

DEPARTMENT OF ZOOLOGY GRADUATE INFORMATION
DOCTORAL PROGRAM
Approved 05/03/2007

A. STAGE I -- Doctoral Track

1. Each student must have completed a research-based Master's degree with a written thesis OR complete 30 semester hours of graduate work with at least a 3.0 grade point average and provide his/her Advisory Committee with documented evidence for potential to complete a Ph.D. degree (guidelines and form available in the Department of Zoology office). If the student's committee approves the request, the signed form is then forwarded for review by the Graduate Advisory Committee (GAC). If the GAC approves the request, it is brought to the graduate faculty for approval.

2. 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.

3. 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 Doctoral Advisory Committee.

B. STAGE II -- Ph.D. Program

1. Individuals may not enter into Stage II without the expressed approval of the faculty of the Department of Zoology. Except under unusual circumstances, a student may not be a candidate for a Ph.D. degree from the Department of Zoology unless he/she has at least one degree from another college or university.

2. A Doctoral Advisory Committee will be formed in consultation with the student and his/her research advisor, subject to approval by the GAC, by the end of the 2nd semester in residence. This committee will be responsible for guiding and evaluating the student throughout Stage II and III, and will administer the comprehensive exams, provide research guidance, and administer the final defense. The committee will be composed of at least five 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 two individuals from within the department plus at least one individual from some department other than Zoology to serve as the Graduate School Representative on the committee. The research advisor and the Graduate School Representative must hold Level A Graduate Status. Adjunct faculty members with Level B Graduate Faculty Standing can serve in any capacity except as advisor or the Graduate School Representative. 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 Dean of the Graduate School, submitted at least 10 days prior to administration of the comprehensive exam using the appropriate form (GS Form D-1).

The Doctoral Advisory Committee is expected to meet at least once per year (more often is desirable) to approve a course of study, to administer the comprehensive exam, to provide guidance on the development of the dissertation research proposal, and to discuss academic and research progress. 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).

3. The student must fulfill the following departmental requirements:

(a) Complete at least three formal graduate-level courses (excluding seminars) for a minimum of 9 semester hours before or during Stage II. At least one graduate course must be in the Department of Zoology. Graduate course requirements will be determined in consultation with his/her Doctoral Advisory Committee. Graduate level courses taken prior to entering the Ph.D. program may be used to satisfy this requirement at the discretion of the Doctoral Advisory Committee.

(b) Participate in a minimum of four graduate seminars after Stage I. While a minimum of four is required, it is expected that doctoral students will enroll in a seminar every semester of their doctoral program. ZOO 601 is required of every incoming graduate student, but does not count towards the minimum of four seminars.

(c) A Department of Zoology course of study form must be approved by the Doctoral Advisory Committee and submitted for approval by the Chair of the GAC prior to the end of the student's 2nd semester in residence.

(d) Pass the departmental comprehensive examination. This exam, which is administered by the student's Doctoral Advisory Committee, has a written part and an oral part. The oral part may not be attempted unless and until the written part is passed, and must be attempted within four academic weeks of passage of the written part. Students are expected to begin taking the comprehensive exam during their fourth academic semester and must complete the exam no later than the end of their fifth semester in the Doctoral program (i.e., after completing 30 semester hours of graduate credit).

Passage of the written and oral part of the examination each requires four affirmative votes and no more than one dissenting vote. Permission to repeat either the written or oral part of the exam is at the discretion of the student's Doctoral Advisory Committee. A third attempt at either part will not be permitted under any circumstances. Notification of the results of the comprehensive exam will be provided to the Department and the Graduate School by completion and submission of the appropriate Graduate School form (GS Form D-2).

(d.1) Written Comprehensive Exam

The format and coverage of the written exams will be determined by a majority of the student's Doctoral Advisory Committee. There are two standard formats available for the written exam. Alternative formats may be possible, but they must be approved in advance by the GAC.

Format 1. Essay format, topical coverage exam.

Topics to be covered are discussed and approved by the student's Doctoral Advisory Committee. In preparation for the exam, the chair of the Doctoral Advisory Committee will solicit written questions from all committee members and then compile a set of exams, formatted to be taken in 3 to 5 writing sessions. The exam for each writing session should be designed such that it can be completed in approximately 3 to 4 hours. The written portions of the exam must be completed by the student within a ten day period.

Evaluation of the exam should be done within 10 days after completion of the writing sessions. Committee members will be responsible for evaluating and assigning a grade of Fail, Revisions Required, Pass, or Pass With Distinction for each of the questions they have each submitted. The chair of the Doctoral Advisory Committee will compile the results of the evaluations and distribute them to the remainder of the Committee for discussion and to approve the result of the evaluations. If the proposal is evaluated as a Revision Required, the student will make revisions based on evaluation comments and submit the revisions within an additional 7 day period, after which a final grade of Fail, Pass, or Pass With Distinction will be assigned. Once a final grade of Pass or Pass With Distinction is assigned, the student will schedule the oral portion of the comprehensive exam to be completed within an additional four academic weeks.

Format 2. Research proposal format exam.

In consultation with the research advisor, the student will choose 3 research topics of interest. The topic cannot be the same as the one explored for his/her PhD dissertation. An abstract for all 3 topics will be submitted to the Doctoral Advisory Committee. The Committee will choose one of the topics for the student to prepare a research proposal in the format of an appropriate Federal Agency (eg., NIH, NSF, USDA, EPA). Not counting literature cited, the body of the written research proposal will have range of 10-15 single-spaced pages. Specific sections included will be determined by the requirements of the Federal Agency that would potentially receive the proposal. Once the topic is chosen by the Committee, the student will write and submit the proposal to the Committee within a 10 day period.

Evaluation of the proposal should be completed within 10 days after submission to the Committee. Committee members will be responsible for evaluating and providing written comments on the proposal, and assigning a grade of Fail, Revision Required, Pass, or Pass With Distinction. The chair of the Doctoral Advisory Committee will compile the results of the evaluations and distribute them to the remainder of the Committee for discussion and to approve the result of the evaluations. If the proposal is evaluated as a Revision Required, the student will make revisions to the proposal based on evaluation comments and re-submit the proposal within an additional 7 day period, after which a final grade of Fail, Pass, or Pass With Distinction will be assigned. Students whose proposals are assigned initial grades of Pass or Pass With Distinction will also have the option of making revisions to the proposal based on evaluation comments

and re-submitting the proposal within an additional 7-day period. Once a final grade of Pass or Pass With Distinction is assigned, the student will defend the proposal as the oral portion of the comprehensive exam, to be completed within an additional four academic weeks.

(d.2) Oral Comprehensive Exam

The format of the oral comprehensive exam shall be determined by the Doctoral Advisory Committee in consultation with the student and will be moderated by the student's research advisor. If the student has chosen Format 2 (proposal) for the written exam, the oral comprehensive will be a defense of the written proposal. The oral portion of the exam should be designed such that it can be completed in approximately 2 to 3 hours. The exam will be conducted in Executive Session (i.e., no public observers may participate). At the completion of the exam, the student will be excused from the room. The Committee will discuss and vote on an evaluation of the performance on the oral exam as a Fail, Pass, or Pass With Distinction.

4. Upon passing the comprehensive exam and accumulating 60 semester hours of graduate work with a minimum grade point average of 3.0, Stage II is complete and the student is officially a candidate for the Ph.D. degree.

C. STAGE III -- Ph.D. Candidate

1. Stage III is devoted primarily, or entirely, to dissertation research. A minimum of 30 semester hours of Zoology 850 is required.

2. A proposal describing the dissertation research to be undertaken must be presented to the Doctoral Advisory Committee at a meeting of the entire committee. This requirement may be completed during Stage II, typically after passage of the comprehensive exam, and must be completed no later than 2 semesters prior to the final defense of the dissertation. 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.

3. Stage III terminates when the student submits a dissertation that is acceptable to his/her Doctoral Advisory Committee. The completed final dissertation must be in the hands of the entire Doctoral Advisory Committee two weeks before the date on which it is to be defended. Some time during the student's last academic year, she/he is expected to present one of the regular departmental seminars. In addition, the student is required to present a seminar, open to the public and not to exceed 45 minutes in length, as part of his/her formal defense of dissertation. Normally three hours should be reserved for the combined seminar presentation and formal oral defense. The student must successfully defend the dissertation before the Doctoral Advisory Committee, meeting in executive session. All Committee members must again be approved by the Dean of the Graduate School, submitted at least 10 days prior to administration of the final defense using the appropriate form (GS Form D-3). 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 four committee members, and there can be no

more than one dissenting vote. Notification of the results of the final defense will be provided to the Department and the Graduate School by completion and submission of the appropriate Graduate School form (GS Form D-4).

The student is required to provide a final PDF file as well as a final printed copy of the approved dissertation both to the faculty advisor and to the Department in addition to those copies required by the Graduate School.

D. 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.

E. GENERAL REQUIREMENT

A student whose cumulative grade point average in formal graduate level courses in math and science (including graded seminars) falls and remains below 3.0 for two consecutive semesters will be dismissed from the program. For the purposes of this requirement, the two summer terms count as one semester. Independent research courses such as ZOO 720 and 850 will not be computed into this grade point average.

As part of his/her training, each doctoral student must perform departmental teaching and/or research.

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

1. Report of Doctoral Advisory Committee Meetings (Departmental). Meet at least once per year.
2. Course of Study Form (Departmental). Due no later than end of 2nd semester in residence.
3. Form D-1. Request for Appointment of Doctoral Comprehensive Examination Committee (Grad School). Due 10 days prior to beginning of exam.
4. Form D-2. Results of Comprehensive Exam for the Doctoral Degree and Application for Candidacy (Grad School). Submitted after completion of written and oral exams.
5. Defense of Research Proposal Approval Form (Departmental). Due no later than 2 semesters prior to final defense of dissertation.
6. Form D-3. Request for Appointment of Doctoral Final Examination Committee (Grad School). Due 10 days prior to final defense of dissertation.
7. Form D-4. Results of Final Examination and Certificate for Awarding the Doctoral Degree (Grad School). Submitted after passing the final defense and at least 10 working days prior to applicable commencement date.

G. TIMELINES AND MILESTONES

The following table provides a list of possible timelines and milestones for the Doctoral Program in Zoology. Summer semesters are not shown.

Year	Academic Year Semester	MS w/Thesis & PhD	MS Equiv & PhD(a)	MS Equiv & PhD(b)	PhD Only
1	1	A,B	A,B	A,B	E,F
	2				
2	3	C	C	E,F	G (expected) G (must complete)
	4	D			
3	5	E,F	E,F	G (expected) G (must complete)	H
	6		G (expected)		
4	7	G (expected) G (must complete)	G (must complete)	H	I
	8		H (expected)		
5	9	H	H (must complete)	I	
	10				
6	11	I	I		
	12				

- 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
- E. Ph.D. Advisory Committee formed
- F. Course of Study approved by Ph.D. Advisory Committee
- G. Written and oral comprehensive exams
- H. Ph.D. Research Proposal approved by Ph.D. Advisory Committee
- I. Ph.D. Dissertation 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:

Chair of GAC
Date

**MIAMI UNIVERSITY
The Graduate School**

**Request for Appointment of
Doctoral Comprehensive Examination Committee**

Name of Student _____ Banner ID _____

Department Name _____

Tentative Date _____ (Allow at least 10 working days between
of Examination _____ the date of submission of this form and the
tentative date of this examination.)

Committee
(Please type or print clearly.)

Chair of Comprehensive Examination Committee

Major Advisor
(if different from Chair of Examining Committee)

The Graduate School Representative

The chair of the major department should submit this request to the Associate Provost and Dean of the Graduate School, 102 Roudebush Hall, **at least 10 working days before the date of the examination.**

Department Chair

Date

Approved by the Graduate School:

Associate Provost and Dean

Date

MIAMI UNIVERSITY
The Graduate School

**Results of Comprehensive Examination for the Doctoral Degree
and Application for Candidacy**

Date: _____

This is to certify that we, the undersigned faculty, have administered the Comprehensive Examination to _____, Banner ID _____.

Please encircle appropriate responses:

This student **(PASSED)** **(FAILED)** this examination and **(IS)** **(IS NOT)** recommended for official status as a candidate for the doctorate in _____.
Specify Major

Tentative Dissertation Topic

(Please type or print clearly.)

Committee: Votes of the members of the Comprehensive Examination Committee are officially registered by signing below.

Signature

Vote (Pass/Fail)

Printed Name

Chair of Committee

Chair of Committee

Major Advisor
(if other than Chair)

Major Advisor
(if other than Chair)

**Graduate School
Representative**

**Graduate School
Representative**

The Chair of the Comprehensive Examination Committee should return this notification promptly to the Graduate School, 102 Roudebush Hall. It is **NOT** the responsibility of the student to return this form.

Approved by the Graduate School:

Associate Provost and Dean

Date

**MIAMI UNIVERSITY
The Graduate School**

**Request for Appointment of Doctoral Final Examination
(Dissertation) Committee**

Name of Student _____ Banner ID _____

Department Name _____

Tentative Date _____ (Allow at least 10 working days between
of Examination _____ the date of submission of this form and the
tentative date of this examination.)

Committee
(Please type or print clearly.)

Chair of Final Examination Committee

Major Advisor
(if different from Chair of Examining Committee)

The Graduate School Representative

The chair of the major department should submit this request to the Associate Provost and Dean of the Graduate School, 102 Roudebush Hall, **at least 10 working days before the date of the examination.**

Department Chair

Date

Approved by the Graduate School:

Associate Provost and Dean

Date

**MIAMI UNIVERSITY
The Graduate School**

Certificate for Approving the Dissertation

We hereby approve the Dissertation

of

Candidate for the Degree:

Doctor of Philosophy

Director
(Type Name)

Reader
(Type Name)

Reader
(Type Name)

Graduate School Representative
(Type Name)