GRADUATE STUDENT CONTRACT

I, _________________________________ have received a copy of the Graduate Handbook from the Department of Biological Sciences. I understand that I am expected to abide by all policies, deadlines, and timelines set forth both in this handbook and those found in the Graduate Catalog, Schedule of Classes, and Thesis Requirements. I also acknowledge that it is my responsibility, and not the Graduate Coordinator nor members of my advisory committee, to see that I meet these obligations and deadlines. Additionally, I agree that my admission status as well as any financial support by the Department of Biological Sciences and College of Science and Engineering Technology may be withdrawn should it be found that I have not followed these policies in good faith.

Signed: _________________________________ Date _____________________

Expected Graduation (Semester, Year): _________________________________

Contact Information:

Email: ___________________________ Local Phone Number: _________________

Cell Phone Number: _______________ Permanent Phone Number: _________________

Permanent Address: ________________________________
GRADUATE DATA CONTRACT

I __________________, hereby agree to regularly back up on multiple hard drives my data, prospectus, thesis, Powerpoints, etc. I acknowledge that the loss of my data will not be accepted as a valid excuse for failing to meet the deadlines outlined in the Graduate Handbook.

_____________________________
Signature

_____________________________
Date
ACADEMIC PROCEDURES

APPLICATION / ACCEPTANCE PROCEDURES

Regular Admission. Requirements for regular admission to the graduate school are set forth in the Graduate Catalog and are summarized below (see the Graduate Catalog for more detailed information):

A. Program Admission Requirements

1. A minimum undergraduate GPA, from the baccalaureate granting institution, of 2.5 (on a 4 point scale).

2. Applicants from non-English speaking countries must present a score of at least 78 on the Internet-based (iBT), 550 on the paper version (PBT), or 213 on the computer version (CBT) of the Test of English as a Foreign Language (TOEFL).

B. MS Program in Biological Sciences

1. Meet program admission requirements as listed above.

2. An undergraduate degree in biology or closely related field. Those applicants having an undergraduate degree in a discipline other than biology or a closely related field must successfully complete ecology (BIOL 3409) and genetics (BIOL 3450) or equivalent courses prior to being considered for regular admission. An undergraduate minor in the biological sciences, including ecology and genetics, is strongly recommended. The requirement for ecology and genetics will be waived if a student scores 70% or better on the genetics and ecology sections of the MFAT exam. This exam must be taken within the first two weeks of entering the graduate program.

3. For regular admission to the graduate program, applicants must also have a GRE score and undergraduate GPA in concordance with the following formula: \([(200\times\text{GPA} \text{ Averaged % ranking}) > 300]\). For a final admissions decision, GRE scores and undergraduate GPA do not constitute the primary criteria to end consideration of an applicant. Applicants with combined scores of slightly less than 300 using the above formula may be considered for admission.

4. Two letters of recommendation from faculty in the undergraduate major field of study.
*Conditional Admission.* An applicant whose records are incomplete may be granted conditional admission. Such students will be classified as conditional graduate students until all records are complete and all regular admission requirements are fulfilled. Conditional admission allows for the completion of no more than six hours of graduate credit and is valid for only one semester. All requirements for regular admission must be met prior to enrollment for more than six hours graduate credit.

*Probationary Admission.* An applicant whose records are complete but who did not qualify for regular admission can be granted probationary admission with department recommendation and approval from the Dean of the College of Science and Engineering Technology. The student is allowed to enroll in graduate courses (maximum 12 hours) to demonstrate he/she can perform at the graduate level. Students must earn a grade of “B” or better in each course taken under probationary status in order to be considered for regular admission. The student may be required to retake the GRE on the advisement of the Graduate Committee.

*Preparatory Admission.* A degree-seeking applicant that does not qualify for regular admission and needs to complete one or more stem courses may be granted preparatory admission.

*Please note that conditional, probationary and preparatory admission does not guarantee regular admission once deficiencies are met. Only regularly admitted students are eligible for College of Science and Engineering Technology Teaching Assistantship positions.

Post Baccalaureate Admission or Non-Degree Admission. Post baccalaureate classification is assigned to students possessing a Baccalaureate Degree and that have not been regularly admitted or conditionally admitted into a graduate program, and could be classified as non-degree seeking. Non-degree admission may be granted to a student who does not intend to pursue a graduate degree but who wishes to take courses for professional advancement, licensure, certification, or self-education purposes, and who holds a baccalaureate degree or higher from an accredited university.

International students must meet the same requirements for admission and candidacy as students from the United States, including GRE scores. In addition, an original evaluation of foreign education credentials is required (formal transcript evaluation), as well as proof of financial support. International students are eligible only for regular admission status.

Transfer Credit. A total of nine (9) credit hours may be transferred to SHSU from another accredited graduate program at the discretion of the Graduate Coordinator and the Dean. Transfer credit is not automatically conferred and must be requested by the Graduate Coordinator using a form found on the Office of Graduate Studies website. Only courses with an earned grade of “B” or better may be used as transfer credit. Transferred courses must adhere to the six-year time frame (i.e. courses may not be older than six years at the time of completion of the degree). Exceptions to the six-year rule require approval by the Graduate Coordinator, Dean of the college, and Dean of Graduate Studies.
TEACHING ASSISTANTSHIPS

Teaching Assistantships are available through the Department of Biological Sciences in conjunction with the College of Science and Engineering Technology and the Office of Graduate Studies. They are limited in number and awarded on a competitive basis. An Application for Teaching Assistantship should be submitted to the Graduate Coordinator at the time of application into the program. Applications are available from Ms. Tara Martin in the Department of Biological Sciences main office (LSB 105). Assistantships are awarded for four semesters. An additional fifth semester of support is possible with approval by the Graduate Committee and Dean. In order to be eligible for a fifth semester of support the student must have turned in their prospectus by their third semester and completed their comprehensive exam by their fourth semester. Students must make satisfactory progress and adhere to all deadlines or risk losing their teaching assistantship. All assistantship awards will be made on a competitive basis by approval of the Graduate Committee. Students that are awarded assistantships will receive a letter from the COSET Dean and notification from the Biological Sciences Graduate Coordinator. Those students awarded assistantships are required to submit additional paperwork to Ms. Tara Martin in the Department of Biological Sciences main office (LSB 105).

Failure to adhere to departmental policy may result in termination of the teaching assistantship based on noncompliance.

All students who have been awarded a Teaching Assistantship are required to attend the Office of Graduate Studies New Graduate Student Orientation during their first semester in the program, as well as the Department of Biological Sciences TA Training held at the beginning of each fall and spring semester.

HOURLY TEACHING POSITIONS

Students not awarded Teaching Assistantships may still be eligible to teach laboratories on an hourly basis. Students interested in hourly teaching positions should contact Ms. Lori Rose, the freshman laboratory coordinator in the Department of Biological Sciences (bio_lah@shsu.edu, LSB 200B).

SCHOLARSHIPS

The College of Science and Engineering Technology (COSET) Graduate Recruitment Scholarship is a $1000 competitive scholarship awarded to outstanding students entering their first semester of a COSET master’s program at SHSU and who have not been awarded a graduate assistantship.

To be considered for the COSET Graduate Recruitment Scholarship, a student must be accepted into a master’s program in the College of Science and Engineering Technology, be entering their first semester in the program, and plan to be a full-time student. Nominations for the scholarship
will be accepted from SHSU faculty, or students may self-nominate. An international student applying for the scholarship must have a transcript evaluation on file with the COSET Dean’s office (transcript evaluations by qualified SHSU faculty are acceptable). Applicants will be evaluated by their cumulative GPA and GRE scores. See the College of Science and Engineering Technology website for an application form. Completed applications are due by the posted deadline and must be scanned and emailed to Ms. Shellie Armstrong (sda006@shsu.edu).

The College of Science and Engineering Technology (COSET) Graduate Achievement Scholarship is a $1000 competitive scholarship awarded to students demonstrating outstanding academic progress in a COSET master’s program. To be considered for the COSET Graduate Achievement Scholarship, a student must be enrolled full-time in a master’s program in the College of Science and Engineering Technology and have an SHSU graduate GPA. Students in their first year of a COSET graduate program who have been awarded a graduate assistantship are not eligible for the scholarship.

Complete applications require:

1) a personal statement from the applicant describing their academic progress toward the degree, including planned graduation date, and progress on the thesis or capstone project (where applicable), and

2) a letter of evaluation from the applicant’s major advisor or graduate program coordinator describing the applicant’s progress toward the degree and overall performance in the graduate program.

Applicants must email their personal statement to Anne Gaillard (argaillard@shsu.edu) with Graduate Achievement Scholarship in the subject line by 5:00 pm on the day of the deadline.

The letter of evaluation must be emailed directly from the applicant’s major advisor or graduate program coordinator to Anne Gaillard (argaillard@shsu.edu) by 5:00 pm on the day of the deadline.

The application deadline for the Fall scholarship is July 1st, and the application deadline for the Spring scholarship is December 1st.

In addition, the Office of Graduate Studies offers a $1000 scholarship each fall, spring, and summer semester. Application information can be found on the Office of Graduate Studies website.

The Department of Biological Sciences also has scholarships available to graduate students. Students should complete an application via Scholarships4Kats to apply for the scholarships.
HEALTH INSURANCE COVERAGE

Teaching Assistants and Research Assistants employed half-time (20 hours per week) are eligible to receive a 50% discount on health insurance through the university. Students should contact Human Resources for more information.

TRAVEL SUPPORT FOR SCIENTIFIC MEETINGS

The Office of Graduate Studies has funds available to support travel to scientific meetings. To be eligible, students must be traveling to an event sponsored by a professional organization and must be presenting their research in the form of an oral or poster presentation. Travel funds are limited and are awarded on a competitive basis. Contact the Graduate Coordinator and the Office of Graduate Studies for more information.

BIOLOGICAL SCIENCES GRADUATE STUDENT ORGANIZATION

The role of the Biological Sciences Graduate Student Organization (BSGSO) is to foster the interests of the graduate students in the Department of Biological Sciences, to promote and support academic and social activities of interest to graduate students, and to serve as a liaison between the graduate students, faculty, staff, and other organizations. Membership in the BSGSO is free and is automatic with acceptance into the graduate program in the Department of Biological Sciences.

For more information see BSGSO on Facebook:
https://www.facebook.com/groups/640644636006531/

CREDIT HOUR RESTRICTIONS

The normal course load (to be a full-time student) is 9-12 credit hours per full semester and 6 credit hours in the summer. Increased academic loads must be approved by the Dean. Other limitations include:

1. University Teaching Assistants and Research Assistants employed half-time (20 hours per week): The required academic load is 6 to 9 credit hours per semester for fall and spring semester.*

2. Financial aid requires students to be enrolled in 18 hours per calendar year and at least 6 hours during each regular (fall and spring) semester.
* Students who enroll in BIOL 6398 or BIOL 6099 for the summer should enroll in the 10-week sections of those courses in order to maintain full-time student status for the summer.

3. Students who wish to use university resources, including access to the library and to research facilities, during the summer must be enrolled in at least one credit hour for the summer or be employed by SHSU for the summer.

**BIOLOGICAL SCIENCES PROGRAM REQUIREMENTS AND PROCEDURES FOR MASTERS OF SCIENCE DEGREE**

**Graduate Coordinator.** Dr. Aaron Lynne, LSB 300B, aml027@shsu.edu, serves as the Graduate Coordinator for all graduate students seeking an MS degree in the Biological Sciences. The Graduate Coordinator oversees the official academic records of all graduate students. The Graduate Coordinator is also the contact person for graduate students submitting any official paperwork. It is recommended that you report to the Graduate Coordinator each time you need to file a document. The Graduate Coordinator will assist you with course selection until you have chosen your major advisor and advisory committee.

**Program Requirements.** Students must complete BIOL 5300 within their first two semesters of course work.

**Students are required to attend the weekly Departmental Seminar Series.**

**Adherence to program procedures and deadlines, and satisfactory progress is necessary for continuance of teaching assistantship support and enrollment in the graduate program.** Failure to adhere to departmental policy may result in termination based on noncompliance. An official checklist will be kept in each student’s graduate file.

**Degree Documentation.** Each student is responsible for submitting necessary paperwork to the Graduate Coordinator in a timely manner. The attached time-table and checklist should be used for reference. Please note that the Department of Biological Sciences deadlines may in some cases be earlier than those deadlines in the Graduate Catalog, Schedule of Classes, or Dean’s office.

**Graduate Student Evaluation.** Each graduate student is required to complete a Graduate Student Evaluation form every semester enrolled. It is to be turned in to the Graduate Coordinator by the 11th week of every semester. It requires an evaluation by the student as well as the advisor and TA supervisor (when applicable). Failure to complete and file this form will result in the committee’s inability to provide additional TA support if requested.
**Major Advisor.** Each student is to choose a faculty member from the Department of Biological Sciences at SHSU as a Major Advisor (see Appendix for Advisor – Student Agreement form), by the end of the first semester, to guide him or her in their graduate program. The Major Advisor will serve as the chairperson of their Advisory Committee and will be responsible for advising the student on course choices and research efforts. The Major Advisor’s or the Graduate Coordinator’s signature will be required on all official paperwork. Per University policy, the Major Advisor must have Master’s level graduate faculty status or higher. Should the student’s Major Advisor change, a revised Advisor-Student Agreement form (see Appendix) should be submitted to the Graduate Coordinator. The former Major Advisor must be notified of this change by the student, and permission must be granted by the former advisor for the student to use any intellectual property belonging to the former advisor.

**Advisory Committee.** With the assistance of the Major Advisor, the student will select a minimum of two other faculty members from the Department of Biological Sciences at SHSU to comprise their Advisory Committee. A fourth member of the Advisory Committee may be selected if desired; this faculty member may be outside of the department or University. If the Committee member is outside of the University, that member must be approved by the Dean of Graduate Studies (see the Office of Graduate Studies website to complete a form to request approval). Per University policy, any Advisory Committee members must have Associate level graduate faculty status or higher. The Advisory Committee must be selected by the end of the second semester and an Advisory Committee form must be submitted at this time. It is the role of the Advisory Committee, working in concert with the student, to establish an appropriate course sequence and plan of research to attain the student’s goals. The student must meet with their Advisory Committee bi-annually (approximately every six months) and prepare a progress report for committee approval. A Record of Bi-Annual Committee Meeting form (see Appendix) should be submitted to the Graduate Coordinator following each meeting. Should the student’s Advisory Committee change, a revised Advisory Committee form should be submitted to the Graduate Coordinator.

**Course Requirements.** A list of appropriate courses is found in the Graduate Catalog. However, each Master’s program may be tailored to fit the needs and interests of each individual student. The degree requires 32 hours of course work f), which includes 6 hours of thesis credit. Should a student elect to include a minor, the degree includes 38 hours of course work (12 hours are taken in the minor field). **Q-drops are not permitted for graduate students in the Biological Sciences.** Up to two 4000-level biology courses may be taken for graduate credit (see the Graduate Catalog for a list of eligible courses). In order to receive graduate credit, a Graduate Credit Form must be submitted to the COSET Dean’s office prior to the start of the semester in which the 4000-level course is taken.

Students may petition to have courses outside of the degree plan be applied toward their MS Biology degree. Students should petition in writing to the Graduate Coordinator, providing justification as to why the course is important for the student’s thesis project/academic goals/career goals, etc. A decision regarding the student’s petition will be made by the Graduate Committee, and approval is also required of both the Department Chair and Dean of the College of Science and Engineering Technology.
BIOL 6398 and 6099. At least six credit hours of the degree must be dedicated to thesis research hours, with at least 3 credit hours taken in 6398 and at least three taken in 6099. Graduate students may not enroll in thesis hours until the prospectus has been approved by the thesis committee and submitted to the COSET Dean’s office. Once the requirement of six credit hours has been reached, the student must enroll in one credit hour of BIOL 6099 every semester until graduation. PLEASE NOTE: Students must maintain at least a half-time enrollment status (or six credit hours) to receive federal financial aid or receive a teaching assistantship. Exceptions to this rule for the teaching assistantship may be requested in writing to the Dean’s office. Enrollment in thesis courses requires approval by the Graduate Coordinator, and permission should be requested by completing an Instructor’s Approval for Enrollment in a Thesis Course form, available in the Department’s main office.

Thesis Prospectus. The candidate, in consultation with the director of the thesis committee, will select a subject of investigation and determine the availability of the required sources, facilities, materials, and equipment for the research and the writing of the thesis. The student will prepare a thesis prospectus which will specify the thesis topic, detail the purpose of the proposed investigation, describe the proposed method(s) of investigation, indicate the relationship of study to relevant research and findings of scholars in the student's area of concentration, and provide a commentary on source materials and/or facilities available for the successful completion of the research.

The thesis prospectus shall be submitted to the thesis committee for approval. After the committee has approved and signed the prospectus, it is submitted to the COSET Dean’s office for final approval. Any subsequent changes in topic or the proposed method of investigation must be approved in writing by the thesis committee and submitted for approval to the COSET Dean’s office. The thesis prospectus must be submitted for final approval no later than the end of the student’s first year in the graduate program. See Appendix for Thesis Prospectus Guidelines.

Bi-Annual committee meetings. Students are expected to hold meetings with their Advisory Committee at least bi-annually. Students should bring the Record of Bi-Annual Committee Meeting form to the meeting and have the committee members complete the form at the end of the meeting. The signed form should be turned in to the Graduate Coordinator.

Continuous enrollment requirement. Per University policy, once a student enrolls in a thesis course (BIOL 6398 or BIOL 6099), the student must continue to enroll in a thesis course each semester until the student graduates. For example, once a student enrolls in BIO 6398, the student must enroll in BIO 6099 the following semester, and continue to enroll in BIOL 6099 every semester until graduation. Note that the student may opt to select the 1-credit hour section of BIOL 6099 once a 3-credit hour section of BIOL 6099 has been completed. For the summer, students should enroll in the 10-week offering of BIOL 6398 or BIOL 6099. The 10-week offering allows the student to maintain full-time status over the entire summer. Students may not enroll in a thesis course until an approved thesis prospectus is on file with the Graduate Coordinator. To register for BIOL 6398 or BIOL 6099, a blue Approval for Enrollment in a Thesis Course form must
be completed and submitted to the Graduate Coordinator. This form may be obtained from the Biological Sciences main office (LSB 105).

**Comprehensive Exam.** All MS degree candidates must pass a Comprehensive Exam, written and/or oral, over the graduate course work of their degree program. The Comprehensive Exam will be administered by the Comprehensive Examination Committee, which is the same as the student’s Advisory Committee. The comprehensive exam should be completed no later than the third long semester in the graduate program, and may not occur in the same semester as graduation.

**Thesis.** The thesis requirement consists of an original written document over the research findings that were done in compliance with the project’s prospectus, a thesis presentation given to the public and performed publically during working hours, and a thesis defense wherein the candidate for the degree of Masters of Science defends their research hypothesis, research methods, and research results to their approved committee.

Thesis guidelines are available from the library at [http://www.shsulibraryguides.org/thesisguide](http://www.shsulibraryguides.org/thesisguide). The Office of Graduate Studies also has a writing coach, Cynthia Goode (cxg070@shsu.edu), to assist with thesis writing.

The student will submit their final thesis in electronic form using the Vireo Electronic Submittal System. Although the thesis is submitted electronically, the Department of Biological Sciences requires that the student have at least two copies of their thesis professionally printed and bound, one copy for the Departmental Thesis Library and one copy for the student’s Major Advisor. Students sometimes have additional copies printed for the remaining members of their Advisory Committee, but this is not required. It is recommended that you ask your committee members if they desire a copy. The Vireo Electronic Submittal System provides the student with several different services by which they can request a printed and bound copy.

**One semester prior to the semester of expected graduation:** The student must file a degree application in the Registrar’s Office (see current Deadlines for Graduation in the Appendix).

**During the semester in which graduation is expected:** MS candidates must be enrolled in BIOL 6099 the semester of graduation. If the student fails to graduate that semester, he or she will have to continue to enroll in BIOL 6099 each semester until graduation. **There are no exceptions to this Office of Graduate Studies policy.** An approved final copy of the thesis must be submitted to the Dean of the College of Science and Engineering Technology by the date specified by the College. The student’s Advisory Committee and the Department Chair must approve the thesis prior to submission to the Dean. Additional deadlines may be put in place by each Advisory Committee so that adequate time is available for review and corrections.

Once the thesis has been approved by all Advisory Committee members, an electronic route sheet should be started. This route sheet is available on the library’s Thesis and Dissertation website: [https://shsulibraryguides.org/thesisguide](https://shsulibraryguides.org/thesisguide). At the same time, a copy of the Advisory Committee thesis page with signatures of all Advisory Committee members must be submitted to the COSET Dean’s office, along with an electronic copy of the student’s thesis. **The COSET Dean’s office**
will not approve the route sheet until all items have been submitted. The completed route sheet serves as proof to the Registrar that the thesis has been completed and that all thesis requirements have been met for graduation.

The student should schedule a public seminar with defense to follow. As a general rule, a reasonably final draft of the thesis should be submitted to the student’s Advisory Committee no later than two weeks prior to the scheduled public seminar and defense in order to allow the committee ample time to read and edit the thesis.

A Report of Thesis Examination form (available on the COSET website) should be filled out by MS candidates after the thesis defense and submitted to the Dean’s office. The student should bring the form to the defense. A copy of this form should also be filed with the Graduate Coordinator.

Students participating in Commencement Ceremonies must arrange for a cap and gown at the University Bookstore at least two months before expected graduation.

All MS degree candidates will be required to give a public seminar of their research. An oral defense of the research with the Advisory Committee will follow the public seminar. An announcement for the public seminar must be posted in the Department at least two weeks in advance of the seminar. An announcement must be posted on the front door to the main office (LSB 105), and an e-mail must be sent to all faculty members informing them of the date, time, and location of the seminar. The seminar can take place during the fall, spring or summer semesters, while classes are in session, and is to be given during the student’s last semester in the program.
**TIME TABLE OF PROCEDURES AND PROCESSES**

**First regular (i.e. fall or spring) semester:**
1) Enroll in BIO 5300 (if offered, otherwise wait until the following semester).
2) Submit Major Advisor and Advisory Committee forms to the Graduate Coordinator for review and approval (see Appendix and the COSET website, respectively, for forms).

**Second regular semester:**
1) After the completion of 6 graduate credit hours, all non-regular admission students must apply for regular admission and must have removed all conditional requirements.
2) Work toward completion of the Prospectus (see Appendix for Prospectus Guidelines).
3) **Prior to the submission of the prospectus and conducting research:** projects that involve vertebrate animal or human subjects must be approved by the IACUC (animal research) or IRB (human subject) Committee. Forms and information may be obtained from the Office of Research and Sponsored Programs website.
4) **Before the start of the third long semester,** the thesis prospectus must be approved by the Advisory Committee, Department Chair, and Academic Dean (see COSET website for Thesis Prospectus Approval form). The approved thesis prospectus should be filed with the Graduate Coordinator.

**Third regular semester:**
1) Successfully complete Comprehensive Exam over graduate course work. **The Comprehensive Exam should be completed during the third semester.** After the exam, the **Report of Comprehensive Examination** form (see COSET website) should be submitted to the Graduate Coordinator.
2) Continue research and coursework for appropriate degree plan.

**Fourth - Sixth regular semesters:**
Continue research and coursework for appropriate degree plan.

Many research projects will involve a fifth and in some cases a sixth semester for completion. The student and the student’s Major Advisor may together petition the Graduate Committee in writing for a fifth semester of teaching assistantship support, although support is not guaranteed.

**Summer semesters:**
1) Students should take any available classes pertinent to the discipline.
2) Students should be heavily involved in their research.
**GRADUATE COURSES**

See the most recent Graduate Catalog for up-to-date information about graduate courses offered.

**RESEARCH FUNDING SOURCES**

There are many sources available to support costs associated with graduate student research. Listed below are a few sources. Students are encouraged to consult with their Major Advisors regarding other potential funding sources in their particular disciplines.

1) **Joey Harrison Student Research Award**
   Funds graduate and undergraduate research
   Deadline: Variable, once per academic year
   Administered by: Department of Biological Sciences
   Amount: $500 to $1000
   Contact: The Chair of the Joey Harrison Student Research Award Committee for application requirements

2) **Graduate Studies Conference Travel Funds**
   Please see Travel Support for Scientific Meetings in this handbook for more information.

3) **Texas Academy of Sciences Student Research Awards**
   Funds graduate and undergraduate student research in all areas of science
   Deadline: Usually December or January
   Amount: Up to $2000
   Restrictions: Must attend meeting to receive award and agree to present research at the meeting the following year
   See website for more information: [https://www.texasacademyofscience.org/research-awards](https://www.texasacademyofscience.org/research-awards)

4) **Grants-in-Aid of Research Program**
   Funds graduate and undergraduate student research in all areas of science
   Administered by Sigma Xi
   Deadline: March 15 and October 1 annually
   Amount: up to $1000
   Restrictions: Student, major advisor or a committee member should be a Sigma Xi member. See website for more information: [https://www.sigmaxi.org/programs/grants-in-aid/apply](https://www.sigmaxi.org/programs/grants-in-aid/apply)
APPENDIX

DEADLINES, FORMS, AND CHECKLISTS
GRADUATE DEADLINES
Fall 2018
COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY

August 22  First class day. Students may begin filing Degree applications in the Registrar's Office for December 2018.

September 7  12th class day. Graduate credit for 4000-level courses form due in COSET Dean’s Office.

September 7  Last day to submit a Graduate Certificate Completion form to the Office of Graduate Studies.

September 7  Deadline to apply for December 2018 graduation to ensure that the students name will be included in the commencement program. Students who submit an application after September 17, 2018, will not have their names in the commencement program, and a late fee will be assessed. Please see the Registrar’s Application for Degree webpage for fee details.

*September 28  Last day to submit draft thesis to Library for format and style review.

October 15  Last day to submit a Thesis Prospectus to the COSET Dean’s Office for theses to be defended in the spring 2019 semester.

*October 26  Last date to complete a public defense of thesis. The Report of Thesis Examination form must be signed and submitted to the COSET Dean’s Office by 5:00 p.m.

November 7  Last day to submit final thesis (complete, defended, and signed) and Electronic Route Sheet to the COSET Dean’s Office. Students are asked to bring a paper Route Sheet to the COSET Dean’s Office as well.

November 9  Last day to drop a fall course or lab with a “Q”.

November 14  Last day to submit final thesis (complete, defended and signed) and Electronic Route Sheet to the Director of the Library.

November 27  Last day to make all final copies of thesis and submit to the NGL for binding. Last day to submit Electronic Route Sheet to the Dean of Graduate Studies.

November 30  Last class day of the fall semester.

December 3-6  Final examinations for the fall semester.

December 6  Last day to complete the Oral Comprehensive Exam; The Report of Comprehensive Exam form must be signed and submitted to the COSET Dean’s Office by 5:00 p.m.

December 7-8  Commencement (Location and Schedule TBD)

December 10  Deadline for filing grades with the Registrar’s Office (12:00 noon).

December 13  Deadline for COSET Graduate Scholarship applications for spring 2019.

RESIGNATION NOTE:
A resignation is when a student drops all of their currently enrolled courses. Students who resign before the 12th class day will not have any indication in their official transcript. Students who resign beginning the 13th class day until the deadline posted in the academic calendar will have a “W” grade. However, if a final exam has been given for any course or lab you will not be permitted to resign.
GRADUATE DEADLINES
Spring 2019
COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY

January 16  First class day. Students may begin filing Degree applications in the Registrar’s Office for May 2019.

February 1  12th class day. Graduate credit for 4000-level courses form due in COSET Dean’s Office.

February 1  Last day to submit a Graduate Certificate Completion form to the Office of Graduate Studies.

February 1  Deadline to apply for May 2019 graduation to ensure that the students name will be included in the commencement program. Students who submit an application after February 1, 2019, will not have their names in the commencement program, and a late fee will be assessed. Please see the Registrar’s Application for Degree webpage for fee details.

*February 22  Last day to submit draft thesis to Library for format and style review.

March 10  Last day to submit a Thesis Prospectus to the COSET Dean’s Office for theses to be defended in the summer 2019 semester.

March 22  Last date to complete a public defense of thesis. The Report of Thesis Examination form must be signed and submitted to the COSET Dean’s Office by 5:00 p.m.

April 3  Last day to drop a spring course or lab with a “Q”.

*April 3  Last day to submit final thesis (complete, defended, and signed) and Electronic Route Sheet to the COSET Dean’s Office. Students are asked to bring a paper Route Sheet to the COSET Dean’s Office as well.

*April 17  Last day to submit final thesis (complete, defended and signed) and Electronic Route Sheet to the Director of the Library.

*April 18  Last day to make all final copies of thesis and submit to the NGL for binding. Last day to submit Electronic Route Sheet to the Dean of Graduate Studies.

May 3  Last class day of the spring semester.

May 6-9  Final examinations for the spring semester.

May 6  Last day to complete the Oral Comprehensive Exam. The Report of Comprehensive Exam form must be signed and submitted to the COSET Dean’s Office by 5:00 p.m.

May 9-11  Commencement (Location and Schedule TBD)

May 13  Deadline for filing grades with the Registrar’s Office (12:00 noon).

RESIGNATION NOTE:

A resignation is when a student drops all of their currently enrolled courses. Students who resign before the 12th class day will not have any indication in their official transcript. Students who resign beginning the 13th class day until the deadline posted in the academic calendar will have a “W” grade. However, if a final exam has been given for any course or lab you will not be permitted to resign.
GRADUATE DEADLINES
Summer 2019
COLLEGE OF SCIENCE AND ENGINEERING TECHNOLOGY

*May 24
Submit draft thesis to Library for format and style review.

May 29
First class day of Summer I. Students may begin filing degree applications in the Registrar’s Office for August 2019.

May 29
Deadline for COSET Graduate Scholarship applications for fall 2019.

June 3
4th class day of Summer I. Graduate credit for 4000-level courses due in COSET Dean’s Office.

June 3
Last day to submit a Graduate Certificate Completion form to the Office of Graduate Studies.

June 7
Deadline to apply for August 2019 graduation to ensure that the student’s name will be included in the commencement program. Students who submit an application after June 7, 2017, will not have their names in the commencement program, and a late fee will be assessed. Please see the Registrar’s Application for Degree website for fee details.

June 7
Last day to submit a Thesis Prospectus to the COSET Dean’s Office for theses to be defended in the fall 2019 semester.

June 18
Last day to drop a Summer I course or lab with a “Q”.

*June 21
Last day to complete a public defense of thesis. The Report of Thesis Examination form must be signed and submitted to the COSET Dean’s Office by 5:00 p.m.

June 25
Last class day of Summer I.

June 26
Final examinations for Summer I.

*June 26
Last day to submit final thesis (complete, defended, and signed) and Electronic Route Sheet to the COSET Dean’s Office. Students are asked to bring a paper Route Sheet to the COSET Dean’s Office as well.

June 28
Deadline for filing grades in the Registrar’s Office for Summer I (12:00 noon).

*July 2
First class day of the Summer II session.

*July 9
4th class day of Summer II.

*July 15
Last day to submit final thesis (complete, defended and signed) and Electronic Route Sheet to the Director of the Library.

*July 15
Last day to make all final copies of thesis and submit to the NGL for binding. Last day to submit Electronic Route Sheet to the Dean of Graduate Studies.

July 22
Last day to drop a Summer II course or lab with a “Q”.

August 1
Last class day of Summer II.

August 2
Final examinations for Summer II.

August 2
Last day to complete the Oral Comprehensive Exam; The Report of Comprehensive Exam form must be signed and submitted to the COSET Dean’s Office by 5:00 p.m.

August 3
Commencement (Location and Schedule TBD)

August 5
Deadline for filing grades with the Registrar’s Office (12:00 noon).

RESIGNATION NOTE:
A resignation is when a student drops all of their currently enrolled courses. Students who resign before the 12th class day will not have any indication in their official transcript. Students who resign beginning the 13th class day until the deadline posted in the academic calendar will have a “W” grade. However, if a final exam has been given for any course or lab you will not be permitted to resign.
FORMS:
who signs them and where they are submitted:

Internal Documents to be submitted to Departmental Graduate Coordinator:

1) **Graduate Student Contract**
   
   This form is to be signed by the student. It is due to the Graduate Coordinator at the beginning of the first semester.

2) **Graduate Data Contract**
   
   This form is to be signed by the student and submitted to the Graduate Coordinator at the beginning of the first semester.

3) **Advisor – Student Agreement**
   
   This form is to be signed by both the student and their Major Advisor. It is due to the Graduate Coordinator by the end of the first semester.

4) **Record of Bi-annual Committee Meeting**
   
   This form is to be signed by both the Major Advisor and the remaining members of the student’s Advisory Committee. It is due to the Graduate Coordinator after each committee meeting.

5) **Semester Graduate Student Evaluation**
   
   This form is to be filled out and signed by the student, advisor, and instructor of the classes the student TAs. It is due to the Graduate Coordinator at the end of the 12th class week of each semester the student is enrolled.

External Documents to be submitted to the Dean’s office:

All of the forms below can be found in PDF format on the College of Science and Engineering Technology website under the “Forms” and then “Forms for Graduate Students” links.

1) **Advisory Committee Form**
   
   This form is to be signed by the student, the Major Advisor, the remaining Advisory Committee members and the Graduate Coordinator. After the Graduate Coordinator has signed the form the student will then submit the form to the Dean’s office. This form is due by the end of the second semester.
2) **Graduate Credit Form**

This form is to be signed by the student’s Major Advisor, the Graduate Coordinator, the Department Chair, and the COSET Dean. This form is only necessary if the student decides to enroll in a 4000-level course and wishes to have it count toward their graduate degree. The form should be submitted prior to the semester in which the 4000-level course will be taken. The syllabus for the course must be attached to the form, and it must indicate additional assignments for graduate students.

3) **Thesis Prospectus Approval Form**

This form is to be signed by the Advisory Committee, the Department Chair, and the Dean of COSET. The Thesis Prospectus Approval Form must be submitted by the end of the student’s first year in the graduate program.

4) **Report of Comprehensive Examination Form**

This form is to be signed by the student’s Major Advisor and the remaining members of the student’s Advisory Committee. The form should be brought to the student’s Comprehensive Examination. The form will be signed after the completion of the examination with the committee’s recommendation to pass or fail the student. Once the committee members have signed the form, the student will take the completed form to the COSET Dean’s office.

5) **Report of Thesis Examination Form**

This form is to be signed by the student’s Major Advisor and the remaining members of the student’s Advisory Committee. The form should be brought to the student’s thesis defense/examination. The form will be signed after the completion of the thesis examination with the committee’s decision to pass or fail the student. Once the committee members have signed the form the student will take the completed form to the COSET Dean’s office.
ADVISOR – STUDENT AGREEMENT
(To be submitted to Biology Graduate Coordinator by the end of the Student’s First Semester)

STUDENT NAME: ____________________________________________________________________

DEGREE SOUGHT: MS        MS WITH MINOR

MINOR: __________________

I, ____________________________ agree to be the major advisor to
(print/type name)

__________________________________ _______________________
MAJOR ADVISOR SIGNATURE   DATE

__________________________________ _______________________
STUDENT SIGNATURE    DATE

Primary Responsibilities of Major Advisor:

Student:

1) Chair Advisory Committee
   with

2) Provide student with research guidance, i.e.,
   topic selection, experimental design, prospectus,
   deadline grant proposals, thesis writing.

3) Return paperwork in a timely manner

Primary Responsibilities of Major Advisor:

1) Communicate regularly
   with Major Advisor and Advisory Committee

2) Adhere to all program

3) Attend Departmental seminars
RECORD OF BI-ANNUAL COMMITTEE MEETING
(To be submitted to Biology Graduate Coordinator after Each Committee Meeting)

DATE: ____________________________________________

STUDENT NAME: _________________________________________________________

DEGREE SOUGHT: MS MS WITH MINOR
MINOR: ___________________________

DATE ADMITTED: _________ EXPECTED GRADUATION DATE: _________

PROGRESS TOWARD DEGREE: SATISFACTORY
UNSATISFACTORY

COMMITTEE RECOMMENDATIONS:

ADVISORY COMMITTEE SIGNATURES:

___________________________________
Major Advisor

___________________________________

___________________________________

___________________________________
Sam Houston State University Department of Biological Sciences
Semester Graduate Student Evaluation

A completed copy of this form must be submitted to the Graduate Coordinator by the 12th week of each semester enrolled.

Failure to complete and file this form will result in the committee’s inability to provide additional TA support if requested.

Section 1: Academic Progress (TO BE COMPLETED BY THE STUDENT)

Date this form is completed:__________________________________________________________

Name of Graduate Student:__________________________________________________________

Name of advisor or co-advisors:_______________________________________________________

Degree sought: □ M.S.

Date of last advisory committee meeting?______________________________

Number of semesters of graduate work at Sam Houston State University on this degree at the end of present semester: ________

Number of semesters on TA support at the end of the present semester?

Contract: ________    Hourly: ________

Indicate each of the following that apply. Supply any helpful additional information.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>1.</td>
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<tr>
<td>The student has selected an advisor and filed form.</td>
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<td>2.</td>
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<td>The student has formed an advisory committee and filed form.</td>
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<td>3.</td>
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<td>The student has completed and submitted the prospectus.</td>
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<td>The student has completed the comprehensive exam.</td>
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<td>5.</td>
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<td>The student regularly attends seminar.</td>
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<td>6.</td>
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<td>The student regularly attends society meetings and presents research.</td>
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<td>7.</td>
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<tr>
<td>The student has submitted any papers for publication.</td>
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</tbody>
</table>
List all society meetings attended, all presentations (oral or poster) given, and all papers submitted for publication.

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List all outreach projects or other services performed.

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Section 2: Summary of progress made towards completion of degree (TO BE COMPLETED BY THE STUDENT)

Please be specific and address any advancements or setbacks experienced during semester.

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Signed:____________________________________ Date:_________________

Graduate Student
Section 3: Advisor evaluation of student progress (TO BE COMPLETED BY THE ADVISOR)

Indicate one of the following that best describes the student's progress:

Yes ☐  No ☐

☐ 1. Progress is satisfactory

Comments for justification of ranking:
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Signed:____________________________________ Date:_________________

Advisor /Co-Advisor
Section 4: Instructor evaluation of student progress as a teaching assistant (TO BE COMPLETED BY THE INSTRUCTOR FOR WHICH THE STUDENT IS TEACHING)

Indicate one of the following that best describes the student’s progress as a teaching assistant:

Yes  No

☐   ☐ 1. Progress is satisfactory

Comments for justification of ranking:

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Signed:_________________________ Date:_________________

Instructor of teaching assistant
THESIS PROSPECTUS GUIDELINES

General guidelines: The proposal should be double spaced, with 1 inch margins, 12 point font, and page numbers in the top right corner of each page. The length should be no more than 12 pages of text for sections A - E below.

A. Introduction - a thorough overview (4 – 5 pages) of the area of study including appropriate supporting literature citations. Include past and present research on your specific research topic.

B. Hypotheses/Objectives - discuss hypotheses you will test and their associated predictions. Clearly state the objectives of your study.

C. Methods and Materials - how, where, when the proposed research will be conducted. Describe methods in as much detail as possible. Include how the data will be analyzed statistically.

D. Expected Results - describe the expected outcome for the research activities based on literature and previous work.

E. Significance of the Proposed Research - general and/or specific significant results from the proposed study. “How will doing this research benefit us or improve the general knowledge of science?”

F. Literature Cited - a listing of sources of information cited in the proposal in a formal scientific format appropriate to the discipline.

G. Budget - Provide an itemized budget for your research. Indicate how the research will be funded and the facilities required for the research.
# Checklist for MS Candidates in the Biological Sciences
*(To be kept in student file)*

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1. Obtain copy of Departmental Graduate Handbook</td>
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<tr>
<td>2. Meet with Graduate Coordinator</td>
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<tr>
<td>3. Major Advisor selected</td>
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<tr>
<td>4. Advisory Committee established</td>
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<td>6. Submit forms for transfer/undergraduate credits</td>
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<td>7. Advisory Committee meeting 1 — year one</td>
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<td>8. Advisory Committee meeting 2 — year one</td>
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<td>9. Advisory Committee meeting 1 — year two</td>
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<td></td>
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<tr>
<td>10. Advisory Committee meeting 2 — year two</td>
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<tr>
<td>11. File degree application for graduation</td>
<td></td>
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<tr>
<td>12. Comprehensive exam scheduled</td>
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<td>13. Comprehensive exam completed</td>
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<td>14. IACUC or IRB Forms submitted (as needed)</td>
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<td>15. Thesis prospectus approved</td>
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<td>16. Enroll in BIO 6398</td>
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<td>17. Enroll in BIO 6099</td>
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<td>18. Public seminar of thesis research scheduled</td>
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<td>19. Thesis seminar and defense completed</td>
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<tr>
<td>20. Thesis approved</td>
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</tbody>
</table>