



## PROGRAM FLOW CHART FOR:

### Ph.D. in Biological Education – BS<sup>1</sup>

### 5 Year Plan to Graduation

YEAR 1 - FALL	YEAR 1 - SPRING
BIO 512 TA Development Seminar 1 credit BIO 594/SCED 694 (take early in program) 2/ 3 credits Establish domicile in CO, if not already a resident <sup>2</sup>	BIO 631 (odd years)/ BIO 632 (even years) 3 credits Select your <b>Graduate Committee</b> <sup>3</sup> Prepare your <b>Plan of Study</b> <sup>4</sup> Schedule committee meeting to discuss your Plan of Study Complete the Universal Scholarship <sup>5</sup> Deliver an oral presentation during Research Day <sup>6</sup> Submit application for BS Summer Funding <sup>7</sup> Apply for resident status (if not CO resident upon acceptance) <sup>2</sup>
YEAR 2 - FALL	YEAR 2 - SPRING
Submit APR <sup>8</sup> reporting on Year 1 Submit report for BS Summer Funding, if recipient SRM 700 (take early in program, SRM 502/602 prereq) 3 credits	BIO 631 (odd years)/ BIO 632 (even years) 3 credits BIO 797 Doctoral Proposal Research 4 credits Prepare your <b>Research Proposal</b> <sup>9</sup> Schedule committee meeting to discuss your Research Proposal Complete the Universal Scholarship Deliver an oral presentation during Research Day Discuss with committee intended course for Supervised Teaching Submit application for BS Summer Funding
YEAR 3 - FALL	YEAR 3 - SPRING
Submit APR reporting on Year 2 Submit report for BS Summer Funding, if recipient Discuss with committee members comp <sup>10</sup> topics/ expectations	Schedule committee meeting to discuss your progress Complete the Universal Scholarship Deliver an oral presentation during Research Day Submit application for BS Summer Funding Submit a dissertation chapter for publication, if ready Schedule and take your written and oral <b>Comprehensive Exams</b> <sup>10</sup>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">           During Years 3-5 of your program, complete the following benchmarks, in the following order (after comps):           <ol style="list-style-type: none"> <li>1. BIO 792 Doctoral Supervised Teaching<sup>11</sup> (prep) – 1 credit</li> <li>2. BIO 792 Doctoral <b>Supervised Teaching</b><sup>11</sup> – 3 credits</li> </ol> </div> Submit APR reporting on Year 3 Submit report for BS Summer Funding, if recipient	<div style="background-color: #f2f2f2; text-align: center; padding: 2px;"><b>YEAR 4 - SPRING</b></div> Schedule committee meeting to discuss your progress Complete the Universal Scholarship Deliver an oral presentation during Research Day Submit application for BS Summer Funding Submit a dissertation chapter for publication, if ready
YEAR 4 - FALL	YEAR 4 - SPRING
Submit APR reporting on Year 3 Submit report for BS Summer Funding, if recipient	<div style="background-color: #f2f2f2; text-align: center; padding: 2px;"><b>YEAR 5 - SPRING</b></div> Apply for graduation <sup>12</sup> (first week of semester) BIO 799 Doctoral Dissertation credits 12 credits total Complete GS "Request to Schedule a Doctoral Exam" form <sup>12</sup> Prepare and disseminate your <b>dissertation</b> to your committee <sup>13</sup> <b>Defend</b> your dissertation <sup>14</sup>
YEAR 5 - FALL	YEAR 5 - SPRING
Submit APR reporting on Year 4 Submit report for BS Summer Funding, if recipient Submit a dissertation chapter for publication, if ready Schedule a date for your defense talk <sup>12</sup> during Spring Friday seminars BIO 799 Doctoral Dissertation credits 12 credits total	Apply for graduation <sup>12</sup> (first week of semester) BIO 799 Doctoral Dissertation credits 12 credits total Complete GS "Request to Schedule a Doctoral Exam" form <sup>12</sup> Prepare and disseminate your <b>dissertation</b> to your committee <sup>13</sup> <b>Defend</b> your dissertation <sup>14</sup>

\*Throughout the above plan, you should take courses identified in your Plan of Study and make progress on your research. Consult with your advisor about appropriate summer responsibilities<sup>15</sup>

This worksheet is a recommended schedule to complete your doctoral degree in **5 years** (the mean completion time for BS PhD programs is 5 years). Some BS doctoral students use four years to complete their degree (see the 4-year flow chart), and students cannot be funded by a GTA beyond 10 semesters, so the above timeline can be a good guideline. Ultimately, your program is an agreement between you and your advisor to fit the needs of your project and career goals. Consult regularly with your advisor and committee to establish and check in on your progress with this schedule in mind.

**Notes – see pages 2-6**

## Ph.D. in Biological Education Notes

<sup>1</sup>BS = Department of Biological Sciences (our main office is in Ross 2480), GS = Graduate School

<sup>2</sup>Resident status is a requirement of your admission, noted in your original acceptance letter.

- Students who are not CO residents when admitted into their program will receive non-resident tuition for their first year of enrollment only. For any subsequent years, only in-state tuition assistance will be given and you are responsible for any difference.
- You must be a CO resident for a year before applying for residency; you should establish domicile immediately when you begin your program (see details and required evidence here: <https://www.unco.edu/registrar/residency/residency-requirements.aspx>).
- If you were not a resident when accepted into your Program, your application for CO resident status should be submitted the summer before your third semester of the Program.

<sup>3</sup>Graduate Committee is a minimum of 4 members, including your advisor, to advise all aspects of your program. At least two members should be BS faculty and one member should be from outside of BS.

- Ensure all members have active Graduate Faculty or Doctoral Research Endorsement.
- Use the “Request to Appoint a Doctoral Committee” form on the GS website.
- If during the course of your program you need to change a committee member, use the GS form “Request to Change a Doctoral Committee.”

<sup>4</sup>Plan of Study (i.e. the course plan to earn your degree) should be prepared with input with your advisor and committee. Your plan should include a minimum of 64 credits and use the BS template available on BS website (*not* the GS form).

- Follow the catalog requirements for the academic year when you began your program.
- Carefully consider the financial repercussions of minimum and maximum credits taken each semester (usual = 10 credits/semester).
- Communicate with the Instructors of Record for courses you are considering, to ensure they are offered in future semesters.
- You, all your committee members, the Chair of the BS Graduate Committee, and the BS Chair should sign a final version.
- You are required to take all courses on your approved Plan of Study to graduate. Minor changes can be made but require a signed, detailed memo from your advisor to the GS.
- You are allowed up to 3 credits per year beyond courses identified on your Plan of Study that will be covered by your Grad Stipend, you are financially responsible for any credits beyond this allowance.

<sup>5</sup>Universal Scholarship Application is available through your student (Bear email) credentials into URSA. Most BS graduate students are eligible for the Albert M Winchester Graduate Fellowship and Gerald D Schmidt Memorial Scholarship – competitive, internal grants awarded by BS Graduate Committee.

<sup>6</sup>Research Day is a yearly celebration of UNC research (as part of Academic Excellence Week) sponsored by the Center for Honors, Scholars, and Leadership and BS. All graduate students will give a brief oral presentation of your research.

- Your first Research Day presentation may summarize relevant literature and ideas you have for your dissertation.
- Subsequent Research Day presentations should present your research, highlighting accomplishments for that year.
- Students defending in the Fall are not required to give a Research Day presentation but should volunteer for Research Day events and attend the entire day.
- Students can apply for Research Excellent Awards after their first year in their program.

<sup>7</sup>BS Summer Funding is available on a competitive basis through a BS application process. The stipend is intended to allow you to work fulltime on your research.

- Applicants must be in good standing, have submitted a final report for any past awards, and submit a high quality application to be eligible.
- Recipients must submit a one-page final report summarizing their accomplishments, due the same time as their APRs (see below).

<sup>8</sup>APR (Annual Progress Report) summarizes your progress (academic, teaching, and research) from the past academic year. Submit your final report to your advisor the first Friday in September.

- Use the most recent BS template available on our website to guide this preparation.
- The BS Graduate Committee evaluates your progress, detailed in your APR, compared with benchmarks and timelines outlined in the 4-yr and the 5-yr flow chart documents.

<sup>9</sup>Research Proposal is a document that outlines the work you plan to include as part of your dissertation. With your advisor's input, write this proposal. Follow the BS Proposal guidelines from the BS webpage.

- Seek example proposal from other PhD candidates in the program whose field aligns with yours.
- With your advisor's permission, distribute a draft to your committee at least 2 weeks prior to the meeting to discuss the document and your research.
- Use the GS signature page to collect signatures of your entire committee after their approval (see the "Dissertation proposal process and title signature page" on the GS dissertation manuals page below).
- Complete the GS "Verification of Research Subject or Participant Compliance" form (regardless of your type of research), and append with a copy of your IRB/IACUC approval letter (if appropriate) when you are ready to submit to the GS.
- File the forms and a copy of your approved proposal in your BS SharePoint folder.
- Wait until you have successfully passed your comprehensive exams, THEN submit to the GS. BS requires that you gain approval of your proposal prior to your comps (even though the GS will not accept it in this order), as it helps guide your examinations and helps initiate your research sooner.

<sup>10</sup>Comprehensive exams are the exams that qualify you to transition from a PhD student to a PhD candidate. Discussions with your advisor and committee will determine when you will be ready to take these exams (no later than your 6<sup>th</sup> semester in your program).

- You must have completed 36 credits on your filed Plan of Study (but not more than 6 credits of BIO 799), have a 3.0 GPA, have submitted APRs every fall, and be enrolled in at least 1 credit hour the semester during which you will take the exams, to be eligible to schedule these exams.
- ~6 months prior to when you plan to take these exams, discuss individually with your committee members appropriate topics for study and clarify expectations. Also consult the BS Graduate Committee Policies for Ph.D. Comprehensive Exams available on the BS website
- Complete the BS "Request to Schedule Doctoral Written Comprehensive Exams" form a minimum of a month ahead of your tentative dates, and file in your BS SharePoint folder.
- The written portion (scheduled chronologically several weeks prior to the oral portion) can be scheduled during a week-period, so that questions from each committee member are administered on a different day (maximum of 4 hours per exam, i.e. questions from a single member). The outside BS member (i.e. the Graduate Representative) does not have to contribute questions to this portion.
- The committee will complete a BS "Report of Doctoral Written Comprehensive Exams" to file with the GS.
- Once you have passed your written exams, identify a time for your oral exam with your advisor and committee (maximum of 3 hrs). Contact the GS for acceptable days/times to hold this exam, as they have notable restrictions. At least 14 calendar days prior to your oral exam,

submit the GS “Request to Schedule a Doctoral Examination” form.

- Following your oral exam, the GS will send your advisor a “Report of Oral Comprehensive Exam Results” to obtain the necessary signatures and file with the GS.
- Consult the Graduate Catalog for additional GS policies related to comprehensive exams.

<sup>11</sup>Supervised Teaching is an experience unique to our program. With input from your advisor, committee, instructor of record, and Associate Chair of BS, you will select a course for which you will be the primary instructor for a given semester. With support from your advisor and the instructor of record you will prepare all materials and content for the lecture portion of the class and be responsible for leading all class sessions and administering all assessments.

- At least a year before the semester you intend to do your supervised teaching, communicate with your advisor, instructor of record, and Associate Chair to get this scheduled.
- You are only eligible to do your supervised teaching if you have passed your comprehensive exams, you have taken both BIO 631 and BIO 632, and are in good standing.
- The semester before you are scheduled to teach, you will take one credit of BIO 792 under the instructor of record to begin planning for the course. Work carefully with this faculty member to define their role and expectations the prep and teaching semester.
- During the semester you teach, you will take 3 credits of BIO 792 under the instructor of record.
- You are encouraged to check in regularly with the instructor of record (and any other relevant faculty or colleagues) to discuss successes and challenges.
- You are also encouraged to invite your advisor, the instructor of record (if they are not regularly attending), and your committee members to come watch you teach and provide feedback.

<sup>12</sup>Preparing for graduation is a multi-step process that should involve close communication with your advisor and committee.

- The semester before you plan to graduate, discuss with your advisor and committee possible times for your defense. Pay careful attention to the GS’s *last day for a doctoral defense* (roughly a month before the end of the semester)—see their webpage for details. Then speak with the Biology Seminar Coordinator to ensure this time is available and confirm a date.
- Complete the GS “Graduate Student Application for Graduation” (linked to OnBase) within the first weeks of the semester of graduation. To be eligible to apply ALL benchmarks noted in Degree Works (completed courses in your Program of Study, Proposal, passed Comprehensive exams) should be met, and you must be currently enrolled as a student (or continuous registration will be charged to your account).
- As you prepare your dissertation, seek regular input from your advisor. The GS “Doctoral Dissertation and Doctoral Scholarly Project” Manual is available on the GS webpage. Further BS has department-specific guidelines on the SB website. Ensure you strictly adhere to both these guidelines.
- At least 2 weeks prior to your defense date, but much earlier is better, complete and submit the GS “Request to Schedule a Doctoral Examination” form.
- Check the GS website for the deadlines for requesting a defense, having a defense, and filing a doctoral dissertation. Many of these are a solid month or more before the end of the semester, so check early!

<sup>13</sup>Prepare your dissertation with regular input from your advisor.

- Discuss with your advisor your preferred publication style (Traditional vs Journal Manuscript format). See BS “Thesis/Dissertation Style Guide” for details.
- Consult the GS “Doctoral Dissertation and Doctoral Scholarly Project” format manual to format your dissertation. Follow their guidelines in painstaking detail!!
- At least 2 weeks prior to your defense date, and after your advisor determines it is ready,

distribute a final copy of your full dissertation to all members of your committee.

<sup>14</sup>Defense of your dissertation includes a ~45 min public presentation (usually scheduled during the regular BS Friday seminars), a ~10 min open question period by the general audience, a 30-60 min open question period by the BS faculty, then a closed-door question period of just the committee. Your defense, including the presentation, has a 3-hour time limit.

- Once your defense has been scheduled with the GS, the GS staff will email you confirmation of this date and will include an Adobe Verified Signature Page.
- A “Defense of Dissertation” form will be sent to your advisor by the GS. Once you have passed your defense exam and made requested revisions on your dissertation, your committee members will sign this form and it should be filed with the GS.
- Once your committee has provided their final approval on your written dissertation (following any requested edits), you need to secure their approval by signing the GS Signature Page form, which can then be submitted with your final dissertation to the GS.
- Schedule an appointment with Thesis and Dissertation Specialist at the GS for a Format Check.
- Submit the GS “Verification of Research Subject Compliance” form (regardless of the type of research you conducted for your dissertation), your IRB or IACUC approval (as appropriate), and GS “Thesis, Scholarly Project or Dissertation Processing” form with an electronic copy of your finalized dissertation to the GS.

<sup>15</sup>Summer responsibilities should be agreed upon between you and your advisor, but may include several research activities (e.g. data collection, analysis, dissemination of your work). GTA-ships do not cover summer coursework, so contact your advisor before considering any summer courses.

## Other Notes

1. There are several internal grants (i.e. within UNC) that fund graduate research, for which it may be appropriate for you to apply. Depending on the type of research you do, there may also be other external opportunities (local, national, or international) that may be appropriate to apply to fund your research. Grant writing experience is an important skill, often expected of researchers with a doctorate. Consult with your advisor about sources and timing of funding.
2. Graduate students must maintain a 3.00 grade point average in graduate level courses to be eligible for graduate or teaching assistantships, to take comprehensive exams, or to graduate (see the GS Graduate Student Handbook). Courses for which C-, D+, D, D-, F, U, W, NR or I grades are awarded will not count towards graduate degree program requirements.
3. All teaching assistant-funded grad students need to take at least 3 credit hours in a given semester to retain their GTA-ship. However, carrying a less-than half time course load (i.e. 4 credits hours or less) may make you ineligible for student loan deferment – contact Financial Aid. Also keep in mind that if you are taking 6 or more credits per semester (half-time = 5-8 credits, full time = 9+ credits) you are required to have full coverage health insurance. Students who meet the credit hour criteria will be automatically enrolled in the UNC Student Health Insurance Plan and the cost will be added to your UNC student tuition bill, or you can complete a waiver if you have comparable coverage from another provider.
4. Regularly check Degree Works to ensure hurdles are properly documented for your Program.
5. Maintain regular contact with your advisor and committee. You are responsible for confirming dates and times of all committee meetings, exams, and your defense with your committee.
6. The best points of contact for any questions about your program, in order, should be your advisor, the BS Chair of the Graduate Committee, the BS Associate Chair, the BS Chair, and the GS staff and Dean.
7. All submitted forms noted here should be copied and retained for your own records, and a copy

should be offered to your advisor for their records and to the BS Office for your file.

- a. GS forms are available here: <https://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx>
- b. GS dissertation manuals and other resources are available here: <https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>
- c. BS forms are available here: <https://www.unco.edu/nhs/biology/about-us/forms.aspx>