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Welcome to the Department of Ecology and Evolutionary Biology, the University of Kansas, and Lawrence, Kansas

The EEB department comprises a large number of biologists with a wide variety of research interests. Three broad overlapping themes capture the interests and activities in EEB – biodiversity and macroevolution, ecology and global change biology, and evolutionary mechanisms. The EEB department offers graduate study leading to Master of Arts and Doctor of Philosophy degrees in (1) botany, (2) entomology, or (3) ecology and evolutionary biology. Additional information concerning the department and its faculty is available at http://eeb.ku.edu/.

Department physical facilities include laboratories, natural history collections, and field-study sites near the university. Most laboratory facilities are in Dyche Hall, Higuchi Hall, McGregor Herbarium, Haworth Hall, and the Public Safety Building. Special facilities in Haworth include controlled-environment rooms, greenhouses, and various instrument rooms, including an excellent microscopy and analytical imaging laboratory.

The natural history collections are housed by the Biodiversity Institute (BI) and include approximately 9 million specimens, including mammals, birds, reptiles, amphibians, fishes, arthropods and other invertebrates, parasites, and plants, as well as fossils of vertebrates, arthropods, other invertebrates, and plants. Collections support diverse research in evolutionary biology, paleobiology, and ecology including systematics, phylogenetics, biogeography, morphology, behavior, biodiversity informatics, and biotic surveys and inventories. The BI also has cutting edge facilities for diverse analyses of biodiversity information, including well-equipped spatial analysis laboratories, and extensive facilities for molecular systematics. For more information visit the BI website at http://biodiversity.ku.edu/about.

The Kansas Biological Survey (KBS; http://biosurvey.ku.edu/) is a KU research and service unit and a non-regulatory state agency, whose mission is to gather information on the kinds, distribution, and abundance of plants and animals in Kansas, and to compile, analyze, interpret, and distribute this information broadly. KBS is a nationally recognized leader in several fields of environmental research and maintains a strong tradition of natural history studies. Scientists at KBS study terrestrial ecosystem ecology, aquatic ecology, water quality, biodiversity, ecology and population biology of animals and plants, and conservation and restoration of natural communities. KBS researchers routinely use technologies such as satellite and airborne remote sensing, aerial photography, and Geographic Information Systems (GIS).

KBS administers the University of Kansas Field Station (KUFS). The Field Station consists of 3,700 acres of field-sites dedicated to environmental research and is part of the prestigious National Ecological Observatory Network. KUFS sites are located within the transition zone between the Eastern Deciduous Forest and Tallgrass Prairie biomes, and include woodland, prairie, old fields, and wetlands. The Fitch Natural History Reservation and Baldwin Woods are used primarily to study natural ecological processes in undisturbed habitats. The John H. Nelson Environmental Study Area is used for experimental ecological studies and has experimental ponds, a dedicated lake and watershed, a common garden, small-mammal enclosures, and a succession facility.

Neotropical biodiversity is a special area of concentration among EEB faculty. Faculty members have courtesy appointments in the Latin American Studies Program, which fosters multidisciplinary research in Latin America across the campus. KU is a member of the Organization for Tropical Studies (OTS), and many faculty members and students participate in advanced, field-oriented OTS courses. Graduate students can receive fellowships for courses, e.g. Tropical Ecology (BIOL 786), or research projects in Costa Rica. Other EEB faculty have research concentrations in Asia, Africa, Antarctica, and elsewhere, creating a genuinely global reach of EEB research activities.
KU has modern computer facilities, with wireless internet access available in most campus locations, and Ethernet connections in all student and faculty offices. Libraries, especially the Spencer Research Library and Anschutz Library, are excellent, as is the Linda Hall Science Library in Kansas City, which has a large collection of scientific journals.

The main campus of the University of Kansas is located on Mount Oread and is known as one of the most beautiful campuses in the nation. KU has nearly 30,000 students as well as over 5,000 faculty and staff. There are approximately 2,200 international students from over 100 countries, making KU a truly international university. For more information on the University of Kansas, visit the main web site at www.ku.edu.

Lawrence is a city with an estimated population of approximately 90,000 located in north-eastern Kansas between Kansas City, an approximate 45-minute drive to the east, and Topeka, an approximate 30-minute drive to the west. For a small city, Lawrence offers an abundance of culture, music, recreation, nightlife, shopping, and great dining. For more about Lawrence events, attractions and activities, visit www.lawrence.com.

This handbook has been prepared to inform new and current graduate students in the Department of Ecology and Evolutionary Biology (EEB) about the services and other resources of the department, the University of Kansas (KU), and the city of Lawrence. Contact the EEB Graduate Coordinator 864-2362; 2041C Haworth Hall) with questions or concerns regarding the content of this handbook.
2017-2018
CLAS GRADUATE CALENDAR

FALL 2017

August 21  Classes begin

September 4  Labor Day – no classes

September 5  If a student was enrolled during the Spring 2017 or Summer 2017 and meets all the degree requirements for Fall 2017 graduation by this date, the student is not required to enroll for the 2017 Fall semester

October 14-17  Fall Break – no classes

October 18  Classes resume

November 22--26  Thanksgiving Break – no classes

November 27  Classes resume

December 7  Last day of classes

November 24  Last day for doctoral aspirants who plan to graduate Spring 2018 to take the comprehensive oral exam (to allow for compliance with the College policy, which requires a minimum of 5 months between oral comps and final defense)

December 11--15  Final examinations

December 15  Last day for master’s and doctoral candidates seeking to graduate in Fall 2017 to meet all degree requirements, including completion of final exams/defenses, submitting an online application for graduation, and filing an electronic thesis or dissertation - No extensions will be granted

December 31  December degrees awarded (formally conferred at May 2018 commencement)
**SPRING 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 30</td>
<td>If a student was enrolled during the Fall 2017 and meets all the degree requirements for Spring 2018 graduation by this date, the student is not required to enroll for Spring 2018</td>
</tr>
<tr>
<td>February 15</td>
<td>Last day for doctoral aspirants who plan to graduate in the summer of 2018 to take the comprehensive oral exam (to allow for compliance with the College policy, which requires a minimum of 5 months between oral comps and final defense)</td>
</tr>
<tr>
<td>March 1</td>
<td>Last day for students to submit an online Application for Graduation in Enroll &amp; Pay if they wish to have their name included in the printed program for the Doctoral Hooding Ceremony.</td>
</tr>
<tr>
<td>March 19-25</td>
<td>Spring Break – no classes</td>
</tr>
<tr>
<td>March 26</td>
<td>Classes resume</td>
</tr>
<tr>
<td>May 3</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 7-11</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 11</td>
<td>Last day for master’s and doctoral candidates seeking to graduate in May 2018 to meet all degree requirements, including taking final exams, defending, submitting an on-line application for graduation and filing an electronic thesis or dissertation - <strong>No extensions will be granted</strong></td>
</tr>
<tr>
<td>May 12</td>
<td>Doctoral hooding ceremony (tentative date)</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
SUMMER 2018

June 5  Classes begin

June 12  If a student was enrolled during Spring 2018 and meets all the degree requirements for Summer 2018 graduation by this date, the student is not required to enroll for Summer 2018

June 22  Last day for doctoral aspirants who plan to graduate Fall 2018 to take the comprehensive oral exam (to allow for compliance with the College policy, which requires a minimum of 5 months between oral comps and final defense)

July 27  Last day for master’s and doctoral candidates seeking to graduate during Summer 2018 to meet all degree requirements, including taking exams, defending, submitting an online application for graduation, and filing an electronic thesis or dissertation - No extensions will be granted

July 27  Last day of classes

August 1  August degrees awarded (formally conferred at May 2019 commencement)
DEPARTMENT OF ECOLOGY & EVOLUTIONARY BIOLOGY
GRADUATE REGULATIONS & PROCEDURES

The regulations and procedures that govern students pursuing masters and doctoral degrees within the Department of Ecology and Evolutionary Biology (EEB) are based on university and College requirements, as well as department rules and guidelines. Graduate students and faculty are encouraged to read relevant sections of the Academic Catalog (http://catalog.ku.edu/liberal-arts-sciences/) and the KU Policy Library (http://policy.ku.edu/) for more detailed information.

It is each graduate student’s responsibility to know and observe all regulations and procedures relating to the graduate degree program that he or she is pursuing. Under no circumstance will a regulation be waived or an exception granted because a student pleads ignorance of, or claims that he/she was not informed of requirements, regulations, procedures, or deadlines. Responsibility for following all policies and meeting all requirements and deadlines rests solely with the student.

Advisory Committees

Preliminary Advisory Meeting (PAM)

As early as possible in the initial semester of enrollment, preferably during the first week, students are expected to have a Preliminary Advisory Meeting (PAM). The PAM must comprise the student, adviser, and at least two additional members of the EEB graduate faculty. To fully benefit from the breadth of knowledge and research expertise in the department, advisors and students are strongly encouraged to include professors outside their own research themes.

The PAM’s purpose:

- To assess the student’s preparation in the structure and diversity of organisms in disciplines across ecology and evolutionary biology and to address deficiencies by recommending or requiring that the student take courses, tutorials, complete readings or a special project.
- To determine what initial courses and/or other training are needed to help the student progress in his or her chosen discipline.
- To provide advice about departmental and programmatic requirements and the fulfillment of the Research Skills and Responsible Scholarship (RS², formerly FLORS) requirement for doctoral students.

Immediately following the meeting, the graduate student must complete the EEB Preliminary Advisory Meeting form (see page 54), obtain faculty mentor approval, and email the form to the EEB Graduate Coordinator. The form should address the bullet points stated under “The PAM’s purpose.” The PAM is a one-time committee and does not become the core of the student’s Research Advisory Committee (RAC), although the two committees may have members in common if the student so desires.

Research Advisory Committee (RAC)

Prior to completion of the third semester of graduate study, a Research Advisory Committee (RAC) should be formed (this committee composition may remain the same for the comprehensive oral exam committee and the dissertation committee). Each student and his/her committee must meet annually, between December 1 and February 15, to discuss the progress during the past year and prepare a plan for the upcoming year. Immediately following the meeting, the graduate student must complete the EEB Research Advisory Committee form, obtain faculty mentor approval, and send it to the EEB
Graduate Coordinator as an e-mail attachment. The student’s entire committee, or at least a majority of the members, should attend the meeting in person. Failure to meet with the RAC and submit the EEB Research Advisory Committee form (see page 55) will result in an unsatisfactory annual student evaluation.

Elements to include on the summary:
1. An overall summary of the student’s progress and accomplishments, specifically addressing events from the previous year
2. A discussion of whether the previous year’s goals were met or not
3. A list of specific goals for the coming year
4. An assessment of whether the student is making reasonable progress toward his or her degree, including an expected date of degree completion

A more general note concerns the composition of research advisory committees. The GPC examined the research advisory committee composition over recent years, and found that significantly more men than expected at random are appointed on committees of male graduate students. Although disciplines are different and may require committees with differing areas of expertise, student and advisor should keep in mind the diversity of the department in all respects (gender, discipline, etc.) when forming a RAC. Advisers should bear in mind not only the needs of the student when forming committees, but also the need to take good advantage of the full diversity of knowledge across the department—using the same committee repeatedly is not always in the best interest of the students in a research group.

The role of the external committee member (on doctoral committees only) is as a representative of the Graduate School to determine if the exam is both fair and rigorous. Again, the GPC urges EEB faculty members to explore a diversity of external committee members to every extent possible.

**Academic Standing**

Graduate students in EEB are considered in good academic standing when two conditions are met: (1) a minimum cumulative GPA of 3.0 and (2) a rating of “satisfactory with warning” or better for the most recent departmental annual evaluation. Students who fail to meet one of these two criteria will lose their good academic standing, and in accordance with University regulations their eligibility for a GTA, GRA, or CA position.

**Graduate Student Annual Evaluations**

Graduate students in the EEB program are evaluated annually to assess progress toward degree completion and professional development. Early in each calendar year, students submit reports documenting their accomplishments to date. The EEB Graduate Program Committee (GPC) uses this information along with input from the student’s advisor to assign one of three ratings: Satisfactory, Satisfactory with Warning, or Unsatisfactory.

A **Satisfactory** rating indicates that (1) the student is meeting the goals and objectives leading to degree completion, (2) that research is progressing acceptably, and (3) that the student is on schedule to graduate in a timely manner. In short, it indicates that the student is in good academic standing with the department and Graduate Studies.

A **Satisfactory with Warning** rating means that some aspects of the student’s progress are problematic. Although the student is in good academic standing, he or she is in danger of being rated Unsatisfactory during the next evaluation cycle if his or her academic trajectory does not improve. The student is strongly urged to (1) meet with the adviser about how to correct the problems, (2) meet with the Research Advisory Committee about how to correct
the problems, (3) report plans for correcting the problems to the Graduate Program Committee, and (4) correct the problems. It should be clear that Satisfactory with Warning is a warning of an impending (the next year) Unsatisfactory, if the problems (documented clearly to the student in a letter from the Graduate Program Committee) are not corrected.

An Unsatisfactory rating means that the Graduate Program Committee rates the student’s progress as unacceptable. Reasons for an unacceptable rating generally include some combination of the following: sustained lack of progress in research; poor record of publication, presentations, proposals; GPA below 3.0; and poor teaching record. Students receiving an unsatisfactory rating are placed on academic probation with the university and are ineligible for hire to graduate assistantships until reinstated to good academic standing.

**Remediation Procedure**

A student judged for the first time to be making unsatisfactory progress in the program will typically receive a rating of Satisfactory with Warning. In such cases, specific areas needing improvement will be identified in the annual evaluation letter issued by the GPC. The student should meet with her/his advisor, and with her/his Research Advisory Committee, design a strategy for fixing the problems, and report on this strategy to the GPC in the form of a letter.

On receipt of an Unsatisfactory rating, a formal remediation plan, approved by the student’s advisor and advisory committee must be submitted to the GPC within 1 month. Failure to do so is grounds for dismissal. If the GPC finds the remediation plan unacceptable, the student and adviser will meet with the GPC to reformulate the plan.

A second Unsatisfactory rating will be assigned if the student fails to meet the terms of the first remediation plan. Within 1 month of receipt of the second Unsatisfactory rating, the student and adviser must schedule a formal meeting with the GPC. A second remediation plan or dismissal from the program may be considered at this meeting.

A third Unsatisfactory rating triggers automatic dismissal from the program.

**Changes in Student Mentorship**

Under some circumstances, it is beneficial for a graduate student to be paired with a new faculty mentor. These situations may come about for varied reasons, including changes in thematic focus, need for additional expertise, departure or retirement of the faculty mentor, or incompatibility of student and mentor. When such situations arise, students may consult with the chair of the Graduate Program Committee and/or the Department Chair; these individuals may offer ideas on how the student can best respond to the situation. It is the student’s responsibility to consult with the prospective new mentor(s), and to build agreement on proposed changes in mentorship. If a student wishes to continue a project that was initiated with the original mentor, details of transferring the project should be worked out in consultation with that original mentor. Ideally, all parties involved will be amenable to an amicable resolution. Proposed changes in mentorship assignments will be presented in writing to the EEB Graduate Program Committee for guidance, and ultimate approval by the EEB Department Chair, and must be signed by both the student and the new mentor(s).

**Switching to the Master’s Program**

As a guideline to committees, in certain unusual situations, students in a doctoral program may not be able to complete a Ph.D. degree. In such an event, the student’s advisory committee may recommend that the student switch to a master’s program if the committee determines that the student’s
accomplishments in the doctoral program are suitable for a thesis or non-thesis report. The EEB graduate coordinator should be consulted to determine which degree requirements remain for the new degree program.

**Time Constraints**

**Maximum Tenure**

The KU maximum tenure for EEB graduate students varies according to degree sought. Master’s students are allowed a maximum of seven years to complete the degree program, whereas doctoral students are allowed eight years. A student who earns both an M.A. and a Ph.D. from KU has a total of ten years in which to complete both degrees. Petitions to extend the time limits must be approved by the student’s advisory committee and forwarded to the EEB GPC for consideration, before being forwarded to the College for final approval.

Under normal circumstances, however, the Department expects master’s degree students to complete the degree in 2-3 years of fulltime study, whereas PhD students should take no longer than 4-5 years of full-time study. Students pursuing both a master’s and PhD are expected to complete the degree in 6 years.

**Minimum Tenure**

As per university requirements, doctoral students must complete the equivalent of at least three academic years of full-time graduate study. This time period may include time spent earning a master’s degree.

**Residence Requirement**

Prior to taking the oral comprehensive exam EEB graduate students must complete two semesters (fall, spring or summer) of fulltime study at KU. The student may spend this time on academic or professional pursuits, including working as a teaching or research assistant.

See the policy library for more information about [Doctoral Program Time Constraints](http://policy.ku.edu/graduate-studies/graduate-time-constraints).

**Credit Transfer**

Not all graduate students are allowed to transfer credits completed at outside institutions. Because no credit hour completion requirement exists for doctoral students, doctoral students are not allowed to transfer graduate credits. Master’s students do have a credit hour completion requirement: 30 credits for those pursuing the thesis option degree, or 36 credits for those pursuing a non-thesis master’s degree. Accordingly, master’s students are allowed to transfer up to 9 graduate credits from other institutions. Contact the departmental graduate coordinator to obtain the necessary paperwork. See the KU Policy Library ([http://policy.ku.edu/graduate-studies/graduate-credit](http://policy.ku.edu/graduate-studies/graduate-credit)) for regulations governing graduate credit transfer.

**Enrollment**

Enrollment requirements for EEB graduate students follow University and College regulations. Minimum enrollment requirements may vary according to a student’s degree plan and progress toward degree completion. To avoid problems caused by enrolling in the incorrect number of credit hours,
students should familiarize themselves with the enrollment regulations stated in the Policy Library (http://policy.ku.edu/graduate-studies/fulltime-enrollment). Students may seek permission from the GPC to petition the College when personal circumstances merit exception to the rules.

**Full-time enrollment** is defined as follows:
- Fall and spring semesters
  - Minimum 9 hours enrollment
  - Minimum 6 hours enrollment plus a GTA/GRA/CA, regardless of percentage of appointment
  - Doctoral candidates enrolled in dissertation hours (*BIOL 999: Doctoral Dissertation*). See [Doctoral Candidacy enrollment](#).
- Summer term
  - Minimum 6 hours enrollment
  - Minimum 3 hours enrollment plus a GTA/GRA/CA, regardless of percentage of appointment
  - Doctoral candidates enrolled in dissertation hours (*BIOL 999: Doctoral Dissertation*). See [Doctoral Candidacy enrollment](#).

**Half-Time enrollment** is defined as follows:
- Fall and spring semesters
  - 5 hours enrollment
  - 3 hours enrollment plus a GRA, regardless the percentage of appointment (Master’s students only)
- Summer term *(note – not all loan companies require summer enrollment)*
  - 3 hours enrollment
  - 1 hour enrollment plus a GRA, regardless the percentage of appointment.

Students who wish to defer student loans are often required to maintain at least half-time enrollment. Please note that only master’s students in their last semester of enrollment are eligible for the ¾-time and half-time enrollment exception while holding a GRA:

Students enrolled in fewer hours than defined by half-time enrollment are considered part-time.

**Master’s & Pre-orals Doctoral Students**

Master’s students and doctoral students who have not yet passed the comprehensive oral examination (pre-orals) are required to enroll continuously for fall and spring semesters in a minimum of one credit hour. However, graduate students who hold a graduate research assistantship (GRA), curatorial assistantship (CA), or graduate teaching assistantship (GTA) must enroll in a minimum of six credit hours per semester to maintain eligibility for the assistantship. Summer enrollment is not generally required; however, if one of the following three circumstances applies, a minimum enrollment of one credit hour is required:

- The student has a GRA appointment for the summer.
- The student intends to graduate over the summer.
- The student will use university resources during the summer (e.g. use lab space to conduct thesis or dissertation research).
- The student receives departmental or university funds through scholarship or fellowship awards that require enrollment.

**Post-oral Doctoral Students (Doctoral Candidates)**

Doctoral candidates must enroll continuously in at least 6 credit hours for each Fall and Spring semester until 18 post-comprehensive hours have been completed. Summer enrollment is not required...
unless one of the exceptions mentioned in the previous section applies.

The 18 post-comprehensive hours include credit hours from the semester during which the comprehensive exam was taken. At least one of the credit hours each semester must be in *BIOL 999: Doctoral Dissertation*—note that this requirement does not apply to the semester the student took the oral comprehensive exam. During the semester in which the student will complete the 18 credit hours, enrollment may drop to the number of hours required to complete 18. For example, a student entering the fall having completed 15 post-orals only needs to enroll in 3 credit hours.

After fulfilling the post-oral credit hour requirement, a student may reduce Fall and Spring semester enrollment to 1 hour of *BIOL 999: Doctoral Dissertation*.

Doctoral candidates enrolled in 1 credit hour of *BIOL 999: Doctoral Dissertation* are considered full-time. International students should contact the International Student Services office ([http://www.iss.ku.edu/](http://www.iss.ku.edu/); 864-3617) and take care of any requirements to ensure that reduced enrollment does not interfere with their immigration status.

Doctoral candidates who completed 18 post-orals credits and who hold assistantships (e.g. GTA, CA, GRA) qualify for reduced enrollment providing two conditions are met:

1. students must enroll in at least one credit hour of *BIOL 999: Doctoral Dissertation* (note that *BIOL 985: Advanced Study* may not be used as a substitute) and
2. EEB graduate coordinator must be notified so that a “GTA/GRA/CA Certification to Enroll in Fewer Than Six Hours” can be filed with the Office of Graduate Studies.

Doctoral candidates are strongly encouraged to familiarize themselves with University regulations regarding continuous enrollment for post-oral students ([http://college.ku.edu/coga/enrollment/post-comp](http://college.ku.edu/coga/enrollment/post-comp)). Failure to comply with the policy may result in additional enrollment requirements and tuition expenses near the end of the graduate program.

All Graduate Students

*Enrollment and Graduation*

Students must be enrolled during the term in which they graduate. This requirement, however, is waived if all degree requirements are completed within the first two weeks of the fall or spring semester or within the first week of the summer session, providing the student was enrolled during the previous term. Early graduation dates and deadlines are listed on the Graduate Calendars available on the Office of Graduate Studies and College Office of Graduate Affairs websites, and pages 3, 4, and 5 of this Student Handbook.

*Social Security Taxes*

Students holding assistantship appointments should be aware that less than fulltime enrollment will trigger social security tax withholding from their paychecks. Doctoral candidates who have completed 18 post-orals credits are exempt from social security tax deductions when enrolled in a single credit of *BIOL 999 Doctoral Dissertation* while holding a graduate assistantship appointment. For details see the Student Social Security Exemption chart on page 61.

*Residence Requirement and Minimum Tenure*

To fulfill the doctoral residence requirement and to qualify for minimum tenure or similar certification, students must be enrolled fulltime. See page 9 of this handbook as well as the Policy Library for more information on Doctoral Program Time Constraints.

*International Students*

International students are required to maintain full-time status (see above) in order to meet U.S. immigration requirements. Summer enrollment is not required for purposes of maintaining a visa unless it is the student’s first or last term; however, other circumstances, such as a GRA appointment
or the receipt of university summer scholarship funds, may necessitate summer enrollment. For further information, contact the International Student Services (ISS) office at http://www.iss.ku.edu/ or 864-3617.

**Leave of Absence**

If personal circumstances warrant a break from graduate study and enrollment requirements, a student may seek permission from the EEB GPC to petition the College for a leave of absence. Contact the departmental graduate coordinator (2041C Haworth; 864-2362) for assistance.

**Graduate Student Health Insurance**

The University of Kansas, together with the Kansas Board of Regents, offers health insurance coverage for eligible graduate students through United Healthcare Student Resources. Eligibility, requirements, and premiums vary depending on the student’s status.

- Students who hold a 50% GTA/GRA appointment and meet the eligibility requirements qualify for KU’s reduced premium health insurance plan offered by United Healthcare.
- Students who are not employed as GTA/GRAs may be eligible to enroll in the regular health insurance plan underwritten by United Healthcare Student Resources.
- Health insurance is mandatory for International students on an F-1, F-2 and J-1 visa and is automatically added after the student enrolls in classes. For more information visit International Student Services webpage on “Insurance Requirements” (http://iss.ku.edu/insurance).

Students enrolled in a graduate student health insurance plan should check the policy’s terms of eligibility and enroll accordingly. Visit the Graduate Student Health Insurance page for more information and premium quotes or contact Mary Karten (mkarten@ku.edu; 785-864-7346) with your health insurance questions.

**Graduate Assistantship Appointments**

Most graduate students in EEB receive a funding package that includes a combination of graduate teaching (GTA), research (GRA), and curatorial assistantships (CA). These appointments include tuition sponsorship and depending on the funding source may include full or partial fee sponsorship as well. Students must be in good academic standing (see pages 7-8) to be eligible for appointment to a graduate assistantship. See pages 9-11 for enrollment requirements of students holding teaching or research assistantships. Students employed in half-time assistantships (20 work hours/week) are eligible to enroll in KU’s GTA/GRA health insurance plan, which is available at a reduced premium rate. Contact Mary Karten (mkarten@ku.edu; 864-7346) in the HREO Benefits office for details.

**Graduate Teaching Assistantships (GTA)**

The EEB graduate coordinator will solicit GTA requests from EEB graduate students several months prior to the term of appointment. Students should consult with their faculty advisers to determine the source of funding for the upcoming term prior to submitting a GTA application. In the event that the number of GTA applications exceeds the number of available positions, GTAs are appointed using a prioritization scheme that takes into consideration the student’s most recent annual evaluation rating, time in the program, record of teaching, and previous types of funding received.

During the past academic year, half-time (50% = 20 hours/week) GTA positions in EEB were paid a starting salary of $9370 per semester. Minimum GTA salaries for the coming year will be no less than
$9370 per semester, and may even see an increase if budgetary funding allows for raises or merit pay increases.

Students who hold a 50% GTA appointment receive a full tuition waiver as well as payment of 3 credit hours of campus fees. All new GTAs must complete a training program that includes mandatory attendance of KU’s New GTA Conference, follow-up training sessions, and the completion of an online tutorial. International students must meet English proficiency requirements (http://graduate.ku.edu/english-proficiency-requirements) or pass the SPEAK test to qualify for a GTA position.

University policy strictly limits the number of GTA assignments a graduate student may receive while graduate student at KU. Those admitted to a master’s program are limited to 6 semesters of GTA-ships, those admitted to a doctoral program are limited to 10 semesters, and those admitted for both a master’s and doctoral program are limited to 12 semesters. Summer appointments do not count toward the GTA semester limit.

**GRA and CA**

Faculty advisers will notify graduate students when funding is available for GRA or CA appointments. Salaries for GRAs are determined by the grant’s P.I. using the pay matrix developed by the hiring unit. Most often, EEB graduate students are hired by one of three units: the Department of Ecology and Evolutionary Biology (EEB), the Biodiversity Institute (BI), or the Kansas Biological Survey (KBS). Whenever possible, GRA salaries mirror EEB GTA salaries. The P.I. should work with the appropriate hiring staff (Graduate Coordinator in EEB and the designated BI and KBS staff or their representatives in the Engineering Technology & Environment Shared Service Center or ETE-SSC) to complete the appointment/payroll documents. With the implementation of Shared Service Centers PIs are no longer required to complete the Staff & Staff Dependent Rates form or sponsorship authorization forms. If tuition and fee sponsorship from the hiring grant is not possible, PI’s may request assistance from the tuition assistance pool through the EEB graduate coordinator or the ETE-SSC.

Students who enroll for the summer semester but do not hold a GRA/GTA position qualify for the in-state tuition rate by meeting the eligibility criteria for the previous spring and fall semester. To be assessed in-state tuition rates students must complete the Staff & Staff Dependent Rates form (page 60) available on the website of the University Registrar (http://registrar.ku.edu/staff-and-staff-dependent-rates), have the EEB Graduate Coordinator complete the departmental section, and submit the form to assessment@ku.edu.

**Travel**

*Travel Authorization & Insurance*

Students traveling out-of-state on behalf of the university, e.g. to attend professional conferences or to visit field sites for research, must report their travel plans to the university. This is particularly important for students who anticipate reimbursement of travel costs. However, even those traveling on their own dime are asked to report travel, in part because each individual traveling on university business is covered by a $100,000 accidental death and dismemberment policy. Prior to domestic or international travel, EEB graduate students must complete the online Travel Request form located at https://ssc.ku.edu/travel-request-form.

Additionally, the University of Kansas requires that all students who travel as institutional-affiliates register international travel through the Student International Travel Registry at
Travel Funds

**Departmental:** EEB students may submit a written request for financial support when attending professional meetings. In order to qualify for funding the student must make an oral or poster presentation at the meeting. The maximum award is $300. Students requesting departmental travel funds must concurrently apply for or have previously received travel funds from Graduate Studies (see below for details).

Applications for departmental travel funds should be submitted to the department chair three weeks prior to the meeting and must include the following: (1) a letter or e-mail request that lists the conference name and location, dates of travel, and a budget identifying other sources of funding, including the Graduate Studies travel fund, (2) a brief letter or e-mail of endorsement from the student’s faculty advisor, and (3) a copy of the title and abstract of the presentation. For more information contact Dorothy Johanning (2041 Haworth; 864-5889; jdoorthy@ku.edu).

**Biodiversity Institute:** Graduate students whose faculty mentor is affiliated with the Biodiversity Institute may request financial assistance for travel to conferences or training opportunities from the BI director, Leonard Krishtalka (864-4540; krishtalka@ku.edu).

**Graduate Studies:** The Graduate Scholarly Presentation Travel Fund is available to graduate students through the Office of Graduate Studies and operates on a first come first served basis. To be eligible students must be traveling to a regional or national meeting of a learned or professional society for the purpose of presenting a paper. Students are limited to one $500 award during their graduate career at KU. Applications must be submitted at least 30 days prior to the expected departure date and must be accompanied by a one-page copy of the abstract. To apply, visit [http://www.graduate.ku.edu/graduate-scholarly-presentation-travel-fund](http://www.graduate.ku.edu/graduate-scholarly-presentation-travel-fund).
**DEPARTMENT OF ECOLOGY & EVOLUTIONARY BIOLOGY**

**GRADUATE DEGREE REQUIREMENTS**

**M.A. DEGREE**

**Option I (Thesis) & II (Non-thesis)**

Two options leading to the M.A. degree are offered. Option I (Thesis) is research-oriented and requires a thesis. Option II (Non-thesis) emphasizes broader graduate training without a concentration on research.

**Committee Composition**

Master’s committees must be composed of at least 3 members of KU’s Graduate Faculty. A majority of committee members (2) must be tenured or tenure-track EEB faculty with regular or dissertation status on the KU Graduate Faculty. One committee member may hold any status on the Graduate Faculty and may be an EEB department member or may be outside EEB (unlike doctoral committees Master’s committees do not require a Graduate Studies representative, a faculty member from a department other than EEB). Students are strongly encouraged to use the breadth of diversity in the department in forming a committee (see page 6-7). For more information on the university’s policy on committee composition visit [http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition](http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition)

**Required Course Work for Master’s Students**

Most course work requirements are identified during the student’s PAM meeting. Students are expected to take graduate-level courses (or have equivalent knowledge) in ecology, evolution, and systematics. A student’s advisory committee may add course requirements during annual meetings as necessary. Listed below are specific course requirements for all master’s students in the EEB department:

1. Students must complete BIOL 701, *Scientific Integrity in EEB*, in the fall semester during the first year of graduate study – they are expected to attend departmental seminars in subsequent semesters.
2. Students must complete a graduate-level course in statistics, typically fulfilled by completing BIOL 841, *Biometry I*, in the fall semester during the first year of graduate study. Alternatively, students may demonstrate equivalent background knowledge or experience.
3. Students must complete BIOL 801, *Core Topics in Current EEB Research*, in the spring semester during the first year of graduate study.
4. Students pursuing Option I (Thesis) must complete a minimum of one credit hour of BIOL 899 Master’s Thesis.

Master’s students must meet a credit-hour-completion requirement. Those in the Thesis program must complete a minimum of 30 graduate-level credit hours, with no more than 10 of the 30 from enrollment in thesis or advanced study hours. Those in the Non-thesis program must complete a minimum of 36 graduate-level credit hours, with no more than 12 of the 36 from enrollment in thesis, research or advanced study hours.
Students seeking an M.A. in Botany must take a graduate-level course in at least two of the following three areas: (1) plant ecology; (2) plant systematics or morphology; and (3) plant development or physiology.

Students seeking an M.A. in Entomology must take Biology of Insects (BIOL 500) and Laboratory in Insect Biology and Diversity (BIOL 502), unless they have taken equivalent courses. Students who have taken a course equivalent to BIOL 502 elsewhere are still encouraged to take BIOL 502 to familiarize themselves with the local insect fauna. In addition, students are required to take at least one of the following courses: External Morphology of Insects (BIOL 708), Insect Systematics (BIOL 711), or Insect Physiology and Internal Morphology (BIOL 716).

**Master’s Defense for Option I (Thesis) Students**

During the final semester of enrollment, students pursuing the Option I (Thesis) master’s degree are required to give a public presentation of their thesis research and complete a thesis defense. The thesis presentation should follow the standard departmental seminar format. The master’s thesis defense consists of a substantive test of the student’s knowledge of the field and the thesis topic, with ~50% of the time devoted to general exam questions that cover the full breadth of the candidate’s field of study (i.e., general knowledge of ecology and evolutionary biology). At the discretion of the student and adviser, the defense may be held on the same day as the thesis presentation, or the events may be held on separate days. The defense examining committee must comprise of at least 3 members and the majority of committee members (2), which includes the committee chair, must be physically present during the examination and defense. For more information about the master’s exam committee composition visit [http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition](http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition). In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/video-conferencing (for details view the exam attendance policy statement: [http://policy.ku.edu/graduate-studies/oral-exam-attendance](http://policy.ku.edu/graduate-studies/oral-exam-attendance)). To pass the thesis defense, a student must receive a majority of passing votes from the examining committee.

Under no circumstance is the student allowed to take the exam more than 3 times. As advised by the Office of Graduate Studies, a student who fails the master’s defense and final exam twice is placed on academic probation and required to pass the exam the third time.

**Students must contact the EEB graduate coordinator three weeks prior to the anticipated presentation and defense to request departmental and College permission to schedule the events.**

Students planning to defend a master’s thesis must submit copies of the thesis to the entire examining committee and to the GPC no less than two weeks (or longer if requested by the student’s committee) in advance of the planned defense. The thesis should meet general formatting regulations ([http://www.graduate.ku.edu/formatting](http://www.graduate.ku.edu/formatting)). For more information about thesis and dissertation formatting and the schedule of EDT workshops visit [http://guides.lib.ku.edu/etd](http://guides.lib.ku.edu/etd).

**Master’s Final Examination for Option II (Non-thesis) Students**

During the final semester of enrollment in course work when the Non-thesis program activities are nearing completion, students pursuing the Option II (Non-thesis) master’s degree must successfully complete a general oral exam. The exam is similar in structure to a doctoral oral comprehensive exam (see page 19-20); however, the exam is shorter, and depth and breadth of knowledge required of the student is less comprehensive than expected of a doctoral aspirant. The examining committee must comprise of at least 3 members and the majority of the committee members (2) must be physically present during the examination. For more information about the master’s exam committee
composition visit http://policy.ku.edu/graduate-studies/masters-oral-exam-committee-composition. In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/video-conferencing (for details view the exam attendance policy statement: http://policy.ku.edu/graduate-studies/oral-exam-attendance). To pass the master’s final examination, a student must receive a majority of passing votes from the examining committee.

Under no circumstance is the student allowed to take the exam more than 3 times. As advised by the Office of Graduate Studies, a student who fails the master’s defense and final exam twice is placed on academic probation and required to pass the exam the third time.

**Students must contact the EEB graduate coordinator three weeks prior to the anticipated examination to request departmental and College permission to schedule the event.**

**Research**

Students in M.A. Option I (Thesis) must produce a thesis showing the results of original research. The committee-approved thesis must be submitted electronically to the College Office of Graduate Affairs (http://clas.ku.edu/coga/graduation/masters) as well as comply with KU’s Thesis and Dissertation formatting rules available at (http://guides.lib.ku.edu/etd). Students are encouraged to attend one of the free EDT Workshops offered by KU Libraries advertised on the latter website. As part of the degree completion the student is required to provide scans of the title and acceptance pages signed by the examining committee members to the College Office of Graduate Affairs (cogadocs@ku.edu) and the EEB graduate coordinator. Additionally, the student must provide a copy of the thesis (on disc) to the EEB graduate office for the departmental files.

Students in M.A. Option II (Non-thesis) must conduct research with one or more faculty members involving work on a research problem that requires use of literature and laboratory and/or field techniques. Non-thesis students are required to submit a comprehensive written report to the research advisory committee. Examples of research problems that could be the basis of the written report include a literature review of a critical issue in a scientific discipline, original research, or other creative activity approved by the advisory committee. A copy of the committee-approved report must be submitted to the department both as a PDF document and on a CD disc. In addition, the student is required to submit a paper copy of the title page containing signatures of the advisory committee members.

Finishing students in the EEB graduate program must schedule an in-person exit interview with the Chair of the EEB department to discuss their experience in the EEB graduate program. The Chair will summarize the interview, and, with the student’s consent, provide a copy to the Graduate Program Committee. The information gained from this interview will be used to address deficiencies or to further improve existing strengths in the program.

**TOP**
PH.D. DEGREE

Required Coursework for Doctoral Students

Coursework requirements for EEB graduate students are identified during the PAM meeting, which comprises the student, the student’s advisor and two additional faculty members. Students are expected to take graduate-level courses in ecology, evolution, and systematics. A student’s research advisory committee (RAC) may decide to add course requirements to a student’s degree program during the annual meetings as deemed necessary. In addition to courses identified during PAM or RAC meetings, all doctoral students are expected to take the following courses or show proof of equivalent knowledge:

1. Students must complete BIOL 701, Scientific Integrity in EEB, in the fall semester during the first year of graduate study—they are expected to attend departmental seminars in subsequent semesters.
2. Students must complete a graduate-level course in statistics, typically fulfilled by completing BIOL 841, Biometry I, in the fall semester during the first year of graduate study. Alternatively, students may demonstrate equivalent background knowledge or experience.
3. Students must complete BIOL 801, Core Topics in Current EEB Research, in the spring semester during the first year of graduate study.
4. Students pursuing the doctorate must complete at least one credit hour of BIOL 999, Doctoral Dissertation.

Students seeking a Ph.D. in Botany must take a specialty seminar that focuses on a plant-related topic, and must complete a graduate-level course in each of the following three areas: (1) plant ecology; (2) plant systematics or morphology; and (3) plant development or physiology.

Students seeking a Ph.D. in Entomology are required to take Biology of Insects (BIOL 500) and Laboratory in Insect Biology and Diversity (BIOL 502) unless they have taken equivalent courses. Students who have taken a course equivalent to BIOL 502 elsewhere still are encouraged to take BIOL 502 to familiarize themselves with the local insect fauna. In addition, doctoral students must take all three of the following courses: External Morphology of Insects (BIOL 708), Insect Systematics (BIOL 711), and Insect Physiology and Internal Morphology (BIOL 716).

Committee Composition

Doctoral committees must be composed of at least 5 members, the majority (3) must be tenured or tenure-track EEB or EEB courtesy faculty holding regular or dissertation status on KU’s Graduate Faculty.

One committee member may hold any status on the Graduate Faculty, and may be an EEB department member or may be from outside EEB.

The member serving as the KU Graduate Studies representative may be a faculty member from a different department with a courtesy appointment in the candidate’s home department or be a KU faculty member from outside EEB. In either case the faculty member must have regular or dissertation status on the KU Graduate Faculty. Courtesy faculty who fulfill the EEB majority requirement may not simultaneously serve as the Graduate Studies representative.

Non-KU faculty may be appointed to serve as regular members on dissertation committees if appointed to the Graduate Faculty with special status, however, such individuals may not serve as the KU Graduate Studies representative.
The committee chair must have dissertation status, but a co-chair may hold any graduate faculty status. Students are strongly encouraged to use the breadth of diversity in the department in forming a committee (see page 6-7). For more on the university’s policy on committee composition visit http://policy.ku.edu/graduate-studies/oral-exam-committee-composition/.

**Assistantships**

Doctoral students must complete at least two semesters of half-time supervised teaching, curatorial, or research assistantships. Alternative experiences may be approved by the student’s advisory committee.

**Residence Requirement**

Graduate Studies requires that all doctoral students complete two terms, which may include one summer session, in full-time resident study at KU. Refer to pages 9 and 10 for details on attaining full-time status.

**Research Skills and Responsible Scholarship (RSRS or RS², formerly FLORS):**

Ph.D. students are required by the Office of Graduate Studies to respond to the need for training in Research Skills and Responsible Scholarship (see official policy description at http://policy.ku.edu/graduate-studies/research-skills-responsible-scholarship and http://policy.ku.edu/graduate-studies/doctoral-research-skills-requirement). As such, requirements in EEB include training in responsible scholarship (BIOL 701, *Topics in Responsible Scholarship*) and training in basic quantitative research skills deemed necessary for all PhDs in ecology and evolutionary biology (BIOL 841, *Biometry I*, or equivalent previous knowledge). In addition, students must develop, in consultation with their preliminary advisory committees (PAM), a list of additional research skills that will be necessary for successful completion of the doctoral program; these skills may include fluency in English (if not the native language); fluency (reading or speaking) in other foreign languages; and skills such as scientific illustration, molecular systematics and evolution, genomic analysis, geographic information systems, advanced mathematics and statistics, computer programming, biochemical analyses, advanced microscopy, and others. Students are strongly encouraged to develop foreign language skills pertinent to their research, given the need for effective communication in an increasingly global academic community.

These research skills will be determined initially during the student’s Preliminary Advisory Meeting (PAM) and by the Research Advisory Committees (RAC), with the potential for modification as specific dissertation plans evolve, proposed in a letter to the Graduate Coordinator of the department, and approved by the Graduate Program Committee; successful fulfillment will be determined by the student’s Research Advisory Committee, documented in a letter to the Graduate Coordinator of the department, and approved by the Graduate Program Committee.

**Comprehensive Oral Exam and Admission to Candidacy**

The comprehensive oral examination tests the breadth of the student’s knowledge and explores the student’s ability to synthesize information and think critically. The examination should include, but is
not limited to, questions relating to ecology, evolution, and systematics, as well as information directly relevant to the proposed field of dissertation research and general biology.

Only students who completed the Research Skills and Responsible Scholarship requirement and who have met the doctoral residence requirement are eligible to take the exam (see page 19).

Examinations are conducted in English. Students are expected to take the comprehensive oral exam within four semesters of entering the program. Additional time may be granted, however, under no circumstance can the time from initial enrollment to the exam date exceed 6 semesters.

All doctoral aspirants must prepare a dissertation proposal that follows the NSF Doctoral Dissertation Improvement Grant model. Dissertation proposals should be sufficiently detailed and rigorous to fulfill the scope and requirements for a doctoral dissertation. Students must provide the proposal to the dissertation advisor(s) and Research Advisory Committee in advance of scheduling the exam date, as well as acquire approval to take the comprehensive oral examination from (1) dissertation advisor(s), (2) remaining Research Advisory Committee members, and (3) Graduate Program Committee. Students must contact the EEB graduate coordinator no later than 2 weeks prior to the anticipated examination date to request departmental and College permission to schedule the event.

The examining committee must be composed of at least 5 members of KU’s Graduate Faculty and the majority of committee members (3), including the committee chair and Graduate Studies representative must be physically present during the exam. The major advisor, as a committee member, may participate and vote in the comprehensive oral examination. Regulations pertaining to committee membership may be found in the KU Policy Library at http://policy.ku.edu/graduate-studies/oral-exam-committee-composition/ and on page 18 of this handbook. In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/video-conferencing (for details view the exam attendance policy statement: http://policy.ku.edu/graduate-studies/oral-exam-attendance).

A majority vote of the committee is required to pass the exam. If the advisor or committee members wish, secret ballots may be used. To award Honors, at least 80% of the committee members must judge the student’s performance to be exceptional. An exceptional performance is one that is judged to be in the top 10% of examinations in which committee members have participated.

If the student fails the comprehensive oral examination, another examination may be scheduled a minimum of 90 days after the first examination. Under no circumstance is the student allowed to take the exam more than 3 times. As advised by the Office of Graduate Studies, a student who fails the master’s defense and final exam twice is placed on academic probation and required to pass the exam the third time.

A successful pass of the comprehensive oral examination is considered valid by the university for five years. Doctoral candidates who do not complete the dissertation within five years after successfully passing the oral examination may be required to take the examination again to demonstrate current knowledge in the field.

Students should be aware that successful completion of the comprehensive oral exam alters enrollment requirements (refer to pages 9-10 for details).

Research Progress, Dissertation Defense, and Final Oral Exam

After passing the comprehensive oral exam and advancing to degree candidacy, doctoral students are expected to focus on completing research and writing of the dissertation. Students must enroll in at
least one hour of dissertation credit (\textit{BIOL} 999: \textit{Doctoral Dissertation}) each fall and spring; keeping in mind that substitution of \textit{BIOL} 999 with differently numbered or additional graduate courses is not allowed. The enrollment requirement takes effect immediately following the semester in which the student took the comprehensive exam and ends when the student graduates (see pages 10-11).

It is generally expected that the dissertation is completed 2-3 years after advancing to candidacy. During these years, the student must continue to meet annually with the advisory committee to receive guidance on research progress (refer to pages 6 and 7 for policy on reporting committee meetings), as such meetings are a required component of the annual evaluation process. Committee membership should follow University requirements (see page 18), as well as the suggestions offered with regard to diversity (pages 6-7).

When the student and faculty adviser are able to reasonably predict when the dissertation research and writing will be done, the dissertation defense and final oral examination may be scheduled. Note that University regulations require a minimum time of five months between successful completion of the comprehensive oral examination and the date of the dissertation defense and final exam.

\textbf{Students must contact the EEB graduate coordinator at least two to three weeks prior to the anticipated defense date to request departmental and University approval of the defense.}

A complete draft of the dissertation must be provided to the GPC and to the student’s entire dissertation committee no less than two weeks (or longer if requested by the student’s committee) in advance of the planned defense. All members of the dissertation committee are required to read and comment on the work. Three members designated as “readers,” will provide a more detailed review. The dissertation must be written to meet general university regulations (for instructions see \texttt{http://clas.ku.edu/coga/graduation/doctoral} and \texttt{http://www.graduate.ku.edu/formatting}).

The dissertation defense and final oral exam will include a formal, public lecture of the candidate’s dissertation. Whenever possible, the presentation should be part of the Bio³ seminar series. The presentation concludes with a question-and-answer session and is followed by a meeting of the examining committee with the student for further discussion of the dissertation. A majority vote of the committee is required for the student to pass the exam; 80% of the committee must agree to award a student Honors. In either case – passing or honors – both the quality of the dissertation and the presentation are taken into account. In some cases, it may be possible for committee members to attend the defense and examination via mediated means such as tele/video-conferencing (for details view the exam attendance policy statement: \texttt{http://policy.ku.edu/graduate-studies/oral-exam-attendance}).

After passing the dissertation defense and final oral examination, the student will make any corrections on the dissertation as required by the examining committee. The final version will be submitted for approval to the student’s advisor and the University. University regulations concerning the preparation and submission of the dissertation must be met (\texttt{http://clas.ku.edu/coga/graduation/doctoral} and \texttt{http://guides.lib.ku.edu/etd}).

Finishing students in the EEB graduate program must schedule an in-person exit interview with the Chair of the EEB department to discuss their experience in the EEB graduate program. The Chair will summarize the interview, and, with the student’s permission, provide a copy to the Graduate Program Committee. The information gained from this interview will be used to address deficiencies or to further improve existing strengths in the program.

\textsc{TOP}
CHECKLIST OF THE GRADUATION REQUIREMENTS TO FINISH
THE MA OPTION I (THESIS)

Note: It is the student’s responsibility to notify the EEB graduate coordinator at least three to two weeks
prior to the master’s defense to request departmental and College permission to schedule the event.
Contact the graduate coordinator early during the semester of anticipated degree completion to receive
detailed instructions for completing remaining degree requirements and their deadlines.

_____ 1.) Coursework Requirements
_____ A.) Responsible Scholarship (BIOL 701)
_____ B.) Statistics, such as Biometry I (BIOL 841), or equivalent knowledge
_____ C.) Core Topics in Current EEB Research (BIOL 801)
_____ D.) Minimum 1 credit in Master’s Thesis (BIOL 899)
_____ E.) Other course requirements set by the PAM/RAC
_____ F.) A minimum of 30 graduate credits in courses numbered 500 or above in
ecology and evolutionary biology and related fields; no more than 10
hours of the 30 may be from enrollment in thesis or advanced study.
_____ G.) For an M.A. in Entomology:
_____ a.) Biology of Insects (BIOL 500)
_____ b.) Lab in Insect Biology and Diversity (BIOL 502)
_____ c.) One of the following: External Morphology of Insects (BIOL
708), Insect Systematics (BIOL 711), or Insect
Physiology and Internal Morphology (BIOL 716)
_____ H.) For an M.A. in Botany: graduate-level courses in at least two of the
following areas: a) plant ecology; b) plant systematics or morphology;
and c) plant development or physiology

2.) Master’s Defense

3.) Thesis Presentation (may or may not be scheduled concurrently with the defense)

4.) Apply to Graduate (https://sa.ku.edu)

5.) Thesis Submission
_____ A.) For the College
_____ a.) Electronic submission on the ETD website
(http://www.etdadmin.com/cgi-bin/home)
_____ b.) Title & Acceptance Pages: Email pages containing the original
signatures of the thesis committee to cogadoecs@ku.edu
_____ c.) ETD Release Form
_____ B.) For EEB
_____ a.) Electronic submission as a PDF document and on a disc
_____ b.) Title & Acceptance Pages: Email to EEB Graduate Coordinator
attachments or paper documents containing the required original
signatures of the thesis committee.

6.) Set up an in-person, confidential exit interview with the Chair of EEB.
CHECKLIST OF THE GRADUATION REQUIREMENTS TO FINISH THE MA OPTION II (NON-THESIS)

**Note:** It is the student’s responsibility to notify the EEB graduate coordinator at least three to two weeks prior to the master’s final exam to request departmental and College permission to schedule the event. Contact the graduate coordinator early during the semester of anticipated degree completion to receive detailed instructions for completing remaining degree requirements and their deadlines.

1.) Coursework Requirements
   - A.) *Responsible Scholarship* (BIOL 701)
   - B.) Statistics, such as *Biometry I* (BIOL 841), or previous knowledge
   - C.) *Core Topics in Current EEB Research* (BIOL 801)
   - D.) Other course requirements set by the PAM/RAC
   - E.) A minimum of 36 graduate credits in courses numbered 500 or above in ecology and evolutionary biology and related fields; no more than 12 hours of the 36 may be from enrollment in thesis or advanced research
   - F.) For an M.A. in Entomology:
     - a.) *Biology of Insects* (BIOL 500)
     - b.) *Lab in Insect Biology and Diversity* (BIOL 502)
     - c.) One of the following: *External Morphology of Insects* (BIOL 708), *Insect Systematics* (BIOL 711), or *Insect Physiology and Internal Morphology* (BIOL 716)
   - G.) For an M.A. in Botany, graduate-level courses in at least two of the following areas: a) plant ecology; b) plant systematics or morphology; and c) plant development or physiology

2.) Master’s Final General Examination in major subject (usually completed during final term of enrollment)

3.) Apply to Graduate (https://sa.ku.edu)

4.) Report Submission: The report should be submitted to the departmental Graduate Coordinator as a PDF document and on a disc.

5.) A scan or paper version of the title page containing committee member signatures is required.

6.) Set up an in-person, confidential exit interview with the Chair of EEB.
CHECKLIST OF THE GRADUATION REQUIREMENTS TO FINISH THE Ph.D

Note: It is the student’s responsibility to notify the EEB graduate coordinator (1) upon completion of the Research Skills requirement and (2) at least three to two weeks prior to both the comprehensive oral exam and dissertation defense to request departmental and College permission to schedule the events. Contact the graduate coordinator early during the semester of anticipated degree completion to receive detailed instructions for completing remaining degree requirements and their deadlines.

____1.) Coursework Requirements
   _____A.) Responsible Scholarship (BIOL 701)
   _____B.) Statistics, such as Biometry I (BIOL 841), or previous knowledge
   _____C.) Core Topics in Current EEB Research (BIOL 801)
   _____D.) Minimum one credit Doctoral Dissertation (BIOL 999)
   _____E.) Other course requirements set by the PAM/RAC
   _____F.) For a Ph.D. in Entomology:
       _____a.) Biology of Insects (BIOL 500)
       _____b.) Lab in Insect Biology & Diversity (BIOL 502)
       _____c.) External Morphology of Insects (BIOL 708)
       _____d.) Insect Systematics (BIOL 711)
       _____e.) Insect Physiology and Internal Morphology (BIOL 716)
   _____G.) For a Ph.D. in Botany, graduate-level courses in each of the following areas:
       _____a.) plant ecology
       _____b.) plant systematics or morphology
       _____c.) plant development or physiology

____2.) Research Skills and Responsible Scholarship (RS2; complete prior to oral exam)

____3.) Graduate Studies residence requirement (two semesters of fulltime study prior to oral exam)

____4.) Advisory committee & GPC approved dissertation proposal prior the oral exam

____5.) Two semesters of assistantships or other committee-approved experience

____6.) Minimum tenure (e.g., three academic years of fulltime study or its equivalent)

____7.) Comprehensive oral exam for the doctorate

____8.) Final oral exam and dissertation presentation (dissertation defense)

____9.) Apply to Graduate (https://sa.ku.edu)

____10.) Dissertation Submission
   _____A.) For the College
       _____a.) Electronic submission on the ETD website (http://www.etdadmin.com/cgi-bin/home)
       _____b.) Title & Acceptance Pages: Email pages containing the original signatures of the thesis committee to cogadocs@ku.edu
       _____c.) ETD Release Form
       _____d.) Online Survey of Earned Doctorate
   _____B.) For EEB
       _____a.) Electronic submission as a PDF document and on a disc
       _____b.) Title & Acceptance Pages: Email to Graduate Coordinator attachments or paper documents containing the required original signatures of the dissertation committee.

____11.) Set up an in-person, confidential exit interview with the Chair of EEB.  TOP
DEPARTMENT RESOURCES AND SERVICES

BIO³ SEMINAR SERIES

The Department of Ecology and Evolutionary Biology, the Biodiversity Institute, and the Kansas Biological Survey jointly present the BIO³ Seminar Series. The seminars provide opportunities to learn about current research in all three units, research at other institutions, and are a key component of the graduate curriculum and student professional development in the department.

The EEB department’s seminars are held from 3:45 -5:00 pm, on Tuesdays, usually in room 1005 Haworth. The schedule of seminar speakers is available on the EEB web site at http://eeb.ku.edu. Prior to the seminar participants meet for a casual 15-minute coffee-tea-cookie-social in the hallway outside of room 1005. EEB students provide baked goods and drinks and proceeds benefit the EEB Graduate Student Organization.

Arrangements for all EEB seminars (including presentations by visiting scientists as well as KU faculty and graduate students) must be coordinated with Dorothy Johanning (2041 Haworth; 864-5889; jdorothy@ku.edu). EEB office staff posts fliers and sends email reminders one week prior to the seminar and again on the day of the seminar.

KU faculty, staff, or students, or invited speakers from other institutions present at seminars hosted by the Biodiversity Institute and the Kansas Biological Survey. BI and KBS seminars are an excellent opportunity to practice presentations prior to more formal meetings. KBS seminars are held on Fridays at 12:00 noon in Higuchi Hall and will be posted on the EEB website.

BIOLOGY TEACHING RESOURCE CENTER

The Biology Teaching Resource Center (BTRC), located in 1004 Haworth, provides audiovisual equipment (computer projectors, laptop computers, slide projectors, scanners, etc.) for use in the center or for checkout. The BTRC houses videos and slide/sound sets that can be reserved for classes or venues outside KU. In addition, the Center offers the use of computer work stations and slide/sound sets, videos, and filmstrips for biology students who are completing assignments or who require information. A catalog of audiovisual materials and computer programs is available at www.ku.edu/~btrc or by request from Patty Krueger (864-5647; pattyk@ku.edu).

BIOSTORE

Office supplies, lab supplies, chemicals, media, bottled gases, liquid nitrogen, and enzymes can be purchased from the BioStore located in 3027 Haworth. Purchases must be charged to a grant or a cost center, cash or personal purchases are not allowed. The BioStore also serves as the center for Federal Express and UPS shipping and deliveries. Contact Judi Harris (864-4134; judiantiharris@ku.edu) for more information about BioStore services.
BUILDING MAINTENANCE

Reporting of Routine Maintenance Needs:
Haworth Hall – light bulb replacement, repair of climate control systems or plumbing, etc. – Kandi Proudfoot (White) in the Undergraduate Biology office (room 2045; 864-5882; kmwhite@ku.edu).

Dyche Hall and the Public Safety Building (non-Entomology spaces) – Emily Emke-Hays (602 Dyche; 864-4540; eemkehays@ku.edu) or Jaime Keeler (602 Dyche; 864-4540; jkeeler@ku.edu).

Public Safety Building (Entomology) – Jennifer Thomas (140F PSB; 864-2234; jct@ku.edu).

Higuchi Hall – Occupants of Higuchi Hall should report building issues by submitting a service request on the Facilities website (https://facilities.drupal.ku.edu).

BUILDING SECURITY (KEYS)

Haworth Hall – Open from 7 a.m. to 7 p.m. Monday through Friday. After hours, entrance is possible using the Omni Lock doors by swiping the KU card. KU card registration requires faculty permission and can be set up by the Undergraduate Biology staff in Haworth 2045. Undergraduate Biology staff issues office and lab keys with proof of faculty adviser authorization and a $10.00 deposit per key. The deposit will be refunded when keys are returned.

Dyche Hall and the Public Safety Building – Open from 8 a.m. to 5 p.m. Monday through Friday or by appointment. Students who do not have building keys should use the third floor entrance on Mondays as the Museum is closed to the public and main doors are locked. After-hours access requires authorization from a staff member and a refundable $10.00 deposit for each key issued by Emily Emke-Hays (602 Dyche; 864-4540; eemkehays@ku.edu). Some divisions in Dyche Hall are only accessible by swiping the KU card in the Omni Lock doors. KU card registration requires staff permission and can be set up by Emily Emke-Hays in room 602.

Higuchi Hall – Open from 8 a.m. to 5 p.m. (closed from noon-1pm) daily. Keys are issued by Brandy Hildreth Baransky (room 108; 864-1500; hildreth@ku.edu). Faculty approval is required.

COMPUTER AND INTERNET ACCESS

All of campus, including Haworth Hall, Dyche Hall, Higuchi Hall, and the Public Safety Building, have wireless Internet access (for info on wireless see https://technology.ku.edu/services/wi-fi). Any problems regarding access or computer-related concerns should be directed to the appropriate computer technology person.

Haworth Hall: Tyler Steiner (room 1006; 864-5111; tsc_biology@ku.edu or ssteiner@ku.edu)
Dyche Hall or PSB: Rick Evanhoe (Spooner Hall; 864-8122, rpe@ku.edu) or Jared Johanning (Spooner Hall; 864-5692; jared.johanning@ku.edu). Direct emails for IT support to bitech@ku.edu.

Higuchi Hall: Jerry Whistler (room 118; 864-1513; whistler@ku.edu).

**DEPARTMENT MEETINGS**

Graduate students are encouraged to attend EEB department meetings to stay current on department business. The meetings are held on Thursdays at 3:45 p.m. Notice of the date and location of the meeting is given by the department chair. A number of votes equal to 25% of the number of faculty members present will be accepted from the graduate students, except in personnel matters, on which graduate students may not vote.

**FAX MACHINES**

Haworth Hall – A fax machine is available in the department office (room 2041) and is operated by the receptionist. The fax number for the EEB office is (785) 864-5860.

Dyche Hall – A fax machine is available in the mailroom (room 604). The fax number is (785) 864-5335.

Higuchi Hall – Students may use the fax machine located in room 108. The fax numbers is (785) 864-1534.

Public Safety Building (Entomology) – A fax machine is available in Jennifer Thomas’ office (room 140G). The fax number is (785) 864-5260.

**GRADUATE STUDENT ORGANIZATION**

The EEB Graduate Student Organization (GSO) ensures that graduate students are heard by department and university committees. All EEB graduate students are GSO members.

Current co-presidents:
- Kaylee Herzog (ksherzog@ku.edu)
- Andrew Mongue, (a689m863@ku.edu)

Other GSO officers are:

**Vice President:**
- Matthew Girard (mgirard@ku.edu)

**Treasurer**
- Jacob Hopkins (Jacob_Hopkins6@ku.edu)

**Secretary**
- Emily Arsenault (erarsenault@ku.edu)

**GRAPHIC ARTS**

The Bio-Graphics Office, located in 1008 Haworth, provides a variety of graphics and photographic services to graduate students. Computer designed illustrations (graphs, charts, maps, etc.), brochures, posters, and displays are just a few examples of materials Bio-Graphics staff can prepare. For details about graphic arts services contact Gil Ortiz (1008 Haworth; 864-4322; kugilart@ku.edu) or visit https://kuub.ku.edu/bio-graphics
**GRIEVANCE PROCEDURE**

A graduate student who believes himself or herself to be unfairly or unlawfully treated in an academic matter may present a grievance to the academic department chair. Refer to section 5.03 of the EEB by-laws for details ([http://eeb.ku.edu/policies](http://eeb.ku.edu/policies)). Additionally, students may consult the department’s Graduate Program Committee currently chaired by Rob Moyle (moyle@ku.edu; 864-4432) as well as the University Ombuds Office ([http://www.ombuds.ku.edu/](http://www.ombuds.ku.edu/); 864-7261).

**LETTERHEAD**

EEB letterhead is available in paper or electronic formats from the EEB office staff (2041 Haworth). Biodiversity Institute letterhead is available from Emily Emke-Hays (room 602; 864-4540; eemkehays@ku.edu). Students in the Kansas Biological Survey should see their advisers for KBS letterhead. Department business should always be conducted on department, museum, or survey letterhead, however, departmental letterhead is not to be used for personal business.

**LOUNGE**

The EEB office (room 2041 Haworth) houses a small lounge where department members are welcome to relax. Typically open between 8 a.m. and 5 p.m., the department lounge has access to Wi-Fi, seating for four, a refrigerator, and a coffee maker.

**MAIL SERVICE**

**Haworth Hall** – Incoming U.S. and campus mail is delivered and distributed daily. Graduate students housed in Haworth can find student mail organized by the first letter of the last name in the mailroom in the top row mail slots (room 2042). Outgoing mail with postage can be deposited in either the U.S. mailbox located in the mailroom or the campus mail bin in the Undergraduate Biology office (room 2045). Postage stamps for EEB outgoing US mail are available from the student assistant at the receptionist desk in 2041 Haworth. Postage for personal mail is not available for purchase. Outgoing U.S. mail is picked up between 10:30 a.m. and 11:30 a.m. on weekdays. FedEx and UPS service is available through the BioStore (room 3027).

**Dyche Hall** – U.S. and campus mail is processed daily in the mailroom (room 604), which also houses boxes for outgoing federal and campus mail. Mail for BI units not located in Dyche is collected in the drop box (room 604) and delivered to the respective units by courier on Mondays, Wednesdays, and Fridays. For all general Federal Express and United Parcel Service and for any hazardous materials or shipping specimens internationally please see Emily Emke-Hays (room 602; 864-4540; eemkehays@ku.edu).

**Higuchi Hall** – The mailroom is located in room 106 where all incoming and outgoing mail is processed. U.S. mail is picked up and delivered daily between noon and 1 p.m. Federal Express and United Parcel Service are also available here.

**Public Safety Building (Entomology)** —Mailboxes are located in 140F PSB. U.S. mail arrives ± 2 p.m.; campus mail is delivered irregularly.
MICROSCOPY AND ANALYTICAL IMAGING LABORATORY (MAI)

The Microscopy and Analytical Imaging Laboratory, located in 1045 Haworth, contains microscopy and other imaging instrumentation and provides services to assist with scientific research. Services available include various types of light, electron and scanning probe microscopy, computer-assisted imaging, flow cytometry, and 2D gel and animal section imaging. Sample prep equipment is available for both inorganic materials and living biological samples. Fees are charged for instrument use. A tutorial on how to use the equipment may be mandatory prior to use. For more information or to set up a tutorial contact the lab at 864-4380 or visit their website at http://mai.ku.edu/about-mai-lab/.

OFFICE SPACE

For students located in Haworth Hall, arrangements for office space on campus are made by the faculty mentor in conjunction with the chair of the department and the graduate coordinator. The directors of the BI and of KBS will arrange office space for students located in Dyche Hall and Higuchi Hall. Students in the Public Safety Building should talk to their advisers about office space assignments.

OFFICE SUPPLIES

Units and persons who assist with the purchase of office supplies:

Haworth Hall – BioStore (see page 25)

Dyche Hall – Emily Emke-Hays (room 602; 864-4540; eemkehays@ku.edu) or Don Shobe (ETE SSC; 864-2369; dshobe@ku.edu)

Higuchi Hall – Office supplies can be purchased in the administrative office (room 108).

Public Safety Building (Entomology) — Jennifer Thomas (room 140F).

PHOTOCOPYING

Haworth Hall – Photocopies can be made in the mail room (room 2042). A PIN code is required to operate the photocopiers and can be obtained from Angela Gere (room 2045) after an account has been set up. Accounts are to be charged to a course, a grant, or a faculty member. No cash transactions are allowed. When requesting large numbers of copies, submit a work order form along with the documents to be copied to Angela Gere. Please, allow plenty of time for her to complete the task.

Dyche Hall – A photocopier is available in room 604. See Emily Emke-Hays (room 602; 864-4540; eemkehays@ku.edu) for a code to operate the photocopier. Copies are either charged to a division, grant, or academic department (if copies are for an academic class).

Higuchi Hall – A photocopier available for student use is located in room 106. Copies need to be charged to a specific grant. See Brandy Hildreth Baranski the administrative office (room 108) to obtain an access code.
ROOM SCHEDULING

Haworth Hall – The department’s two conference rooms (2041D and 8024) are available for exams, review sessions, committee meetings etc. and are scheduled through the departmental staff (room 2041; 864-5887) on a first come first served basis. Both rooms are equipped with data projectors. Additional rooms (rooms 3012 and 4015) can be reserved through the Undergraduate Biology staff (room 2045). If the above-mentioned rooms are not available or do not suit your needs, ask a departmental staff member to assist with making room reservation through the registrar’s office.

Dyche Hall – The BI conference room can be reserved through Emily Emke-Hays (room 602; 864-4540; eemkehays@ku.edu).

Higuchi Hall – Use the scheduling book in the mailroom (room 106) to reserve the conference room. Direct any questions about the process to Brandy Hildreth Baransky (room 108; 864-1500; hildreth@ku.edu).

Public Safety Building (Entomology) – The lunch room can be reserved for meetings and presentations. It is equipped with a projector and has Internet access. Contact Jennifer Thomas (room 140F; 864-2234; jct@ku.edu) to book the room.

TELEPHONES

The University of Kansas transitioned from traditional phones to a Skype for Business phone system, which uses KU computers and a headphone with mic to make phone calls. Skype phones—look like regular phones—present in some labs and offices maybe used for business calls or emergencies, providing the student has the owner’s permission. Visit KU’s Information Technology website for more information about Skype phone service.

TRAVEL FUNDS

Graduate students may apply for departmental funds to assist with the costs of attending a professional meeting. In order to be considered for funding the student must submit the request in writing and make an oral or poster presentation at the meeting. The maximum award from the department rarely exceeds $300. In addition, the student must have previously applied for or be concurrently applying for the Graduate Scholarly Presentation Travel Fund available from Graduate Studies (http://graduate.ku.edu/graduate-scholarly-presentation-travel-fund).

Submit applications to the department chair three weeks before the meeting and include the following: (1) a letter or e-mail request that includes information about previous or concurrent Graduate Studies funding, the location of the conference, the dates of travel, a budget listing all expenses and any other sources of funding, (2) a brief letter or e-mail of endorsement from the student’s adviser, and (3) a copy of the title and abstract of the presentation. For more information contact Dorothy Johanning (2041 Haworth; 864-5889; jdorothy@ku.edu).
TUTOR LIST

The Undergraduate Biology Program (KUUB) maintains a list of students who are interested in tutoring undergraduates. Arrangements for tutoring are made between the tutor and the student. Contact Angela Gere (2045 Haworth; 864-5885; AGere@ku.edu) to be added to the list of tutors.

VEHICLES

Vehicles, including vans and sedans, are available for use by KU employees. The EEB department office, Undergraduate Biology, Biodiversity Institute, and Kansas Biological Survey all maintain vehicles that may be used by graduate students in the respective facilities. For additional car/van rental the university partners with Enterprise Rent-A-Car or National Car Rental. For information and instructions on using this service visit https://procurement.ku.edu/car-rental-vehicle-rental.

Haworth Hall – The EEB van can be reserved through the departmental staff (room 2041; 864-5887). Vehicles are provided on a first-come, first-served basis, and should be reserved well in advance of the date. Users must complete the mileage log kept in the vehicle so that the mileage can be charged appropriately. Keys are obtained from and returned to the office where the reservation was made. Vehicles are expected to be returned in the same condition in which they were received. A cleaning charge will be added when necessary.

Undergraduate Biology – The Undergraduate Biology van is available through Kandi White (room 2045; 864-5882; kmwhite@ku.edu). Projects associated with undergraduate biology courses may use the van free of charge. In all other cases use of the van will be charged to a course, grant or individual faculty member at the state approved mileage rate.

Dyche Hall – The Vertebrate Paleontology division maintains and schedules the use of its own vehicle. The BI’s courier vehicle can be reserved for brief errands on campus and in Lawrence by contacting Emily Emke-Hays (room 602; 864-4540; emkehays@ku.edu). Users must complete the mileage log kept in each vehicle so that the mileage can be charged to the appropriate division.

Higuchi Hall – Use the vehicle check-out calendar in the mailroom (room 106) to reserve a vehicle. Direct any questions about the process to Brandy Hildreth Baransky (room 108; 864-1500; hildreth@ku.edu) or contact Scott Campbell (room 152; 864-1502; swcamp@ku.edu) to report any vehicle maintenance/repair issues.

WEB SITE

The department’s web site is located at http://eeb.ku.edu/ and features a wealth of information for current graduate student e.g.:

- Profiles of EEB graduate students. Provides students with the opportunity to A listing of the educational background, research interests, publications etc. of current graduate students. To request updates to graduate student profiles contact the departmental graduate coordinator.
• Graduate student funding opportunities
  http://eeb.ku.edu/funding-opportunities
• Web forms for GTA applications, GTA Self Evaluations, Annual Student Evaluations, EEB summer funding applications etc.
• Graduate Student Handbook (http://eeb.ku.edu/student-handbook)
• KU Calendar announcements for EEB seminars as well as thesis and dissertation defenses
UNIVERSITY RESOURCES AND SERVICES

ACADEMIC ACHIEVEMENT AND ACCESS CENTER
Located in 22 Strong Hall, the Academic Achievement and Access Center (AAAC) is a hub linking students at any level to a variety of academic support services. The center houses Student Access Services and offers academic success consultations and workshops. The center also maintains a registry of tutors for hire in specific courses and areas. To be included on the registry, visit the website http://tutoring.ku.edu/become-tutor. More information about these and other services offered by the AAAC can be found on website at www.achievement.ku.edu.

ADVISING REPORTS
Students may access the advising form through the Kyou portal at https://students.ku.edu. The advising form is an unofficial transcript of the student’s coursework while enrolled at KU. Cumulative and semester GPAs are provided.

APPLIED ENGLISH CENTER
The Applied English Center (AEC) offers English-as-a-second-language classes to non-native English speaking students and scholars. Courses are offered at five different levels (beginning through advanced) in areas such as Listening/Speaking/Grammar and Reading/Writing/Grammar. The AEC is responsible for administering the SPEAK test to first-time international student GTAs. In addition the AEC provides a wide range of support services e.g. cross-cultural counseling, advising, a tutorial support center, and conversation groups. For more information contact the AEC at 204 Lippincott Hall (864-4606) or visit their website at www.aec.ku.edu.

BOOKSTORE
Textbooks, new, used or in digital form, can be purchased/rented at the KU Bookstore or can be pre-ordered via the web site:
- KU Bookstore, Kansas Union, Level Two (call 1-800-458-1111; 785-8645263) or visit http://www.kubookstore.com/c-707-textbooks.aspx

BUS SERVICE
KU on Wheels provides bus service from campus to and from many off-campus apartment complexes and other areas of Lawrence. Call 864-4644 for more information about bus routes or visit http://www.kuonwheels.ku.edu. Bus transportation is free with a KUID card.

CAREER CENTER
Currently located in 320 Anschutz Library, but scheduled to move to 206 Summerfield Hall, the University Career Center (UCC) connects students with employment and experiential education opportunities. They offer advising services, career planning courses, outreach programs, career resources, as well as resume reviews and tips for job interviews. For more information visit www.ucc.ku.edu or call 864-3624
The mission of the Center for Teaching Excellence (CTE) is to advance teaching excellence by graduate students and faculty at the University of Kansas. Throughout the year, CTE hosts various workshops, teaching conferences, and discussion forums. The center has print and video resources for graduate teaching assistants (GTAs). All new GTAs at the University of Kansas are required to participate in the conference for new GTAs, which is held prior to the beginning of the fall and spring semesters. The department’s ambassador to the CTE, Deborah Smith (864-4340; debsmith@ku.edu), is available to answer questions. Call 864-4199 or visit http://www.cte.ku.edu/ for more information about CTE services.

Graduate students with children are eligible to apply for child care placement at two university facilities: the Hilltop Child Development Center and the Edna A. Hill Child Development Center. Hilltop offers care for children starting at age one, maintains an all-day kindergarten program, and provides after school care for school-aged children through the sixth grade. The Edna Hill Center cares for children from one to seven years of age with a toddler room located in Haworth Hall and preschool classrooms in Dole. Contact these programs for further information and applications for admission:

- Hilltop: 864-4940; http://www.hilltop.ku.edu/
- Edna A. Hill: 864-0502; http://www.cdc.ku.edu/

The EEB department is a part of KU’s College of Liberal Arts & Sciences (CLAS) and the department’s graduate program adheres to CLAS graduate regulations and policies. The College Office of Graduate Affairs, located in 102 Strong Hall, addresses among others the following graduate student matters:

- Handles Graduation and degree matters
- Clarification of College and University regulations and policies
- Maintains Doctoral and Master’s degree checklists
- Answers thesis and dissertation formatting questions
- Processed petitions for exceptions to policies
- Processes Progress-to-Degree forms to record student milestones
- Maintains student records

For additional information visit http://clas.ku.edu/coga.

Counseling and Psychological Services (CAPS) provides counseling services and helps students with adjustment to college and other psychological, interpersonal, and family problems. Counseling services are available at a charge of $15 per session. Group sessions for graduate students writing theses and dissertations are available. CAPS is located in the Watkins Memorial Health Center, room 2100. Call 864-CAPS (864-2277) to make an appointment, or visit www.caps.ku.edu for more information.
**DIVERSITY AND EQUITY**
The Office of Diversity and Equity (ODE) is committed to providing an open, diverse and inclusive learning and working environment and as such advocates for recruitment, retention and development of under-represented groups of students, faculty, and staff. ODE oversees the Office for Diversity in Science Training, the Emily Taylor Center for Women & Gender Equity, The Multicultural Scholars Program, and the Office of Multicultural Affairs. For more information visit [http://diversity.ku.edu/](http://diversity.ku.edu/).

**E-MAIL ACCOUNTS**
A free e-mail account is provided to currently enrolled students by KU Internet Technology (KU IT). New students are assigned a generic alias that subsequently can be personalized. Visit the KU IT web site at [www.technology.ku.edu/email](http://www.technology.ku.edu/email).

**EMILY TAYLOR CENTER FOR WOMEN & GENDER EQUITY**
The Emily Taylor Women’s Resource Center (ETWRC) was founded to promote the academic success and personal growth of women students. These days ETWRC is overseen by the Office of Diversity and Equity and works to promote gender equity and challenge gender related barriers that impede full access and inclusion for all students. The center provides consultation, resources, information, and assistance on gender-related issues. Visit the ETWRC in 4024 Wescoe Hall or at [http://emilytaylorcenter.ku.edu/](http://emilytaylorcenter.ku.edu/), or call their office at 864-3552.

**ENROLLMENT PROCEDURE**
Enrollment at the University of Kansas is completed online at the Enroll & Pay web site ([https://sa.ku.edu](https://sa.ku.edu)). The enrollment feature is activated mid-way through the semester, and grad students may enroll up to the day before classes begin. Enrollment on or after the first day of classes is subject to late fees. Students enrolling after the first week of classes should visit COGA (102 Strong Hall) to obtain College endorsement for adding or dropping a course, late enrollment, or withdrawing from all coursework. Refer to pages 9 – 11 of this handbook for specific enrollment requirements. The schedule of classes is available at [https://classes.ku.edu/Classes/ExternalDisplay.action](https://classes.ku.edu/Classes/ExternalDisplay.action).

**GRADUATE STUDIES**
The Office of Graduate Studies at KU advocates for research and graduate education and oversees among others, Graduate Admissions, the Self Graduate fellowships, Graduate Military Programs, and works closely with the College Office of Graduate Affairs. The Graduate Studies office is located in 213 Strong Hall and addresses among others the following matters:
- Requests for travel awards and doctoral research grants
- Graduate Faculty appointments
- Participation in the Doctoral Hooding Ceremony
- Petitions for exceptions to graduate policies and regulations
Visit [http://www.graduate.ku.edu/](http://www.graduate.ku.edu/) for more information.

**HEALTH INSURANCE**
The Kansas Board of Regents in cooperation with KU offers affordable health insurance plans underwritten by United Healthcare specially designed for students. Graduate teaching assistants (GTAs) and graduate research assistants (GRAs) who hold at least a 50% appointment for the entire academic year are eligible for
reduced premium health insurance. Visit the Graduate Student Health Insurance page for more information and premium quotes or contact Mary Karten (mkarten@ku.edu; 785-864-7346) in KU’s Human Resources with your health insurance questions.

**HEALTH SERVICES (WATKINS)**

The student health services provided at Watkins Memorial Health Center (864-9500) include general medicine, gynecology, sports medicine, physical therapy, health education, immunizations, allergy clinic, dietary counseling, counseling and psychological services, pharmacy, laboratory, and X-rays. The student health fee covers many services, while others are provided at a reduced charge. For additional information, visit [http://www.studenthealth.ku.edu/](http://www.studenthealth.ku.edu/).

**HOUSING**

The Department of Student Housing has several housing options for graduate students. Jayhawker Towers offers two bedroom apartments for 2 or 4 students. Visit the Department of Student Housing’s website at [http://housing.ku.edu](http://housing.ku.edu) or call their office at 864-4560 for more information about housing opportunities.

**INSTITUTIONAL OPPORTUNITY AND ACCESS (IOA)**

IOA offers confidential assistance in the resolution of complaints of harassment and discrimination. Those who feel they have been discriminated against or unfairly treated because of their age, race, religion, national origin, color, ethnicity, gender, disability, veteran status, marital status, parental status, or sexual orientation in pursuit of employment or educational opportunities may contact IOA for assistance. The office can provide informal mediation or facilitate a formal complaint resolution process when requested. For more information call 864-4614, e-mail ioa@ku.edu, or visit their website at [http://ioa.ku.edu/](http://ioa.ku.edu/).

**INFORMATION CENTER**

The staff members at KU Info, located on the 4th floor of the Kansas Union and at the main entrance to the DeBruce Center are ready to answer any student question, whether academic or recreational. Questions can be submitted electronically at their web site at [www.kuinfo.ku.edu](http://www.kuinfo.ku.edu) or by calling or texting 864-3506. The web site also contains a searchable database of all previously submitted questions.

**INFORMATION TECHNOLOGY**

Resources and services to support computing and electronic communication at KU are provided by KU Information Technology (IT). Services include, internet and e-mail access, free workshops, online how-to publications, as well as online, phone, e-mail, and walk-up assistance. KU IT maintains the university’s central computer system in addition to several public computer labs, including facilities in Anschutz and Watson Libraries, and Budig Hall, which are open daily. Smaller computer labs are scattered all over campus, however, some of these facilities are restricted to students enrolled in certain programs. For additional information call 864-8080 or visit [www.technology.ku.edu/](http://www.technology.ku.edu/).
INTERNATIONAL STUDENT SERVICES

The Office of International Student Services (ISS), located in room 2 Strong Hall, provides a wide range of services to KU’s international students, ranging from assistance with immigration and visa applications, evaluation of overseas academic records, mandatory orientations, to activities for new international students, and student counseling. Contact ISS at 864-3617 or visit their website at http://iss.ku.edu/.

KU CARD

All students are issued a KU Card, which serves as the official identification card and is valid as long as students remain enrolled. Students new to KU may obtain an ID card at the KU Card Center (level four, Kansas Union) after enrolling in classes. Students must present an enrollment sheet and a photo ID to obtain a KU Card. In addition to serving as an identification card, it can be used as an ATM/debit card by opening a KU Checking Account with Commerce Bank. More information can be obtained at the KU Card Center at 864-5845, on their website at www.kucard.ku.edu or by visiting KU Card Center – Commerce Bank Services.

KU CENTER FOR RESEARCH, INC.

The KU Center for Research, Inc. (KUCR) is a not-for-profit research foundation that operates for the benefit of the university under the administrative jurisdiction of the KU Office of Research. KUCR submits all proposals for external support of research, instructional, and service projects. Their office offers tuition assistance to GRAs whose tuition is not supported by the hiring grant and to students on fellowships whose awards do not cover tuition. Helpful information on how to submit a research grant proposal can be found on their website (http://www.kucr.ku.edu).

LABORATORY SAFETY

Graduate students should familiarize themselves with university lab safety policy. The university’s lab safety manual can be found on the Department of Environment, Health, and Safety web site, by clicking on “Manuals” under the “Resources” tab, at www.ehs.ku.edu.

LEGAL SERVICES FOR STUDENTS

Legal Services for Students, located in Green Hall, room 212, provides free legal services for currently enrolled KU students. Attorneys (or law students working under the supervision of an attorney) interview and advise students regarding legal matters. The office provides three major services: advice, representation, and educational programs. Additionally, Legal Services offers free income tax assistance to KU students. Contact the office at 864-5665 or legals@ku.edu or visit their website at www.legalservices.ku.edu for more information on services provided.

LIBRARIES

The University of Kansas Libraries provide information services, instruction, consultation, and scientific literature to support the education, teaching, and research activities of EEB graduate students. An overview of these services and information resources is available at the Libraries home page, http://www.lib.ku.edu. The KU Libraries comprise several buildings on the Lawrence Campus and at the Edwards Campus in Overland Park. Most of the print materials relating to ecology and evolutionary biology are housed in...
Anschutz Library. As a result of KU’s longstanding tradition as a leader in natural history research and education, the Kenneth Spencer Research Library at KU houses a rich collection of rare books and manuscripts on the history of science and natural history from as far back as the sixteenth century. The Libraries provide electronic access to a wide range of scientific journals, key databases (such as Biological Abstracts, Zoological Record, Web of Science), and increasingly to books. Many other journal titles are held as paper copies. The Libraries’ WebRetrieve service provides prompt access to other information resources (not held at KU) by way of document delivery and interlibrary loan. Librarians are available to provide library instruction for EEB classes, work with graduate students and faculty on literature research and detailed reference questions, help locate difficult-to-find research materials, order new books and journals for the collection, and facilitate the use of various library services. The general number for the reference desk at Anschutz Library is 864-4930. Additional reference services are available electronically from the “Ask a Librarian” link on the Libraries home page (http://www.lib.ku.edu/).

Maps KU campus

Online maps of the KU campus are available at http://places.ku.edu/map. Paper copies can be found at the visitor center (http://admissions.ku.edu/directions) and various other locations across campus.

Multicultural Affairs

The Office of Multicultural Affairs (OMA), located in the Sabatini Multicultural Resource Center, offers programs and services for underrepresented students at the University of Kansas. Their primary objective is to enhance the educational experiences and opportunities of all students. For more information on programs and services offered, visit http://www.oma.ku.edu/ or call 864-4350.

Ombuds Office

The University of Kansas Ombuds Office assists KU students, faculty, and staff who feel they have been treated unfairly, intimidated, harassed, or discriminated. The University Ombuds office helps students, faculty and staff address conflicts by offering confidential, impartial, and independent assistance. For more information, call 864-7261 or visit https://ombuds.ku.edu/.

Parking

Parking on campus requires a KU parking permit that can be obtained by logging in to the parking portal at https://ku.nupark.com/portal/Account/Login?ReturnUrl=%2fportal%2fportal at time of enrollment. Parking permits are oversold and therefore purchase does not guarantee a parking space. KU’s Park & Ride program provides reduced price permits for parking on West Campus. For detailed information contact the Parking Department at 864-PARK (7275) or visit the web site at www.parking.ku.edu/.

Presentation Travel Fund

Graduate Studies maintains the Graduate Scholarly Presentation Travel Fund to support the cost of graduate student travel to scholarly conferences to present research. The awards are limited to $500 and are made on a first-come, first-served basis. Students may only receive the award once during their time at KU.
For requirements and guidelines visit http://www.graduate.ku.edu/graduate-scholarly-presentation-travel-fund

PROVOST

Located in 250 Strong Hall, the Office of the Provost is the administrative unit on the Lawrence campus that governs all academic offices, departments, and programs at the University of Kansas. The provost is responsible for the formulation and implementation of academic and administrative policies and goals, acting through the vice provosts and deans and in cooperation with University Governance. Visit http://www.provost.ku.edu/ for information on KU policies, strategic planning and initiatives, organizational charts, and other helpful links.

PUBLIC SAFETY OFFICE (PSO)

The KU Public Safety Office (PSO) is responsible for maintaining a safe environment for the KU community. As such they are responsible for all aspects of police, civilian, and emergency management services. The PSO website provides information about a wide range of issues, for instance:

- **Concealed carry:** On July 1, 2017 the Personal and Family Protection Act expired and by law KU must permit concealed carry of handguns into most campus buildings. PSO offers weapon storage for campus residents.
- **Emergency notifications:** Students are automatically subscribed to emergency text messaging alerts.
- **Community Education Pamphlets:** on a variety of issues, e.g.: The # 1 crime on campus is theft. To help protect against theft, the Public Safety Office and front desks in residence halls offer free use of engravers to mark personal property such as computers and stereos (see Campus Safety pamphlet).

For more information visit the Public Safety Office website at http://publicsafety.ku.edu/ . For an immediate response call 864-5900, in case in an emergency call 911.

SCHEDULE OF CLASSES

The schedule of classes can be found online on the registrar’s web site at https://classes.ku.edu/Classes/ExternalDisplay.action and on the Enroll & Pay web site at https://sa.ku.edu. Online schedules are generally made available in mid-March and mid-October.

STUDENT CONTACT INFORMATION

Address, phone, and e-mail information should be kept current on the university’s Enroll & Pay web site (https://sa.ku.edu). Only students themselves are able to update the contact information. Enroll & Pay is a centrally accessible database, as a result one update on this web site gives most university offices access to your current contact information.

TUITION AND FEES

Tuition rates for the academic year are available at www.registrar.ku.edu on the “Tuition and Fees” site. Just like tuition, campus fees are determined by the number of credit hours you take. Late enrollment fees will be assessed on and after the first day of classes. Tuition is waived for graduate teaching assistants (GTAs) who hold at least a 40% appointment, along with payment

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of up to 3 hours of campus fees. Graduate research assistants (GRAs) and curatorial assistants (CAs) with at least 40% appointments generally receive tuition sponsorship. Students employed as a GTA and/or GRA for both the previous fall and spring semesters are eligible to receive the in-state tuition rate for the summer term when not employed as a GTA/GRA, however, in order to qualify, students must submit the Staff & Staff Dependent Rates form.

**WRITING CENTER**

The KU Writing Center offers free face to face or email support to students writing a paper – no matter whether you are brainstorming, drafting, or editing. Schedule appointments with trained tutors online or by calling (864-2399). Graduate students may also join writing groups for assistance with preparing talks for conferences, writing papers for graduate courses, or drafting thesis chapters. Visit [www.writing.ku.edu](http://www.writing.ku.edu) for more information.

**GRADUATE WRITING PROGRAM**

The Graduate Writing Program offers a variety of courses to assist graduate students with their writing. Courses in thesis and dissertation writing, grant proposal writing, professional writing, and professional presentations are among the choices offered. For further information visit [http://gwsp.ku.edu/](http://gwsp.ku.edu/). Contact Christine Jensen Sundstrom (864-1322 or cjensen@ku.edu) Program Coordinator of the Graduate Writing Program and primary instructor, for additional information at.
COMMUNITY RESOURCES AND SERVICES

BUS SERVICE
Lawrence Transit is a partnership between the University of Kansas and the City of Lawrence Transit system that provides public transportation services for the community. The university provides KU on Wheels buses that run routes on campus, and the Lawrence Transit System provides buses that cover routes throughout town. KU students, faculty, and staff ride free of charge upon the presentation of a KU ID card. Visit www.lawrencetransit.org for more information on bus routes.

LAWRENCE MEMORIAL HOSPITAL
Lawrence Memorial Hospital (LMH) is a community hospital that serves the health needs of those in the Lawrence area. The emergency room at LMH has 24-hour physician coverage. Their website (www.lmh.org) includes helpful health information and a physician directory to assist in finding a local doctor. The hospital is located at 325 Maine St. and can be reached by phone at 505-5000.

LAWRENCE PUBLIC LIBRARY
The Lawrence Public Library is located in downtown Lawrence at 707 Vermont Street. Newly remodeled in 2014, the library has over 250,000 book titles, over 3,500 music CDs and audio book titles, and over 9,500 video titles. They currently subscribe to over 400 magazines and 20 newspapers, including a digital newsstand that delivers magazines to your electronic devices. Interlibrary loan service is available, as is Internet access, CD-ROM reference databases, and meeting rooms free of charge. To learn more about the library visit their web site at www.lawrence.lib.ks.us. Their phone number is 843-3833.

LAWRENCE ARTS CENTER
The Lawrence Arts Center located downtown Lawrence is a regional center for contemporary exhibits, performances, and visual and performing arts education for all ages. To familiarize yourself with all that the Lawrence Arts Center has to offer visit http://lawrenceartscenter.org/aboutus/.

POST OFFICE
The United States Postal Service’s main branch for Lawrence is located downtown on 645 Vermont Street. For those living in the southern part of Lawrence, the Jayhawk Substation is located at 1901 W. 31st Street. In addition, many of the grocery stores and pharmacies in town offer postal services.
STUDENT LIFE

EEB GRADUATE STUDENT ORGANIZATION

The EEB Graduate Student Organization (GSO) ensures that graduate students are heard by department and university committees. All EEB graduate students are considered GSO members, no enrollment required.

Current co-presidents:
- Kaylee Herzog
- Andrew Mongue

Vice President:
- Matthew Girard

Treasurer
- Jacob Hopkins

Secretary
- Emily Arsenault

KU ENVIRONS

For those interested in environmental issues, KU Environs is the environmental student-led advocacy group for KU, Lawrence, and the region. The group is dedicated to conservation and environmental protection. For more information about Environs and their current projects, visit their website at https://rockchalkcentral.ku.edu/organization/environsku

MUSEUMS

The University of Kansas has several museums located on the Lawrence campus.

The Natural History Museum
- Located in Dyche Hall, discovers, documents, and disseminates knowledge about the past and present biological diversity of the Earth (www.naturalhistory.ku.edu).

The Spencer Museum of Art
- Located at 1301 Mississippi Street behind the Kansas Union, maintains a diverse collection of art and works of cultural significance (www.spencerart.ku.edu).

The Robert Dole Institute of Politics
- Located on West Campus, the Dole Center is dedicated to the legacy and life of Bob Dole in its museum, archives, and public programs about politics. See (www.doleinstitute.org) for more information.

The Wilcox Classical Museum
- Located in 103 Lippincott Hall, exhibits plaster casts of Greek and Roman sculpture and antiquities (http://www2.ku.edu/~wilcox/).

The DeBruce Center and The Booth Family Hall of Athletics
- The Booth Family Hall of Athletics and DeBruce Center located inside and next to Allen Fieldhouse, respectively, honors the KU athletic tradition. The newly constructed DeBruce Center not only exhibits James Naismith’s Original Rules of Basketball, but also features a cafeteria and serves as a meeting place for students, faculty, and visitors.
PERFORMING ARTS  
LIED CENTER

The Lied Center is the university’s performing arts center and is a division of the School of the Arts. The center is located on west campus at the corner of Iowa and 15th Streets. Each season the Lied Center hosts productions in the performing arts, such as musicals, dance, orchestra, jazz, and choirs. Prominent national speakers are often featured here as well. To view information about current and future events and performances visit the Lied Center website at www.lied.ku.edu.

RECREATION AND FITNESS SERVICES

The Ambler Student Recreation and Fitness Center is located south of Watkins Health Center at 1740 Watkins Center Drive. This facility offers cardiovascular and resistance training equipment; indoor rock climbing; gymnasiums; martial arts and aerobics studios; racquetball courts; a suspended walking/jogging track; and facilities for basketball, volleyball, badminton, and soccer. Additional facilities and programs are available at the Robinson Center, Shenk Sports Complex, and Adams Outdoor Education Center. All currently enrolled KU students have free access to the facility. For more information, see www.recreation.ku.edu or call 864-3546.

RECYCLING

The Environmental Stewardship Program (ESP) along with KU Recycling is responsible for developing and implementing waste reduction efforts on campus. Recycling bins are located in many of the campus buildings including Haworth, Dyche, Higuchi, and the Public Safety Building. For more information on the recycling program including the types of materials collected, call 864-2855 or visit www.ku.edu/~recycle.

SAFE RIDE & SAFE BUS

KU on Wheels offers two transportation systems aimed at providing safe transportation options for KU students. Safe Ride cars will pick up KU students from any location in Lawrence and drive them home. Safe Ride is available from 10:30 p.m. to 2:30 a.m. daily during the academic year, but summer hours differ. Call 864-SAFE (7233) for a ride. Alternatively, there are three Safe Bus routes that operate on Thursday, Friday, and Saturday evenings from 9 p.m. to 3 a.m. To use either system students must show their KU Card when picked up. Visit http://kuonwheels.ku.edu for more information.

SPORTING EVENTS

KU has a strong tradition in athletics—particularly men’s basketball. Students may purchase packages or individual tickets to sporting events including basketball, football, baseball, volleyball, and soccer. Visit the Kansas Athletics Ticket Office located in Allen Field House for details, or visit the web site at http://www.kuathletics.com/.

STUDENT UNION

The Kansas Union is a popular gathering place for students. The following services are located there:

- Banking and ATM machines
- Bookstore which offers e.g.
  - Tech store, Administrative supplies, Fax service,
  - Course books and non-course Books, Graduation regalia, Stamps, plus various and sundry items.
STUDENT UNION
(Continued)

- Copy and print services
- Dining facilities
- Coffee shop and lounge
- KJHK office
- KU Card Center
- KU Info
- Rooms for thesis and dissertation defenses
- Student Involvement & Leadership Center
- Student Money Management Services
- Student Organization offices
- Student Union Activities office
- U.S. Postal Box

STUDENT UNION ACTIVITIES

The Student Union Activities (SUA) organization is part of the Student Involvement & Leadership Center and plans events for the enjoyment of the entire KU community. Eight student committees organize and promote a great diversity of events that vary from culinary, comedy and music, fine arts and cultural programming to films and media, spirit, special events, and social issues. Examples of SUA organized activities are the regularly scheduled showings of new and cult classic films in the Kansas Union, live music events, athletic fan clubs, pool parties, bowling nights, and table tennis contests. To find out more about upcoming events visit the SUA web site at https://rockchalkcentral.ku.edu/.
ADMINISTRATION AND STAFF

Dept. of Ecology & Evolutionary Biology (Haworth Hall)

Aagje Ashe, EEB Graduate Coordinator, 2041 Haworth Hall, 864-2362, a4ashe@ku.edu
- General resource person for EEB graduate students
- Graduate program and graduate student rules and regulations (Graduate Studies, College of Liberal Arts and Sciences, and EEB)
- Liaison with the Office of Graduate Studies and the College Office of Graduate Affairs (COGA) for
  - Processing of “Progress to Degree” forms – the online system used by the department to report degree benchmarks and degree completion to the College e.g.,:
    - Petitions – Leave of Absence, Time Limit Extensions, etc..
    - Other forms – Change in Plan, Change in Academic Status, Reduced Hour degrees, etc.
- Graduation requirements
- Enrollment questions
- GTA appointments and performance evaluations
- GRA appointments
- Coordinating and processing new student admissions

College and Professional Schools Shared Service Center
- Kayly Lockamy – Human Resources (onboarding, appointment letters GRA/GTA positions; 864-0633; klockamy@ku.edu)
- Leslie Hudson Research – Research (grant information and processing GRA appointments; 864-5172; lesliehudson@ku.edu)
- Darlene Miller – Finance (purchase orders, reimbursements, office supplies; 864-6913; darlenes@ku..edu)

Scott Cregg, Biology Electronics Technologist, 5056 Haworth, 864-4137, sgcregg@ku.edu
- Service lab equipment
- Construction custom shelving/lab furniture
- Machinery, electronics, and woodworking

Chris Haufler, Chair of the Department of Ecology and Evolutionary Biology, 7008 Haworth, 864-3255, vulgare@ku.edu
- Advice and assistance in any matter related to the department
- Office space
- Endowment funding
- Instructional technology
- Agenda items for department meetings
- Grievances and concerns about department function

Dorothy Johanning, EEB, Program Assistant, 2041 Haworth, 864-5889, jdorothy@ku.edu
- Schedule appointments with the chair
- EEB administrative matters
- EEB endowed scholarship information
- Graduate student travel authorizations (complete online forms at https://ssc.ku.edu/travel-request-form; for international travel also complete:

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- Obtain contractual services form for department seminar speakers
- Graduate concerns when graduate coordinator is not available
- Telephone work orders

Dan Reuman, Interim Chair of the EEB Graduate Admissions Committee, 156 Higuchi Hall, 864-1542, reuman@ku.edu
- Any and all matters related to the Graduate Admissions Committee
- Applications for admission to graduate program
- Involvement in graduate student recruitment activities
- Organizes new student orientation

Rob Moyle, Chair of EEB Graduate Program Committee, 709A Dyche Hall, 864-1870, moyle@ku.edu
- Any and all matters related to the EEB Graduate Program Committee
- Concerns regarding departmental rules and regulations
- Concerns regarding advisers
- Questions regarding annual student evaluations
- Award and fellowship nominations

Katie Sadler, EEB Green house Manager, 3014 Haworth, 864-4189, knus@ku.edu
- Manages use of Haworth and KBS green house.

Student receptionist, EEB Student Receptionist, 2041 Haworth, 864-5887
- Department fax
- Department conference room scheduling (2041 A & D, 8024 Haworth)
- General information
- Department stationery
- Postage
- Vehicle scheduling
- Assists EEB staff members as needed

Other Biology Staff in Haworth Hall

Tyler Steiner, Biology System Administrator, 1006 Haworth, 864-5198, ssteiner@ku.edu; tsc_biol@ku.edu
- Assistance with anything related to your computer
- KU Card registration for building entrance
- Internet connections

Angela Gere, Undergraduate Biology Receptionist, 2045 Haworth, 864-4301, AGere@ku.edu
- Postage
- Add/drop, special permit, and change of section cards
- Bulk photocopying
- Questions about mail delivered in Haworth mailboxes
- Problems with photocopiers or shredder in Haworth Hall mail room
- Building key accounts
- Undergraduate biology tutor list
- Sorting and distributing course evaluations
Undergraduate student receptionists, 2045 Haworth Hall, 864-4301
- Assist with general office duties

Judi Harris, BioStore Manager, 3027 Haworth, 864-4134, judiharris@ku.edu
- Overnight and bulk mail service
- Office/lab supplies
- Chemicals and enzymes

Patricia Krueger, Media/Audio Technician, Biological Teaching Resource Center, 1004 Haworth, 864-5647, pattyk@ku.edu
- Use or check out of Audiovisual equipment
- Videotapes and slide/sound sets
- Use or checkout of Windows and Mac computers for student use

Gil Ortiz, Biology Graphic Artist, 1006 Haworth, 864-4322, kugilart@ku.edu
- Graphic services
- Photographic services

Kandi (White) Proudfoot, Undergraduate Biology Business Manager, 2045 Haworth, 864-5882, kmwhite@.ukans.edu
- Building maintenance requests
- Equipment repair

Biodiversity Institute (Dyche Hall)

Jaime Keeler, Business Coordinator; 602 Dyche Hall, 864-1204, jrkeeler@ku.edu
- Personnel related matters
- Budget issues

Emily Emke-Hays, Assistant to the Director of the Biodiversity Institute, 602 Dyche, 864-4540, eemkehays@ku.edu
- Publication requests
- Maintenance requests
- Federal and campus mail
- Photocopier and fax
- Vehicle scheduling
- FedEx and UPS (general, hazardous materials, and shipping specimens internationally)
- Keys and Omni Lock card access
- Reserving rooms in Dyche
- Booking BIO³ Seminars

Engineering, Technology & Environment Shared Service Center
- Danielle McCarville – Human Resources (onboarding, appointment letters GRA/GTA positions; 864-5283; dmccarville@ku.edu)
- Tonya Ketchum – HR Coordinator (onboarding, appointment letters; 864-5446; trketchum@ku.edu)
- Don Shobe – Finance (Purchase orders, office supplies etc.;864-2369; dshobe@ku.edu)
- Isley Unruh – Research (grant information and processing GRA appointments; 864-6718; isley.unruh@ku.edu)

Rick Evanhoe, IT Technician, 864-4862, rpe@ku.edu
- Internet access
- Computer troubleshooting
Jared Johanning, IT Support Technician
- Computer support
- Internet access

**Biodiversity Institute: Entomology Division (Public Safety Building)**

Jennifer Thomas, Associate Collection Manager, 140G Public Safety Building, 864-2234, jct@ku.edu
- Entomology Division fax
- Mail service
- Photocopying
- Office supplies

**Kansas Biological Survey (Higuchi Hall)**

Brandy Hildreth Baranski, Program Assistant, 108 Higuchi, 864-1500, hildreth@ku.edu
- Payroll matters for students in Higuchi Hall
- Keys
- Office supplies including letterhead
- Fax
- Mail
- Photocopies

Scott Campbell,
- Vehicle checkout and keys
- Report vehicle maintenance issues

**Engineering, Technology & Environment Shared Service Center**

- Laurie Funk – Human Resources (onboarding, appointment letters for GRA/GTA positions; 864-6009; llfunk@ku.edu)
- Tonya Ketchum – HR Coordinator (onboarding, appointment letters; 864-5446; trketchum@ku.edu)
- Jessica Sondergard – Finance (Purchase orders, office supplies etc.; 864-6709; jsondergard@ku.edu)
- Jennifer Holladay – Research (grant information and processing GRA appointments; 864-6703; jholla@ku.edu)

Jerry Whistler, Research Associate, 118 Higuchi, 864-1513, whistler@ku.edu
- Internet access
- Computer troubleshooting

**Graduate Studies (Strong Hall)**

Amber Roberts Graham, Policy Coordinator, 213 Strong, 864-7332, amberts@ku.edu
- Contact person for questions regarding university policy, procedure and academic deadlines, degree requirements, and petitions for exceptions to graduate policies
- Assists with student loan deferral qualifications
- Manages requests for Graduate Faculty Appointments

Janet Lukehart, Administrative Professional, 213 Strong, 864-7234, lukehart@ku.edu
- First point of contact with Graduate Studies
- Assists in Graduate Studies event planning
• Manages calendars of the deans
• Assists in awarding Graduate Studies fellowships
• Coordinates Graduate Studies meetings, conferences, and ceremonies

**Amanda Ostreka**, Assistant Dean of Graduate Studies, 213 Strong, 864-8040, amandao@ku.edu
• Manages the Graduate Application Processing Center (GAPC) and International Student Services (ISS)
• Collects and disseminates graduate program data
• Allocation of Graduate Studies fellowship, scholarship, and award programs.
• Manages Graduate Studies events

**Michael C. Roberts**, Dean of Graduate Studies, 213 Strong, 864-2881, mroberts@ku.edu.
• Manages university policies related to graduate programs
• Develops research grants
• Director and Managing Trustee of the Self Doctoral Fellowship program.

**College of Liberal Arts & Sciences (Strong Hall)**

*(College Office of Graduate Affairs = COGA)*

**Kristine Latta**, Director COGA, 102 Strong, 864-3661, klatta@ku.edu
• Approval of petitions for leave of absence, time extensions, etc.
• Serves on the CLAS Committee on Graduate Studies
• Manages College graduate awards and scholarships

**Morgan Baumann**, Graduate Affairs Assistant, 102 Strong, 864-4201,
• Front desk operations
• Responds to questions from students
• Processes graduate student degrees
• Coordinates preparations for the Master’s Hooding Ceremony
• Processes Master’s exam PtD forms

**Nicole Reiz**, Graduate Professional Development Coordinator
• Handles graduate professional development programming and projects
  o Enhances external funding for graduate students
  o Provides support for alternative careers
  o Tracks KU doctoral careers

**Morgan Swartzlander**, Manager of Graduate Student Services, 102 Strong, 864-4147, mswartz@ku.edu.
• Contact person in the College Office of Graduate Affairs for all concerns involving individual students
• Provides answers to policy questions on behalf of the College Office of Graduate Affairs
• Documents the completion of research skills and residence requirements for doctoral students
• Manages Progress to Degree (PtD) system
  o Approves the scheduling of exams and defenses
  o Processes petitions for leave of absence, time extensions, etc.
  o Completes final check of degree requirements for graduation
• Accepts title and acceptance pages for thesis and dissertation
• Reviews thesis and dissertation submissions for formatting compliance
• Endorses College level enrollment forms
# Ecology and Evolutionary Biology Faculty and Staff Directory 2017-2018

**Department FAX:** 5860  
2041 Haworth  
4-5887  
[http://www2.ku.edu/~eeb](http://www2.ku.edu/~eeb)

## STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHE, Aagje</td>
<td>2041C Haworth</td>
<td>4-2362</td>
<td><a href="mailto:a4ashe@ku.edu">a4ashe@ku.edu</a></td>
</tr>
<tr>
<td>JOHANNING, Dorothy</td>
<td>2041B Haworth</td>
<td>4-5889</td>
<td><a href="mailto:jdorothy@ku.edu">jdorothy@ku.edu</a></td>
</tr>
<tr>
<td>THOMAS, Jennifer</td>
<td>Public Safety Bldg.</td>
<td>4-2234</td>
<td><a href="mailto:jct@ku.edu">jct@ku.edu</a></td>
</tr>
</tbody>
</table>

## FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGUSTO, Fola</td>
<td>5038 Haworth</td>
<td>4-2318</td>
<td><a href="mailto:fbagusto@ku.edu">fbagusto@ku.edu</a></td>
</tr>
<tr>
<td>ALEXANDER, David**</td>
<td>5020 Haworth</td>
<td>4-3370</td>
<td><a href="mailto:dalexandr@ku.edu">dalexandr@ku.edu</a></td>
</tr>
<tr>
<td>ALEXANDER, Helen</td>
<td>7006 Haworth</td>
<td>4-3221</td>
<td><a href="mailto:halex@ku.edu">halex@ku.edu</a></td>
</tr>
<tr>
<td>ARCHIBALD, Jenny*</td>
<td>8004 Haworth</td>
<td>4-5706</td>
<td><a href="mailto:jkarch@ku.edu">jkarch@ku.edu</a></td>
</tr>
<tr>
<td>ARMITAGE, Kenneth**</td>
<td>6010 Haworth</td>
<td>4-3236</td>
<td><a href="mailto:marmots@ku.edu">marmots@ku.edu</a></td>
</tr>
<tr>
<td>BEARD, Chris</td>
<td>321B Dyche</td>
<td>4-4185</td>
<td><a href="mailto:C143b471@ku.edu">C143b471@ku.edu</a></td>
</tr>
<tr>
<td>BEVER, Jim</td>
<td>35A Higuchi</td>
<td></td>
<td><a href="mailto:jbever@ku.edu">jbever@ku.edu</a></td>
</tr>
<tr>
<td>BILLINGS, Sharon</td>
<td>157 Higuchi</td>
<td>4-1560</td>
<td><a href="mailto:sharonb@ku.edu">sharonb@ku.edu</a></td>
</tr>
<tr>
<td>BLUMENSTIEL, Justin</td>
<td>7026 Haworth</td>
<td>4-3915</td>
<td><a href="mailto:jblumens@ku.edu">jblumens@ku.edu</a></td>
</tr>
<tr>
<td>BROWN, Rafe</td>
<td>417B Dyche</td>
<td>4-3403</td>
<td><a href="mailto:rafe@ku.edu">rafe@ku.edu</a></td>
</tr>
<tr>
<td>BURG, Greg*</td>
<td>2019 Haworth</td>
<td>4-4143</td>
<td><a href="mailto:gburg@ku.edu">gburg@ku.edu</a></td>
</tr>
<tr>
<td>BURGIN, Amy</td>
<td>41B Higuchi Hall</td>
<td>4-2831</td>
<td><a href="mailto:gurginam@ku.edu">gurginam@ku.edu</a></td>
</tr>
<tr>
<td>BUSBY, William*</td>
<td>135B Higuchi</td>
<td>4-1530</td>
<td><a href="mailto:wbusby@ku.edu">wbusby@ku.edu</a></td>
</tr>
<tr>
<td>CARTWRIGHT, Paulyn</td>
<td>7016 Haworth</td>
<td>4-4432</td>
<td><a href="mailto:pcart@ku.edu">pcart@ku.edu</a></td>
</tr>
<tr>
<td>CRAWFORD, Daniel*</td>
<td>6010 Haworth</td>
<td>4-4375</td>
<td><a href="mailto:dcrawfor@ku.edu">dcrawfor@ku.edu</a></td>
</tr>
<tr>
<td>de BOER, Gerrit</td>
<td>6045A Haworth</td>
<td>4-4577</td>
<td><a href="mailto:gdeboer@ku.edu">gdeboer@ku.edu</a></td>
</tr>
<tr>
<td>deNOYELLES, Frank</td>
<td>108C Higuchi</td>
<td>4-1504</td>
<td><a href="mailto:jdsfile@aol.com">jdsfile@aol.com</a></td>
</tr>
<tr>
<td>DUELLMAN, William**</td>
<td>Dyche</td>
<td>4-2360</td>
<td><a href="mailto:duellman@ku.edu">duellman@ku.edu</a></td>
</tr>
<tr>
<td>ENGEL, Michael</td>
<td>140D Public Safety Bldg.</td>
<td>4-2319</td>
<td><a href="mailto:msengel@ku.edu">msengel@ku.edu</a></td>
</tr>
<tr>
<td>FOSTER, Bryan</td>
<td>142 Higuchi</td>
<td>4-3346</td>
<td><a href="mailto:bfoster@ku.edu">bfoster@ku.edu</a></td>
</tr>
<tr>
<td>FREEMAN, Craig*</td>
<td>Herbarium</td>
<td>4-3453</td>
<td><a href="mailto:ccfree@ku.edu">ccfree@ku.edu</a></td>
</tr>
<tr>
<td>GLEASON, Jennifer</td>
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<td><a href="mailto:jgleason@ku.edu">jgleason@ku.edu</a></td>
</tr>
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<td>GLOR, Richard</td>
<td>419 Dyche</td>
<td>4-6875</td>
<td><a href="mailto:richard.glor@ku.edu">richard.glor@ku.edu</a></td>
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<tr>
<td>HAUFLER, Christopher</td>
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<td>4-3255</td>
<td><a href="mailto:vulgare@ku.edu">vulgare@ku.edu</a></td>
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<tr>
<td>HILEMAN, Lena</td>
<td>8003 Haworth</td>
<td>4-5861</td>
<td><a href="mailto:hileman@ku.edu">hileman@ku.edu</a></td>
</tr>
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<td><a href="mailto:mholder@ku.edu">mholder@ku.edu</a></td>
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<tr>
<td>HUGGINS, Don*</td>
<td>35A Higuchi</td>
<td>4-1548</td>
<td><a href="mailto:dhuggins@ku.edu">dhuggins@ku.edu</a></td>
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## Ecology and Evolutionary Biology Faculty and Staff 2017-2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
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<tr>
<td>JANDER, Rudolf</td>
<td>5026 Haworth</td>
<td>4-3457</td>
<td><a href="mailto:rjander@ku.edu">rjander@ku.edu</a></td>
</tr>
<tr>
<td>JENSEN, Kirsten</td>
<td>5022 Haworth</td>
<td>4-5826</td>
<td><a href="mailto:jensen@ku.edu">jensen@ku.edu</a></td>
</tr>
<tr>
<td>KELLY, John</td>
<td>5005 Haworth</td>
<td>4-3706</td>
<td><a href="mailto:jkk@ku.edu">jkk@ku.edu</a></td>
</tr>
<tr>
<td>KINDSCHER, Kelly*</td>
<td>135A Higuchi</td>
<td>4-1529</td>
<td><a href="mailto:kindsche@ku.edu">kindsche@ku.edu</a></td>
</tr>
<tr>
<td>KRINGS, Michael*</td>
<td>Munchen, GERMANY</td>
<td><a href="mailto:m.krings@lrz.uni-muenchen.de">m.krings@lrz.uni-muenchen.de</a></td>
<td></td>
</tr>
<tr>
<td>KRISHTALKA, Leonard</td>
<td>602B Dyche</td>
<td>4-4540</td>
<td><a href="mailto:krishtalka@ku.edu">krishtalka@ku.edu</a></td>
</tr>
<tr>
<td>LICHTWARDT, Robert**</td>
<td>6010 Haworth</td>
<td>4-3740</td>
<td><a href="mailto:licht@ku.edu">licht@ku.edu</a></td>
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<tr>
<td>LIEBERMAN, Bruce</td>
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<td>4-2741</td>
<td><a href="mailto:blieder@ku.edu">blieder@ku.edu</a></td>
</tr>
<tr>
<td>MARTIN, Craig</td>
<td>8020 Haworth</td>
<td>4-3645</td>
<td><a href="mailto:ecophys@ku.edu">ecophys@ku.edu</a></td>
</tr>
<tr>
<td>MARTINKO, Edward</td>
<td>108B Higuchi</td>
<td>4-1505</td>
<td><a href="mailto:martinko@ku.edu">martinko@ku.edu</a></td>
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<td>MORT, Mark</td>
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<td>4-5706</td>
<td><a href="mailto:memort@ku.edu">memort@ku.edu</a></td>
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<td><a href="mailto:moyle@ku.edu">moyle@ku.edu</a></td>
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<td>ORIVE, Maria</td>
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<td>4-3926</td>
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<td><a href="mailto:pierotti@ku.edu">pierotti@ku.edu</a></td>
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<tr>
<td>SHORT, Andrew</td>
<td>6002 Haworth</td>
<td>4-2323</td>
<td><a href="mailto:aezshort@ku.edu">aezshort@ku.edu</a></td>
</tr>
<tr>
<td>SIKES, Ben</td>
<td>41 Higuchi Hall</td>
<td>4-1599</td>
<td><a href="mailto:ben.sikes@ku.edu">ben.sikes@ku.edu</a></td>
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<td>SLADE, Norman**</td>
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<td>4-3673</td>
<td><a href="mailto:slade@ku.edu">slade@ku.edu</a></td>
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<td>3038 Haworth</td>
<td>4-4340</td>
<td><a href="mailto:debsmith@ku.edu">debsmith@ku.edu</a></td>
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<td>4-6874</td>
<td><a href="mailto:w650s609@ku.edu">w650s609@ku.edu</a></td>
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<td>4-3897</td>
<td><a href="mailto:jsoberon@ku.edu">jsoberon@ku.edu</a></td>
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<td>4-3621</td>
<td><a href="mailto:etaylor@ku.edu">etaylor@ku.edu</a></td>
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<tr>
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<td><a href="mailto:bllimm@ku.edu">bllimm@ku.edu</a></td>
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<tr>
<td>TOURTELOTT, Michael*</td>
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<td>785-218-6893</td>
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<td><a href="mailto:jo36w617@ku.edu">jo36w617@ku.edu</a></td>
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<tr>
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<td>8026 Haworth</td>
<td>4-5218</td>
<td><a href="mailto:joyward@ku.edu">joyward@ku.edu</a></td>
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** = Emeritus/Emerita  * = Affiliate  
(7-20-2016)
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<td>FA15</td>
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<td>ENTOGA-PHD</td>
<td>FA13</td>
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<td>ENTOGA-PHD</td>
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<td><a href="mailto:lb11b322@ku.edu">lb11b322@ku.edu</a></td>
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<td>ECEBGA-PHD</td>
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<td>DeCicco</td>
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<td>ECEBGA-PHD</td>
<td>FA17</td>
<td>BI-701 Dyche</td>
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<td><a href="mailto:Lucas_deCicco@ku.edu">Lucas_deCicco@ku.edu</a></td>
</tr>
<tr>
<td>Delavaux</td>
<td>Camille Bever</td>
<td>ECEBGA-PHD</td>
<td>FA16</td>
<td>KBS-9 Higuchi</td>
<td>no phone</td>
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<td><a href="mailto:camille.delavaux@ku.edu">camille.delavaux@ku.edu</a></td>
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<tr>
<td>Denning</td>
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<td>ECEBGA-PHD</td>
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<td><a href="mailto:rocera@ku.edu">rocera@ku.edu</a></td>
</tr>
<tr>
<td>Erwin</td>
<td>Alexandra Blumenstiel</td>
<td>ECEBGA-PHD</td>
<td>FA12</td>
<td>EEB-7024 HAW</td>
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<td><a href="mailto:a312e318@ku.edu">a312e318@ku.edu</a></td>
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<tr>
<td>Fernando</td>
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<td>ECEBGA-PHD</td>
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<td>ECEBGA-PHD</td>
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</tr>
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<td>ECEBGA-MA</td>
<td>FA14</td>
<td>KBS-Higuchi</td>
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<td><a href="mailto:jforsythe12@gmail.com">jforsythe12@gmail.com</a></td>
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<td>Freeman</td>
<td>Benedictus Peterson</td>
<td>ECEBGA-PHD</td>
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<td>ECEBGA-PHD</td>
<td>FA17</td>
<td>KBS-150 Higuchi</td>
<td>4-4338</td>
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<td><a href="mailto:soudeh@ku.edu">soudeh@ku.edu</a></td>
</tr>
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<td>ECEBGA-PHD</td>
<td>FA14</td>
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</tr>
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<td>ECEBGA-PHD</td>
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<td><a href="mailto:jcgiron@ku.edu">jcgiron@ku.edu</a></td>
</tr>
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<td>Hauser</td>
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<td>ECEBGA-PHD</td>
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<td><a href="mailto:emhauser@ku.edu">emhauser@ku.edu</a></td>
</tr>
<tr>
<td>Heins</td>
<td>Liam Lieberman /</td>
<td>ECEBGA-PHD</td>
<td>FA16</td>
<td>BI-Dyche</td>
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<td><a href="mailto:lheins@ku.edu">lheins@ku.edu</a></td>
</tr>
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<td>Hemmer</td>
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<td>ECEBGA-PHD</td>
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</tr>
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<td><a href="mailto:Jacob_Hopkins@ku.edu">Jacob_Hopkins@ku.edu</a></td>
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<td><a href="mailto:kate.ingenloff@ku.edu">kate.ingenloff@ku.edu</a></td>
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<td><a href="mailto:jeffweinell@ku.edu">jeffweinell@ku.edu</a></td>
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Graduate Student Annual Evaluation

Each calendar year EEB faculty and graduate students are required to report a student’s accomplishments and progress. The information provided is used by the EEB Graduate Program Committee to complete an annual evaluation of each EEB graduate student. Below are examples of the forms used for the annual evaluation.

EEB Preliminary Advisory Meeting Form:

EEB Preliminary Advisory Meeting Form

Fall 2017

Date:

The Preliminary Advisory Meeting (PAM) should be held in the first semester of enrollment in the program, preferably in the first week. The goal of the PAM is to decide on future course work and how the student will fulfill the research skills requirement, taking into account the student’s academic preparation and research interests. Immediately following the meeting, the graduate student should fill out this form, obtain faculty mentor approval, and submit it to Aanje Ashe (@4ashe@ku.edu), EEB Graduate Coordinator, as an e-mail attachment.

Student’s Name:

Mentor’s Name:

Committee Members. List all members in attendance.

1. List planned courses (or recommended reading or tutorials), indicating tentative semester of enrollment and whether this course is recommended or required by the PAC committee.

2. Indicate how you intend to fulfill the Research Skills requirement. List the particular skills and how they will be obtained.
EEB RESEARCH ADVISORY COMMITTEE FORM:

EEB Research Advisory Committee Form: Date:

Calendar Year 2017

Annual Research Advisory Committee meetings should be held sometime between December 1st and February 15th to discuss progress for that calendar year and set goals for the upcoming calendar year. Immediately following the meeting, the graduate student should fill out this form, obtain faculty mentor approval, and submit it to Aagie Ashe (aashe@ku.edu), EEB Graduate Coordinator, as an e-mail attachment.

Student’s Name:
Mentor’s Name:
Committee Members: List all members noting any that were not in attendance.

1. Briefly outline your primary academic and research goals for the forthcoming calendar year. A bulleted list would be appropriate.

2. Review your progress towards academic and research goals that were set for the prior year. A bulleted list would be appropriate.

3. For students who have advanced to candidacy, list the date of the oral exam and briefly outline your yearly academic and research goals until degree completion.

4. How do those goals listed in #3 help (or hinder) your ultimate career goals?

5. If there were issues/problems that have slowed or hindered progress, please list these along with the committee’s solutions to improve progress towards degree.
EEB Graduate Student Self-Assessment Form: Calendar Year 2017

In an effort to assess your progress in the EEB Graduate Program, graduate students are required to submit this form and an updated CV that documents your academic and research activities. Please return these documents either to Aagje Ashe (aashe@ku.edu), EEB Graduate Coordinator (who will share it with members of the Graduate Program Committee) OR (if you prefer a more confidential consideration) to Chris Haufler (yulgare@ku.edu), Chair, EEB, with an explanation of your concerns about sharing it with the members of the Graduate Program Committee. You may submit the form as an e-mail attachment. *Your candid responses will be held in strictest confidence.*

Student’s Name:

Mentor’s Name:

1. Submit an updated CV to accompany this form. The CV should include the following information (if applicable):
   - Educational background
   - Current academic status (i.e., MS student, PhD student)
   - Term you entered the program
   - Presentations (local, regional and national)
   - Publications (submitted, in press and published)
   - Scholarships/Fellowships and Awards
   - Source of support listed by semester (GTA, GRA, other)
   - Grant proposals submitted (funded and declined)
   - Professional Service (review publications and proposals etc.)
   - Service on departmental committees
   - Outreach activities

2. Based on your course work and research activities of the past year, provide a self-evaluation of progress toward your degree.

3. Do you think that your major advisor’s (or advisors’) assessment(s) of your progress will differ substantially in any way from your own evaluation? If so, how?
EEB MENTOR ASSESSMENT FORM:

EEB Assessment of Graduate Student by Mentor: Calendar Year 2017

Please complete this form for each student that you advise or co-adviser, and return the document to Aagje Ashe (aashe@ku.edu), EEB Graduate Coordinator, as an e-mail attachment. Your candid comments will be held in strictest confidence. If you prefer, you may submit the form to Chris Haufler (vulgur@ku.edu), Chair, EEB, with an explanation of your concerns about sharing it with members of the Graduate Program Committee.

Student’s Name:

Mentor’s Name:

1. Based on your observation of the student’s academic and research activities of the past year, provide a thoughtful evaluation of the student’s progress. Is the student motivated and focused? Is the student working to his/her potential? Are there any weaknesses in the student’s performance that need to be addressed?

2. Do you think that the student’s self-assessment of his/her progress toward his/her degree will differ substantially in any way from your evaluation? If so, how?
GRADUATE STUDENT ANNUAL EVALUATION FORM

Each year the EEB Graduate Program Committee evaluates each graduate student in the department using information reported in progress report forms. Below is an example of the score form the committee uses to evaluate EEB graduate students.

GRADUATE STUDENT ANNUAL EVALUATION FORM

Graduate Student Annual Evaluation
Example Score Form
Department of Ecology and Evolutionary Biology

S = Satisfactory     SW = Satisfactory with warning     U = Unsatisfactory

Student name:

Year of evaluation: 1 January 2017 - 31 December 2017

Progress (PhD only) Research Skills & Responsible Scholarship (RS*)
(Formerly FLORS)
S = FLORS completed in 2 years
SW = FLORS completed in 3 years
U = FLORS not completed in 4 years
N/A = MA student or student in 1st year

S     SW     U     N/A

Progress (PhD only)
S = Orals completed within 5th - 6th semester
SW = Orals completed in 7th semester
U = Orals completed in 8th semester or beyond
N/A = MA student or student in 1st year

S     SW     U     N/A

Progress (MA only)
S = planned degree completion in 2 - 3 years
U = planned degree completion in >3 years
N/A = PhD student

S     SW     U     N/A

Course work (Annual (see advising report)
S = grades A's or B's
U = one or more grades of C or lower, or one or more Incompletes
N/A = no grades available

S     SW     U     N/A

Scientific Peer Reviewed Publications (Annual)
S = 1 or more substantive manuscripts in press or published
SW = 1 or more manuscripts in preparation or submitted
U = no manuscripts in preparation
N/A = student in first or second year

S     SW     U     N/A

Scientific Peer Reviewed Publications (Cumulative)
S = 1 or more substantive manuscripts in press or published
SW = 1 or more manuscripts in preparation or submitted
U = no manuscripts in preparation
N/A = student in first or second year

S     SW     U     N/A
GRADUATE STUDENT ANNUAL EVALUATION FORM (CONTINUED)
### Examples of Important Forms

**Scientific Research Grants & Proposals (Annual)**
- S = 1 or more major grants submitted (e.g., NSF Dissertation Improvement Award, etc.) OR 1 or more small, external grants (e.g. Sigma Xi GRAR) received
- SW = 1 or more small grant proposal submitted
- U = no grant proposal submitted
- N/A = student in first year

**Scientific Research Grants & Proposals (Cumulative)**
- S = 1 or more major grants submitted (e.g., NSF Dissertation Improvement Award, etc.) OR 1 or more small, external grants (e.g. Sigma XI GRAR) received
- SW = 1 or more small grant proposal submitted
- U = no grant proposal submitted
- N/A = student in first year

**Scientific Presentations (Annual)**
- S = 2 or more substantive presentations regionally or 1 substantive presentation at national/international meeting
- SW = 2 or more presentations locally or 1 at regional meeting
- U = no presentations
- N/A = student in first year or second year

**Scientific Presentations (Cumulative)**
- S = 2 or more substantive presentations regionally or 1 substantive presentation at national/international meeting
- SW = 2 or more presentations locally or 1 at regional meeting
- U = no presentations
- N/A = student in first year or second year

**Students' Evaluation of Teaching (Annual)**
- S = excellent to good student evaluations
- SW = satisfactory student evaluations
- U = unsatisfactory student evaluations
- N/A = no teaching activity

**Mentor Evaluation (Annual)**
- S = excellent to good progress
- SW = satisfactory progress
- U = unsatisfactory progress
- N/A = student on leave

**Service**
Provide comments on the student’s record of service. Note that service is not part of regular expectations for graduate students.

**Overall Evaluation** (Note that this is not simply an average of the above ratings.)
STAFF RATES APPLICATION

Please note that all students who were a GRA/GTA during the previous fall and spring semesters are eligible for in-state tuition rates for summer, even if not appointed to a summer assistantship, provided they submit the Staff & Staff Dependent Rates form.

### Staff & Staff Dependent Rates

Applies to Lawrence Edwards Campus and eligible KU Medical Center employees.

**Frequency:** This form must be submitted every semester and received by the Office of the Registrar by the deadline: 30 days after the first day of classes for the semester you are applying.

1. This application is for (Check ONE only): □ Fall semester ______ (years) □ Spring semester ______ (years) □ Summer session ______ (years)

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<th>First Name and MI</th>
<th>Student Number</th>
<th>Phone Number</th>
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- **Relationship of student to staff member**
  - Staff member’s Last Name
  - Staff member’s First Name and MI

3. **Statement of Understanding:** In the event that eligibility for the Staff Fee Adjustment is terminated before the last day of the applicable term or in otherwise found invalid, tuition and fees for the student will be reconsidered for the entire term at appropriate non-staff rates. Withdrawal from the University of Kansas will in almost ALL cases result in termination of employment for GRAs and will in almost ALL cases result in the student being obligated to pay additional tuition and fees as a result of enrollment to appropriate non-staff rates.

I have read the Statement of Understanding.

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<th>Signature of student</th>
<th>Signature of staff member (if student is a dependent)</th>
<th>Date</th>
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**Check ONE only**

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<td>Allows dependent to pay tuition equivalent to in-state rates</td>
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<td>Kansas and Border Memorial Union</td>
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5. **Department Name**
6. **Appointment Percentage**
7. **Employment Start Date**
8. **Employment End Date**

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<tr>
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RETURN TO: The University of Kansas,
Office of the University Registrar
1460 Jayhawk Blvd.
Lawrence, KS 66045-7535
Phone: 785-864-4423
Fax: 785-864-5909
Email: registrar@ku.edu

The University of Kansas: Edwards Campus
Registrar Center Reception Desk
12600 Quivira Rd.
Overland Park, KS 66213

For office use only:
Date received: ___________
Date applied: ___________

Please refer to the Staff & Staff Dependent Tuition Rates and the Benefits for GTA/GRAs policies at [http://www.policy.ku.edu](http://www.policy.ku.edu)

Revised: July 6, 2012

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STUDENT SOCIAL SECURITY EXEMPTION CHART

Social Security and Medicare taxes do not normally apply to services performed by students who are employed by the university. However, students will be subject to social security tax withholding when exceeding the number of work hours allowed in a week or when enrolled in the incorrect number of credit hours (see the Social Security Exemption Deduction Chart).