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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 electron microscopy lab.

The natural history collections are housed by the Biodiversity Institute (BI) and include approximately 8 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 leading facilities for diverse analyses of biodiversity information, including well-equipped spatial analysis laboratories, and extensive facilities for molecular systematics. Visit the BI website at http://biodiversity.ku.edu/.

The Kansas Biological Survey (KBS) 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), consisting of 3,400 acres of field-sites dedicated to environmental research and education. 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 unmanipulated 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. Many 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 2,000 international students from over 100 countries, making KU a truly international university. For more information on the University of Kansas, visit the main website at www.ku.edu.

Lawrence is a city with an estimated population of approximately 80,000 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 has 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 familiarize new graduate students in the Department of Ecology and Evolutionary Biology (EEB) with 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.
2014-2015
CLAS GRADUATE CALENDAR

**FALL 2014**

August 25  Classes begin.

September 1  Labor Day. No classes.

September 9  If a student was enrolled during the Summer 2014 and meets all the degree requirements for Fall 2014 graduation by this date, the student is not required to enroll for Fall semester 2014.

October 11-14  Fall Break – no classes.

October 15  Classes resume.

November 26-30  Thanksgiving Break – no classes

December 01  Classes resume.

December 11  Last day of classes.

December 15  Last day for doctoral aspirants who plan to graduate Spring 2015 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 15-19  Final examinations.

December 19  Last day for master’s and doctoral candidates seeking to graduate in December 2014 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 2015 commencement).
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 20</td>
<td>Classes begin</td>
</tr>
<tr>
<td>February 3</td>
<td>If a student was enrolled during the Fall 2014 and meets all the degree requirements for Spring 2015 graduation by this date, the student is not required to enroll for Spring 2015</td>
</tr>
<tr>
<td>February 28</td>
<td>Last day for doctoral aspirants who plan to graduate in the summer of 2015 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 2</td>
<td>Last day for students to submit an online application for graduation if they wish to have their name appear in the May 2015 Commencement Program</td>
</tr>
<tr>
<td>March 16-22</td>
<td>Spring Break – no classes</td>
</tr>
<tr>
<td>March 23</td>
<td>Classes resume</td>
</tr>
<tr>
<td>May 7</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 11-15</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 15</td>
<td>Last day for master’s and doctoral candidates seeking to graduate in May 2015 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 16</td>
<td>Doctoral hooding ceremony (tentative date)</td>
</tr>
<tr>
<td>May 17</td>
<td>Commencement (tentative date)</td>
</tr>
</tbody>
</table>
**SUMMER 2015**

**June 9**  Classes begin

**June 16**  If a student was enrolled during Spring 2015 and meets all the degree requirements for Summer 2015 graduation by this date, the student is not required to enroll for Summer 2015

**July 17**  Last day for doctoral aspirants who plan to graduate Fall 2015 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 30**  Last day for master’s and doctoral candidates seeking to graduate in August 2015 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 30**  Last day of classes

**August 1**  August degrees awarded (formally conferred at May 2016 commencement)
DEPARTMENT OF ECOLOGY & EVOLUTIONARY BIOLOGY

GRADUATE REGULATIONS & PROCEDURES

The regulations and procedures that impact students pursuing master’s and doctoral degrees within the Department of Ecology and Evolutionary Biology (EEB) are based on university and College requirements, refined by motions passed and guidelines discussed by the department. Graduate students and faculty are also encouraged to read relevant sections of the Academic Catalog (http://catalog.ku.edu/liberal-arts-sciences/), which provide more detail on some issues.

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. In no case will a regulation be waived or an exception granted because a student pleads ignorance of, or contends 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

As early as possible in the initial semester of enrollment, each new student should meet with her/his Preliminary Advisory Committee (PAC). The PAC consists of the adviser and at least two additional members of the EEB Graduate Faculty; composition of the PAC is determined by the adviser in consultation with the student. The PAC should assess the student’s preparation in the structure and diversity of organisms, and in disciplines across ecology and evolutionary biology. The PAC may address perceived deficiencies by recommending or requiring that the student take an appropriate course or courses, complete recommended readings, take a tutorial with a faculty member, or complete an appropriate special project. Additionally, the PAC will determine what initial courses or other training are recommended to help the student progress in his or her chosen discipline. The PAC also should provide advice on fulfillment of the Research Skills and Responsible Scholarship requirement (for doctoral students only) and any other departmental and programmatic requirements.

By the end of the student’s initial semester, the adviser must report the results of the PAC meeting in a letter to the student, with copy to the Graduate Program Committee. The document should describe how any perceived deficiencies will be addressed. The letter should also address courses and other training required or recommended to help the student progress in his or her chosen discipline, as well as how the Research Skills and Responsible Scholarship requirements and any programmatic or departmental requirements will be fulfilled (see below).

Prior to completion of the second year of graduate study, a Research Advisory Committee (RAC) should be formed (this committee may be the same as the comprehensive oral exam committee, the dissertation committee, etc.). Each student is required to meet with this committee at least once per calendar year to discuss progress and receive guidance. Failure to meet with the RAC and document the meeting in a letter to the Graduate Program Committee will result in an unsatisfactory annual evaluation. The student’s entire committee, or at least a majority of the members, should meet in person. A summary of the meeting should be provided to the EEB Graduate Program Committee, with copies to the entire committee and student. The summary is to be submitted soon after the meeting, and is required for the student’s annual evaluation. Elements of the summary should include:

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 research advisory committee composition over recent years, and noted 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 adviser should keep in mind the diversity of the department in all respects (gender, discipline, etc.) when forming a Research Advisory Committee. Advisers should bear in mind not only the needs of the student when forming committees, but also the need for taking 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 is maintained and (2) the most recent departmental annual evaluation rating was “satisfactory with warning” or better. If a student fails to meet one of these two criteria, (s)he will not be considered in good academic standing, and, according to University regulations, the student will not be eligible for a GTA, GRA, or CA appointment.

**Graduate Student Annual Evaluations**

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

An **Excellent** rating means that a student has exceeded the requirements of a satisfactory rating by demonstrating exceptional progress in professional development in most areas.

A **Satisfactory** rating indicates that a student is meeting the goals expected of a graduate student in terms of the formal aspects of completing the degree, that research is progressing acceptably, and that the student is on schedule to graduate in a timely manner. In short, it indicates that the student is in good standing with the department.

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 is not improved. 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 to the Graduate Program Committee as regards plans for correcting the problems, 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 good academic standing is reinstated.

**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 adviser, and with her/his Research Advisory Committee, evolve 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 adviser 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 for how the student can best respond to their/her/his 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 amicable resolutions. 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

A student beginning graduate study with only a bachelor’s degree should complete all work for the master’s degree within two or three years of initial enrollment at KU. A student beginning graduate study with a master’s degree in the biological sciences should complete all work for the doctoral degree within four to five years after initial enrollment at KU. A student beginning graduate study with only a bachelor’s degree in the biological sciences should complete all work for the doctoral degree within five or six years.

The maximum tenure for EEB graduate students varies according to degree sought. Master’s students are allowed a maximum of four years to complete the degree program, whereas doctoral students are allowed eight years. If a student earns both an M.A. and a Ph.D. from KU, he/she 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.

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.

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 6 graduate credits from other institutions. Contact the departmental graduate coordinator to obtain the necessary paperwork. See the Academic Catalog (http://policy.ku.edu/graduate-studies/graduate-credit) for stipulations regarding types of credit transfers allowed.

Enrollment

Enrollment requirements for EEB graduate students follow University and College regulations. Minimum enrollment requirements vary according to the student’s degree plan and progress toward program completion. Students may seek permission from the GPC to petition the College when personal circumstances merit exception to the rules.

Master’s & Pre-orals Doctoral Students (Doctoral Aspirants)

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 with a one credit hour minimum enrollment requirement. However, if a graduate research assistantship (GRA), curatorial assistantship (CA), or graduate teaching assistantship (GTA) has been appointed, to maintain eligibility to hold the assistantship, the student must enroll in a minimum of six credit hours per semester. Summer enrollment is not generally required; however, if one of the following three circumstances applies, a minimum enrollment of one credit hour is required:
1.) The student has a GRA appointment for the summer.
2.) The student intends to graduate over the summer.
3.) The student will use university resources during the summer (e.g. use lab space to conduct thesis or dissertation research, receive departmental or university funds through scholarship awards).

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

Doctoral students who have successfully completed the comprehensive oral examination (post-orals) must enroll continuously in all terms, including summer sessions. The minimum enrollment requirement is six credit hours for the fall and spring terms and three credit hours for summer sessions. Once a post-orals doctoral student has completed 18 credit hours (this can include hours from the term during which the exam was completed if it was held prior to finals week), the minimum enrollment requirement drops to one credit hour for all three terms. Note that doctoral candidates enrolled in BIOL 999 Doctoral Dissertation credits are considered full-time at all stages of post-orals enrollment, regardless of the number of credits of enrollment. International students should contact the International Student Services office (http://www.iss.ku.edu/; 864-3617) to complete paperwork to ensure that reduced enrollment does not interfere with their immigration status. Students appointed to assistantships (e.g. GTA, CA, GRA) are still eligible for reduced enrollment provided two conditions are met: (1) students must enroll in at least one credit of Doctoral Dissertation (BIOL 999) [note that Advanced Study (BIOL 985) may not be substituted] and (2) the departmental graduate coordinator must be notified so that a “Certification of Eligibility to Enroll in Fewer Than Six Hours” form can be filed with the university.

**All Graduate Students**

Enrollment is required during the term of program completion. This requirement may be exempted if all degree requirements are completed within the first two weeks of a fall or spring semester or within the first week of a summer session, provided the student was enrolled during the previous term.

Students with assistantship appointments should be aware that enrollment with less than fulltime status will trigger social security deductions from their paychecks. Doctoral candidates who have completed 18 post-orals credits are exempted from social security deductions when enrolled in a single credit of BIOL 999 Doctoral Dissertation with a graduate assistantship appointment. For details visit http://www.hreo.ku.edu/files/documents/socialsec_exempt.pdf.

For purposes of fulfilling the doctoral residence requirement and for qualifying for fellowship tenure or similar certification, full-time enrollment status 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)

- **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)
Students who wish to defer student loans are often required to maintain at least half-time enrollment as described below:

- **Fall and spring semesters**
  - 5 hours enrollment
  - 3 hours enrollment plus a GTA/GRA/CA, regardless the percentage of appointment

- **Summer term (note – not all loan companies require summer enrollment)**
  - 3 hours enrollment
  - 1 hour enrollment plus a GTA/GRA/CA, regardless the percentage of appointment.

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

Those enrolled in a student health insurance plan should check the policy’s terms of eligibility and enroll accordingly. Students on the regular KU student plan available through Student Health Services in Watkins Memorial Health Center (864-9522) are generally required to enroll in three credits each term to maintain eligibility. KU’s GTA/GRA plan does not have an enrollment requirement for maintaining eligibility. Contact Mary Karten (mkarten@ku.edu; 864-7346) in the HREO Benefits office for questions about the GTA/GRA plan.

International students are required to maintain full-time status (see above) in order to meet U.S. requirements for immigration purposes. 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.

If personal circumstances warrant an exception to the enrollment regulations discussed above, students 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 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 sometimes include fee sponsorship as well. Students must be in good academic standing (see page 7) to be eligible for appointment to a graduate assistantship. See pages 9-10 for enrollment requirements for maintaining an assistantship appointment. Students employed in half-time assistantships (20 work hours/week) are eligible for enrollment in KU’s GTA/GRA health insurance plan available at a reduced premium rate. Contact Mary Karten (mkarten@ku.edu; 864-7346) in the HREO Benefits office for details.

**GTA**

The EEB graduate coordinator will solicit GTA requests from EEB graduate students several months prior to the potential term of appointment. Students should consult their faculty advisers to determine the source of funding for the upcoming term and subsequently submit a GTA request if necessary. GTAs are appointed using a prioritization scheme that incorporates the student’s most recent annual evaluation rating, time in the program, record of teaching, and previous types of funding received. For the 2013-14 academic year, the starting salary for a half-time (equivalent to 20 hours/week) GTA in EEB was $9370 per semester. Starting rates for 2014-15 have not yet been determined, but they
will be the same or more than the 2013-14 rates. Students receiving a 50% GTA appointment automatically receive full tuition sponsorship as well as sponsorship of 3 credit hours of campus fees. All new GTAs must complete a training program that includes mandatory attendance at a local conference and follow-up training sessions and the completion of an online tutorial. International students must meet an English proficiency requirement to be eligible to receive a GTA appointment.

University policy limits the number of GTA assignments a graduate student may receive while engaged in graduate study at KU. Those admitted to a master’s program are limited to 6 semesters of GTAships, 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’s semester limit.

**GRA and CA**

Faculty advisers will notify graduate students when funding is available for GRA or CA appointments. Salaries for GRAs are designated by the grant 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 should mirror EEB GTA salaries. The student and P.I. should work with hiring unit staff (Aagje Ashe in EEB, Heather Campbell in the BI, and Brandy Hildreth Baranski or Jennifer Holladay in KBS) to complete the payroll documents such as the GRA Intent to Appoint form. GRAs with at least a 40% FTE appointment are eligible for in-state tuition rates upon completion of the Staff & Staff Dependent Rates form (see page 82). If tuition and fees are to be sponsored on a grant, the P.I. should contact the appropriate staff member for assistance with completing the appropriate sponsorship authorization forms (see page 83). If tuition and fee sponsorship from the hiring grant is not possible, students may be eligible for tuition assistance from Research and Graduate Studies by contacting Sara Gillahan (sgillahan@ku.edu; 864-4062).

**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, should report their travel plans to the university. This is particularly important for students anticipating reimbursement for travel costs, but even those traveling at their own expense 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. Students should notify building staff prior to travel: Kim Booth (in the CLAS Shared Service Center) for EEB, Don Shobe in the BI, or Brandy Hildreth Baranski or Jennifer Holladay in KBS.

**Travel Funds**

**Departmental**: Graduate students are invited to submit to the department written requests for funds to assist with the costs of attending a professional meeting. The student must make an oral or poster presentation at the meeting in order to qualify for funding. The maximum award typically does not exceed $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 before 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; jdorothy@ku.edu).

Biodiversity Institute: Graduate students affiliated with the Biodiversity Institute through their faculty mentor may request travel funds to conferences or training opportunities. Contact the BI director, Leonard Krishtalka (864-4540; krishtalka@ku.edu), to submit a request.

Graduate Studies: The Graduate Scholarly Presentation Travel Fund is available to graduate students through the Graduate Studies office on a first-come, first-served basis. To be eligible for funding, students must be traveling to a regional or national meeting of a learned or professional society for the purpose of presenting a paper. These $500 awards may be received only once during a student’s graduate career at KU. Applications must be submitted at least 30 days prior to the expected departure and must be accompanied by a copy of the paper abstract. To apply, visit 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 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 faculty member from a department other than EEB). Students are highly recommended to use the breadth of diversity in the department in forming a committee (see page 7). For more information on the university’s policy on committee composition visit http://policy.ku.edu/graduate-studies/oral-exam-committee-composition/.

Required Course Work for Master’s Students

Most course work requirements are identified during the student’s PAC 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, *Topics in Responsible Scholarship & Teaching Effectiveness*, during the first year of graduate education in the fall semester (they are expected to attend departmental seminars in subsequent semesters).

2. Students must complete BIOL 801, *Current Research in Ecology and Evolutionary Biology Seminar*, during the first year of graduate study in the spring semester.

3. Students must complete a graduate-level course in statistics, typically fulfilled by completing BIOL 841, *Biometry I*. Alternatively, students may demonstrate equivalent background knowledge or experience.

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, research, 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 make a public presentation of the thesis research and complete a thesis defense. The thesis presentation should follow the standard departmental seminar format. The master’s thesis defense will consist of a substantive test of the student’s knowledge of the field and the thesis topic, with ~50% of the time devoted to questions in the general exam realm, covering 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 be comprised of at least 3 members of the Graduate Faculty, the majority of which must be tenured or tenure-track EEB faculty with regular or dissertation status on the Graduate Faculty. 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 thesis defense, a student must receive a majority of passing votes from the examining committee. 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).

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 examination. The examination structure is similar to that of the doctoral oral comprehensive exam (see page 18); however, the examination is shorter, and depth and breadth of knowledge required of the student are less comprehensive than that expected of a doctoral aspirant. The examining committee must be comprised of at least 3 members of the Graduate Faculty, the majority of which must be tenured or tenure-track EEB faculty with regular or dissertation status on the Graduate Faculty. 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. 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

Upon completion of their work, students in M.A. Option I (Thesis) must submit a thesis reporting original research. The committee-approved thesis must be submitted electronically to Graduate Studies. Online instructions are available for formatting (http://www.graduate.ku.edu/formatting) and for submitting the electronic thesis (http://clas.ku.edu/coga/graduation/masters). A copy of the thesis (on disc) must be submitted for the departmental files. In addition, paper copies of the title and acceptance pages containing the signatures of the examining committee members must be submitted to both the College and department.

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 or field techniques. Non-thesis students must 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.

The Chair of EEB will request from each finishing student in the EEB graduate program an in-person, confidential, exit interview regarding his/her experience in the EEB graduate program. The Chair would be seeking to identify bright spots and/or opportunities for improvement. The Chair will summarize the interview, and (with the student’s permission) provide a copy (or a sanitized summary, as appropriate) to the Graduate Program Committee for its information.
Ph.D. Degree

Required Coursework for Doctoral Students

Most coursework requirements for EEB graduate students are identified during the student’s PAC 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 to a student’s degree program during annual meetings as necessary. Specific course requirements for all doctoral students in EEB are as follows:

1. Students must complete BIOL 701, Topics in: Responsible Scholarship & Teaching Effectiveness, during the first year of graduate education in the fall semester (they are expected to attend departmental seminars in subsequent semesters).
2. Students must complete BIOL 801, Current Research in Ecology and Evolutionary Biology Seminar, during the first year of graduate study in the spring semester.
3. Students must complete a graduate-level course in statistics, typically fulfilled by completing BIOL 841, Biometry I. Alternatively, students may demonstrate equivalent background knowledge.
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 of KU’s Graduate Faculty. A majority of committee members 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 from outside EEB. One member, serving as a representative of KU Graduate Studies, must be a KU faculty member from outside EEB with regular or dissertation status on the KU Graduate Faculty. Non-KU faculty may be appointed to serve as regular members on dissertation committees if appointed to the Graduate Faculty with special status, but such individuals may not serve as the KU Graduate Studies representative. The committee chair must have dissertation status, but a ‘secondary’ co-chair may have any status on the Graduate Faculty. Students are highly recommended to use the breadth of diversity in the department in forming a committee (see page 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.

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

All students aspiring to the Ph.D. are required by the Graduate School 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 Teaching Effectiveness) and training in basic quantitative research skills deemed necessary to all Ph.D.s 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, 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, in view of the need for effective communication in an increasingly global academic community. These research skills will be determined initially by the student’s Preliminary Advisory and Research Advisory committees, 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 Examination 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 about general biology. Examinations are conducted in English. Students are recommended to take the examination within four semesters of entering the program and are expected to complete the examination within six semesters. To be eligible to take the examination, both the Research Skills and Responsible Scholarship requirement and the doctoral residence requirement must be fulfilled and documented. 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 that the doctoral dissertation will fulfill the scope and requirements for a Ph.D. Students must provide the proposal to the dissertation adviser(s) and Research Advisory Committee in advance to scheduling the
exam dates, and must acquire approval to take the comprehensive oral examination from (1) dissertation adviser(s), (2) remaining Research Advisory Committee members, and (3) Graduate Program Committee. These individuals and committees will provide material feedback to the student within two weeks, which will be circulated to all concerned. The comprehensive exam will be scheduled no sooner than three weeks after full approval is obtained.

**Students must contact the EEB graduate coordinator three weeks prior to the anticipated examination 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. The major adviser may participate and vote in the comprehensive oral examination. Regulations pertaining to committee membership may be found on page 17 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](http://policy.ku.edu/graduate-studies/oral-exam-attendance)).

A majority vote of the committee is required to pass the examination. If the adviser 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, but under no circumstances may a student take the examination more than twice.

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 Examination**

After passing the comprehensive oral examination and advancing to degree candidacy, doctoral students are expected to focus on completing research and writing for the dissertation. Although opportunities for taking valuable courses may arise, the majority of a doctoral candidate’s enrollment should be in dissertation credits (BIOL 999 Doctoral Dissertation).

It is generally expected that the dissertation should be completed 2-3 years after advancing to candidacy. During these years, the student must continue to meet with his or her advisory committee on an annual basis to receive guidance on research progress (refer to page 6 for policy on reporting committee meetings), and such meetings are required as part of the annual evaluation process. Committee membership should follow University requirements (see page 17), as well as suggestions offered above with regard to diversity (see page 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. At least five months must have elapsed between successful completion of the comprehensive oral examination and the date of the defense. **Students must contact the EEB graduate coordinator at least 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 are designated “readers,” and provide a more detailed review. The dissertation must be written to meet general university regulations (for instructions see [http://clas.ku.edu/coga/graduation/doctoral](http://clas.ku.edu/coga/graduation/doctoral) and [http://www.graduate.ku.edu/formatting](http://www.graduate.ku.edu/formatting)).

The dissertation defense and final oral examination will include a presentation of the candidate’s dissertation as a formal, public lecture. Whenever possible, the presentation should be part of the Bio3 seminar series. The presentation is followed by a question-and-answer period, after which the examining committee meets with the student for further discussion of the dissertation. A majority vote of the committee is required for the student to pass the examination; 80% of the committee must agree to award a student Honors. Both the dissertation and the presentation are considered in the decision. 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: [http://policy.ku.edu/graduate-studies/oral-exam-attendance](http://policy.ku.edu/graduate-studies/oral-exam-attendance)).

After passing the dissertation defense and final oral examination, the student will make any corrections required on the dissertation. The final version will be submitted for approval to the department and University. University regulations concerning the preparation and submission of the dissertation must be met ([http://clas.ku.edu/coga/graduation/doctoral](http://clas.ku.edu/coga/graduation/doctoral)).

The Chair of EEB will request from each finishing student in the EEB graduate program an in-person, confidential, exit interview regarding his/her experience in the EEB graduate program. The Chair would be seeking to identify bright spots and/or opportunities for improvement. The Chair will summarize the interview, and (with the student’s permission) provide a copy (or a sanitized summary, as appropriate) to the Graduate Program Committee for its information.
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 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, including their deadlines.

_____1.) Coursework Requirements
   _____A.) Responsible Scholarship and Teaching Effectiveness (BIOL 701)
   _____B.) Current Research in EEB (BIOL 801)
   _____C.) Statistics, such as Biometry I (BIOL 841), or equivalent knowledge
   _____D.) Minimum 1 credit in Master’s Thesis (BIOL 899)
   _____E.) Other course requirements set by the PAC
   _____F.) Total 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 thesis or graduate research may count toward the total minimum of 30 credits.
   _____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: (1) plant ecology; (2) plant systematics or morphology; and (3) 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://dissertations.umi.com/ku/);
       _____b.) Title & Acceptance Pages: Paper documents containing the original signatures of the thesis committee are required.
       _____c.) ETD Release Form
   _____B.) For EEB
       _____a.) Electronic submission as a PDF document & on a disc
       _____b.) Title & Acceptance Pages: Paper documents containing the signatures of the thesis committee are required.

_____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 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, including their deadlines.

1.) Coursework Requirements
   A.) Responsible Scholarship and Teaching Effectiveness (BIOL 701)
   B.) Current Research in EEB (BIOL 801)
   C.) Statistics, such as Biometry I (BIOL 841), or previous knowledge
   D.) Other course requirements set by the PAC
   E.) Total 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 thesis or graduate research may count toward the total minimum of 36 credits.
   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: (1) plant ecology; (2) plant systematics or morphology; and (3) 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 department as a PDF document & on a disc. A paper version of the title page containing committee member signatures is required.

5.) Set up an in-person confidential exit interview with the Chair of EEB.
CHECKLIST OF THE GRADUATION REQUIREMENTS TO FINISH THE PhD

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 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, including their deadlines.

1.) Coursework Requirements
   
   A.) Responsible Scholarship and Teaching Effectiveness (BIOL 701)
   B.) Current Research in EEB (BIOL 801)
   C.) Statistics, such as Biometry I (BIOL 841), or previous knowledge
   D.) Minimum one credit Doctoral Dissertation (BIOL 999)
   E.) Other course requirements set by the PAC
   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.) Two semesters of assistantship or other committee-approved experience

3.) Research Skills and Responsible Scholarship (prior to oral exam)

4.) Graduate Studies residence requirement (two terms of fulltime study)

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

6.) Advisory committee and GPC -approved dissertation proposal 3 weeks prior to scheduling the oral exam

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://dissertations.umi.com/ku/)
       b.) Title & Acceptance Pages: Paper documents containing the original signatures of the dissertation committee are required.
       c.) ETD Release Form
       d.) Online Survey of Earned Doctorate

   B.) For EEB
       a.) Electronic submission as a PDF document & on a disc
       b.) Title & Acceptance Pages: Paper documents containing the signatures of the dissertation committee are required.

11.) Set up an in-person, confidential exit interview with the Chair of EEB.
### Funding for EEB Graduate Students: University, Regional, and National Opportunities

**Alpha Omicron Pi – Jessie Marie Cramer Scholarship**

This scholarship is available to female graduate students who have demonstrated financial need as determined by the FAFSA. Award amounts vary. The application is due April 1st and can be accessed here: [http://www.kcaoii.com/wp-content/uploads/2014/03/CURRENT-JMC-Scholarship-Application-rev.-3.6.14.pdf](http://www.kcaoii.com/wp-content/uploads/2014/03/CURRENT-JMC-Scholarship-Application-rev.-3.6.14.pdf)

**American Association for the Advancement of Science (AAAS) Mass Media Science & Engineering Fellows Program**

The AAAS Mass Media Science & Engineering Fellows Program seeks to increase communication skills in student scientists. The lessons students learn through the fellowship experience will benefit their career paths and help them increase public understanding of science and technology. The fellowship places senior undergraduate and graduate science, engineering and mathematics students at media sites nationwide to work as science reporters for ten weeks. Past sites include the Chicago Tribune, NPR and Scientific American. AAAS selects 15 - 20 fellows each summer. There is a $500 per week stipend plus travel expenses. The application deadline is early January. For application details visit [http://www.aaas.org/programs/education/MassMedia/](http://www.aaas.org/programs/education/MassMedia/)

**Association for Women in Science (AWIS) Educational Awards**

The AWIS supports career development for women scientists and engineers through its Educational Awards Program. The awards are intended to assist early-career women in science, technology, engineering, and mathematics with professional development. Individuals may request funding to attend a conference, acquire specialized training, or pursue other professional development activities that take them away from home. Award amounts range from $1,000 - 3,000. Applications for travel December – April are due the preceding September. Details are available at [http://www.awis.org](http://www.awis.org).

**American Association of University Women (AAUW) Career Development Grants**

The AAUW offers Career Development Grants to women who hold a bachelor's degree and are preparing to advance or change careers or to re-enter the work force. Special consideration is given to women of color and to women pursuing their first advanced degree or credentials in nontraditional fields. Funds are available for tuition, fees, books, supplies, local transportation, and dependent care. Funds are not available for PhD-level work. Visit [http://www.aauw.org/what-we-do/educational-funding-and-awards/career-development-grants/](http://www.aauw.org/what-we-do/educational-funding-and-awards/career-development-grants/) for more information on award amounts and application deadlines.

**American Association of University Women (AAUW) Fellowships**

| **AMERICAN INDIAN EDUCATION FOUNDATION (AIEF) GRADUATE SCHOLARSHIP** | The AIEF offers competitive scholarships to eligible Native American, Alaska Native, or Native Hawaiian students pursuing a master’s or doctoral degree. Awards are between $1,000 and $2,000 depending on the level of enrollment. Applications are due early April. For more information visit [http://www.nrcprograms.org/site/PageServer?pagename=aief_index](http://www.nrcprograms.org/site/PageServer?pagename=aief_index). |
| **AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES) SCHOLARSHIPS** | AISES offers a variety of scholarships to members of American Indian tribes, Alaskan Natives, and Native Hawaiians. Award amounts range from $2,000 to $10,000. Applications are due June 15th annually and are available at [http://www.aises.org](http://www.aises.org). |
| **AMERICAN MUSEUM OF NATURAL HISTORY (AMNH) RESEARCH GRANTS** | Seed research grants are available for students intending to do field-based research, as well as to use the AMNH collections. Grants are available from four funds each having specific restrictions. Frank M. Chapman Grants support and foster research in avian evolutionary biology. Lerner-Gray Grants for Marine Research support marine zoology. Theodore Roosevelt Memorial Grants support research in North American fauna in any phase of wildlife conservation or natural history. Collection Study Grants provide travel support and subsistence for students on short-term AMNH visits. For details and due dates visit [http://rggs.amnh.org](http://rggs.amnh.org). |
| **AMERICAN MUSEUM OF NATURAL HISTORY (AMNH) POSTDOCTORAL FELLOWSHIPS** | The Postdoctoral Research Fellowship Program at the AMNH provides training to postdoctoral investigators to carry out a specific project within a limited time period. The project must fit into the Museum’s areas of interest. Postdoctoral fellows are hired as full time employees of the AMNH, typically for up to two years, and are expected to be in residence at the Museum. Applications are due in November. Detail may be found here: [http://rggs.amnh.org](http://rggs.amnh.org). |
| **AMERICAN-SCANDINAVIAN FOUNDATION (ASF) FUNDING** | ASF offers fellowships (up to $23,000) and grants (normally $5,000) to U.S. citizens or permanent residents to pursue research or study in one or more Scandinavian country for up to one year. Candidates must exhibit some fluency in the language of the host country. The application deadline is early November. For more information about these opportunities, visit [http://www.amscan.org/fellowships_grants.html](http://www.amscan.org/fellowships_grants.html). |
| **ANNE S. CHATHAM FELLOWSHIP IN MEDICINAL BOTANY** | This award was established to protect and preserve knowledge about the medicinal use of plants, thus preventing the disappearance of plants with therapeutic potential. This award was established to protect and preserve knowledge about the medicinal use of plants, thus preventing the disappearance of plants with therapeutic potential. Providing this research opportunity for botanists can in turn assist medical science in its ability to protect lives and develop medicines. To this end, the Chatham scholar may elect to work either in the field or in the... |
ANNE S. CHATHAM FELLOWSHIP IN MEDICINAL BOTANY (CONTINUED)

laboratory. This fellowship includes a $4500 stipend. Current doctoral students and recent doctoral graduates are eligible to apply. The application deadline is February 1. Visit http://www.wlbcenter.org/chatham.htm for more information.

ASSOCIATION ON AMERICAN INDIAN AFFAIRS (AAIA) SCHOLARSHIPS

AAIA offers a variety of scholarships for students who can demonstrate at least ¼ American Indian blood. The maximum award amount is $1,500, and applications are generally due in June. For details visit http://www.indian-affairs.org/.

BILL SPANIOL MEMORIAL SCHOLARSHIP

This $500 scholarship is awarded by the Kansas Environmental Health Association to a student who graduated from a Kansas high school who is pursuing a degree in environmental science or a related area. Applications are due by March 15. To apply visit http://www.keha.us/scholarships.htm

BOTANICAL SOCIETY GRADUATE STUDENT RESEARCH AWARDS

The Botanical Society of America provides small financial awards of typically less than $1,000 to graduate students to promote research in botanical sciences. Applications are generally due mid-March. For application details visit http://www.botany.org/.

BURROUGHS WELLCOME FUND – CAREER AWARDS AT THE INTERFACE

Recognizing the vital role of scientists cross-trained in fields such as biology, chemistry, physics, applied mathematics, computer science, and engineering, the Burroughs Wellcome Fund has developed the Career Awards at the Interface. These grants are intended to foster the early career development of researchers with backgrounds in the physical/computational sciences whose work addresses biological questions and who are dedicated to pursuing a career in academic research. Grants provide $50,000 for three years of support for underrepresented minority postdoctoral fellows. Typically the pre-proposal application deadline is early September with full proposals due mid-January. For more information visit http://www.bwfund.org/.

CASTLE INK’S GREEN SCHOLARSHIP

This $2,500 scholarship is available to students showing a commitment to recycling and the environment. Students must be U.S. citizens or permanent residents to be eligible. The application deadline is late June. For details visit www.castleink.com/_ink-scholarship.html.

CENTER FOR EAST ASIAN STUDIES FOREIGN LANGUAGE AREA STUDIES (FLAS) FELLOWSHIPS

KU’s Center for East Asian Studies invites qualified graduate students to apply for FLAS fellowships for summer and/or for academic year study. Fellowships are given for the study of Chinese, Japanese, Korean, or Uyghur. Summer awards provide a $2,500 stipend plus up to $5,000 for the payment of tuition. Academic year awards provide a $15,000 stipend and full payment of tuition. Applications are typically due early June 30. For more information visit http://www2.ed.gov/programs/iegpsflasf/index.html
| **CHRISTINE MIRZAYAN SCIENCE & TECHNOLOGY POLICY GRADUATE FELLOWSHIP PROGRAM** | The Christine Mirzayan Science & Technology Policy Graduate Fellowship Program of the National Academies is designed to engage its fellows in the analytical process that informs U.S. science and technology policy. Fellows participate in a 12-week session in Washington D.C. to develop basic skills essential to working or participating in science policy at the federal, state, or local levels. A stipend of $8,500 will be provided for the 12-week session to offset expenses. Graduate students, postdoctoral scholars, and those who have completed graduate studies or postdoctoral research in any social/behavioral science, medical/health discipline, physical or biological science, any field of engineering, law/business/public administration or any relevant interdisciplinary field within the last five years are eligible to apply. Applications are due in early September. Visit [www.national-academies.org/policyfellows](http://www.national-academies.org/policyfellows) to apply. |
| **COMPUTATIONAL SCIENCE GRADUATE FELLOWSHIP** | The Department of Energy provides the Computational Science Graduate Fellowship to fund doctoral students in scientific or engineering disciplines with an emphasis in high-performance computing. The fellowship provides an annual $36,000 stipend plus tuition and fee sponsorship and is renewable for a total of four years. Applications are generally due each January. For more information visit [http://www.krellinst.org/csgf/](http://www.krellinst.org/csgf/). |
| **DAVID L. BOREN GRADUATE FELLOWSHIP** | Boren Fellowships are funded by the National Security Education Program to support research and study in areas of the world considered critical to U.S. interests, including Africa, Asia, Central & Eastern Europe, Eurasia, Latin America, and the Middle East. The fellowship provides up to $30,000 to U.S. graduate students (at both the master’s and doctoral levels) to add an important international and language component to their graduate education through specialization in area study, language study, or increased language proficiency. Applications are due late January. Visit [http://www.borenawards.org/boren_fellowship](http://www.borenawards.org/boren_fellowship) for details. |
| **EEB STUDENT TRAVEL AWARDS** | EEB graduate students are invited to submit to the department written requests for funds to assist with the costs of attending a professional meeting to make a presentation. The maximum award typically does not exceed $300. Students requesting departmental travel funds must concurrently apply for or have previously received travel funds from Graduate Studies. Applications for departmental travel funds should be submitted to the department chair three weeks before the meeting and must include the following: (1) a letter or e-mail request that that lists the conference name and location, dates of travel, and 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; jdorothy@ku.edu). |
### Ernst Mayr Travel Grants in Animal Systematics

The Museum of Comparative Zoology (MCZ) at Harvard University periodically awards travel grants for research in animal systematics. The principle objective of these grants is to stimulate taxonomic work on neglected taxa typically by funding museum visits, particularly to the MCZ. Awards average $1,000 and may not exceed $1,500. Proposals are reviewed twice a year: October 15th and April 1st. For more information visit [http://www.mcz.harvard.edu/grants_and_funding/ernst-mayr-travel.html](http://www.mcz.harvard.edu/grants_and_funding/ernst-mayr-travel.html).

### Epsilon Sigma Alpha (ESA) Foundation Scholarships

The ESA Foundation is a philanthropic, non-profit, tax exempt organization that offers a variety of small scholarships funded by endowments. View the ESA website for a complete listing including eligibility requirements: [http://www.epsilonsigmaalpha.org/scholarships-and-grants/scholarships](http://www.epsilonsigmaalpha.org/scholarships-and-grants/scholarships). Applications are due February 1st.

### European Exchange Scholarships

KU is fortunate to have reciprocal exchange scholarships to provide graduate students with opportunities to pursue non-degree studies in their fields at several European universities. A Direct Exchange Scholar receives a tuition waiver and a stipend to cover room and board. Travel and other personal expenses must be covered by personal funds. Applications are open to KU graduate students in practically all disciplines. Applicants should have a reasonable level of proficiency in the language of the host country. Applications are due early February. Additional information can be obtained from International Programs at [http://www.studyabroad.ku.edu/](http://www.studyabroad.ku.edu/).

### Explorers Club Student Grants

The Explorers Club awards grants in support of exploration and field research for those just beginning their research careers. Awards typically range $500 - $2500 although a few awards may be granted up to $5,000. Applications are generally due in November. To apply visit [http://www.explorers.org/index.php/expeditions/funding/expedition_grants](http://www.explorers.org/index.php/expeditions/funding/expedition_grants).

### Ford Foundation Diversity Fellowships

The Ford Foundation offers fellowships at three levels: pre-doctoral awards of $24,000 for those who require a minimum of three additional years to complete the Ph.D., Dissertation awards of $25,000 for doctoral students who have advanced to candidacy, and postdoctoral awards of $45,000 for those who have recently completed the Ph.D. Applicants with membership in an underrepresented ethnic or racial group will receive priority. Applications are due each November. For more details visit [http://sites.nationalacademies.org/PGA/FordFellowships/](http://sites.nationalacademies.org/PGA/FordFellowships/).
**FRANCES M. PEACOCK SCHOLARSHIP FOR NATIVE BIRD HABITAT**

This award grants financial aid ($4,500) to advanced students for the study of areas in the United States that provide seasonal habitat for threatened and endangered native birds. Awarded in cooperation with the Cornell Lab of Ornithology, the scholarship offers the opportunity to pursue habitat-related issues that will benefit bird species and lend useful information for land management decisions. The application deadline is January 15. Visit https://www.gcamerica.org/index.cfm/scholarships/details/id/21 for more information.

**FRIDAY HARBOR LABORATORIES FELLOWSHIPS**

Fellowship support is available for qualified applicants to conduct independent marine science research at the University of Washington Friday Harbor Laboratories. Generally applications for the various fellowships are due February 1st. For details visit http://depts.washington.edu/fhl/studentFellowships.html.

**FULBRIGHT GRANTS FOR GRADUATE STUDY AND RESEARCH ABROAD**

The Fulbright Program was created by the U.S. Congress in 1946 to foster mutual understanding among nations through education and cultural exchanges. Full grants provide round-trip travel, maintenance, a research allowance and tuition waiver, if applicable. Travel grants (to selected countries) provide round-trip travel to the country where the student will pursue study or research. Travel grants are intended to supplement maintenance awards from other sources or the applicant's personal funds. All grants include health and accident insurance. Applicants must have sufficient proficiency in the written and spoken language of the host country to communicate with the people of the host country and to carry out the proposed study. Completed applications are generally due in September. Students currently enrolled at the University of Kansas should contact the Office of International Programs (http://www.international.ku.edu/fulbright), 300 Strong Hall, (785) 864-6161, for further information and application materials, or visit https://apply.embark.com/student/fulbright/usa/26/

**FULBRIGHT-HAYS GRANTS FOR DOCTORAL DISSERTATION RESEARCH**

Fulbright-Hays Training Grants provide fellowships for advanced graduate students for six to twelve months for dissertation research abroad. Applicants design their own budget to cover travel, maintenance, health insurance, and research costs following the guidelines set forth in the application. Applications are generally due in early June. For further information and application materials visit Office of International Programs (http://www.international.ku.edu/fulbright-hays-faculty-research-abroad-fellowship-programs). 300 Strong Hall, (785) 864-6161.

**FUTURE CONSERVATIONIST AWARDS**

The Conservation Leadership Programme (CLP) is a partnership of four organizations working to promote the development of future biodiversity conservation leaders. CLP offers Future Conservationist Awards (FCA) of up to $15,000 to high potential teams who aim to develop their skills through practical conservation projects. FCA awardees are eligible to apply for
FUTURE CONSERVATIONIST AWARDS (CONTINUED)

Follow-up awards of up to $25,000 and $50,000. Applications are generally due mid-November. For more information visit http://www.conservationleadershipprogramme.org.

GARDEN CLUB OF AMERICA – AWARDS IN TROPICAL BOTANY

These awards were established to promote the preservation of tropical forests by enlarging the body of botanists with field experience. The program, administered by World Wildlife Fund, enables doctoral candidates to pursue independent field study in the tropics. Research must have the potential to significantly contribute to critical issues of tropical botany and notably impact tropical conservation. One award is granted for a systematics study and one for ecology. The award is a $5,500 stipend intended for fieldwork in tropical countries. The application deadline January 15. To apply visit https://www.gcamerica.org/scholarships and http://www.gcamerica.org/index.cfm/scholarships/details/id/30

GARDEN CLUB OF AMERICA – FELLOWSHIP IN ECOLOGICAL RESTORATION

This award supports specialized graduate study and research in ecological restoration, the active healing of the land, at an accredited university in the United States. This fellowship provides an $8,000 award to support study in ecological restoration. The application deadline is December 31. For more information visit https://www.gcamerica.org/scholarships and http://www.gcamerica.org/index.cfm/scholarships/details/id/13

GRADUATE SCHOLARLY PRESENTATION TRAVEL FUND

KU’s Student Senate and the Office of Research and Graduate Studies jointly fund the Graduate Scholarly Presentation Travel Fund to provide travel awards to Lawrence campus graduate students on a first-come, first-served basis. Students traveling to a regional or national meeting of a learned or professional society for the purposes of presenting a paper are eligible. These $500 awards may be received only once during a student’s graduate career at KU. Applications must be submitted at least 30 days prior to the expected departure and must be accompanied by a copy of the paper abstract. To apply visit http://www.graduate.ku.edu/internal-funding and http://www.graduate.ku.edu/graduate-scholarly-presentation-travel-fund.

GRADUATE STUDIES DOCTORAL STUDENT RESEARCH FUND

KU’s Office of Research and Graduate Studies maintains the Doctoral Student Research Fund to support students who need assistance conducting research that advances progress toward the degree. Funding may be requested to cover supplies, materials, equipment, or research-related travel expenses. KU Students are eligible for two awards: doctoral aspirants may receive awards up to $1,500, and doctoral candidates are eligible for awards up to $2,000. Proposals are accepted on a rolling basis, and eligible proposals will be supported until funds are exhausted. For information visit http://www.graduate.ku.edu/internal-funding and http://www.graduate.ku.edu/doctoral-student-research-fund-application or email graduate@ku.edu.
| **HARRIETT G. JENKINS** | The Harriett G. Jenkins Pre-doctoral Fellowship Project provides financial support to graduate students from underrepresented populations who wish to study in NASA-related disciplines. In addition to annual tuition offsets up to $8,500, fellows receive an annual stipend of $24,000 for doctoral students and $18,000 for master’s students. Fellowship tenure is three years. Fellows participate in a 10-week, hands-on research experience at a NASA Center or the Jet Propulsion Laboratory (JPL). Applications are due early May. For more information visit [http://www.uncfsp.org/](http://www.uncfsp.org/) [http://www.uncfsp.org/cms/default.aspx?page=program.view&areaid=12&contentid=893&typeid=jpfp](http://www.uncfsp.org/cms/default.aspx?page=program.view&areaid=12&contentid=893&typeid=jpfp) |
| **HISPANIC SCHOLARSHIP FUND - GENERAL** | General College Scholarships are available for graduate students of Hispanic heritage through the Hispanic Scholarship Fund. Applicants must be U.S. citizens or eligible non-citizens. Award amounts range from $1,000 to $5,000. Applications are due mid-December and are available at [http://www.hsf.net](http://www.hsf.net). |
| **IDA H. HYDE SCHOLARSHIP FUND** | KU’s Undergraduate Biology program offers the Ida H. Hyde Scholarship for women in science to study in a non-KU research laboratory. These awards range from $500 to $3,000. Applications are generally accepted twice a year, once in the fall and once in the spring. For more information, contact Angela Gere (2045 Haworth; 864-5885; AGere@ku.edu) or Jennifer Weghorst (2045 Haworth; 864-5883; weghorst@ku.edu) or visit [http://www.kuub.ku.edu/sites/kuub.ku.edu/files/docs/pdf/awards-scholarships/Spring_2014_Ida_Hyde.pdf](http://www.kuub.ku.edu/sites/kuub.ku.edu/files/docs/pdf/awards-scholarships/Spring_2014_Ida_Hyde.pdf) |
| **IDEA WILD AWARDS** | IDEA WILD is a non-profit organization that provides equipment and supplies for conservation projects. The total cost of equipment provided may not exceed $1,500. There is no application deadline. To apply visit [http://www.idealwild.org/](http://www.idealwild.org/). |
| **INTERNATIONAL INSTITUTE FOR APPLIED SYSTEMS ANALYSIS (IIASA) YOUNG SCIENTISTS’ SUMMER PROGRAM (YSSP)** | The IIASA offers three-month research opportunities to talented young researchers whose interests correspond with IIASA’s ongoing research on issues of global environmental, economic, and social change. From June through August accepted participants work within the Institute’s Research Programs under the guidance of IIASA scientific staff. Many of IIASAS’s National Member Organizations provide grants to participate. Applications are due mid-January. For more information visit [http://www.iiasa.ac.at/Admin/YSP/reg-info/more_about_the_program.html](http://www.iiasa.ac.at/Admin/YSP/reg-info/more_about_the_program.html). |
| **J.E. WEAVER COMPETITIVE GRANTS PROGRAM** | The Nebraska Chapter of The Nature Conservancy awards $1,000 grants in support of graduate student research that enhances understanding of Great Plains species or ecosystems and their conservation. Proposals funded will directly support conservation priorities in the Great Plains. Grants are awarded based on scientific merit rather than need. Applications are generally due early February. For more information visit [http://www.nature.org/](http://www.nature.org/). |
| **JOAN K. HUNT AND RACHEL M. HUNT SCHOLARSHIP IN FIELD BOTANY** | This award provides financial aid ($2,000) toward a summer study of field botany. The purpose of the scholarship is to promote the awareness of the importance of botany to horticulture. It does not support lab work. College undergraduates and graduate students up to the Master’s degree may apply. Preference is given to undergraduates. Application for the GCA Summer Scholarship in Field Botany and the application for this scholarship are the same and will be considered together. Application deadline is Feb. 1st. To apply visit [http://www.gcamerica.org/index.cfm/scholarships/details/id/29](http://www.gcamerica.org/index.cfm/scholarships/details/id/29) |
| **KANSAS ACADEMY OF SCIENCE STUDENT RESEARCH GRANTS** | The Kansas Academy of Science (KAS) Student Research Grant Program was established to foster the scientific research endeavors of student members or of students whose major adviser is a member of the KAS. Research funds may be used to support investigation in any scientific field and in any locality. Up to four research grants with a maximum value of $1,500 are awarded to graduate students each year. Application deadline is February 1. For more information visit [http://www.kansasacademyscience.org/research-grants.html](http://www.kansasacademyscience.org/research-grants.html). |
| **LEWIS AND CLARK FUND FOR EXPLORATION AND FIELD RESEARCH GRANTS** | The American Philosophical Society maintains the Lewis and Clark Fund to encourage exploratory field studies for the collection of specimens and data. Grant amounts vary depending on travel costs but are ordinarily in the range of several hundred dollars up to $5,000. Doctoral students are eligible to apply at [http://www.amphilsoc.org/grants/lewisandclark](http://www.amphilsoc.org/grants/lewisandclark). The annual deadline is in early February. |
| **MADISON AND LILA SELF GRADUATE FELLOWSHIP** | The mission of the University of Kansas Madison and Lila Self Graduate Fellowship is to identify, recruit, and provide development opportunities for exceptional Ph.D. students in the sciences, engineering, and economics who demonstrate the promise to make significant contributions to their fields of study and society as a whole. Self Fellows for 2014-2015 will receive annual support of $29,500 for four years. Additionally, the fellowship provides full sponsorship of tuition and fees. First-year doctoral aspirants and doctoral applicants are eligible for nomination. To be considered for nomination, contact EEB’s graduate coordinator, Aagje Ashe (2041 Haworth, 864-2362, a4ashe@ku.edu). For more information visit [http://selfgraduate.ku.edu/](http://selfgraduate.ku.edu/). |
| **MARY A. BANCROFT MEMORIAL SCHOLARSHIP** | This scholarship is awarded by the Kansas Native Plant Society and provides a $1,000 stipend to support research on native plant species or their ecosystems and conservation. Proposals are due March 15th. Application materials can be found at [http://www.kansasnativeplantsociety.org/awards.php](http://www.kansasnativeplantsociety.org/awards.php). |
**Michigan Society of Fellows, Postdoctoral Fellowships**

Postdoctoral Fellowships are available from the Michigan Society of Fellows. These three year positions at the University of Michigan provide a $55,000 annual stipend. Fellows are appointed as assistant professors or research scientists and spend the equivalent of one academic year teaching; the balance of their time is devoted to independent research or artistic projects. Candidates should be near the beginning of their professional careers and not more than three years beyond completion of their degrees. PhD degree or comparable professional or artistic degree must be received prior to appointment. Applications are due end-September. See [http://societyoffellows.umich.edu/](http://societyoffellows.umich.edu/) for details.

**National Defense Science and Engineering Graduate (NDSEG) Fellowship**

The NDSEG Fellowship is a highly competitive, portable fellowship that is awarded to U.S. citizens and nationals who intend to pursue graduate study in supported disciplines, including biosciences. NDSEG Fellowships last for three years and pay for full tuition and all mandatory fees, a monthly stipend, and up to $1,000 a year in medical insurance. Students receive a $30,500 stipend the first year of study, $31,000 for the second year, and $31,500 for the third year. NDSEG Fellows do not incur any military or other service obligation. Applications are due mid-December. Visit [www.asee.org/ndseg](http://www.asee.org/ndseg) for more information.

**National Garden Clubs Inc. College Scholarships**

The National Garden Clubs scholarship program offers financial aid to students majoring in fields of study related to horticulture and the environment. Graduate students at the master’s level are eligible to apply. Annual scholarships are $3,500. Applications are due March 1st. For details visit [http://www.gardenclub.org/scholarships/](http://www.gardenclub.org/scholarships/).

**National Research Council Postdoctoral Research Associateship Programs**

The National Research Council of the National Academies offers research associateships as well as Ford Foundation pre-doctoral, dissertation, and postdoctoral fellowship opportunities. Goal of the Ford Foundation is to increase the diversity of the nation’s ethnic and racial diversity. Stipends vary from $24,000 to $45,000. Applications are reviewed four times annually: Feb. 1, May 1, Aug. 1, and Nov. 1. Ford Foundation applications are due mid-November. Visit [http://sites.nationalacademies.org/pga/rap/](http://sites.nationalacademies.org/pga/rap/) for details.

**NSF Doctoral Dissertation Improvement Grants (DDIG)**

DDIG grants are awarded in selected areas of the biological sciences and provide partial support of doctoral dissertation research to improve the overall quality of research. Allowed are costs for doctoral candidates to participate in scientific meetings, to conduct research in specialized facilities or field settings, and to expand an existing body of dissertation research. Grants typically do not exceed $15,000. Proposals are generally due each October. For more information visit [http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5234).
**NSF East Asia-Pacific Summer Institutes (EAPSI)**

The goals of the EAPSI program are to introduce U.S. graduate students to East Asia and Pacific science and engineering in the context of a research setting, and to help students initiate scientific relationships that will better enable future collaboration with foreign counterparts. Selected students participate in research experiences at host laboratories in Australia, China, Japan, South Korea, New Zealand, Singapore, or Taiwan. Institutes last from 8 to 10 weeks over the summer months. Awardees receive a $5,000 stipend, international airfare to the host location, and abroad living expenses. Applications are due early November. For details visit [http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5284](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5284).

**NSF GK-12 Fellowship**

KU’s Center for Science Education participates in the NSF Graduate Teaching Fellows in K-12 Education Program whose mission is to train graduate students to be effective communicators of science to a variety of audiences. GK-12 Fellows collaborate with K-12 teachers to develop student research and interact with undergraduate teaching majors in a research methods course. GK-12 fellows receive a $30,000 annual stipend plus tuition sponsorship and travel reimbursement. Applications are generally due in February. For more information visit [http://kuscied.ku.edu/~kuscied/gk12/](http://kuscied.ku.edu/~kuscied/gk12/) or contact Steven Case, director of the KU Center for Science Education (864-4471; stcase@ku.edu).

**NSF Graduate Research Fellowship**

The NSF Graduate Research Fellowship provides three years of support for graduate study leading to research-based master’s or doctoral degrees and is intended for students who are in the early stages of their graduate study. The current stipend for NSF Graduate Research Fellows is $32,000 per academic year plus an annual $12,000 education allowance to cover tuition and fees. Applications are generally due in November. For more information visit [http://www.nsf.gov/](http://www.nsf.gov/).

**Oak Ridge National Laboratory (ORNL) Higher Education Research Experiences & Advanced Short-Term Research Opportunity**

ORNL, located in Oak Ridge, TN, is a multi-program science and technology laboratory managed for the U.S. Department of Energy. ORNL maintains a biological systems research program that investigates areas such as bioenergy, environmental science and data systems, and computational biology. The Higher Education Research Experiences program provides research opportunities and associated activities for students at all levels, including master’s and doctoral level graduate students, while the Advanced Short-Term Research Opportunity (ASTRO) is intended for Master’s, Doctoral and post-doctoral students. Those selected to participate receive a weekly stipend-trip travel reimbursement, and a housing allowance. Applications are due February 1st for summer study, June 1st for fall study, and October 1st for spring study. More information is available at [http://www.orau.org/ornl/graduate-students/default.htm](http://www.orau.org/ornl/graduate-students/default.htm)
| **PADI FOUNDATION GRANTS** | The PADI Foundation is a non-profit organization that funds small projects enriching mankind’s understanding of the aquatic environment and encouraging sensitivity to and protection of the delicate ecological balance of underwater life. Proposals with budgets up to $20,000 will be considered, but the average award will be between $5,000 and $10,000. Proposals are generally due in late January. For more information visit [http://www.padifoundation.org/](http://www.padifoundation.org/). |
| **PANORAMA SMALL GRANT PROGRAM** | The Biodiversity Institute holds a semi-annual competition for graduate students affiliated with the Biodiversity Institute through their faculty mentor. Awards are made to support the costs of field work and travel, research equipment and supplies, or training opportunities. Travel to conferences, salaries or wages, or tuition are not allowable costs in the Panorama grant program and should be sought through the department, Graduate Studies, or BI administration. Contact BI Associate Director, Linda Trueb (864-1204; trueb@ku.edu) with inquiries. |
| **POINT FOUNDATION SCHOLARSHIPS** | The Point Foundation maintains a scholarship competition for members of the LGBTQ community and their supporters. Award amounts vary based on need. Applications are due in early February and are available at [www.thepointfoundation.org](http://www.thepointfoundation.org). |
| **PRAIRIE BIOTIC RESEARCH (PBR) SMALL GRANTS** | PBR Grants support the study of any U.S. prairie or savanna species with awards of up to $1,000. For details visit [http://prairiebioticresearch.org/](http://prairiebioticresearch.org/). Proposals are due early January. |
| **ROCKY MOUNTAIN NATURE ASSOCIATION RESEARCH FELLOWSHIP** | The nonprofit Rocky Mountain Nature Association invites applications for the Research Fellowship Program in Rocky Mountain National Park. This fellowship opportunity invites a broad range of research proposals to be reviewed and conducted in Rocky Mountain National Park, including wildlife management, vegetation and riparian studies, fire ecology, cultural sciences, archeology and historic structures preservation, as well as other topics in botany, zoology, geology, history, ecology and ornithology. Recipients work with park staff for a period of three to four months. The award consists of a $8,000 stipend, park housing, and up to $3,000 for expenses related to research and program fulfillment. Applications are due February 1st. For details visit [http://www.rmna.org//rmna.cfm](http://www.rmna.org//rmna.cfm). |
| **SIGMA XI GRANTS-IN-AID OF RESEARCH** | Sigma Xi, a scientific research society, offers student grants of up to $1,000 to fund travel to a research site or for the purchase of non-standard laboratory equipment. Membership in Sigma Xi is not required to be eligible for application. Applications are accepted March 15 and October 15 annually. Visit [http://www.sigmaxi.org/programs/giar/index.shtml](http://www.sigmaxi.org/programs/giar/index.shtml) for details. |
SMART SCHOLARSHIP FOR SERVICE PROGRAM
The Department of Defense (DoD) established the Science, Mathematics And Research for Transformation (SMART) Scholarship for Service Program to support undergraduate and graduate students pursuing degrees in science, technology, engineering and mathematics. SMART Scholarships provide tuition sponsorship as well as a cash award ranging from $25,000 to $38,000. Recipients are placed in civilian jobs in DoD laboratories and agencies after degree completion. Applications are due by the middle of December. For more details visit http://smart.asee.org/.

SMITHSONIAN INSTITUTION FELLOWSHIP PROGRAM
Students interested in conducting research in association with Smithsonian research staff members may apply for fellowships. Doctoral students who have not yet advanced to candidacy may apply for a graduate fellowship of $6,500 to conduct research for a ten-week period. Doctoral candidates may apply for pre-doctoral fellowships of $30,000 to conduct research for periods of three to twelve months. Postdoctoral fellowships of $45,000/year are available to scholars who wish to conduct research in residence for three to twelve months. Applications are due on January 15th annually. For more information visit http://www.smithsonianofi.com/fellowship-opportunities/.

SMITHSONIAN INSTITUTION MOLECULAR EVOLUTION FELLOWSHIP PROGRAM
The Smithsonian Postdoctoral Fellowship in Molecular Evolution is offered to support research at the Smithsonian Institution. The Smithsonian’s molecular research facilities are located at the National Museum of Natural History (NMNH), the National Zoological Park (NZP) in the Washington, D.C. area, and at the Smithsonian Tropical Research Institute (STRI) in the Republic of Panama, but collaboration with other facilities (SERC, MCI, etc.) is encouraged. Applicants must propose to conduct research in-residence for a period of 12 to 24 months. Applicants must have completed or be near completion of the Ph.D. Stipends are $45,000 per year. Applications are due mid-January. For more information visit http://www.si.edu/ofg/Applications/MEFELL/MEFELLapp.htm.

SMITHSONIAN INSTITUTION–BIODIVERSITY GENOMICS AND BIOINFORMATICS POSTDOCTORAL FELLOWSHIP PROGRAM
The Smithsonian Institution (SI) Postdoctoral Fellowship in Biodiversity Genomics and Bioinformatics promotes collaborative research in these fields (60%), and the design of a well-defined outreach component (40%) oriented toward building genomics expertise in the greater Smithsonian Institution research community. Proposals are due by mid-January. For information visit http://www.smithsonianofi.com/fellowship-opportunities/.

SOCIETY OF SYSTEMATIC BIOLOGISTS (SSB) GRADUATE STUDENT RESEARCH AWARDS
The SSB offers these awards to assist students in the initiation (first two years) of their systematics projects and in the collection of preliminary data to pursue additional sources of support (e.g. NSF DDIG) or to enhance dissertation research (e.g. by visiting additional field collection sites or museums). Awards range between $1,200 and $2,000. Applications are generally due by the end of March. For more information visit http://systbio.org/?q=node/22.
| **Summer Institute in Statistical Genetics** | At the University of Washington, Seattle, WA, the Department of Biostatistics each July offers courses in statistics and genetics, including population genetics, quantitative genetics, gene expression analysis, molecular phylogenetics, and genomics. Scholarship applications for registration (tuition) and travel are due mid April. For more information: [http://www.biostat.washington.edu/suminst/sisg/general](http://www.biostat.washington.edu/suminst/sisg/general). |
| **Tinker Summer Field Research Grants** | KU’s Center of Latin American Studies and the Tinker Foundation sponsor a graduate student competition for summer field research in Latin America, the Caribbean, or the Iberian Peninsula. Awards can only be used to cover airfare and in-country transportation expenses. Provided that grant applications for renewal are successful, students are invited to apply for summer travel through 2016. For details, contact KU’s Center of Latin American Studies (320 Bailey; 864-4213; latamst@ku.edu) or visit their website at [http://latamst.drupal.ku.edu/graduate-funding](http://latamst.drupal.ku.edu/graduate-funding). |
| **University of Kansas Field Station (KUFS) Small Grants Program** | KUFS, a unit of the Kansas Biological Survey, generally has limited funds available for small grants ($300 - $500) to encourage undergraduate and graduate student research at the KUFS during the summer. KUFS consists of 1376 hectares (3400 acres) of land located within a 20-60 minute drive of Lawrence. Included at the site are diverse habitats (e.g. prairies, forests, wetlands, ponds, lakes) and specialized research facilities (e.g. laboratory buildings, replicated sets of experimental ponds, long-term experimental site for study of habitat fragmentation). KUFS has three field staff members to assist researchers and many databases (e.g. fauna and flora lists, weather data, GIS data). Applications are generally due each March. Visit [www.kufs.ku.edu](http://www.kufs.ku.edu) for more details on how to apply. |
| **University of Kansas Women’s Club Scholarship** | KU’s Women’s Club awards scholarships to assist meritorious women students. Awards range from $1,250 to $2,500 for the academic year. Applications are generally due in early February. Visit [http://www2.ku.edu/~affordability/cgi-bin/assets/files/14AY%20UWC%20Scholarship%20Application.pdf](http://www2.ku.edu/~affordability/cgi-bin/assets/files/14AY%20UWC%20Scholarship%20Application.pdf) for more information. |
| **West African Research Association (WARA) Predoctoral Fellowships** | US students enrolled in graduate programs at American universities are invited to apply for the WARA Predoctoral Fellowship, to conduct research in West Africa during the summer for a 2 to 3 month period in order to prepare a doctoral research proposal. The applicant should be conversant in an African language spoken in the area where the research is conducted. Priority will be given to applicants who are at the pre-dissertation stage. Each fellowship will provide round trip travel to a West African country and a stipend of up to $3,500. Applications will be available the middle of October. Visit [http://www.bu.edu/wara/fellowship/](http://www.bu.edu/wara/fellowship/) for more information. |
Eighteen-month Postdoctoral Scholar awards are offered annually to recipients of new or recent doctorates in variety of fields, e.g., biology, oceanography, and engineering. Recipients are awarded an annual $57,500 stipend plus a relocation allowance. Applications are due January 5th. For more information visit http://www.whoi.edu/apo/postdoctoral/scholarship/.
BIO\textsuperscript{3} SEMINAR SERIES

The Department of Ecology and Evolutionary Biology, the Biodiversity Institute, and the Kansas Biological Survey participate in the BIO\textsuperscript{3} Seminar Series. The seminars provide opportunities to learn about current research in the all three units and at other institutions.

The EEB department’s seminars are held on Tuesdays in room 1005 Haworth. A schedule of seminar speakers is available on the EEB web site at http://eeb.ku.edu/. There is usually time for casual social interaction prior to the seminar at 3:30 p.m. outside of room 1005 Haworth, with the seminar beginning at 3:45 p.m. Attending department seminars is a necessary component of the graduate curriculum and professional development in the department.

The arrangement of 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 staff will create announcements for posting in appropriate locations on campus. In addition, EEB staff will electronically distribute the announcement, or its information, one week prior to the seminar and then again on the day of the seminar as a reminder. Note that the department will only cover the cost of refreshments for regularly scheduled seminars during the academic year.

Seminars hosted by the Biodiversity Institute and the Kansas Biological Survey are presented by KU faculty, staff, or students, or by invited speakers from other institutions. BI and KBS seminars are an excellent opportunity to practice delivering talks before presenting them at more formal meetings. BI seminars are usually held on Wednesdays from 4-5 p.m. in the Panorama Gallery in Dyche Hall. Individuals can reserve a date to present a seminar or to invite a guest speaker through Jaime Keeler (room 602; 864-4540; jrkeeler@ku.edu). 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, houses audiovisual equipment (computer projectors, laptop computers, slide projectors, scanners, etc.) that can be used in the center or checked out on an hourly basis. There are many videos and slide/sound sets that can be shown to classes or assigned for outside viewing. There are also several Mac and PC computers housed in the BTRC, which are available for use by graduate students. 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). BTRC is also a work area for undergraduate biology students. Students who are completing assignments or who would like more information on a subject can view slide/sound sets, videos, and filmstrips at the BTRC. The computers can be used for word and data processing.
BIOSTORE

Office supplies, lab supplies, chemicals, media, bottled gases, and enzymes can be purchased from the BioStore located in 3027 Haworth. Purchases can be made by providing a grant or a cost center number to which the charges may be applied. No cash purchases are allowed. Among other services provided are shipments of Federal Express packages and vehicle reservations for university-related use. Contact Judi Harris (864-4134; judiharris@ku.edu) for more information on additional services provided.

BUILDING MAINTENANCE

Haworth Hall - Routine maintenance needs (light bulb replacement, repair of climate control systems or plumbing, etc.) should be reported to Kandi White in the Undergraduate Biology office (room 2045; 864-5882; kmwhite@ku.edu).

Dyche Hall and the Public Safety Building (non-Entomology spaces) – Routine maintenance needs should be reported to Heather Campbell (609 Dyche; 864-4721; bcamp@ku.edu) or Jaime Keeler (602 Dyche: 864-4540; jrkeeler@ku.edu).

Public Safety Building (Entomology) – Routine maintenance needs should be reported to Jennifer Thomas (140F PSB; 864-2234; jct@ku.edu).

Higuchi Hall – Routine maintenance needs should be reported to Paul Liechti (22A Higuchi; 864-1527; pliechti@ku.edu).

BUILDING SECURITY

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 Matt Cook (mattcook@ku.edu) in room 1006. Keys for office and lab doors are issued by Angela Gere in the Undergraduate Biology office (room 2045) upon payment of a deposit of $10.00 per key and authorization from the faculty adviser. 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. After hours, entrance is possible with keys issued by Jaime Keeler (room 602 Dyche) with authorization from a staff member and upon payment of a $10.00 deposit per key. The deposit will be refunded when keys are returned. At all times of day in Dyche Hall, access to some divisions is only allowed by swiping the KU card on the Omni Lock doors. KU card registration requires staff permission and can also be set up by Jaime Keeler in room 602.

Higuchi Hall – Open from 8 a.m. to 5 p.m. daily. Keys are issued by Brandy Hildreth Baranski in the administrative office (room 108A) with authorization from the faculty mentor.
COMPUTER AND INTERNET ACCESS

All graduate students offices should be equipped with a departmental computer with access to the Internet. Many areas of campus, including Haworth Hall, Dyche Hall, Higuchi Hall, and the Public Safety Building, have wireless Internet access (for wireless availability see http://technology.ku.edu/wifi-overview). Any problems regarding access or other computer-related concerns should be directed to the appropriate computer technology person such as Matt Cook (room 1006; 864-5198; mattcook@ku.edu) for those in Haworth Hall, Greg Smith (864-4684, nhmhelp@ku.edu) for those in Dyche Hall or PSB, or Jerry Whistler (room 118; 864-1513; whistler@ku.edu) for those in Higuchi Hall.

DEPARTMENT MEETINGS

Graduate students are encouraged to attend EEB department meetings at which department business is conducted. 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. The graduate student vote will be no more than 20% of the total votes cast.

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. Cover sheets for documents are available. A charge sheet must be completed noting how the costs are to be charged in order for the document to be transmitted. Personal long distance faxes are not permitted.

Dyche Hall – A fax machine is available in the mailroom (room 604). The fax number is (785) 864-5335. Faxes for official business are charged directly to the appropriate division. If the fax should be charged to a grant, please notify the accountant at the time.

Higuchi Hall – A fax machine which students can operate is 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:
- Sally Chang (e640c458@ku.edu) and
- Michael Walker (s047w919@ku.edu)

Other GSO officers are:
Vice President
- Kyungjin Min, (kjmin@ku.edu)
Treasurer
- Kathy Roccaforte, (k776r868@ku.edu)
Secretary
- Alex Erwin, (a312e318@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 of the materials that can be prepared by the staff in Bio-Graphics. For details about the graphic arts services offered, contact Gil Ortiz (1008 Haworth; 864-4322; kugilart@ku.edu) or visit http://www.biology.ku.edu/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). Additionally, students may consult the department’s Graduate Program Committee currently chaired by Paulyn Cartwright (pcart@ku.edu; 864-4432) as well as the University Ombuds Office (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 Heather Campbell (609 Dyche). Students in the Kansas Biological Survey should see their advisers for KBS letterhead. Correspondence regarding department business should always be on department, museum, or survey letterhead. 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 single serving coffee maker.

**MAIL SERVICE**

Haworth Hall – Incoming U.S. and campus mail is delivered daily and distributed as soon as possible after receipt. 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 the appropriate slots 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 service is available in the BioStore (room 3027).

*Stamp purchases must be charged to a course, a grant, or a faculty member. Personal funds may not be used.*
MAIL SERVICE
(CONTINUED)

Dyche Hall – U.S. and campus mail is processed in the mailroom (room 604) daily where there are drop boxes for outgoing federal and campus mail. There is also a drop box for all BI units not located in Dyche that is delivered via courier on Mondays, Wednesdays, and Fridays. For all general Federal Express and United Parcel Service, please see Heather Campbell (room 609), and for any hazardous materials or shipping specimens internationally please see Jaime Keeler (room 602).

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 currently located in 140F PSB. U.S. mail arrives around 2 p.m. daily. Campus mail is available sporadically.

MICROSCOPY AND ANALYTICAL IMAGING LABORATORY

The Microscopy and Analytical Imaging Laboratory, located in 1045 Haworth, provides a variety of microscopy services. Services available include various types of electron microscopy instrumentation, various types of light microscopy instrumentation, computer-assisted imaging, flow cytometry, 2D gel and animal section imaging, and sample prep equipment is present for both materials and living biological samples. Fees are charged for instrument use. For more information, contact the lab at 864-4380 or visit their website at http://mai.ku.edu/.

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, separately. Those with mentors in the Public Safety Building should consult with their adviser regarding office space.

OFFICE SUPPLIES

Haworth Hall – Office supplies can be purchased through the BioStore (see page 20).

Dyche Hall – Office supplies can be purchased in the BI accounting office (room 609).

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

Public Safety Building (Entomology) — Check with Jennifer Thomas (room 140F) regarding office supplies.
PHOTOCOPYING

Haworth Hall – Photocopiars are available in the mail room (room 2042). A PIN code is required to operate the photocopiars 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. A work order form should be submitted with the documents to be copied and plenty of lead-time should be allowed for more than 20 originals.

Dyche Hall – A photocopier is available in room 604. See Heather Campbell (room 609) 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 in the administrative office (room 108) to obtain an access code.

Public Safety Building (Entomology) — A photocopier is located in the division office, room 140F.

ROOM SCHEDULING

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

Dyche Hall – Room 320 is reserved through Jaime Keeler (room 602; 864-4540; jrkeeler@ku.edu).

Higuchi Hall – Contact Jennifer Holladay (room 108; 864-1503; jholla@ku.edu) to schedule the conference rooms located in biological survey.

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

While telephones are not provided for graduate student offices, students should have access to lab telephones. Personal long-distance calls must be billed to a credit card or third party. J-Talk is the university’s voice messaging system (http://technology.ku.edu/jtalk).
TRAVEL FUNDS

Graduate students are invited to submit to the department written requests for funds to assist with the costs of attending a professional meeting. The student must make an oral or poster presentation at the meeting in order to receive funding. The maximum award from the department typically does not exceed $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://www.graduate.ku.edu/02-01_grad_ptf.shtml.)

Applications should be directed to the department chair three weeks before the meeting and must 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 identifying 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. To be included as a potential tutor, contact Angela Gere (2045 Haworth; 864-5885; AGere@ku.edu).

VEHICLES

Vehicles, including vans and sedans, are available for use by KU employees. The EEB department office, BioStore, Biodiversity Institute, and Kansas Biological Survey all maintain vehicles that may be used by graduate students in the respective facilities. For additional car rentals the university partners with Enterprise Rent-A-Car. For information and instructions on using this service visit http://www.facilities.ku.edu/FSRentalInstructions062714.pdf.

Haworth Hall – The EEB van can be reserved through the departmental staff (room 2041; 864-5887). In addition, a small fleet of vehicles for official university-related use is coordinated through the BioStore (room 3027; 864-4134). Vehicles are provided on a first-come, first-served basis, and it is recommended that they be reserved in advance. 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. An after-hours key drop is located on the BioStore door for those vehicles. Vehicles are expected to be returned in the same condition in which they were received. A cleaning charge will be added when necessary.

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 Heather Campbell (room 609; 864-4721; hcamp@ku.edu).
VEHICLES (CONTINUED)

Users must complete the mileage log kept in each vehicle so that the mileage can be charged to the appropriate division. Higuchi Hall – Contact Jennifer Holladay (room 108; 864-1503; jholla@ku.edu) in the administrative office to reserve one of the vehicles maintained by the Kansas Biological Survey.

WEB SITE

The department’s web site is located at http://eeb.ku.edu/. The web contains the profiles of current graduate students in EEB and lists the educational background, research interests, publications, etc. Contact the departmental graduate coordinator to update graduate student profiles.
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 Disability Resources 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, contact the AAAC at 864-4064 or achieve@ku.edu. Visit www.achievement.ku.edu for more information about these and other services offered by the AAAC.

ADVISING FORMS

Students may access an 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 students and scholars from all parts of the world. Courses are offered in five levels of instruction (beginning through advanced) in areas such as: Speaking and Listening, Grammar for Communication, Reading and Writing, and Advanced English for Academic Purposes. 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. cultural counseling, advising, and a tutorial support center For more information contact the AEC at 204 Lippincott Hall (864-4606) or visit their website at www.aec.ku.edu.

BOOKSTORES

Textbooks can be purchased at the following bookstores or can be preordered online at their respective web sites:

KU Bookstore, Kansas Union, Level Two (864-4640)
KU Bookstore, Burge Union, Level One (864-5697)
www.kubookstore.com

Jayhawk Bookstore, 1420 Crescent Road (843-3826)
www.jayhawkbookstore.com

BUS SERVICE

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

CAREER CENTER

Located in 110 Burge Union, the University Career Center (UCC) connects students with employment and experiential education opportunities. They offer resume reviews as well as tips for job interviews. For more information visit www.ucc.ku.edu or call 864-3624.
CENTER FOR TEACHING EXCELLENCE
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 a conference for new GTAs, which is held prior to the beginning of the fall and spring semesters. The department has an ambassador to the CTE, Deborah Smith (864-4340; debsmith@ku.edu), who is available to answer questions. Call 864-4199 or visit http://www.cte.ku.edu/ for more information on services provided by the CTE.

CHILD CARE
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 five years of age with a toddler room located in the John T. Stewart Children’s Center 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/

COLLEGE OFFICE OF GRADUATE AFFAIRS
The EEB department is a part of KU’s College of Liberal Arts & Sciences; therefore, the department’s graduate program adheres to College-level graduate regulations and policies. The College Office of Graduate Affairs, located in 102 Strong Hall, addresses the following graduate student matters:

- Graduation and degree matters
- Clarification of rules and regulations
- Doctoral and Master’s degree checklists
- Thesis and dissertation formatting questions
- Petitions
- Progress-to-Degree forms
- Student records

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

COUNSELING AND PSYCHOLOGICAL SERVICES
Counseling and Psychological Services (CAPS) provides personal counseling services to help students with issues related to adjusting to college and other psychological, interpersonal, and family problems. Services are available at a charge of $15 per session. Group sessions for graduate students writing theses and dissertations are available. CAPS is located on the second floor of Watkins Memorial Health Center. Call 864-CAPS to make an appointment, or visit www.caps.ku.edu for more information.
**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 WOMEN’S RESOURCE CENTER**

The Emily Taylor Women’s Resource Center (ETWRC) was founded to promote the academic success and personal growth of women students. The ETWRC works to support women and men working together to end gender inequity so all students may achieve their full potential. The center provides consultation, resources, information, and assistance on gender-related issues. Visit the ETWRC in 400 Kansas Union or at [www.etwrc.ku.edu](http://www.etwrc.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 web site is activated mid-way through the preceding semester, and grad students may enroll up to the day before classes. Enrollment on or after the first day of classes is subject to late fees. Students enrolling after the first week of classes are required to petition in person at the registrar’s office in room 151 Strong Hall. Refer to pages 9 and 10 of this handbook for specific enrollment requirements. A schedule of classes is available here: [https://classes.ku.edu/Classes/ExternalDisplay.action](https://classes.ku.edu/Classes/ExternalDisplay.action).

**GRADUATE STUDIES**

The Office of Research and Graduate Studies at KU advocates for research and graduate education and international student services and oversees graduate programs and the graduate student application process. The Graduate Studies office is located in 213 Strong Hall and addresses the following matters:

- Graduate Faculty appointments
- Requests for travel awards and doctoral research grants
- Participation in the Doctoral Hooding Ceremony

Visit [http://www.graduate.ku.edu/](http://www.graduate.ku.edu/) for more information.

**HEALTH INSURANCE**

The university offers student health insurance plans underwritten by United Healthcare—Student Resources. For more information on the regular student plan, call the Insurance Office in Watkins Health Center at 864-9522. Graduate teaching assistants (GTAs) and graduate research assistants (GRAs) who hold at least a 50% appointment for the entire academic year are eligible for health insurance at reduced premiums. For more information on the GTA/GRA insurance plan, contact Mary Karten ([mkarten@ku.edu](mailto:mkarten@ku.edu); 864-7346) in Human Resources.

**HEALTH SERVICES**

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, and 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 offer two bedroom apartments with one tower specifically reserved for graduate students only. Stouffer Place Apartments are restricted to graduate students, married students, or students with dependent children residing with them full-time. Visit the Department of Student Housing’s website at http://housing.ku.edu or call their office at 864-4560 for more information about housing opportunities.

HUMAN RESOURCES AND EQUAL OPPORTUNITY

The Department of Human Resources and Equal Opportunity 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 HREO for assistance. The office can provide informal mediation or facilitate a formal complaint resolution process when requested. For more information call 864-4946, e-mail hrdept@ku.edu, or visit their website at http://www.hreo.ku.edu/.

INFORMATION CENTER

The staff members at KU Info, located on the 4th floor of the Kansas Union, are ready to answer any student question, academic or recreational. Questions can be submitted electronically at their website at www.kuinfo.ku.edu or via telephone at 864-3506. The website also contains a searchable database of all previously submitted questions.

INFORMATION TECHNOLOGY

The resources and services to support computing and electronic communication at KU are provided by KU Information Technology (IT). The services provided by KU IT include free computer training, Internet and e-mail access, online how-to publications, and online, phone, e-mail, and walk-up assistance. KU IT maintains the university’s central computer system as well as several public computer labs including facilities in Anschutz and Watson Libraries, the Kansas Union, and Budig Hall which are open daily. In addition, there are smaller computer labs scattered all over campus; however, some of these are restricted to students enrolled in certain programs. For additional information visit KU IT at 1001 Sunnyside Ave. in the Computer Center or online at www.technology.ku.edu/.

INTERNATIONAL STUDENT & SCHOLAR SERVICES

The Office of International Student & Scholar Services (ISSS), located in room 2 Strong Hall, provides many services to KU’s international students including immigration and visa advice, evaluation of overseas academic records, orientation and program activities for new international students, and student counseling. Contact ISS at 864-3617 or visit their web site at http://iss.ku.edu/.
**KU Card**

All students are issued a KU Card, which serves as an official identification card and is valid as long as students remain enrolled. Once enrolled, students may obtain an ID card at the KU Card Center (level four, Kansas Union). 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 a debit card by depositing cash at one of the cash-to-card machines located on campus. There are several campus locations and Lawrence merchants that accept the KU Card for debit transactions. The KU Card can also be used as a calling card by signing up with CampusLink. More information can be obtained at the KU Card Center at 864-5845 or on their website at [www.kucard.ku.edu](http://www.kucard.ku.edu/).

**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 and Graduate Studies. 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](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, under the “Documents” tab, at [www.ehs.ku.edu](http://www.ehs.ku.edu).

**Legal Services for Students**

Legal Services for Students, located in 312 Burge Union, 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](mailto:legals@ku.edu). Visit their website at [www.legalservices.ku.edu](http://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](http://www.lib.ku.edu). The KU Libraries are housed in 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. In addition, because of KU’s long tradition as a leader in natural history research and education, the Kenneth Spencer Research Library at KU has 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 and
**LIBRARIES**

Key databases (such as Biological Abstracts, Zoological Record, Web of Science). Many other journal titles are held as paper copies. In addition, an increasing number of books are available in electronic form. The Libraries WebRetrieve service provides prompt access to other information resources (not held at KU) by way of document delivery and interlibrary loan. Keith Russell, life sciences librarian, is the liaison between the Libraries and EEB. He provides library instruction for EEB classes, works with graduate students and faculty on literature research and detailed reference questions, helps locate difficult-to-find research materials, orders new books and journals for the collection, and facilitates the use of various library services. His office is in Anschutz Library, and he can be reached by phone (864-8828) or e-mail (krussell@ku.edu). The general number for the reference desk at Anschutz Library is 864-4930, and other reference services are available electronically from the “Ask a Librarian” link on the Libraries home page (http://www.lib.ku.edu/).

**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 www.ku.edu/~ombuds.

**PARKING**

Parking on campus requires a KU parking permit that can be obtained from the Parking Department (1501 Irving Hill Road) upon payment of the scheduled fee at the time of enrollment. Note that because parking permits are oversold, purchase does not guarantee the availability of parking. Alternately, permits for KU’s Park & Ride program are also available for purchase. For detailed information contact the Parking Department at 864-PARK or visit their 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. Awards are typically $500 and are made on a first-come, first-served basis. Students may only receive the award once during their graduate program 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 represents 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 more information on KU policies, strategic planning and initiatives, organizational charts, and other helpful links.

PUBLIC SAFETY OFFICE

The KU Public Safety Office is responsible for providing a safe environment for the KU community. As such they are responsible for all aspects of police, civilian and emergency management services. The most commonly reported crime on campus is theft. To help retrieve stolen goods, the Public Safety Office and front desks in residence halls offer free use of engravers to mark personal property such as computers and stereos. For more information call 864-5900 (in an emergency, call 911) or visit their website at http://www2.ku.edu/~kucops/.

SCHEDULE OF CLASSES

Schedules of classes are available online at the registrar’s web site at https://classess.ku.edu/Classes/ExternalDisplay.action and on the Enroll & Pay web site at https://sa.ku.edu. Online schedules are generally 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 are able to update the contact information. Enroll & Pay is a centrally accessible database, one update on this web site will give most university offices access to your current contact information.

TUITION AND FEES

Tuition rates for the 2014-15 academic year will be available at www.registrar.ku.edu. Just like tuition, campus fees are assessed depending upon the number of credits hours you take. Late enrollment fees will be assessed on or after the first day of classes. Tuition is waived for graduate teaching assistants (GTAs) who hold at least a 40% appointment, along with payment of up to 3 hours of campus fees. Graduate research assistants (GRAs) and curatorial assistants (CAs) with at least 40% appointments are assessed in-state tuition rates provided the Staff & Staff Dependent Rates form (see page 82 or visit http://www.registrar.ku.edu/staff-and-staff-dependent-rates) is submitted, however, this does not waive campus fees. 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, but to qualify, students must submit the Staff & Staff Dependent Rates form.

WRITING CENTER

The KU Writing Center offers free assistance to students writing a paper— no matter whether you are brainstorming, drafting, or editing. Trained tutors are available by appointment in room 424 of the Anschutz Library (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 for more information.
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/. Christine Jensen Sundstrom, director of the Graduate Writing Program, is the primary instructor and should be contacted for additional information at 4-1322 or cjensen@ku.edu.
COMMUNITY RESOURCES AND SERVICES

BUS SERVICE
Lawrence Coordinated Transit is a partnership between the University of Kansas and the City of Lawrence that provides public transportation services to the community. The university provides KU on Wheels buses that run routes on campus, and the city provides T buses that run routes throughout town. KU students, faculty, and staff may 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 CD 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 and CD-ROM reference databases. To search their holdings visit their web site at www.lawrence.lib.ks.us. Their phone number is 843-3833.

POST OFFICE
The United States Postal Service’s main branch for Lawrence is located downtown at 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

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:
- Sally Chang (e640c458@ku.edu) and
- Michael Walker (s047w919@ku.edu)

Other GSO officers are:
Vice President
- Kyungjin Min, (kjmin@ku.edu)
Treasurer
- Kathy Roccaforte, (k776r868@ku.edu)
Secretary
- Alex Erwin, (a312e318@ku.edu)

KU ENVIRONS

For those interested in environmental issues, KU Environs is the environmental advocacy group of KU and Lawrence. 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 is fortunate to have several museums located on the campus. The Natural History Museum, located in Dyche Hall, discovers, documents, and disseminates knowledge concerning 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 in west campus, contains exhibits documenting Bob Dole’s history in politics and hosts talks on presidential politics (www.doleinstitute.org). 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 Booth Family Hall of Athletics is located adjacent to the east side of Allen Fieldhouse and honors the KU athletic tradition KU’s plans for the future include a new student center that will serve as the new home for James Naismith original rules of basketball. (https://www.engr.ku.edu/undergraduate/pdfs/fieldhouse_seating.pdf).

PERFORMING ARTS

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 national productions in the performing arts that include musicals, dance, orchestra, jazz, and choirs. Prominent national speakers are often featured 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. 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 vary. Call 864-SAFE for a ride. Alternatively, there are three Safe Bus routes that operate on Friday and Saturday evenings from 9 p.m. to 3 a.m. To use either system students are required to 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 their web site at http://www.kuathletics.com/.

STUDENT UNIONS

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

- Banking and ATM machines
- Bookstore offers e.g., Administrative supplies, Computers and electronics, Fax service, Books, Graduation regalia, Stamps, plus various and sundry items.
- Copy and print services
- Dining facilities
- Coffee shop and lounge
- Jaybowl
- KJHK office
- KU Card Center
- KU Info
- Rooms for thesis and dissertation defenses
- Salon services
- Student Involvement & Leadership Center
- Student Money Management Services

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STUDENT UNIONS
(Continued)

Student Organization offices
Student Union Activities office
U.S. Postal Box

The Burge Union, located at Irving Hill Drive and Burdick Drive, offers the following services:
- ATM machine
- Bookstore
- Collab IT Lounge
- Dining facilities
- Rooms for thesis and dissertation defenses
- Student Legal Services
- Student Veterans Lounge
- University Career Center

STUDENT UNION ACTIVITIES

Student Union Activities (SUA) is a student organization that plans events for the enjoyment of the entire KU community. Seven 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 about upcoming events visit the SUA web site at www.suaevents.com.
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
- Graduation requirements
- Graduate program and graduate students rules and regulations (Graduate Studies, College and EEB)
- Enrollment questions
- GTA appointments, contracts and performance evaluations
- GRA appointments and contracts
- Petitions
- Progress to Degree forms – the online system used by the department to report degree benchmarks and degree completion to the College and Registrar’s Office. **Notifications are due two weeks prior to the exam.**

Kim Booth, EEB Accounting Specialist, housed in the CLAS Shared Service Center located in 50 Strong Hall, 864-3743, boothk@ku.edu
- Travel authorizations

Paulyn Cartwright, Chair of EEB Graduate Program Committee, 7016 Haworth Hall, 864-4432, town@ku.edu
- Concerns regarding advisers, departmental rules and regulations, etc.
- Questions regarding annual student evaluations
- Any and all matters related to the EEB Graduate Program Committee
- Award and fellowship nominations

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

Christopher 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, idorothy@ku.edu
- Schedule appointments with the chair
- EEB administrative matters
- EEB endowed scholarship information
- Graduate student travel authorizations
- Obtain contractual services form for department seminar speakers
- Graduate concerns when graduate coordinator is not available
- Telephone work orders
Lena Hileman, Chair of the EEB Graduate Admissions Committee, 8003 Haworth, 864-5861, memort@ku.edu
- Applications for admission to graduate program
- Involvement in graduate student recruitment activities
- Organizes new student orientation

Katie Sadler, EEB Greenhouse Manager, 3014 Haworth, 4-4189, knus@ku.edu
- Manages use of Haworth greenhouse

Student Assistant, EEB Student Receptionist, 2041 Haworth, 864-5887
- Department fax
- Department conference room scheduling (2041 A & D, 8024 Haworth)
- General information
- Department stationery
- Vehicle scheduling

Other Biology Staff in Haworth Hall

Matt Cook, Biology System Administrator, 1006 Haworth, 864-5198, mattcook@ku.edu
- Computer help/troubleshooting
- KU Card registration for building entrance
- Internet connections

Angela Gere, Undergraduate Biology Receptionist, 2045 Haworth, 864-4301, kemswan@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 mail room
- Building key accounts
- Undergraduate biology tutor list
- GTA evaluations

Tori Booth & Stephanie Otey, Student hourly 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
- Audiovisual equipment
- Videotapes and slide/sound sets
- 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, Undergraduate Biology Business Manager, 2045 Haworth, 864-5882, kmwhite@ukans.edu

- Maintenance requests
- Equipment repair

Biodiversity Institute (Dyche Hall)

Heather Campbell, Personnel and Research Administration Accountant, 609 Dyche, 864-4721, hcamp@ku.edu

- Maintenance requests
- Federal and campus mail
- FedEx and UPS (general)
- Photocopier and fax
- Vehicle scheduling
- Payroll matters for students in Dyche Hall including appointment paperwork
- Publication requests
- Museum letterhead

Jaime Keeler, Assistant to the Director of the Biodiversity Institute, 602 Dyche, 864-4540; jkeeler@ku.edu

- Keys and Omni Lock card access
- FedEx and UPS (hazardous materials shipments and shipping specimens internationally)
- Reserving room 320 Dyche
- Booking BIO^3 Seminars

Don Shobe, Accountant, 609 Dyche, 864-2369, dshobe@ku.edu

- Purchase order vouchers for grants administered through the NHM/BI
- Office supplies
- Request for Out-of-State Travel forms

Greg Smith, Systems Specialist, Dyche, 864-4862, gsmith@ku.edu

- Internet access
- Computer troubleshooting

Biodiversity Institute: Entomology Division (Public Safety Building)

Jennifer Thomas, Museum Specialist, 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 including appointment paperwork
- Keys
- Office supplies including letterhead
- Purchase order vouchers for grants administered through the Kansas Biological Survey
- Fax
- Mail
- Photocopies

**Jennifer Holladay**, Program Assistant, 108 Higuchi, 864-1503, jholla@ku.edu
- Conference room scheduling
- Vehicle scheduling
- Payroll matters for students in Higuchi Hall including appointment paperwork
- Keys
- Office supplies including letterhead
- Purchase order vouchers for grants administered through the Kansas Biological Survey
- Fax
- Mail
- Photocopies

**Paul Liechti**, Assistant Director of the Kansas Biological Survey, 22A Higuchi, 864-1527, pliechti@ku.edu
- Maintenance requests
- Telephone work orders

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

**Graduate Studies (Strong Hall)**

**Austin Fitts**, Policy Coordinator, 213 Strong, 864-7332, fittsy@ku.edu
- Contact for questions regarding university policy, procedure and academic deadlines, degree requirements
- Assists with student loan deferral qualification
- 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

**Roberta Pokphanh**, Assistant Dean of Graduate Studies, 213 Strong, 864-8040, pokphanh@ku.edu
- Manages the Graduate Application Processing Center (GAPC) and International Student Services (ISS)
- Maintains the fellowship program in Graduate Studies

**Michael C. Roberts**, Dean of Graduate Studies, 213 Strong, 864-2881, mroberts@ku.edu
- Manages university policy related to graduate programs
- Develops research grants
College of Liberal Arts & Sciences (Strong Hall)
(College Office of Graduate Affairs)

Kristine Latta, Director of the College Office of Graduate Affairs, 102 Strong, 864-3661, klatta@ku.edu
- Consideration of petitions for leaves of absence, time extensions, etc.
- Serves on the CLAS Committee on Graduate Studies

Cindy Lynn, Program and Policy Coordinator, 102 Strong, 864-1784, cynthia@ku.edu
- College graduate awards and scholarships
- Coordinates preparations for the Master’s Hooding Ceremony
- Faculty governance, curricular and program changes, academic catalog and program information

Morgan Swartzlander, Manager of Graduate Student Services, 102 Strong, 864-4147, mswartz@ku.edu
- Provides answers to policy questions regarding graduate studies
- Contact person in the College Office of Graduate Affairs for all concerns involving individual students
- Documents the completion of research skills and residence requirements for doctoral students
- Processes Progress to Degree (PtD) Forms
  - Approves the scheduling of exams and defenses
  - Processes petitions for leave of absence, time extensions, etc.
  - 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
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<th>ECOLOGY and EVOLUTIONARY BIOLOGY FACULTY and STAFF 2014-2015 Updated 7/25/2014</th>
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</tr>
<tr>
<td>Walker</td>
<td>S. Michael</td>
<td>Ward</td>
<td>ECEBGA-PHD</td>
<td>FA10</td>
<td>EEB-8022 HAW</td>
<td>4-5229</td>
<td><a href="mailto:smwalker@ku.edu">smwalker@ku.edu</a></td>
</tr>
<tr>
<td>Yun</td>
<td>Jin-Ho</td>
<td>V. Smith</td>
<td>ECEBGA-PHD</td>
<td>FA11</td>
<td>EEB-6007 HAW</td>
<td>431-6401</td>
<td><a href="mailto:jinho.youn@ku.edu">jinho.youn@ku.edu</a></td>
</tr>
<tr>
<td>Zaxicuo</td>
<td>Tashitos</td>
<td>Peterson/ Brown</td>
<td>ECEBGA-MA</td>
<td>SP13</td>
<td>BI-Dyche</td>
<td>4-3439</td>
<td><a href="mailto:tashitos@ku.edu">tashitos@ku.edu</a></td>
</tr>
</tbody>
</table>
CENTRAL CAMPUS

1. Adams Alumni Center
4. K.K. Amini Scholarship Hall
5. Margaret Amini Scholarship Hall
7. Anschutz Library
9. Art & Design Building
11. Bailey Hall
13. Battenfeld Scholarship Hall
14. Blake Hall
18. Budig Hall
23. Chancellor’s Residence
24. Computer Services Facility
27. Crawford Community Center
28. Danforth Chapel
29. Dole Human Development Center
31. Douthart Scholarship Hall
32. Dyche Hall
36. Facilities Operations
39. Fraser Hall
43. Hall Center for the Humanities
46. Haworth Hall
60. Lindley Hall
61. Lippincott Hall
62. Malott Hall
63. Marvin Hall
64. Marvin Studios
67. Military Science Building
68. Miller Scholarship Hall
69. Mississippi St. Parking Garage
72. Multicultural Resource Center
74. Murphy Hall
84. Grace Pearson Scholarship Hall
86. Pearson Scholarship Hall
89. Dennis E. Rieger Scholarship Hall
90. Robinson Health & Physical Education Center
91. Sellards Scholarship Hall
95. Smith Hall
96. Snow Hall
98. Spencer Museum of Art
99. Spencer Research Library
100. Spooner Hall
101. Sprague Apartments
103. Stauffer-Flint Hall
104. Stephenson Scholarship Hall
106. Strong Hall
110. Summerfield Hall
113. Twente Hall
115. Kansas Union
122. Watkins Home
123. Watkins Scholarship Hall
124. Watkins Memorial Health Center
125. Watson Library
126. Wescoe Hall
127. Wesley Building
129. Dept. of Art Studios

To view an interactive campus map or to print campus maps, visit http://www.maps.ku.edu.
12. Bales Organ Recital Hall
25. Continuing Education Building
30. Robert J. Dole Institute of Politics
50. Housing Maintenance Warehouse
59. Lied Center

**88. Public Safety Building**
112. Templin Residence Hall
116. University Press Offices
117. University Press Warehouse
118. Visitor Center

To view an interactive campus map or to print campus maps visit

WEST CAMPUS—SOUTH

16. Bridwell Botany Research Laboratory
38. Foley Hall
44. Hambleton Hall
47. Higuchi Hall
54. Kurata Thermodynamics Laboratory
65. McCollum Laboratories
70. Moore Hall
73. Multidisciplinary Research Building
79. Parker Hall
87. Pharmaceutical Chemistry Laboratories
93. Simons Biosciences Research Laboratories
94. Smissman Research Laboratories
107. Structural Biology Center

To view an interactive campus map or to print campus maps visit http://www.maps.ku.edu.
GRADUATE STUDENT PROGRESS REPORTS

Each calendar year Graduate students in EEB are required to submit progress report documents describing their accomplishments. The information reported is used by the EEB Graduate Program Committee to complete an annual evaluation of each EEB graduate student. Below are the forms used for the 2013 calendar year.

GSFR Part I: Information Form

EEB Graduate Student Progress Report: Calendar Year 2013
Part I: Information Form

This form represents Part I of the 2013 GSFR (Parts II and III are to be completed separately). Note that this document contains form fields for your responses and, in some cases, drop-down lists from which you must select responses. Please return this form in both digital and hard copy to Aage Aske (aadha@ku.edu, 2446 Haworth).

Student Name:

Contact Information
Email:
University Office Address:
Lawrence Home Address: Street & Apt. #:
City: State: Zip Code:
Office Phone: Mobile Phone: Home Phone:

Current Educational Goals
Degree Sought: Blank
Initial Term of Enrollment for Current Degree: Blank
Anticipated Term of Degree Completion: Blank
Academic Advisor (or Co-Advisors):
Date of Most Recent Advisory Committee Meeting:
Committee Membership (list names of members):
Member #1
Member #2
Member #3
Member #4
Member #5
Others

Progress Toward Degree
Master's Students
Defense – Actual or Anticipated Date of Completion:
If Completed, Mark Earned: □ Pass, Satisfactory
□ Pass, Honors
□ Fail

Doctoral Students
Research Skills – Please describe means of fulfilling the requirement:
Skill #1 Description:
Skill #1 Date/Term of Completion:
Skill #2 Description:
Skill #2 Date/Term of Completion:
Comprehensive Oral Exam – Actual or Anticipated Date of Completion:
If Completed, Mark Earned: □ Pass, Satisfactory
□ Pass, Honors
□ Fail
GSPR Part I: Information Form (continued)

<table>
<thead>
<tr>
<th>Support</th>
<th>Type of Support</th>
<th>% Appt.</th>
<th>Details/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2013</td>
<td>Blank</td>
<td>Blank</td>
<td>Blank</td>
</tr>
<tr>
<td>Unsupported</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2013</td>
<td>Blank</td>
<td>Blank</td>
<td>Blank</td>
</tr>
<tr>
<td>Unsupported</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Blank</td>
<td>Blank</td>
<td>Blank</td>
</tr>
<tr>
<td>Unsupported</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signatures:** By signing both student and mentor, acknowledge that Parts I and II (Info Form and CV) of the 2013 GSPR have been reviewed and contain accurate information.

**STUDENT**
- Name: [Redacted]
- Date: [Redacted]
- Signature: [Redacted]

**MENTOR**
- Name: [Redacted]
- Date: [Redacted]
- Signature: [Redacted]
GSPR Part 2: C.V.

Curriculum Vitae

EEB Graduate Student Progress Report: Calendar Year 2013
Part II: Curriculum Vitae

Please submit this form to Jaime Keeler (jkeeler@ku.edu) electronically via email attachment.

NAME HERE

GENERAL

Citizenship or Residence Status:

University Office Address:

Home Address: Street & Apt #:
               City, State & Zip:

Office Telephone: Cell Phone: E-mail:

EDUCATIONAL BACKGROUND: [List inclusive dates in reverse chronological order [i.e., most recent first] for schools attended and baccalaureate and post-baccalaureate degrees awarded. Mention honors. If appropriate, include title of thesis and advisor.]

RESEARCH ACTIVITIES

**PEER-REVIEWED PUBLICATIONS:** List all of your peer-reviewed publications in reverse chronological order and number them, 1...n. **Bold-face** your name and the year in **2009** publications. Provide complete citations, spelling out journal names in full. An example is provided for your reference. *Do not include manuscripts in preparation or submitted and under review, i.e., Research in Progress, below.*


**PRESENTATIONS AT REGIONAL, NATIONAL, & INTERNATIONAL MEETINGS:** List all of your presentations in reverse chronological order and number them, 1...n. **Bold-face** the name of the PRESENTER in all presentations, and the year in **2009** presentations. Indicate invited presentations with an asterisk. Provide complete citations citing the date of the presentation, the venue e.g., Annual Meeting of American Society of Parasitologists at University of Georgia, Athens, Georgia, and whether presentation was a contributed oral paper or poster presentation. An example is provided for your reference.

GSPR Part 2: C.V. (continued)

Curriculum Vitae

1. 

**Attendance at Regional, National, & International Workshops, Symposia, & Meetings:** List your attendance in reverse chronological order and number them, 1...n. Do not include meetings listed above under presentations. Follow example for formatting.


1. 

**Major Grants & Proposals:** List all major extramural grants and research awards received in reverse chronological order and number them, 1...n. Examples would include NSF, NIH, HGS, NASA, EPA funding. Include proposals that have been submitted during the past calendar year and either are pending or have been declined; indicate their status. Relevant information to provide includes funding agency, amount requested or funded, funding period, PI and/or co-PIs, and title of project. Follow example for formatting.


1. 

**Minor Grants & Proposals:** List all minor extramural and intramural grants and research awards received in reverse chronological order and number them, 1...n. Examples would include Sigma Xi, Lewis & Clark, Panorama, etc. Include proposals that have been submitted during the past calendar year and either are pending or have been declined; indicate their status. Relevant information to provide includes funding agency, amount requested or funded, funding period, PI and/or co-PIs, and title of project. Follow example for formatting.


1. 

**Fellowships, Awards, & Honors:** List all fellowships, academic awards, and professional honors received in reverse chronological order and number them, 1...n. These should include post-baccalaureate awards received at KU and other institutions or professional societies in the form of scholarships, fellowships, and awards for teaching and research. Follow example for formatting.

1. Smith, J. D. Dissertation Fellowship. The University of Kansas. $20,000. 12 mo. 08/17/08–08/17/09.
GSPR Part 2: C.V. (continued)

RESEARCH IN PROGRESS / OTHER RESEARCH ACTIVITIES: The space below is provided for a brief summary of research activities that might not have been included in foregoing sections. Use this area to list ancillary projects and manuscripts submitted and in review or rejected, for example. Do not list manuscripts in preparation.

PROFESSIONAL EXPERIENCE

TEACHING: List all courses taught at KU (course number and title, semester and year). Indicate percentage of appointment (a 0.50 FTE app. is generally considered a "full" app.). In addition, give name of an instructor or supervisor from whom a letter may be requested.

<table>
<thead>
<tr>
<th>Course No. &amp; Title</th>
<th>Semester &amp; Year</th>
<th>Instructor/Supervisor</th>
<th>Appt. %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RESEARCH OR CURATORIAL ASSISTANSHIPS: List each semester of appointment at KU indicating whether employed as a GEA or CA. Indicate percentage of appointment (a 0.50 FTE app. is generally considered a "full" app.). Give name of a supervisor from whom a letter may be requested.

<table>
<thead>
<tr>
<th>Position</th>
<th>Semester &amp; Year</th>
<th>Supervisor</th>
<th>Appt.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GSPR Part 2: C.V. (continued)

Curriculum Vitae

SERVICE

**PROFESSIONAL DISCIPLINE-RELATED SERVICE:** List scientific journals for which you have provided reviews (indicate number of manuscripts), agencies for which you have reviewed proposals (indicate number) and societies for which you have provided committee service during the past year.

1.
2.

**UNIVERSITY AND DEPARTMENTAL SERVICE:** List committees on which you have served and the nature of your contribution.

1.
2.

**LOCAL REGIONAL, NATIONAL AND INTERNATIONAL OUTREACH:** Describe any activities that have allowed you to share your research skills and experience with persons outside the EU community.

1.
2.
GSPR Part 3: Self and Program Assessment

EEB Graduate Student Progress Report: Calendar Year 2013

Part III: Graduate-Student Assessment Form

In an effort to assess your progress in the EEB Graduate Program and determine whether the Department is meeting your academic and graduate-training expectations, you are required to complete this form. Please return it either to Jamee Keeler, EEB Graduate Coordinator (who will share it with members of the Graduate Program Committee) or (if you prefer a more confidential consideration) to Chris Hauser, Chair, EEB, with an explanation of your concerns about submission to the Graduate Program Committee. You may submit the form as an e-mail attachment. Your candid responses will be held in strict confidence.

Student Name:

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

2. 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?

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

4. How might the Department do more to help you achieve the goals listed above?

5. Reflect on the structure of the graduate program in EEB, including requirements, assignment of mentor(s), means of support (e.g., GRA, GTA, fellowship), expectations for presentations/publications. Has it helped or hindered your progress in the graduate program? Please elaborate on your answer.

6. Attach a copy (PDF or hardcopy) of a summary of your most recent committee meeting. The summary should include the (1) date of the meeting, (2) the faculty participating, and it should (3) list the principal issues addressed during the conference. Include the committee’s comments on your progress toward your degree, along with the goals that group establishes for you during the forthcoming year. The document should be countersigned by your advisor(s).
Mentor Assessment Form

EEB Graduate Student Mentor Assessment Form: Calendar Year 2013

Please complete one copy of this form for each student that you advise or co-advis. Return the document to Jaime Keeler, EEB Graduate Coordinator, either as a hard copy or as an e-mail attachment (preferred). Your candid comments will be held in strict confidence. If you prefer, you may submit the form to Chris Hauter, Chair, EEB, with an explanation of your concerns about sharing it with members of the Graduate Program Committee.

MENTOR’S NAME: □ 1st advisor □ Co-advisor

STUDENT’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?

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

4. How might the Department do more to help you achieve the goals listed above?

5. Reflect on the structure of the graduate program in EEB, including requirements, assignment of mentor(s), means of support (e.g., GRA, GTA, fellowship), expectations for presentations/publications. Has it helped or hindered your mentorship of this student? Please elaborate on your answer.
**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 the evaluation form used by the committee during 2012 graduate student evaluations.

**Graduate Student Annual Evaluation Form (example)**

<table>
<thead>
<tr>
<th>Student name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of evaluation:</td>
<td>1 January 2012  December 2012</td>
</tr>
<tr>
<td><strong>Progress (PhD only)</strong></td>
<td></td>
</tr>
<tr>
<td>G = FLORES completed in 2 years</td>
<td></td>
</tr>
<tr>
<td>S = FLORES completed in 3 years</td>
<td></td>
</tr>
<tr>
<td>U = FLORES not completed in 4 years</td>
<td></td>
</tr>
<tr>
<td>N/A = MA student or student in 1st year</td>
<td></td>
</tr>
<tr>
<td><strong>Progress (PhD only)</strong></td>
<td></td>
</tr>
<tr>
<td>(students who have not yet completed; marks are entered to the nearest plausible category)</td>
<td></td>
</tr>
<tr>
<td>E = Orals within 5 semesters</td>
<td></td>
</tr>
<tr>
<td>G = Orals completed in 6th semester</td>
<td></td>
</tr>
<tr>
<td>S = Orals completed in 7th semester</td>
<td></td>
</tr>
<tr>
<td>U = Orals completed in 8th semester or beyond</td>
<td></td>
</tr>
<tr>
<td>N/A = MA student or student in 1st year</td>
<td></td>
</tr>
<tr>
<td><strong>Progress (MA only)</strong></td>
<td></td>
</tr>
<tr>
<td>E = planned degree completion in 2 years</td>
<td></td>
</tr>
<tr>
<td>G = planned degree completion in 3 years</td>
<td></td>
</tr>
<tr>
<td>U = planned degree completion in &gt;3 years</td>
<td></td>
</tr>
<tr>
<td>N/A = PhD student</td>
<td></td>
</tr>
<tr>
<td><strong>Course work (Annual)</strong></td>
<td></td>
</tr>
<tr>
<td>E = grades mostly A's, some B's</td>
<td></td>
</tr>
<tr>
<td>G = grades A's or B's</td>
<td></td>
</tr>
<tr>
<td>U = one or more grades of C or lower, or one or more Incompletes</td>
<td></td>
</tr>
<tr>
<td>N/A = no grades available</td>
<td></td>
</tr>
<tr>
<td><strong>Scientific Peer Reviewed Publications: (Annual)</strong></td>
<td></td>
</tr>
<tr>
<td>E = Multiple substantive papers published or in press</td>
<td></td>
</tr>
<tr>
<td>G = 1 or more substantive manuscripts in press or published</td>
<td></td>
</tr>
<tr>
<td>S = 1 or more manuscripts in preparation or submitted</td>
<td></td>
</tr>
<tr>
<td>U = no manuscripts in preparation</td>
<td></td>
</tr>
<tr>
<td>N/A = student in first or second year</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Student Annual Evaluation Form (Example, continued)

### Scientific Peer Reviewed Publications (Cumulative)
- **E** = Multiple substantive papers published or in press
- **G** = 1 or more substantive manuscripts in press or published
- **S** = 1 or more manuscripts in preparation or submitted
- **U** = no manuscripts in preparation
- **N/A** = student in first or second year

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

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

### Scientific Presentations (Annual)
- **E** = 2 or more substantive presentations at national/international meetings
- **G** = 2 or more substantive presentations regionally or 1 substantive presentation at national/international meeting
- **S** = 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)
- **E** = 2 or more substantive presentations at national/international meetings
- **G** = 2 or more substantive presentations regionally or 1 substantive presentation at national/international meeting
- **S** = 2 or more presentations locally or 1 at regional meeting
- **U** = no presentations
- **N/A** = student in first year or second year
Graduate Student Annual Evaluation Form 2012 (Example, continued)

<table>
<thead>
<tr>
<th>Students' Evaluation of Teaching (Annual)</th>
<th>E</th>
<th>G</th>
<th>S</th>
<th>U</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = excellent student evaluations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G = good student evaluations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S = satisfactory student evaluations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U = unsatisfactory student evaluations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A = no teaching activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentor Evaluation (Annual)</th>
<th>E</th>
<th>G</th>
<th>S</th>
<th>U</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>E = excellent progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G = good progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S = satisfactory progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U = unsatisfactory progress</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A = student on leave</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Overall Evaluation (Note that this is not simply an average of the above ratings.)</th>
<th>E</th>
<th>S</th>
<th>U</th>
<th>N/A</th>
</tr>
</thead>
</table>
Prior to each academic term, GRAs and CAs must submit the Staff & Staff Dependent Rates form to qualify for in-state tuition rates. Students on 50% GTA appointments and students who receive their GRA appointment through EEB do not need to submit the Staff & Staff Dependent Rates form, unless the request for in-state tuition is not associated with GRA appointments (e.g., scholarships and fellowships). Students who received graduate assistantships for the previous fall and spring semesters, qualify for in-state rates for summer, even if no summer assistantship has been received, when they submit this application.
SPONSORSHIP AUTHORIZATION

In most cases, GRA tuition and fee sponsorship is provided by the hiring grant. For appointments in the BI and KBS the grant P.I. must submit a Sponsorship Authorization form. When the GRA’s hiring funds cannot sponsor tuition and fees, students should contact Sara Gillahan (sgillahan@ku.edu; 864-4062) in RGS to inquire about the tuition assistance program. For appointments in EEB the CLAS Shared Service Center will in most instances take care of the Sponsorship Authorization form as well as the application to the tuition assistance program.

---

**KU CR TUTION SPONSORSHIP SPONSOR REQUEST**

<table>
<thead>
<tr>
<th>Sponsor Name: KU CR SPONSOR</th>
<th>Semester:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name: Last, First</td>
<td>Student ID:</td>
<td>Tuition (total percent)</td>
</tr>
<tr>
<td>Course Fees (percent)</td>
<td>Campus Fees (percent)</td>
<td></td>
</tr>
<tr>
<td>Net Fee (total percent)</td>
<td>Campus Location (e.g., Ed or KUCC)</td>
<td></td>
</tr>
<tr>
<td>Dependent ID (7 digit)</td>
<td>Project Fund-Aid S (limit 10 characters)</td>
<td></td>
</tr>
<tr>
<td>Out of State Tuition Arrival (Y or N)</td>
<td>Type (Gradhta, Fellow, Post Doc, Intern)</td>
<td></td>
</tr>
</tbody>
</table>

Sponsor Contact: [Contact Info] Sponsor Signature: [Signature]

**IMPORTANT:** If you should have any questions or how to complete this tuition sponsorship form please contact Post Award Services.

Please submit your tuition sponsorship form to your appropriate KU CR Shared Service Center via email. Your PIA will sign off and send to the Human Office.

Tuition Differential is a required field that is associated in addition to tuition to students enrolled in certain schools. **Request fees are associated to students based upon number of hours credited.**

**NOTE:** Tuition form and requirements for post-docs and interns are not a separate form.