeals or contact the biology Graduate Coordinator or the Graduate School.

VIII. TEACHING ASSISTANTSHIPS

1. A Teaching Assistantship is one type of Graduate Assistantship, which is a form of financial assistance awarded on a competitive basis for which a student works for the university in some capacity in exchange for a tuition waiver and a monthly stipend. All graduate students who enroll full time are eligible to apply for graduate assistantships. In the Department of Biology, assistantships are award with the expectation that the Teaching Assistants will actively pursue research related to their degrees. A successful applicant must remain a full-time graduate student in order to qualify and may not hold another on-campus job while supported by an assistantship. Teaching Assistants and students who request assistantship support should become familiar with the Guide for Graduate Assistants and Fellows on the Graduate School's web site.

Teaching Assistantships provide valuable teaching experience that is often beneficial for graduates, particularly—although not only—for graduates who choose to pursue careers in education. Most of our students receive support as a Teaching Assistant at some point during graduate study. If you are supported as a fellow or RA and expect to graduate before that support ends, then we encourage you to volunteer for some teaching experience; such experience can range from giving a guest lecture in one of your advisor's courses to volunteering as a TA for one section of a lab for a semester. The skills and experience you gain from teaching are likely to help make you a more competitive candidate for many kinds of careers, including education as well as other kinds of work that value skills and experience in organizing complex information and communicating it effectively.

2. Teaching Assistantship awards are awarded one semester at a time and are contingent upon registration as a full-time graduate student for the duration of your appointment (i.e., being registered for at least 9 graduate credit-hours during a regular semester or 6 during a summer session), good academic standing, satisfactory research and academic progress toward your degree, and of course satisfactory completion of assistantship duties. Requests for TA support will be solicited annually by the Graduate Coordinator. Reappointment is contingent upon you making satisfactory progress toward the degree, performing your assistantship duties well, and the availability of funds.
3. Teaching Assistants are required to work 20 hours per week (usually teaching two sections of biology course labs). The duties involve classroom or laboratory instruction or assistance as outlined in each semester's appointment letter (typically preparation, teaching, testing, grading, holding office hours), occasional proctoring for exams in other courses in the department, and maintaining satisfactory progress in research and toward your degree. Additional duties may also be assigned. As a Teaching Assistants, you are responsible for teaching the courses you are assigned. Absences other than emergency hospitalization require prior written consent from the instructor or lab coordinator, who also must approve all arrangements to cover the TA's teaching responsibilities during a necessary absence. If you will have any short-term absences (of no more than one week), then you must notify the instructor or lab coordinator in writing as early as possible, arrange for another TA or the instructor to cover the sections to be missed, and receive the instructor's/coordinator's written consent for these arrangements. If you will miss two or more consecutive weeks, then you must take the steps above and contact the Graduate Coordinator (Dr. Moon) and TA Coordinator (Heather Birdsong) for advance approval. Such absences of two or more weeks may require you to resign or be discharged from the assistantship; in this circumstance, the

tuition waiver may be forfeited and you may be held responsible for some, or perhaps all, of the tuition for the semester.

4. Teaching Assistants are required to attend the course sections to which they are assigned, and to remain on campus at the end of each semester until all of their responsibilities have been met. Grades must be turned in electronically to the instructor or university, as needed. Proctoring assignments and cleanup of the teaching facilities must also be completed before the end of the semester.
5. Teaching Assistants are also obligated to help faculty or staff when asked. The department makes every effort not to assign teaching duties that conflict with your class schedule.
6. Teaching Assistants are required to be present no later than the beginning of the semester, to allow for course/lab meetings, preparation, and any last-minute changes in TA assignments. Normally, a semester begins 3 business days before the first day of classes.
7. Failure to fulfill your duties and obligations will jeopardize your current funding as well as your ability to compete for future funding. With appropriate foresight and consideration, most conflicts can be avoided. If you have any questions concerning absences, they should be discussed promptly with the instructor or laboratory coordinator.
8. Some graduate students may be employed during the summer term as Teaching Assistants, Instructors, or Temporary Laboratory Assistants, provided that funds are available and need exists for their services.
9. International students holding Teaching Assistantships must be evaluated for the ability to communicate in English before beginning a Teaching Assistantship. Students must arrange to be evaluated through the TA Coordinator. If one’s mastery of English is deemed to be insufficient for teaching, then international students holding Teaching Assistantships must take an approved course in English for Speakers of Other Languages (ESOL 402) to strengthen their English-speaking skills. Students required to take ESOL 402 will perform non-teaching activities as their assistantship responsibilities; if a student's English is still inadequate for teaching in English after two semesters of ESOL 402, then the student's priority will be reduced for continued TA support, and the assistantship stipend might be reduced. Students who are required to take ESOL 402, but who have a course conflict that prevents them from taking the course must request an exemption in order to retain their assistantship. This request should be made in writing to the Graduate Coordinator before the beginning of the semester. If approved by the Graduate Coordinator, the request will be forwarded to the Graduate Dean for review. Note that ESOL 402 credit-hours are not

graduate credits and do not count toward the 9 graduate credit-hours required for full-time graduate enrollment.

10. International students currently funded through other sources must be tested and, if necessary, undergo ESOL 402 training prior to applying for Teaching Assistantships in future semesters. Failure to address this requirement before applying for a Teaching Assistantship will reduce the student's priority for funding.
11. **The total duration of departmental support (through Teaching Assistantships, Research Assistantships, and fellowships) is limited to 5 semesters for MS students, 11 semesters for PhD students with a master's degree, or 12 semesters for PhD students without a master's degree.** These are maximum durations of support. To encourage earlier completion, doctoral TA stipends will be reduced in the 10th semester for students with a master's degree and in the 12th semester for students without a master's degree. Appeals for extensions of these times may be made jointly by student and advisor to the Graduate Coordinator, must document extraordinary circumstances that require the extension, and require unanimous approval by the Graduate Studies Committee.

IX. RESEARCH ASSISTANTSHIPS

Graduate Research Assistants are salaried student employees (as determined by Human Resources) who receive a tuition waiver and whose job duties consist of performing research that is in their fields (or a closely related field) of study and is integral to the student's education. The primary duties vary, but do not involve classroom instruction. In biology, Research Assistants conduct research for an advisor who has a grant-funded project that provides financial support for the student. The student's duties are determined and supervised by the advisor who provides the funding. Research Assistantships are awarded individually by advisors with the expectation that the Research Assistant will conduct research for the advisor and also pursue their own research related to their degrees. Research Assistants should become familiar with the Guide for Graduate Assistants and Fellows on the Graduate School's web site.

Research Assistants are typically not required to teach; however, they may volunteer to teach in order to gain the experience. We encourage doctoral RAs who expect to graduate before the RA support ends to volunteer for some teaching experience; such experience can range from giving a guest lecture in one of your advisor's courses to volunteering as a TA for one section of a lab for a semester. The skills and experience you gain from teaching are likely to help make you a more competitive candidate for many kinds of careers, including education as well as other

kinds of work that value skills and experience in organizing complex information and communicating it effectively.

X. FELLOWSHIPS

A graduate fellowship is a form of financial assistance awarded on a competitive basis for which a student typically receives a tuition waiver and a monthly stipend. Doctoral fellowships are typically awarded in the fall to first-time applicants to the doctoral program. However, doctoral students who first enroll in the spring or summer may be eligible for fellowship support beginning in the next Fall Semester; eligibility criteria are summarized on the Graduate School web site. Students who start in the spring or summer and are eligible for fellowships should contact the Graduate Coordinator for more information.

Fellowships are awarded with the expectation that the fellows will actively pursue research related to their degrees. Fellowship awards are contingent upon registration as a full-time graduate student for the duration of your appointment, good academic standing, satisfactory research and academic progress toward your degree, and of course satisfactory completion of any duties specific to the fellowship. Reappointment is contingent upon your satisfactory progress toward the degree and performance of your fellowship duties.

Fellows may not have other employment on- or off-campus during the academic year. However, fellows who receive only 9 months of fellowship support per year may work on- or off-campus in the summers.

University Fellows teach one section per semester in the middle year(s) of the fellowship, but not in the first or last years of the fellowship. Board of Regents Doctoral Fellows are not required to teach during the fellowship; however, they may volunteer to teach in order to gain the experience. We encourage doctoral fellows who expect to graduate before the fellowship ends to volunteer for some teaching experience; such experience can range from giving a guest lecture in one of your advisor's courses to volunteering as a TA for one section of a lab for a semester. The skills and experience you gain from teaching are likely to help make you a more competitive candidate for many kinds of careers, including education as well as other kinds of work that value skills and experience in organizing complex information and communicating it effectively.

Fellows should become familiar with the Guide for Graduate Assistants and Fellows, which is available from the Graduate School's web site.

XI. DEPARTMENTAL AND UNIVERSITY PROCEDURES

1. Keys and Office Space

For you to get keys, your advisor needs to write a letter or e-mail to the departmental Administrative Assistant in the building for which you need keys; the letter should list your name, ULID, and the requested keys or room numbers. Once the key request has been approved by the department, it will be placed in your mailbox. Then you need to take this form and funds for refundable key deposits to Parker Hall (on Lewis Street). You must not admit unauthorized persons into the building, laboratories, and offices. The University requires keys to be returned before you can participate in commencement and receive a degree; you and your major advisor need to ensure that all keys are returned before you leave the University.

To the extent possible, office space will be granted to all graduate students with stipend support. However, TAs and fellows have priority in being assigned office space. Office space assignments are made by the Chair of Fellowships and Space Use. Before you request office space, confer with your advisor about the possibility of having office space in your advisor's laboratory. You cannot switch office spaces without prior approval.

2. Mail

Each semester, the department will assign a departmental mailbox to you. You may use the departmental mailing address for professional mail:

Regular Mail:

Department of Biology
P.O. Box 42451
University of Louisiana at Lafayette
Lafayette, LA 70504–3602

Courier Delivery (e.g., FedEx, UPS, etc.):

Department of Biology
410 E. Saint Mary Blvd, Rm 108
University of Louisiana at Lafayette
Lafayette, LA 70503

If University post office personnel determine that something is 'personal mail' it will be returned to the sender; you can rent a post office box for personal mail. Departmental letterhead stationary may be used for professional correspondence, but not for personal correspondence. Graduate students do not have franking privileges (i.e., postage paid by the university) for correspondence, except with permission of their advisor.

3. Departmental Administrative Assistants

Graduate students do not have the privilege of departmental secretarial services or the use of secretarial supplies other than those that may be required classroom use as a Teaching

Assistant. Teaching Assistants may have teaching materials copied using the department's photocopier.

4. Supplies and Equipment

Equipment and supplies paid for by the department or University, including the GSO, belong to the University and must remain with your advisor when you leave the University.

5. Departmental Vehicles

You may use certain vehicles for research only if you hold a valid Louisiana driver's license and have recently passed the driver safety course administered by the University (available online here). To use a vehicle, you must submit a *Biology Department Vehicle Requisition* form (on Moodle) and a *Request for Official Travel* (available from biology department offices). These forms should be filled out at least 10 days before the planned use. To take a vehicle out of state, you must include a letter of approval from the Department Head with the travel forms. Vehicles are for official use only and cannot be used to transport family, friends, or pets. They must not be taken off-road; if a vehicle becomes stuck off-road and requires towing then you will be charged for the towing service. It is very important that the interior and exterior of a vehicle be cleaned upon completion of use.

We have Paragon Roadside Assistance for all of the departmental vehicles. Although we maintain a membership card in the folder located in each vehicle, this information is not accessible if you lock the keys in the van (for example). Thus, if you retain this information, it will provide you with another way of obtaining roadside assistance. To obtain assistance, call Paragon at 1-866-611-7040. You will need the ID for the vehicle needing aid. The Vehicle ID numbers are F607238119761 for the 2015 Van, F607238229730 for the 2004 Suburban, and F607238248915 for the 2008 Suburban. Services available from Paragon include towing up to 15 miles to a service facility if the vehicle is disabled due to mechanical breakdown or covered disablement, flat-tire assistance (spare installation or towing), battery service (jump-starting or towing), extrication or winching of the vehicle when it can be reached from a normally traveled or established thoroughfare , lost-key/lockout service (service will be sent to gain entry into the vehicle; does not include the cost to reproduce keys), minor mechanical adjustments in an attempt to allow a disabled vehicle to operate safely under its own power, and vehicle gas/fluid delivery (does not include the cost of fluids provided).

6. Travel

If you are funded as a Graduate Assistant (TA or RA) or a Fellow, then you are expected to be present when the University is in session. For most students, this includes the 9-month academic year; for BOR and SREB fellows, this includes summer session. You must be on campus no later than the official start of the semester (usually 3 working days before the first day of classes) and stay on campus during business days through Commencement.

If you need to travel during work periods for personal or professional reasons, then you need to submit a *Request for Official Travel* form (available from biology department offices) at least 10 days before the start of travel, as well as inform your advisor (and teaching supervisor if you're a TA). When submitting this form, include an attachment listing your contact information while traveling and explaining how any teaching responsibilities will be covered while you are away from campus. If travel is associated with a conference, include a conference announcement showing the dates and location of the conference, as well as the part of the conference schedule documenting your participation. Additional justifications are required for travel involving a rental car, boating, SCUBA diving, and for international travel; information about these justifications is available from the main biology office. Research Assistants should follow these general procedures unless other policies have been established by your advisor/supervisor.

It is your responsibility to resolve any difficulties that may result from your absence. If you are eligible to be reimbursed for travel expenses, then complete the *Travel Expense Account* form (available from biology department offices) immediately after the travel ends.

7. Research Expenses

Requests for reimbursement of expenditures for research must be submitted by your major advisor. Long-distance telephone calls pertaining to research may be charged to the department upon permission from your advisor.

8. Graduate Student Organization (GSO)

Be aware that the GSO provides limited support for research supplies, travel to conferences, and dissertation/thesis preparation costs. Contact the departmental GSO student representative or the GSO office (see the GSO web site for details. Note that early applications are often more successful than later ones. The departmental Administrative Assistants are not involved with processing GSO requests.

9. Collections

Materials collected by a student for use in research, such as biological specimens, become the property of the Department of Biology and the State of Louisiana. Exceptions may be made only in advance between you and your major advisor; such agreements may also need to be made with a relevant permitting agency, if applicable.

10. Publications

We strongly encourage you to publish your research results and to give presentations at professional meetings. You must maintain close communication with, and have approval from, your major advisor about the content and form of any publication or presentation that bears the departmental address or stems from work in departmental laboratories.

11. Museum Loans

Typically, museums send loans only to researchers in permanent positions (such as advisors). If you need to request loans of specimens from museums or other institutions, then you need to work with your major advisor on the request.

12. Use of Live Vertebrates in Research

Before using any vertebrate animals in research, you and your advisor must submit an *Animal Procedure Statement*, and receive approval by the Institutional Animal Care and Use Committee. More information can be found online here.

13. Room Reservations in Billeaud and Wharton Halls

Always verify room availability and reserve their use by contacting the departmental Administrative Assistants in the appropriate building before you schedule rooms for committee meetings, proposal defense, final defenses, or other meetings.

14. State Property

No University equipment may be taken home or left in personal vehicles without permission. This includes portable computers. If you need to take University equipment (typically indicated by property tags) off campus, then you and your advisor must have an approved *Custody Receipt* form on file in the departmental office. This form can be obtained from the biology Moodle page and should be submitted by your major advisor.

15. Computers

Computer use and campus internet access are for official business only; see the campus computing and network policy online for more information. Internet use is monitored.

16. University E-mail

Correspondence from faculty, instructors, the departmental office, and the Graduate School will use your University e-mail address. Be sure to activate this address immediately upon joining the graduate program, and check it daily throughout your graduate study. We recommend that you setup your campus e-mail account to forward messages automatically to another e-mail account you prefer to use; you may also create an alias to simplify your e-mail address. Help with these things is available through the IT help desk.

17. Summer Graduate Tuition Waivers

Graduate students funded by a Teaching Assistantship or Fellowship in both the fall and spring semesters of an academic year are eligible to receive a tuition waiver for the following summer session. Monthly stipends are not included with these summer tuition waivers. In addition, to be eligible to receive the tuition waiver, you must be enrolled as a full-time graduate student (i.e., for 6 hours of graduate credit during the summer session). Every spring, the Graduate Coordinator solicits requests for summer tuition waivers. Most academic-year TAs take summer hours only if they plan to apply for GSO support during the summer. Tuition waivers for Research Assistants must come from a research grant.

XII. SCHEDULES AND FORMS RELATED TO GRADUATE STUDIES

Schedules and forms

On the biology Moodle page, you will find recommended schedules for graduate study in Biology at UL Lafayette, as well as various other forms noted in this guide. These schedules also specify which forms are needed at each step of graduate study (including several forms not specified in this guide). The schedules are in checklist form, so that you may print the one for your program, check items off as you make progress, and keep it as a record of what you've accomplished and what's next. If you have any questions about this information or other aspects of the graduate program, please feel free to contact the Graduate Coordinator.

Transfer credits

An *Application for Use of Transfer Graduate Credits* must be completed to transfer credit-hours from other graduate programs. Master's students may transfer up to 12 hours of graduate credit toward a master's degree at UL Lafayette. Doctoral students who have completed a master's degree elsewhere in the United States can transfer up to 30 hours of graduate credit (including 24 hours of graded course work and 6 hours of thesis/dissertation) from master's study toward a doctoral degree at UL Lafayette. An appeal must be submitted if you wish to transfer more than 24 hours of graded course work from master's study to doctoral study. Additional details about transfer credits can be found on the Graduate School web site.

International students wishing to transfer credits from master's study outside the United States must submit the transfer request to the Graduate School. For international students, the transfer request should include a brief cover letter requesting the transfer, the completed application form, and a brief letter of support from the Graduate Coordinator.

For both domestic and international students, the application form should specify the course number, title, number of credit-hours, grade (grades for courses taken internationally should be given in the original grading/scoring system used by institution where the courses were taken; these grades/scores will be converted to the US system by the Graduate School), and the semester and year taken. If applicable, course numbers of equivalent courses at UL Lafayette can be given, but this section of the application form can also be left blank. All courses to be transferred must be listed on the application form. (Later, the transferred courses should also be listed on the candidacy form and graduation checklist.) The transfer application form should be approved and signed by the biology Graduate Coordinator before being submitted to the Graduate School.

XIII. ADDITIONAL INFORMATION AND GUIDELINES

1. Additional helpful information is available in the following guides from the Graduate School forms web page:

   Graduate Catalog
   Guidelines for Graduate Assistants and Fellows
   Guidelines for the Preparation of Theses and Dissertations
   Checklist for Thesis & Dissertation Writers

2. The Department of Biology has instituted a zero-tolerance policy with regard to plagiarism. The departmental policy on plagiarism is included below. You must review this policy,

discuss plagiarism with your advisor, and provide the Graduate Coordinator with a signed copy of the document verifying that you understand plagiarism and its consequences.

3. You should become familiar with the University's *Policy on Sexual Behavior and Sexual Harassment*. Questions and concerns regarding this policy and potential violations should be directed to the biology Department Head.
4. If you expect to be funded through a Research Assistantship, then check with your employer (usually your advisor) to be sure the appropriate payroll forms have been submitted before the beginning of each semester.
5. If no courses, other than thesis/dissertation hours, are needed during your last semester, then it may be possible to request approval to take less than 9 hours. Check with the Graduate School about this possibility.

Courses that fulfill the 9+9 hr requirement for graduate classes taken for the Ph.D. program in Environmental and Evolutionary Biology at UL Lafayette. Students need 9 credit-hours from each column below. Revised December 2016.

Environmental Biology	Evolutionary Biology
407(G) Environmental Toxicology	403(G) Virology
408(G) + 409 Plant Physiology + Lab	405(G) Mammalogy
412(G) Conservation Biology & Biodiversity	413(G) Herpetology
415(G) Biogeography	414(G) Ornithology
418(G) Microscopy Theory & Applications	*423(G) + 424 Neurobiology + Lab
427(G) Experimental design & Analysis	425(G) + 426 Developmental Biology + Lab
430(G) Neurodevelopment and Pathology	433(G) Plant Systematics & Biodiversity
440(G) Estuarine Ecol & Coastal Marine Biol	434(G) Histology
441(G) Limnology & Oceanography	436(G) Comparative Vertebrate Morphology
442(G) Immunobiology	445(G) Ichthyology
446(G) Fish Ecology & Management	453(G) + 454 Molec. & Cellular Engineering
457(G) + 458 Adv Cell Biology + Lab	455(G) Molecular Biology
461(G) Aquatic Wetland Vascular Plants	485(G) Marine Botany
480(G) + 481 Marine Microbiology + Lab	462(G) Adv Invertebrate Zoology
482(G) Comparative Physiology	501 Population Genetics
502 Quantitative Ecology	507 Molecular Evolution
503 Ecological Models & Data	526 Adv Microbial Physiology & Genetics
504 Advanced Microscopy	542 Evolutionary Ecology
575 Statistical Ecology	554 Adv Pathogenic Microbiology
580 Marine Ecology	558 Evolution & Adaptation of Arthropods
590 Analytical Techniques	559 Systematic Methods
604 Adv Topics in Cell & Molecular Biology	607 Adv Topics in Evolutionary Biology
605 Adv Topics in Environ Biology	609 Behavioral Ecology
615 Biochemical Adaptations to Environment	670 Evolutionary Processes

Dissertation research (699), colloquium (550), seminars (551,552), research problems (560, 561, 564), and special projects (595) do not count toward the 9+9 requirement.

With approval of the student's committee and the chair of the GSC, up to 3 hours of graduate-level course work taken elsewhere or as part of previous a graduate program may be applied to each of the requirements above (i.e., up to 3 hours of master's course work can be counted toward the environmental biology requirement and up to 3 hours of master's course work can be counted toward the evolutionary biology requirement). After obtaining committee approval for the use of credits obtained in an earlier program, the courses should be listed on the *Application for Use of Transfer Graduate Credits* form). Note that using these courses toward the 9+9 requirement does not alter the number of total hours required for graduation.

*Biol 423 + 424 counted in the Environmental Biology category through fall 2016; they were switched to the Evolutionary Biology category for spring 2017 and later.

Department of Biology Plagiarism Policy

The purposes of this policy are to help you understand the seriousness of plagiarism, to help you avoid plagiarism in your work, and to explain the penalties for plagiarism.

Definition of Plagiarism (modified from the UL Lafayette Graduate School Bulletin)

"Plagiarism is a specific type of cheating …that occurs when a student claims originality for the ideas or words of another person, when the student presents as a new and original idea or product anything which in fact is derived from an existing work, or when the student makes use of any work or production already created by someone else without giving credit to the source. In short, plagiarism is the use of unacknowledged materials in the preparation of assignments. The student must … avoid plagiarism in research or term papers, … science reports, laboratory experiments, and theses and dissertations."

In addition to the above text, note that use of one's own previous work without proper acknowledgment can be considered "self-plagiarism," and can occur when parts or all of one's previous work are used for new assignments/projects/publications without proper attribution and permission from an instructor or editor. Also, please take special note that plagiarism is more than the failure to give attribution to the authorship of a specific set of words. It cannot be avoided by only changing the original wording of a sentence or paragraph to a greater or lesser extent; proper attribution (usually through citations and references) is necessary.

Plagiarism is easily avoidable. If you wish to include the text of another author in a paper, exam, thesis/dissertation chapter, or any other writing, the included text should be placed within quotation marks and followed with proper attribution (a citation). If you are presenting ideas from another work in your own words, then provide attribution in the form of a citation.

Penalties (modified from the UL Lafayette Graduate School Bulletin)

Plagiarism is a serious offense. The minimum penalty for plagiarism is "a grade of 'zero' for the assignment in question. The maximum penalty is dismissal from the University."

The Department of Biology has a zero-tolerance policy for plagiarism. The penalty for plagiarism, within the guidelines set by the Graduate School, will be determined by the course instructor in the case of course assignments, or by the student's committee in the case of proposals, comprehensive exams, theses, and dissertations.

Required Training about Plagiarism for Biology Graduate Students

In addition to reading this document, all graduate students are required to become familiar with strategies for avoiding and detecting plagiarism. Good resources can be found online at the following links:

http://www.virtualsalt.com/antiplag.htm
http://www.virtualsalt.com/learn2.html
http://www.virtualsalt.com/learn3.html

You should discuss any questions you may have about plagiarism, potential penalties, and strategies for avoiding it, with your advisor. If you have additional questions about this policy that your advisor cannot answer, then please direct them to any member of the Graduate Studies Committee for additional clarification.

Acknowledgement and Understanding of Plagiarism

I have reviewed the Biology Department's policy on plagiarism, viewed the online course, and have discussed plagiarism and the online training with my advisor. I understand the concept of plagiarism, I am aware of the penalties, and will avoid it in my future writing.

Student's Name (printed/typed) _____

Student's Signature _____ Date _____

Advisor's Name (printed/typed) _____

Advisor's Signature _____ Date _____

Submit this page to the biology Graduate Studies Coordinator. This page only needs to be submitted once.