

DEPARTMENT OF ZOOLOGY GRADUATE INFORMATION
MASTER OF SCIENCE
Approved 05/03/2007

A. GENERAL REQUIREMENTS

1. Admission to the Graduate School with regular standing in the degree program. In addition to his/her formal application to the Graduate School, an applicant must have three letters of recommendation, the results of the general aptitude portion of the Graduate Record Exam and a personal letter outlining the student's professional goals and area of research interest sent directly to the Department of Zoology. At least one research advisor must be identified and be willing to accept the applicant prior to acceptance into the program. The Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE) are required of all foreign applicants from non-English speaking countries.
2. Degree applicants should have a broad course background in the biological sciences, chemistry, physics, and mathematics or statistics. A student may be required to complete undergraduate courses as part of his/her graduate program of study, at the discretion of the Thesis Advisory Committee.
3. Every student must complete at least three formal graduate courses (excluding seminars) for a minimum of 9 semester hours. At least one graduate course must be in the Department of Zoology. Graduate course requirements will be determined in consultation with his/her Thesis Advisory Committee. Each student is required to take 6 to 12 hours of Zoology 700 and must complete a minimum total of 30 semester hours of graduate credit. Zoology 620 and Zoology 700 must be taken on a satisfactory/unsatisfactory basis. Not more than 10 transfer hours can be applied towards the degree.
4. A minimum of three graduate seminars is required. In the first year this will include ZOO 601, which is required of every incoming graduate student.
5. A Department of Zoology course of study form for completing course requirements must be approved by the Thesis Advisory Committee and submitted for approval by the Chair of the Graduate Advisory Committee (GAC) prior to the end of the student's 2nd semester in residence.
6. A student will be dismissed from the program if his/her cumulative grade point average in formal graduate level courses (including any graded seminars) in math and science falls and remains below 3.0 for two consecutive semesters. For the purposes of this requirement, the two summer terms count as one semester. Independent research courses such as ZOO 620 and 700, and the required workshop on Teaching Pedagogy for Graduate Students (ZOO 689), will not be computed into this grade point average.
7. Each student must conduct a research project that has been approved by his/her Thesis Advisory Committee, must prepare and submit for approval a written thesis to the Committee, and must orally present and defend the thesis in front of the Committee.

8. As part of his/her training, each student in the Master's program must perform departmental teaching and/or research.

B. THESIS ADVISORY COMMITTEE

Each student will have a Thesis Advisor and Committee who will advise the student on his/her program. The committee (of appropriate graduate level) will be appointed by the GAC, in collaboration with the student and his/her advisor. The committee will consist of the thesis advisor and at least two additional members. At least one additional member must be from within the department. Adjunct faculty members with Level B Adjunct Graduate Faculty Standing can serve in any capacity except as advisor. Any other proposed members of the committee may be appointed in addition to the three required committee members.

The Thesis Advisory Committee will be formed in consultation with the student and his/her research advisor by the end of the 2nd semester in residence, subject to approval by the GAC. The Thesis Advisory Committee is expected to meet at least once per year (more often is desirable) to approve a course of study, to provide guidance on the development of the thesis research proposal, and to discuss academic and research progress, and to administer the final defense. A record of the dates and agenda topic for each meeting should be maintained in the student's departmental personnel file (form available in Zoology Office).

The committee will be composed of at least three Miami University faculty members of appropriate graduate level and will be chaired by the student's research advisor. The remaining members will consist of at least one individual from within the department. The research advisor must hold Level A Graduate Status. Adjunct faculty members with Level B Graduate Faculty Standing can serve in any capacity except as advisor. Any individuals external to Miami University that do not hold Level B Graduate Status will be appointed to this committee in an ex officio capacity. All members must be approved by the Chair of the GAC.

C. THESIS PROPOSAL

A thesis proposal must be presented to and approved by the Thesis Advisory Committee no later than 1 semester prior to the final defense of the thesis. For the purposes of this requirement, the two summer terms count as one semester. Notification of the results of the proposal defense will be provided to the Department by completion and submission of the appropriate Departmental Form. The proposal must be approved by the Committee before the student registers for Zoology 700.

D. THESIS

The completed thesis must be in the hands of the entire Thesis Advisory Committee two weeks before the date on which it is to be defended. The student is required to provide a final PDF file as well as a final printed copy of the approved thesis both to the faculty advisor and to the Department in addition to those copies required by the Graduate School.

E. FINAL EXAMINATION

Students are required to present a seminar, appropriately publicized, open to the public and not to exceed 45 minutes in length, prior to their formal defense of thesis. Normally three hours should be reserved for the combined seminar presentation and formal oral defense. The oral defense of thesis must be successfully passed before the Thesis Advisory Committee meeting in executive session. Barring unforeseen circumstances, the entire committee must be present for the duration of the defense. Substitution of committee members is allowed if absolutely necessary and if approved, in advance, by the GAC. Passage requires a vote of approval by at least two of the three committee members, and there can be no more than one dissenting vote. Notification of the results of the final examination will be provided to the Department and the Graduate School by completion and submission of the appropriate Graduate School form (GS Form D-6).

F. CHOOSING OR CHANGING ADVISORS

1. Prior to admission and throughout the course of the program, at least one research advisor must be identified and be willing to accept/retain a student as an advisee to remain in the program.
2. At the beginning of the student's program, an advisor or co-advisors may be identified to serve for the entire course of the student's program.
3. Alternatively, a temporary advisor may be identified along with up to two additional potential advisors, each of whom would be willing to accept the student as an advisee. In this case, the student may participate in a mutually agreed upon rotation system among the potential advisors for a period no longer than the first two semesters in residence (two summer terms count as one semester). At the end of the rotation period, an advisor or co-advisors should be identified by mutual agreement within the rotation group to serve the remaining course of the student's program. This choice is subject to approval by the GAC.
4. In the case that the student wishes to switch advisor(s) during their program, s/he should consult with the Chair of the Department, the Chair of the GAC, or a member of the Graduate Faculty as soon as possible. Except in cases covered by Section 3 of MUPIM, it is expected that the current advisor will be apprised of the request by the student or an intermediary. All changes are subject to approval by the GAC.

G. LIST OF FORMS TO BE SUBMITTED AND MAINTAINED DURING THE PROGRAM

1. Report of Advisory Committee Meetings (Departmental). Update once per year.
2. Course of Study Form (Departmental). Due no later than end of 2nd semester in residence.
3. Defense of Research Proposal Approval Form (Departmental). Due no later than 1 semester prior to final defense of thesis.
4. Form D-6. Certificate for Awarding the Master's Degree (Grad School). Submitted after passing the final defense and at least 10 working days prior to applicable commencement date.

H. TIMELINE AND MILESTONES

The following table provides a timeline and list of milestones for the Master's Program in Zoology. Summer semesters are not shown.

Year	Academic Year Semester	Milestone
1	1	A,B
	2	
2	3	C
	4	D

- A. M.S. Advisory Committee formed
- B. Course of Study approved by M.S. Advisory Committee
- C. M.S. Research Proposal approved by M.S. Advisory Committee
- D. M.S. Thesis Defense

DEPARTMENT OF ZOOLOGY GRADUATE PROGRAM

REPORT OF ADVISORY COMMITTEE MEETINGS

Student _____ Degree Program _____ Admitted (mo/yr) _____

Committee Members

Name:	Initials: (for ID below)	Role: (Advisor, Co-Advisor, Grad School Rep , Member)	Dates Served:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Record of Advisory Committee Meetings

As per Departmental governance, graduate student Advisory Committees should meet at least once per year.

<u>Meeting Date (dd/mm/yy)</u>	<u>Agenda Topic</u>	<u>Members Present (initials)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**DEPARTMENT OF ZOOLOGY GRADUATE PROGRAM
COURSE OF STUDY APPROVAL FORM**

Name of Student _____ Degree Program _____ Admitted (sem./yr) _____
 Name of Advisor _____ Original Approval or Revision (mm/yy) _____

A. Undergraduate Courses (As determined by review of previous undergraduate coursework by the Advisory Committee)

	<u>Semester</u>	<u>Year</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

B. Graduate Courses (At least three formal graduate courses for a minimum of 9 semester hrs, excluding seminars)

	<u>Semester</u>	<u>Year</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

C. Advisory Committee

	<u>Signature</u>	<u>Date</u>	<u>Graduate Level</u>
1. _____ Advisor	_____	_____	_____
2. _____ Committee Member	_____	_____	_____
3. _____ Committee Member	_____	_____	_____
4. _____ Committee Member	_____	_____	_____
5. _____ Graduate School Representative	_____	_____	_____

D. Endorsements

Student	Date
Chair, Graduate Advisory Committee	Date
Chair, Department of Zoology	Date

DEPARTMENT OF ZOOLOGY GRADUATE PROGRAM
Defense of Research Proposal Approval Form

Name of Student _____ Degree Program _____ Admitted (sem./yr) _____

Name of Advisor _____

Thesis/Dissertation Title _____

The above named student has presented and defended a written proposal for research to be conducted in partial fulfillment of the requirements for a graduate degree in Zoology.

	Name (printed)	Signature	Date	Graduate Faculty Status (A or B)	Vote (Pass or Fail)
1.	_____	_____	_____	_____	_____
	Advisor (or Co-Advisor)				
2.	_____	_____	_____	_____	_____
	Co-Advisor (if applicable)				
3.	_____	_____	_____	_____	_____
	Committee Member				
4.	_____	_____	_____	_____	_____
	Committee Member				
5.	_____	_____	_____	_____	_____
	Committee Member				
6.	_____	_____	_____	_____	_____
	Committee Member				
7.	_____	_____	_____	_____	_____
	Committee Member				

Approval:

_____ Date _____

Chair of GAC

Date

