# The University of Kansas
# Ecology and Evolutionary Biology
# Graduate Student Handbook
# 2026-2027

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# Welcome to EEB

## Handbook

This handbook has been prepared to inform new and current graduate students in the Department of Ecology and Evolutionary Biology (EEB) about the services and other resources of the department, the University of Kansas (KU), and the city of Lawrence. Contact the EEB Graduate Program Coordinator with questions or concerns regarding the content of this handbook.

## Academic Calendar Information

Academic Calendar information can be found on the Registrar Office Academic Calendar pages.

## EEB Faculty Research Specializations

Three broad overlapping themes capture the interests and activities in EEB – biodiversity and macroevolution, ecology and global change biology, and evolutionary mechanisms.

Neotropical biodiversity is a special area of concentration among EEB faculty. Faculty members have courtesy appointments in the Latin American Studies Program, which fosters multidisciplinary research in Latin America across the campus. KU is a member of the Organization for Tropical Studies (OTS), and many faculty members and students participate in advanced, field-oriented OTS courses. Graduate students can receive fellowships for courses, e.g., Tropical Ecology (BIOL 786), or research projects in Costa Rica. Other EEB faculty have research concentrations in Asia, Africa, Antarctica, and elsewhere, creating a genuinely global reach of EEB research activities.

## Facilities

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

KU has modern computer facilities, with wireless internet access available in virtually all campus locations. Libraries, especially the Spencer Research Library and Anschutz Library, are great resources, as is the Linda Hall Science Library in Kansas City, which has a large collection of scientific journals.

## The Biodiversity Institute

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

## The Kansas Biological Survey

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

## KU Campus and Lawrence

KU has nearly 30,000 students as well as over 5,000 faculty and staff. There are approximately 2,200 international students from over 100 countries, making KU a truly international university. For more information on the University of Kansas, visit the main KU web site.

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

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# Academic Year Calendars

## Current Year Abbreviated Academic Calendars

An abbreviated calendar showcasing some relevant graduation dates and certain holidays can be found on the Graduate Studies Graduation Calendar page.

## Full Academic Calendars

The complete academic year calendar, abbreviated future year calendars, and a brief list of complete historic calendars are available on the Registrar's Calendar page.

# EEB Graduate Regulations & Procedures

Regulations and procedures that govern students pursuing master's and doctoral degrees within the Department of Ecology and Evolutionary Biology (EEB) are based on university and College requirements, as well as department rules and guidelines. ***Graduate students and faculty are encouraged to read the relevant sections of the Academic Catalog and the KU Policy Library*** for more detailed information.

It is each graduate student's responsibility to know and observe all regulations and procedures relating to their graduate degree program. Regulations will not be waived solely because a student claims ignorance of requirements, regulations, procedures, or deadlines. A list of University Polices relevant to graduate students is included at the end of this handbook.

## Advisory Committees

### *Preliminary Advisory Meeting (PAM)*

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

The PAM's purposes are:

- To assess the student's preparation in the structure and diversity of organisms in disciplines across EEB and to address deficiencies by recommending or requiring that the student take courses, tutorials, complete readings, or a special project.
- To determine what initial courses and/or other training are needed to help the student progress in his or her chosen discipline.
- To provide advice about requirements and the fulfillment of the Research Skills and Responsible Scholarship ($RS^2$) requirement for doctoral students.

Immediately following the meeting, the graduate student must complete the *EEB Preliminary Advisory Meeting* form, obtain faculty mentor approval, and email the form to the EEB Graduate Program Coordinator. The form should address the three bullet points above.

The PAM is a one-time committee and does not become the core of the student's Research Advisory Committee (RAC). The two committees may have members in common if the student so desires.

### *Research Advisory Committee (RAC)*

Prior to completion of the third semester, a Research Advisory Committee (RAC) should be formed Each student and their RAC must meet annually, between October 1 and February 15, to discuss the progress during the past year and prepare a plan for the upcoming year. After the meeting, the graduate student must complete the EEB Research Advisory Committee form, obtain faculty mentor approval, and send it to the EEB Graduate Program Coordinator. Ideally, the RAC meeting will be held in-person. If a majority of the members cannot attend the meeting in person, the student should obtain permission for a majority-online meeting from EEB's Director of Graduate Studies (DGS). Failure to meet with the RAC and submit the EEB Research Advisory Committee form may result in an unsatisfactory annual student evaluation.

Elements to include in the summary:

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

Recently the Graduate Program Committee (GPC) examined the research advisory committee composition and found that significantly more men than expected at random are appointed on RACs of male graduate students. Although disciplines are different and may require committees with differing areas of expertise, the student and advisor should keep in mind the diversity of the department in all respects (gender, discipline, etc.) when forming a RAC. Advisers should bear in mind not only the needs of the student when forming committees, but also the need to take 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.

## Advising & Mentorship

### *Assignment of Advisor*

Within the department, the terms "advisor" and "mentor" are used interchangeably. Rather than assigning advisors after admission or arrival, EEB pairs graduate students with faculty members directly through the application process. When applying to the EEB program, prospective students specify which faculty member's lab they wish to join.

During application reviews, faculty members review the applicants who listed them as a desired mentor and decide which applications they would like the Graduate Admissions Committee (GAC) to evaluate. If the applicant is deemed admissible by the GAC, space in the program is available, and the faculty member has appropriate funding, an offer of admission is extended. When a student accepts their admission, that faculty member officially becomes their faculty mentor.

While the faculty mentor serves as the student's primary advisor, the Graduate Program Coordinator and Director of Graduate Studies for EEB are also available to assist with advising in specific situations.

### *Regular and Timely Feedback*

EEB recognizes that effective mentoring can take many different forms. As long as the interests of the students are being served, the department does not try to intrude in the mentoring relationship between mentors and their students. So, EEB policies are intended to be flexible and to outline several possible mentoring styles.

Students and mentors are encouraged to establish clear expectations regarding meeting frequency and the best methods of communication early on. The Preliminary Advisory Meeting (PAM) offers a good opportunity to discuss these topics. Additionally, the frequency and quality of communication between the mentor and student are reviewed as part of the Annual Evaluation process.

Departmental guidelines align with KU Mentoring Policies. EEB's specific standards are outlined in the following three paragraphs and are intended to be read in the context of the KU policies outlined at the link above.

**Meeting Frequency**

KU policies require that departments establish minimum standards for meeting frequency. For EEB, the phrase "regular and frequent meetings" means a schedule of meetings that meets (or exceeds in frequency) at least one of the following options:

- One-on-one meetings at least once every 2 weeks;
- Group meetings (e.g. "lab meetings") occur at least once every 2 weeks, with students being able to schedule additional one-on-one meetings as needed; or
- Some other regularized schedule of meetings that mentors propose and submit to the GPC for approval. Approval would be based on seeing that the schedule avoids students wasting time due to lack of feedback/corrections.

**Regular and Timely Feedback**

For EEB, the phrase "regular and timely feedback" referred to in KU policies means that (in most cases), an advisor is expected to respond:

- to written drafts of papers or proposals within two weeks of receipt
- to e-mails or other small communications within a week.

The department recognizes that there can be a wide range of situations that may require more rapid feedback or situations (e.g. when someone is performing fieldwork) in which it is infeasible for feedback to be provided quickly. Students and mentors are encouraged to discuss the frequency of communication with each other and be proactive in advance of timeline variations.

**Departmental Feedback**

KU policy states that departments should also provide regular and timely feedback. Within EEB this is accomplished via our Annual Evaluation process. However, students are encouraged to reach out to the Director of Graduate Studies or the Graduate Program Coordinator if questions arise that should not wait until the next annual evaluation period.

## *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.

Successful change in mentorship will be contingent upon the identification of an appropriate new mentor and the willingness of the prospective new mentor to assume the responsibilities. Students can initiate this process at any time by contacting the Director of Graduate Studies and/or the Department Chair. Students can also consult resources outside the department, such as the University Ombudsman, who can provide support in the process. EEB leadership is available to help guide the student through the change, which can include help in identifying a new mentor, communicating with the original mentor, and assisting in the transition.

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 the Chair, who can mediate the process with the original mentor. Proposed changes in mentorship assignments must be approved by the EEB Department Chair and signed by both the student and the new mentor(s). Graduate students must have a faculty mentor to remain a student in good standing. Failure to identify a new mentor within 3 months may result in dismissal from EEB's graduate program.

## Academic Standing

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

### *Grading*

The courses *Master's Thesis Research (BIOL 899)* and *Dissertation Research (BIOL 999)* are graded on the SP/LP/NP scale (see the College's policy on this grading scale: here). An LP grade signifies that "[p]rogress is less than what was agreed upon with the advisor and/or may cause delays in timely degree completion." An NP grade signifies that "[t]he student has provided no evidence of progress on the thesis or dissertation work, or work completed was insufficient to move the thesis or dissertation project forward."

Neither an LP nor an NP grade automatically takes an EEB graduate student out of good academic standing. However, students who receive an LP or NP must explain why the grade was obtained and the plan for correcting unsatisfactory progress in their next annual student evaluation (see below). Failure to adequately address concerns about research progress, as assessed by that evaluation, may result in the loss of good academic standing.

### *Graduate Student Annual Evaluations*

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

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

A **Satisfactory with Warning** rating means that some aspects of the student's progress are problematic. Although the student is in good academic standing, they are in danger of being rated Unsatisfactory during the next evaluation cycle if their progress does not improve. The specific problems noted by the GPC will be stated clearly in the letter accompanying the rating. A student who receives this rating is strongly urged to (1) meet with the adviser about how to correct the problems, (2) meet with the RAC about how to correct the problems, (3) report plans for correcting the problems to the GPC, and (4) correct the problems. It should be clear that Satisfactory with Warning is a warning of an impending Unsatisfactory rating in the next year, if the problems are not corrected. Additionally, a Mentorship Agreement form may be requested by the GPC.

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 sustained lack of progress in research; poor record of publication, presentations, proposals; GPA below 3.0; and poor teaching record. Students who receive an unsatisfactory rating are placed on academic probation

with the university and are ineligible for hire to graduate assistantships until reinstated to good academic standing. A Mentorship Agreement form may be requested by the GPC.

### *Remediation Procedure*

Typically, a student will receive a Satisfactory with Warning rating before they receive an Unsatisfactory rating. The specific areas needing improvement will be identified in the annual evaluation letter issued by the GPC. The student should meet with their adviser and RAC to design a strategy for fixing the problems, and report on this strategy to the GPC in the form of a letter.

On receipt of an Unsatisfactory rating, a formal remediation plan, approved by the student's 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.

### *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 master's thesis or non-thesis report. The EEB Graduate Program Coordinator should be consulted to determine which degree requirements remain for the new degree program.

## Time Constraints

### *Maximum Tenure*

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

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

### Minimum *Tenure*

As per EEB requirements, doctoral students must complete the equivalent of at least three academic years of full-time graduate study at KU (or other approved university if not in conflict with university

requirements for Engagement and Enrollment). This time period may include time spent earning a master's degree.

### *Engagement and Enrollment in Doctoral Programs*

Prior to taking the oral comprehensive exam, EEB Ph.D. students must complete two semesters of full-time enrollment as defined by University enrollment policy or at least 18 hours of enrollment over several part-time semesters.

See the policy library for more information about Doctoral Degree Requirements.

## Credit Transfer

Not all graduate students are allowed to transfer credits completed at outside institutions. Since 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. Master's students are allowed to transfer up to 9 graduate credits from other institutions. Contact the departmental Graduate Program Coordinator to obtain the necessary paperwork. More information can be found on the graduate credit policy page.

## Enrollment

### *Enrollment Requirement Policies*

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

Full-time enrollment is defined as follows:

- Fall and Spring semesters
  - Minimum 9 hours enrollment
  - Minimum 6 hours enrollment plus a GTA/GRA/CA, regardless of percentage of appointment
  - Doctoral candidates enrolled in dissertation hours (*BIOL 999: Doctoral Dissertation*). See the Doctoral Candidacy policy for information on Post Comprehensive Enrollment.
- Summer term
  - Minimum 6 hours enrollment
  - Minimum 3 hours enrollment plus a GTA/GRA/CA, regardless of percentage of appointment
  - Doctoral candidates enrolled in dissertation hours (*BIOL 999: Doctoral Dissertation*). See the Doctoral Candidacy policy for information on Post Comprehensive Enrollment.

Half-Time enrollment is defined as follows:

- Fall and Spring semesters
  - 5 hours enrollment
  - 3 hours enrollment plus a GRA, regardless the percentage of appointment*
- Summer term (note – not all loan companies require summer enrollment)
  - 3 hours enrollment
  - 1 hour enrollment plus a GRA, regardless of the percentage of the appointment. *

*Students who wish to defer student loans are often required to maintain at least half-time enrollment. Please note that, for students studying in a master's program, only master's students in their last semester of enrollment are eligible for the three quarters-time and half-time enrollment exception while holding a GRA. Also, please note that Ph.D. candidates who have met post-comprehensive enrollment requirements and had paperwork submitted on their behalf by the Graduate Program Coordinator are considered full-time students while enrolling in a single credit hour. See the GRA appointment eligibility policy or the GTA appointment eligibility policy for more information.

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

### *Master's & Pre-orals Doctoral Student Enrollment*

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

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

### *Post-oral Doctoral Student (Doctoral Candidate) Enrollment*

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

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

After fulfilling the 18-hour post-oral credit hour requirement, a student may reduce Fall and Spring semester enrollment to 1 hour of *BIOL 999: Doctoral Dissertation.*

Doctoral candidates enrolled in 1 credit hour of *BIOL 999: Doctoral Dissertation* are considered full-time. International students should visit the ISS website, contact the International Student Services (ISS) office at iss@ku.edu, or call them at 785-864-3617 and take care of any requirements to ensure that reduced enrollment does not interfere with their immigration status.

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

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

Doctoral candidates are strongly encouraged to familiarize themselves with the post comprehensive enrollment regulations. Additional information about this policy is available on the COGA post-

comprehensive enrollment page. Failure to comply with the policy may result in additional enrollment requirements and tuition expenses near the end of the graduate program.

### *Enrollment Requirements for Graduation*

Students must be enrolled during the term in which they graduate. This requirement, however, is waived if all degree requirements are completed within the first two weeks of the fall or spring semester or within the first week of the summer session, providing the student was enrolled during the previous term. Early graduation dates and deadlines are available on the Graduate Studies Graduation Calendars.

### *Impact of Enrollment on Social Security Tax Withholding*

Students holding assistantship appointments should be aware that less than full-time enrollment will trigger social security tax withholding from their paychecks, though international students who hold certain types of visas may be exempt. Doctoral candidates who have completed 18 post-orals credits are exempt from social security tax deductions when enrolled in a single credit of *BIOL 999 Doctoral Dissertation* while holding a GTA, GRA, or GA appointment.

### *International Student Enrollment Requirements*

International students are required to maintain full-time status (see above) in order to meet U.S. immigration requirements. Summer enrollment is not required for the purpose 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 scholarship funds, may necessitate summer enrollment. For further information, visit the ISS website, contact the International Student Services (ISS) office at iss@ku.edu, or call them at 785-864-3617.

### *Leave of Absence*

If personal circumstances warrant a break from graduate study and enrollment requirements, a student may seek permission from the EEB GPC to petition the College for a leave of absence. Contact the departmental Graduate Program Coordinator for assistance.

## Graduate Student Health Insurance

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

- Students who hold a 50% GTA/GRA appointment and meet the eligibility requirements qualify for KU's reduced premium health insurance plan offered through United Healthcare.
- Students who are not employed as GTA/GRAs may be eligible to enroll in the regular health insurance plan underwritten by United Healthcare.
- Health insurance is mandatory for international students on an F-1, F-2 and J-1 visa and is automatically added after the student enrolls in classes. For more information visit the Insurance Requirements section of the International Student Services website.

Students enrolled in a graduate student health insurance plan should check the policy's terms of eligibility and enroll accordingly. Visit the Graduate Student Health Insurance page for more information and insurance premiums or contact Stephanie Miller at swmiller@ku.edu, or at 785-864-1817 with your health insurance questions.

## Graduate Assistantship Appointments

Most graduate students in EEB receive a funding package that includes a combination of graduate teaching (GTA), research (GRA), and curatorial assistantships (CA). These appointments include tuition sponsorship. Depending on the funding source, they may include full or partial fee sponsorship as well. Students must be in good academic standing to be eligible for appointment to a graduate assistantship. More information about this is available in the "Academic Standing" section of the handbook. Students must be enrolled as full-time students to be eligible to hold teaching or research assistantships. Students employed in half-time assistantships (20 work hours/week) are eligible to enroll in KU's GTA/GRA health insurance plan (see Graduate Student Health Insurance).

### *Graduate Teaching Assistantships (GTA)*

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

During the past academic year, half-time (0.50 FTE = 20 hours/week) GTA positions in EEB were paid a starting salary of $9850 per semester. Minimum GTA salaries for the coming year will be no less than $9850 per semester and may even see an increase if budgetary funding allows for raises or merit pay increases.

Students who hold a 50% GTA appointment receive a full tuition waiver as well as payment of 3 credit hours of campus fees. All new GTAs must complete a training program that includes mandatory attendance at KU's New GTA Orientation, follow-up training sessions, and the completion of an online tutorial. International students must meet English proficiency requirements or pass the SPEAK test to qualify for a GTA position. Contact the Applied English Center at aec@ku.edu, or at 785-864- 4606 should you require information and updates on the SPEAK test.

University policy strictly limits the number of GTA assignments a graduate student may receive while enrolled in a graduate program at KU. Those admitted to a master's program are limited to **6** semesters of GTA-ships. In the spring of 2019 Graduate Studies increased the maximum allowable number of GTA appointments for students admitted to the doctoral program to **16** semesters. The same limit, namely 16, applies to those admitted for both a master's and doctoral program. Summer appointments do not count toward the GTA semester limit.

### *Graduate Research Assistant (GRA) and Curatorial Assistant (CA)*

Faculty advisers will notify graduate students when funding is available for GRA or CA appointments. Salaries for GRAs are determined by the grant's P.I. using the pay matrix developed by the hiring unit. Most often, EEB graduate students are hired by one of three units: the Department of Ecology and Evolutionary Biology (EEB), the Biodiversity Institute (BI), or the Kansas Biological Survey (KBS). Whenever possible, GRA salaries mirror EEB GTA salaries. The P.I. should work with the appropriate hiring staff (Graduate Program Coordinator in EEB or the designated BI or KBS staff) to complete the appointment documents. With the implementation of Shared Service Centers P.I.s are no longer required to complete the Employee and Employee Dependent Rates form or sponsorship authorization forms. If the hiring grant does not provide for tuition and fee sponsorship, and if the student in question is studying in a Ph.D. program, the P.I. may request assistance from the IDEEA by informing the appropriate hiring staff.

Students who enroll for the summer semester but do not hold a GRA/GTA position may qualify for the in-state tuition rate by meeting the eligibility criteria for the previous spring and fall semester. For more information, visit the Employee and Employee Dependent Rates Policy on the University Registrar site. Contact the EEB Graduate Program Coordinator if you find that the waiver has not been applied to your account.

## Travel

### *Travel Authorization & Insurance*

Students traveling out-of-state on behalf of the university, e.g., to attend professional conferences or to visit field sites for research, must report their travel plans to the university. This is particularly important for students who anticipate reimbursement of travel costs. However, even those traveling on their own dime are asked to report travel, in part because each individual traveling on university business is covered by a $100,000 accidental death and dismemberment policy. All EEB graduate students must complete a travel request via Concur prior to domestic or international travel. Instructions for using Concur can be found here.

Additionally, the University of Kansas requires that all students who travel as institutional affiliates register international travel through the Student International Travel Registry. More information is available on the International Travel Policies page on the International Affairs website.

### *Travel Funds*

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

Applications for departmental travel funds should be submitted to the department chair three weeks prior to the meeting and must include the following: (1) a letter or e-mail request that lists the conference name and location, dates of travel, and a budget identifying other sources of funding, including the Graduate Scholarly Presentation 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 the EEB Program Assistant at the EEB office (2041 Haworth).

Biodiversity Institute: Graduate students whose faculty mentor is affiliated with the Biodiversity Institute may request financial assistance for travel to conferences or training opportunities from the BI director, Nico Franz. Students can contact Dr. Franz at nico.franz@ku.edu.

Office of Graduate Studies: The Graduate Scholarly Presentation Travel Fund is available to graduate students through the Office of Graduate Studies and operates on a first come, first served, basis. To be eligible students must be traveling to a regional or national meeting of a learned or professional society for the purpose of presenting a paper. Students are limited to one $750 award during their graduate career at KU. Applications must be submitted at least 30 days prior to the expected departure date and must be accompanied by a one-page copy of the abstract. To receive these funds, students must submit an application for travel funds to Graduate Studies.

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# EEB 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 comprise at least 3 members. All members must be appointed to KU's Graduate Faculty and authorized to serve on the committee. The majority of committee members (2) must be tenured or tenure-track EEB faculty. As long as the majority requirement is met additional committee members may be from EEB, another department or another institution. Unlike doctoral committees, Master's committees do not require a Graduate Studies representative, a function performed by a faculty member from a department other than EEB. Students are strongly encouraged to use the breadth of diversity in the department in forming a committee. More information can be found on the Master's Student Oral Exam Committee Composition page.

### *Required Course Work for Master's Students*

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

(1) Students must complete BIOL 805, *Scientific Integrity in EEB*, in the fall semester during the first year of graduate study – they are expected to attend departmental seminars in subsequent semesters.
(2) Students must complete a graduate-level course in statistics, typically fulfilled by completing BIOL 841, *Biometry I,* in the fall semester during the first year of graduate study. Alternatively, students may demonstrate equivalent background knowledge or experience.
(3) Students must complete BIOL 801, *Core Topics in Current EEB Research*, in the spring semester during the first year of graduate study.
(4) Students pursuing Option I (Thesis) must complete a minimum of one credit hour of BIOL 899 (Master's Thesis).

Master's students must meet a credit-hour-completion requirement. Those in the Thesis program must complete a minimum of 30 graduate-level credit hours, with no more than 14 of the 30 from enrollment in thesis or advanced study hours. Those in the Non-thesis program must complete a minimum of 36 graduate-level credit hours, with no more than 16 of the 36 from enrollment in thesis, research, or advanced study hours.

### *Master's Defense for Option I (Thesis) Students*

During the final semester of enrollment, students pursuing the Option I (Thesis) master's degree are required to give a public presentation of their thesis research and complete a thesis defense. The thesis presentation should follow the standard departmental seminar format. The master's thesis defense consists of a substantive test of the student's knowledge of the field and the thesis topic, with ~50% of the time devoted to general exam questions that cover the full breadth of the candidate's field of study (i.e., general knowledge of ecology and evolutionary biology). At the discretion of the student and adviser, the defense may be held on the same day as the thesis presentation, or the events may be held on separate days. The defense examining committee must comprise of at least 3 members and the majority of committee members (2), which includes the committee chair, must be physically present during the examination and defense. Students must follow the Master's Exam Committee Composition policy. In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/videoconferencing according to the exam attendance policy. To pass the thesis defense, a student must receive a majority of passing votes from the examining committee. Under no circumstance is the student allowed to take the exam more than 2 times.

**Students must contact the EEB Graduate Program Coordinator two to 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. For more information about thesis and dissertation formatting and the schedule of ETD workshops and enter "Thesis Dissertation" in the Keyword(s) box.

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

During the final semester of enrollment in course work when the Non-thesis program activities are nearing completion, students pursuing the Option II (Non-thesis) master's degree must successfully complete a general oral exam. The exam is similar in structure to a doctoral oral comprehensive exam; however, the exam is shorter, and the depth and breadth of knowledge required of the student is less comprehensive than expected of a doctoral aspirant. The examining committee must comprise of at least 3 members and the majority of the committee members (2) must be physically present during the examination. Students must follow the Master's Student Oral Exam Committee Composition policy. In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/videoconferencing according to the exam attendance policy. To pass the master's final examination, a student must receive a majority of passing votes from the examining committee. Under no circumstance is the student allowed to take the exam more than 2 times.

**Students must contact the EEB Graduate Program Coordinator two to three weeks prior to the anticipated examination to request departmental and College permission to schedule the event.**

### *Research*

Students in M.A. Option I (Thesis) must produce a thesis showing the results of original research. The committee-approved thesis must be submitted electronically to the UMI/ProQuest submission site as well as comply with KU's Thesis and Dissertation formatting rules. All documents for the thesis will be submitted through the My Graduation Checklist via Canvas. The student must submit an application to graduate to gain access to this course. Students are encouraged to attend one of the free EDT Workshops offered by KU Libraries advertised on the latter website. Additionally, the student must provide an electronic PDF of the thesis to the EEB Program Coordinator for storage in departmental files.

Students in M.A. Option II (Non-thesis) must conduct research with one or more faculty members involving work on a research problem that requires use of literature and laboratory and/or field techniques. Non-thesis students are required to submit a comprehensive written report to their 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 Graduate Program Coordinator as a PDF document. Additionally, the student is required to submit a paper copy of the title page containing signatures of the advisory committee members.

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

## Policy for M.A. to Ph.D. transitions within EEB

The following guidelines apply to students who are admitted to the EEB graduate program to pursue an M.A. degree and who subsequently decide, after they begin their degree, that they would like to pursue a Ph.D. in EEB.

### *Route 1: A student admitted to the M.A. program completes the M.A. first, then begins a Ph.D. degree*

When a student finishes one degree and begins another, the two degrees are treated as independent. The student must formally apply to the Ph.D. program through Graduate Studies as with any new degree-seeking student. The student may request the application fee be waived by asking the EEB Director of Graduate Studies.

If the student is subsequently admitted into the Ph.D. program, all EEB funding guarantees and benchmark timelines automatically reset to department standards for a new Ph.D. student. The student is eligible to be nominated for KU first-year fellowships, such as Self and Chancellor's fellowships. Regardless of whether the student received their M.A. degree from KU or another school, research (e.g., publications) that were used in support of the M.A. cannot again be counted in support of the Ph.D. degree.

### *Route 2: A student admitted to the M.A. program transfers to the Ph.D. program without completing the M.A. degree*

When an existing EEB M.A. student switches to the Ph.D. program without finishing the M.A., the process is handled internally to EEB. The student does not apply through Graduate Studies but submits application materials directly to the EEB Admissions Committee. ****The application includes a revised funding plan approved by the chair, a mentor letter of recommendation and a 1-to-2-page research statement from the applicant as directed below:**

> *Please describe the research you have begun as a graduate student in EEB, your further research plans as a Ph.D. student and your reason for seeking to switch from the M.A. program to the Ph.D. program. ***

The submission deadlines and timeline are identical to those for new applicants to the graduate program. Since applications are handled internally, there is no application fee. EEB funding guarantees and benchmark timelines do not reset. The existing 4-semester funding guarantee for the M.A. is extended to 10 semesters for the Ph.D., with time already spent in the M.A. program counted as part of the 10- semester guarantee. The benchmark timelines do not reset but are each delayed by one semester as follows: the qualifying exam and dissertation proposal defense shall be taken by the end of the 5th and 6th semester respectively (pushed back from the 4th and 5th semester). Exceptions due to extenuating circumstances may be considered by the GPC on a case-by-case basis. Since these students are not considered "first year" students, they are not eligible to be nominated for KU first-year fellowships such as Self and Chancellor's fellowships. Research conducted during the student's time in the (unfinished) M.A. program prior to switching may be used in support of the Ph.D. degree.

## Ph.D. Degree

### *Required Coursework for Doctoral Students*

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

(1) Students must complete BIOL 805, *Scientific Integrity in EEB*, in the fall semester during the first year of graduate study – they are expected to attend departmental seminars in subsequent semesters.
(2) Students must complete a graduate-level course in statistics, typically fulfilled by completing BIOL 841, *Biometry I,* in the fall semester during the first year of graduate study. Instead, students may demonstrate equivalent background knowledge or experience.
(3) Students must complete BIOL 801, *Core Topics in Current EEB Research*, in the spring semester during the first year of graduate study.
(4) Students pursuing the doctorate must complete at least one credit hour of BIOL 999, *Doctoral Dissertation*.

### *Committee Composition*

It is EEB's departmental policy that doctoral committees must comprise at least 5 members **all of whom must be appointed to the Graduate Faculty** and authorized to perform their respective functions (chair, graduate studies representative, or regular member) on doctoral exams.

The majority (3) must be tenured or tenure-track EEB or EEB affiliate. One member must serve as the KU Graduate Studies Representative and may be a faculty member from a different department or a faculty with a courtesy appointment in the candidate's home department. Courtesy faculty who fulfill the EEB majority requirement may not simultaneously serve as the Graduate Studies representative. As long as the majority and the Graduate Studies Representative requirement is met, additional members may hail from EEB, another KU department or another institution. See the University's Doctoral Student Oral Exam Committee Composition policy.

### *Assistantships*

Doctoral students must complete at least two semesters of half-time (20 hours per week) supervised teaching, curatorial, or research assistantships. Alternative experiences may be approved by the student's advisory committee.

### *Engagement and Enrollment in Doctoral Programs*

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

See the policy library for more information concerning Engagement and Enrollment in Doctoral Programs.

### *Research Skills and Responsible Scholarship ($RS^2$) Requirements:*

**University Research Skills & Responsible Scholarship ($RS^2$) Requirements**

Ph.D. students are required by the Office of Graduate Studies to respond to the need for training in Research Skills and Responsible Scholarship. As such, requirements in EEB include training in responsible scholarship BIOL 805, *(Scientific Integrity in EEB*), which meets the "Responsible Scholarship" component, and successful completion of BIOL 841 (*Biometry I*, or equivalent previous knowledge) which meets the "Research Skills" component, as training in basic quantitative research skills is deemed necessary for a Ph.D. in Ecology and Evolutionary Biology.

**EEB Research Skills Requirements**

**In addition to the required University Research Skills and Responsible Scholarship requirement, all Ph.D. students must develop, in consultation with their Preliminary Advisory Committees (PAM) and/or Research Advisory Committee (RAC) one or more newly acquired research skill(s) that will be necessary for successful completion of the doctoral program**. These skills may include learning (reading or speaking) a foreign language, scientific illustration, molecular systematics and evolution, genomic analysis, geographic information systems, advanced mathematics and statistics, computer programming, biochemical analyses, advanced microscopy, and others. The skill must be new to the student, with competency gained during their doctoral degree program (i.e., a student with prior proficiency in R or in a foreign language cannot use that already-learned skill to meet this requirement). Successful fulfillment will be determined by the student's Research Advisory Committee and documented in the student's annual RAC form.

### *Comprehensive Oral Examination, Dissertation Proposal, and Admission to Candidacy*

The comprehensive oral examination tests the depth and 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 and evolutionary biology, as well as information directly relevant to the proposed field of dissertation research. Questions are determined by RAC members, but the following is a suggested outline for oral comprehensive exams, in roughly equal proportions:

1) General ecology and evolutionary biology
2) Research area (e.g., ecology, systematics, or evolutionary genetics)
3) Specific research foci (e.g., genetics/genomics, systematics, niche modeling, carbon cycle, etc.)

Examinations are conducted in English. Students are encouraged to take the examination within four semesters of entering the program and are expected to complete the examination within five semesters. To be eligible to take the examination, both the Research Skills and Responsible Scholarship requirement and the Engagement and Enrollment in Doctoral Programs must be fulfilled and documented. Students 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. **Students must contact the EEB Graduate Program Coordinator no later than 2 weeks prior to the anticipated examination date to request departmental and College permission to schedule the event.**

The examining committee must be composed of at least 5 members of KU's Graduate Faculty. The major adviser may participate and vote in the comprehensive oral examination. Students must follow the Doctoral Student Oral Exam Committee Composition policy. In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/videoconferencing.

A majority vote of the committee is required to pass the examination. If the adviser or committee members wish, secret ballots may be used. If the student fails the comprehensive oral examination, another examination may be scheduled at a time deemed appropriate by the department, but under no circumstances is the student allowed to take the examination more than twice.

The university considers a successful pass of the comprehensive oral examination valid 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 according to the Post-Comprehensive Enrollment policy.

### *Dissertation Proposal Advancement*

After passing their comprehensive exam, each doctoral student must prepare a dissertation proposal of 5–8 pages. Each chapter of the dissertation should be outlined in sequence, with suggested headings for each chapter including "Background," "Objectives," "Methods," "Progress to Date", and "Projected Outcomes". Chapters should be described in sufficient detail that RAC members can assess scientific merit, feasibility, and whether the doctoral dissertation will fulfill the scope and requirements for a Ph.D. dissertation. Proposals must be approved by the student's RAC by the end of their fifth semester (e.g., typically by the time the student submits their second annual report to the department).

A full RAC meeting (including the external member) must be convened for dissertation proposal review and approval. For this reason, it is most convenient for them to occur during the annual RAC meeting itself (but it can be scheduled separately if desired).

Failure to obtain approval of a dissertation proposal by the end of the fifth semester may result in an unsatisfactory annual evaluation.

Dissertation proposals must be distributed to the RAC members at least two weeks prior to the meeting specified for proposal advancement. Students are encouraged to develop the proposal ideas with their mentor and advisory committee well before the meeting. Although the proposal should be written by the student, it is certainly acceptable for the student to get feedback on drafts from their mentor or other faculty. At this RAC meeting, students present their proposal (typically c. 20 minutes) and address any questions or concerns. To advance, the proposal must be approved by a majority of the members of the RAC.

The student and RAC should reserve two hours for the meeting to allow for both positive discussion and discussion of potential challenges for the work. The intent is for the meeting to have a collaborative spirit and allow the student to take advantage of their full RAC's expertise and feedback. Approval of the dissertation proposal must be reported in the annual RAC report.
If the proposal is not approved by a majority of the RAC, the student may try again at a subsequent meeting. If the proposal is not advanced by the third attempt, the student may petition the GPC to allow additional attempts.

### *Research Progress, Dissertation Defense, and Final Oral Exam*

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

Students are expected to complete the dissertation 2-3 years after advancing to candidacy. During these years, the student must continue to meet annually with the advisory committee to receive guidance on research progress, as such meetings are a required component of the annual evaluation process. Committee membership should follow University regulations, as well as the suggestions offered with regard to diversity.

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.

**Students must contact the EEB Graduate Program Coordinator at least two weeks prior to the anticipated defense date to request departmental and University approval of the defense.**

A complete draft of the dissertation must be provided to the GPC and to the student's entire dissertation committee no less than two weeks (or longer if requested by the student's committee) in advance of the planned defense. All members of the dissertation committee are required to read and comment on the work. Three members designated as "readers," will provide a more detailed review. The dissertation must be written to meet general university regulations. Additional instructions can be found on the COGA Doctoral Degree Checklist and the Graduate Studies ETD Formatting page.

The dissertation defense and final oral exam will include a formal, public lecture of the candidate's dissertation. Whenever possible, the presentation should be part of the BIO3 seminar series. The presentation concludes with a question-and-answer session and is followed by a meeting of the examining committee with the student for further discussion of the dissertation. A majority vote of the committee is required for the student to pass the exam; 80% of the committee must agree to award a student Honors. In either case – passing or honors – both the quality of the dissertation and the presentation are taken into account. In some cases, it may be possible for committee members to attend the examination via mediated means such as tele/videoconferencing according to the exam

attendance policy.

As part of the degree completion the student is required to complete the "My Graduation Checklist" via Canvas. Students gain access to the "My Graduation Checklist" by applying to graduate in Enroll & Pay. After passing the dissertation defense and final oral examination, the student will make any corrections on the dissertation as required by the examining committee. The final version will be submitted for approval to the student's adviser and the University. University regulations concerning the preparation and submission of the dissertation must be met. More information can be found on the COGA Doctoral Degree Checklist and the KU Thesis and Dissertation Formatting Guide. All submissions are done electronically via the "My Graduation Checklist" in Canvas.

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

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# Checklist of Graduation Requirements to Finish M.A. Option I
## (Thesis Option)

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

1. Coursework Requirements
    - *Scientific Integrity in EEB* (BIOL 805)
    - *Statistics*, such as *Biometry I* (BIOL 841), or equivalent knowledge
    - *Core Topics in Current EEB Research* (BIOL 801)
    - Minimum 1 credit in *Master's Thesis* (BIOL 899)
    - Completion of 30 hours of graduate-level credits
        - No more than 14 hours of these 30 may come from thesis or advanced study hours
    - Other course requirements set by the PAM/RAC

2. Master's Defense
3. Thesis Presentation (may or may not be scheduled concurrently with the defense)
4. Apply to Graduate
5. Thesis Submission via Canvas
    - For the College
        - After applying to graduate, access is given to a Canvas course called My Graduation Checklist. Here you will submit a Signed Title Page, Signed Acceptance Page, ProQuest Submission Confirmation, ETD Release Form.
    - For EEB
        - Submit a PDF of the thesis to the EEB Graduate Program Coordinator
    - Set up an in-person, confidential exit interview with the Chair of EEB.

# Checklist of Graduation Requirements to Finish M.A. Option II
## (Final Exam with Research Report Option)

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

1. Coursework Requirements
    - *Scientific Integrity in EEB* (BIOL 805)
    - Statistics, such as *Biometry I* (BIOL 841), or previous knowledge
    - *Core Topics in Current EEB Research* (BIOL 801)
    - Other course requirements set by the PAM/RAC
    - A minimum of 36 graduate credits in courses numbered 500 or above in ecology and evolutionary biology and related fields; no more than 16 hours of the 36 may be from

enrollment in thesis or advanced research

2. Master's Final General Examination in major subject (usually completed during final term of enrollment)
3. Apply to Graduate
4. Report Submission: Submit a PDF of the report to the EEB Graduate Program Coordinator
5. Provide scan or paper document of the title page containing committee member signatures to the EEB Graduate Program Coordinator.
6. Set up an in-person, confidential exit interview with the Chair of EEB.

## Checklist of Graduation Requirements for Ph.D.

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

1. Coursework Requirements
    - *Scientific Integrity in EEB* (BIOL 805)
    - Statistics, such as *Biometry I* (BIOL 841), or equivalent knowledge
    - *Core Topics in Current EEB Research* (BIOL 801)
    - Minimum one credit *Doctoral Dissertation* (BIOL 999)
    - Other course requirements set by the PAM/RAC
2. Research Skills and Responsible Scholarship ($RS^2$; complete prior to oral exam)
3. Graduate Studies engagement and enrollment (two semesters of fulltime study prior to oral exam)
4. Comprehensive oral exam for the doctorate (take within 4 semesters)
5. Dissertation proposal (present at end of 5$^{th}$ semester, during 2$^{nd}$ RAC meeting)
6. Minimum tenure (e.g., three academic years of fulltime study or its equivalent)
7. Final oral exam and dissertation presentation (dissertation defense)
8. Apply to Graduate
9. Dissertation Submission via Canvas
    - For the College
        - After applying to graduate, access is given to a Canvas course called My Graduation Checklist. Here you will submit a Signed Title Page, Signed Acceptance Page, ProQuest Submission Confirmation, ETD Release Form.
    - For EEB
        - Submit a PDF of the thesis to the EEB Graduate Program Coordinator
10. Set up an in-person confidential exit interview with the Chair of EEB.

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# UNIVERSITY POLICIES AND DEGREE REQUIREMENTS

This section contains information on requirements and policies of the Office of Graduate & Postdoctoral Affairs, hereafter referred to as "the University". It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

## GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

### Admission

Degree or non-degree seeking applicants must have a bachelor's degree (as evidenced by an official transcript from the institution the degree was obtained).

**Related Policies and Forms:**

- Admission to Graduate Study

### English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are multiple ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Scores must be reported to KU directly by the testing service. Self-reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to graduateadm@ku.edu for verification.
- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU Applied English Center (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:
English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate & Postdoctoral Affairs' Spoken English Competency page.

**Related Policies and Forms:**

- English Proficiency Requirements for Admission to Graduate Study
- Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy

## Enrollment

For graduate students, advising on enrollment and course selection take place at the department level. While individual units may have additional enrollment requirements, for students who are required to enroll full-time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full-time enrollment it as follows:
Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.
- Enrollment in 6 competencies for students in a Competency-Based Education (CBE) program

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).
- Enrollment in 6 competencies for students in a CBE program

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions. **Students not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in March (for Spring).** Students who wish to enroll after that must submit a Permit to Re-Enroll to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the "Withdraw from the University" option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current Academic Calendar.**

You may also wish to consult the Registrar's page on Effects of Dropping or Withdrawing on your Transcript. Your graduate program coordinator (or similar title) is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

**Related Policies:**

- Discontinued Enrollment
- Enrollment
- Full-time Enrollment for Graduate Students
- Graduate Coursework Expiration Dates
- Master's Degree Requirements

## Graduate Credit (Including Transfer Credit)

The University's Graduate Credit policy defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

### *Transfer Credit*

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper-level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another intuition or other relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

### *Reduced Credit Hour Degree*

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

**Related Policies:**

- Graduate Credit
- Co-enrollment
- Master's Degree Requirements (on Reduced Hour Master's Degree)

## ***Credit/No Credit***

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their cumulative graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

**No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.** This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

Students make the CR/NC election via the Registrar's CR/NC online request form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins

after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU Academic Calendar. Please keep in mind, short courses may have alternate dates.
The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.
**Related Policies and Forms:**

- University Senate Rules and Regulations (USRR), Section 2.3.8

## Probation & Dismissal

Probation is an academic status that can be assigned to a graduate student that is not making satisfactory progress toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

**Students are most commonly placed on probation due to their graduate cumulative GPA dropping below a B average (3.0 on a 4.0 scale)**. In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Individual Schools/the College may set more stringent GPA requirements.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis, dissertation, or capstone project
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams)
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation

Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

Students should carefully review the Good Academic Standing policy for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, and in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

**A student on probation or facing dismissal should discuss their status with their advisor.**
**Related Policies:**

- Academic Probation
- Dismissed Enrollment
- Good Academic Standing policy

## Grading

The Office of Graduate & Postdoctoral Affairs' (GPA) Grading policy governs requirements for the grading of graduate students above those described in Article II of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of GPA.
Students should also consult their advisor and the departmental grading section of this handbook for additional information that may affect them.
At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

**Related Policies:**

- University Senate Rules & Regulations
- Grading
- Academic Probation
- Dismissed Enrollment

## Time Limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.
Students who anticipate exceeding these targets should review the information in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.
Note that individual schools/the College/degree programs may require Mentoring Agreements for students who are nearing their maximum time to degree.

**Related Policies and Forms:**

- Master's Degree Program Time Constraints
- Engagement and Enrollment in Doctoral Programshttps://policy.drupal.ku.edu/graduate-studies/doctoral-program-time-contraints
- Doctoral Degree Comprehensive Oral Exams (on exam expiration and recertification)
- Doctoral Program Profiles with Time to Degree Information
- KU CLAS Mentorship Agreement Template
- Univ. Michigan Rackham Graduate School Mentoring Plan Templates
- KU Graduate & Postdoctoral Affairs IDP template

## Leave of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree. When a student is on Leave of Absence status it is understood that they have temporarily suspended their graduate work and therefore will not make use of University resources, including faculty time.

Requesting a Leave of Absence is done through a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence.
In order for a Leave of Absence to be approved, the student must be withdrawn from all active and/or future enrollment. Withdrawal for the purposes of Leave of Absence is still subject to all Registrar deadlines, required forms, and applicable tuition and fees.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for

their intended semester back during the normal enrollment periods. See the KU Academic Calendar for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end, they may contact their department to be reactivated early.

**Related Policies and Forms:**

- Leaves of Absence (policy)
- Leave of Absence (GPA website, form linked at bottom of page)

## Required University Milestones

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only). Before a student is allowed to complete any of these three exams, pre-approval from the school/College is required in advance of the exam date. This pre-approval request will be submitted on the student's behalf by their department after the exam date has been scheduled. The school/College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

### *Oral Exam Committee Composition*

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty in the candidate's department or program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

### *Oral Exam Attendance*

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.**

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

**Related Policies and Forms:**

- Master's Student Oral Exam Committee Composition
- Doctoral Student Oral Exam Committee Composition
- Oral Exam Attendance
- Graduate Faculty Appointments

## *DOCTORAL DEGREE REQUIREMENTS*

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

## Enrollment Requirement

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

**Related Policies and Forms:**

- Engagement and Enrollment in Doctoral Programs

## Continuous Enrollment for Post-Comprehensive Students

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam.

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

**To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam.** Your graduate coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment and will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.

**Related Policies and Forms:**

- Full-time Enrollment for Graduate Students
- Doctoral Candidacy

## *GRADUATE CERTIFICATE REQUIREMENTS*

The University offers a variety of Approved Graduate Certificate Programs to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

**Related Policies and Forms:**

- Graduate Certificate Programs: Eligibility and Admission Criteria
- Policies & Procedures for Graduate Certificate Programs

## *GRADUATION REQUIREMENTS (Master's & Ph.D.)*

In addition to all program requirements, students planning to graduate must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current Academic Calendar for the published Graduation Deadline, which varies by semester.

**Graduate & Postdoctoral Affairs Graduation Checklists** (Master's | Doctoral)

These graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student as soon as graduation is expected. Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for formatting and electronic submission of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

**We strongly encourage students to submit an Application for Graduation as early as possible; ideally prior**

**to the 20th day of classes of the semester they intend to graduate.**

## *GRADUATE & POSTDODCTORAL AFFAIRS FUNDING OPPORTUNITIES*

The Office of Graduate & Postdoctoral Affairs (GPA) offers funding opportunities in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to GPA. Some of the available funding includes:

Summer Research Scholarships**:** intended primarily for post-comp doctoral students.

Graduate Student Travel Fund**:** intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max $750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

Doctoral Student Research Fund: Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

Policies Regarding Freedom of Expression on Campus

Kansas State Law (HB2333) requires postsecondary educational institutions in Kansas to publish in their handbooks and orientation programs the institution's policies, regulations, or expectations of students regarding free expression on campus.

Per KU General Counsel, this includes the following two policies:

- KU Public Assembly Policy
- Kansas Board of Regents Statement on Free Expression

**Note that the two policies listed above apply to ALL members of the campus community; they are not specific to graduate students.**

# Department Resources and Services

*BIO³ Seminar Series*

The Department of Ecology and Evolutionary Biology, the Biodiversity Institute, and the Kansas Biological Survey jointly present the BIO³ Seminar Series. The seminars provide opportunities to learn about current research in all three units, research at other institutions, and are a key component of the graduate curriculum and student professional development in the department. The EEB department's seminars are held from 3:45 -5:00 pm, on Tuesdays.

Arrangements for all EEB seminars (including presentations by visiting scientists as well as KU faculty and graduate students) must be coordinated with the EEB Program Assistant. To make arrangements for a seminar, please visit the EEB office (2041 Haworth). EEB office staff posts fliers and sends email reminders one week prior to the seminar and again on the day of the seminar.

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

*Biology Teaching Resource Center*

The Biology Teaching Resource Center (BTRC) located in 1004 Haworth, provides audiovisual equipment (data projectors, laptops, slide projectors, scanners, etc.) for use in the center or for checkout. The BTRC offers choice from a collection of videos and slide/sound sets that can be reserved for classes or venues outside KU. In addition, the Center houses a computer lab, slide/sound sets, videos, and filmstrips for use by biology students who are completing assignments or who require information. For assistance of the BTRC Media/Audio Technician, please contact Matt Ochs at mochs@ku.edu for information.

*BioStore*

Office supplies, lab supplies, chemicals, media, bottled gases, liquid nitrogen, and enzymes can be purchased through the BioStore located in 3027 Haworth. Purchases must be charged to a grant, or a cost center, cash or personal purchases are not allowed. The BioStore also serves as the center for Federal Express and UPS shipping and deliveries. Please visit the Biostore for more information.

*Building Maintenance*

Reporting of Routine Maintenance Needs:

Haworth Hall

- Contact Kandi (White) Proudfoot at kmwhite@ku.edu, in the Undergraduate Biology office (room 2045), or at 785-864-5882.

Dyche Hall

- Contact Teri Chambers at tchambers@ku.edu, or at 785-864-4540; or contact Jaime Keeler at jrkeeler@ku.edu or at 785-864-4540. You can also visit the BI office at 602 Dyche.

Higuchi Hall

- Contact Kayla Dye at kaylaadye@ku.edu , in the office (152 Higuchi Hall), or at 785-864-1502.

*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 Kandi (White) Proudfoot. Contact Julia Radley at jhr@ku.edu or in the Undergraduate Biology Office (2045 Haworth). Undergraduate Biology staff issue office and lab keys with proof of faculty adviser authorization and a $20.00 deposit per key. The deposit will be refunded when the keys are returned.

Dyche Hall and the Public Safety Building

- Open from 8 a.m. to 5 p.m. Monday through Friday or by appointment. Students who do not have building keys should use the third-floor entrance on Mondays as the Museum is closed to the public and main doors are locked. After-hours access requires authorization from a staff member and a refundable $10.00 deposit for each key issued. Requests can be made to Teri Chambers at tchambers@ku.edu, in the office (602 Dyche), or at 785-864-4540. Some divisions in Dyche Hall are only accessible by swiping the KU card in the Omni Lock doors. KU card registration requires staff permission and can be set up by Teri Chambers in room 602.

Higuchi Hall

- Open from 8 a.m. to 2 p.m. (closed from noon-1pm) daily. Keys are issued by Kayla Dye. Contact Scott Campbell at kaylaadye@ku.edu , in the office (room 105), or at 785- 864-1502. Faculty approval is required.

*Computer and Internet Access*

Direct any problems regarding access or computer-related concerns to the appropriate technology staff listed below:

Haworth Hall

- Contact Matt Ochs by email at mochs@ku.edu, in the office (room 6024), or itrs@ku.edu, 785-864-7171.

Dyche Hall or PSB

- Contact IT support at bitech@ku.edu or contact Riley Weller at bitech@ku.edu, in Dyche Hall, room 520.

Higuchi Hall

- Contact KBS IT support at tsc-kbs@ku.edu or at 785-864-8010 or Contact Jeremy McLeod, KU Information Technology liaison, at jmcleod@ku.edu, at 785-864-1352 in Higuchi Hall room 118.

*Department Meetings*

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

*Fax Machines*

Haworth Hall

- A fax machine is available in the department office (room 2041) and is operated by the

receptionist. The fax number for the EEB office is (785) 864-5860.

Dyche Hall

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

Higuchi Hall

- Students may use the fax machine located in room 106. The fax number is (785) 864-1534.

### *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:

- Martel Ellis
- Lydia Westberg

### *Grievance Procedure*

A graduate student who believes that he or she has been unfairly or unlawfully treated in an academic matter may present a grievance to the department chair. Refer to section 5.03 of the EEB by-laws for details. Additionally, students may consult the department's Graduate Program Committee Chair or Graduate Studies Director, both positions currently held by Mark Holder. To voice a concern, please email Mark Holder at mtholder@ku.edu. Alternatively, students may contact the University Ombuds Office ombuds@ku.edu or at 785-864-7261.

### *Letterhead*

EEB letterhead is available in paper or electronic formats from the EEB office staff in 2041 Haworth. For Biodiversity Institute letterhead, contact Jaime Keeler at jrkeeler@ku.edu, in Dyche Hall room 602, or at 785-864-4540. Students in the Kansas Biological Survey should see their advisers for KBS letterhead. Department business should always be conducted on department, museum, or survey letterhead, however, do not use departmental letterhead for personal business.

### *Lounge*

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

### *Mail Service*

Haworth Hall

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

Dyche Hall

U.S. and campus mail are processed daily in the mailroom (room 604), which also houses boxes for outgoing

federal and campus mail. Mail for BI units not located in Dyche is collected in the drop box (room 604) and delivered to the respective units by courier on Tuesdays and Thursdays. For all general Federal Express and United Parcel Service and for any hazardous materials or shipping specimens internationally please contact Teri Chambers at tchambers@ku.edu, in room 602, or at 785-864-4540.

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.

### *Microscopy and Analytical Imaging Laboratory (MAI)*

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

### *Office Space*

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

### *Office Supplies*

Purchases must be charged to a course, a grant, or a faculty member. Personal funds may not be used.

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

Haworth Hall
- Visit the BioStore

Dyche Hall
- Contact Teri Chambers at tchambers@ku.edu, in room 602, or at 785-864-4540. Alternatively, contact Don Shobe at dshobe@ku.edu, in the Eaton Hall SSC, or at 785-864- 2369.

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

### *Photocopying*

Haworth Hall
- Photocopies can be made in the mail room (room 2042 A PIN code is required to operate the photocopiers and can be obtained if you contact Laura Maloney at lmaloney@ku.edu or in room 2045 after an account has been set up. Accounts are to be charged to a course, a grant, or a faculty member. No cash transactions are allowed. When requesting large numbers of copies, submit a work order form along with the documents to be copied to Laura. Please allow ample time for her to complete the task.

Dyche Hall

- A photocopier is available in room 604. Contact Teri Chambers at tchambers@ku.edu, in room 602, or at 785-864-4540 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

- Students may use the photocopier located in room 106. Copies need to be charged to a specific grant. Contact Brandy Hildreth Baranski at hildreth@ku.edu, in the administrative office (room 108), or at 785-864-1503 to obtain an access

*Room Scheduling*

Haworth Hall

- The department's two conference rooms (2041D and 8024) are available for exams, review sessions, committee meetings etc. and are scheduled through the departmental staff (room 2041; 785-864-5887) on a first come first served basis. Both rooms are equipped with data projectors. Additional rooms (rooms 3012 and 4015) can be reserved through the Undergraduate Biology staff (room 2045). If the above-mentioned rooms are not available or do not suit your needs, ask a departmental staff member to assist with making room reservation through the registrar's office.

Dyche Hall

- The BI conference room can be reserved through Teri Chambers. To reserve the room, please send a reservation email request to tchambers@ku.edu, visit room 602, or call 785-864-4540.

Higuchi Hall

- Use the schedule book in the mailroom (room 106) to reserve the conference room. Direct any questions about the process to Brandy Hildreth Baransky at hildreth@ku.edu, by visiting room 108, or by calling 785-864-1503.

*Telephones*

The University of Kansas uses the Teams phone system, which uses KU computers and a headphone with mic to make phone calls.

*Travel Funds*

Graduate students may apply for departmental funds to assist with the costs of attending a professional meeting. More information is also provided under the "travel funds" heading in the graduate regulations section of the handbook. To be considered for funding the student must submit a request in writing and make an oral or poster presentation at the meeting. The maximum award from the department rarely exceeds $300. In addition, the student must have previously applied or concurrently apply for the Graduate Scholarly Presentation Travel Fund available from Graduate Studies or COGA.

Submit travel fund applications to the department chair three weeks before the meeting and include the following: (1) a letter or e-mail request that includes information about previous or concurrent Graduate Studies funding, the location of the conference, the dates of travel, a budget listing all expenses and any other sources of funding, (2) a brief letter or e-mail of endorsement from the student's adviser, and (3) the title and abstract of the presentation. For more information visit the EEB office (2041 Haworth).

Tutor List

The Undergraduate Biology Program (KUUB) maintains a list of students who are interested in tutoring undergraduates. Arrangements for tutoring are made between the tutor and the student. Contact Laura Maloney at lmaloney@ku.edu in the office (2045 Haworth), or at 785-864-5885 to have your name added to the list of tutors.

*Vehicles*

Vehicles, including vans and sedans, are available for use by KU employees. The EEB department office, BI, and KBS all maintain vehicles that may be used by graduate students in their respective facilities. For additional car/van rental the university partners with Enterprise Rent-A-Car or National Car Rental. For information and instructions to use this service visit the vehicle rental page of the Procurement Services site.

Haworth Hall

- The EEB van can be reserved through by contacting Sharon Suppes at sharon.suppes@ku.edu . Vehicles are provided on a first-come, first-served basis, and should be reserved well in advance of the date. Users must complete the mileage log kept in the vehicle so that van usage can be charged appropriately. Contact Sharon Suppes to arrange key pick- up and return. 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. To make a reservation, contact Teri Chambers at tchambers@ku.edu, in the office (room 602), or at 785-864-4540. Users must complete the mileage log kept in each vehicle so that the mileage can be charged to the appropriate division.

Higuchi Hall

- Use the vehicle check-out calendar in the mailroom (room 106) to reserve a vehicle or direct any questions about the process to Brandy Hildreth Baransky at hildreth@ku.edu, at the office (room 108), or at 785-864-1500. Alternatively, contact Scott Campbell at swcamp@ku.edu, in room 152, or at 785-864-1502 to report any vehicle maintenance/repair issues.

*Website*

Particular sections of note on the website may include:

- Profiles of EEB graduate students: Provides students with the opportunity to list their educational background, research interests, publications, etc. To request updates to existing graduate student profiles contact the Graduate Program Coordinator.
- Graduate student funding opportunities
- KU Calendar announcements for EEB seminars as well as thesis and dissertation defenses

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# University Resources and Services

*Advising Reports*

Students may access the advising form under the "Academics" tab after logging into the myKU portal. The advising form is an unofficial transcript of the student's coursework while enrolled at KU. The form lists courses, cumulative and semester GPAs, milestones, and any leaves of absence.

*Applied English Center*

The Applied English Center offers Intensive English Program courses to non-native English speakers who do not meet the minimum requirements for an admission or a GTA eligibility waiver. First-time GTA's who score less than 22 (TOEFL) or 8 (IELTS) must take the SPEAK test and achieve a minimum score of 50. To make an appointment, contact Marcellino Berardo at mberardo@ku.edu. The AEC provides a wide range of support services e.g., cross-cultural counseling, advising, a tutorial support center, conversation groups, and The Point—a learning resource. For more information contact the AEC at 204 Lippincott Hall, call 785-864-4606, or visit the AEC website.

*Bookstore*

The KU Bookstore is located on level two of the Kansas Union and can be contacted by phone at 1-800-458-1111 or 785-864-5263. Visit the KU Bookstore website for more information about online purchasing, renting, or pre-ordering of new, used, or digital textbooks.

*Bus Service*

KU on Wheels provides bus service between campus and many off-campus apartment complexes or other locations in Lawrence. Call 785-864-4644 for more information about bus routes or visit the KU on Wheels website. Bus transportation is free with a KUID card.

*Career Center*

Located in 206 Summerfield Hall, the University Career Center (UCC) offers assistance with career development and implementation to graduate students to create post-graduate career opportunities. The various UCC teams offer advising services, career planning courses, outreach programs, career resources, as well as resume reviews and tips for job interviews. For more information visit the University Career Center website or call 785-864-3624.

*The Center for Sexuality & Gender Diversity*

The Center for Sexuality & Gender Diversity (SGD) is located on the 4th floor of the Kansas Union in the 435 Suite and features a dynamic lounge, work, and resource space where students, faculty, and staff can make connections and seek support. See https://sgd.ku.edu/ for more information.

*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 the New GTAs Orientation, which is held prior to the beginning of the fall and spring semesters.

Call 785-864-4199 or visit the CTE website for more information about CTE services.

*Childcare*

Graduate students with children are eligible to apply for childcare 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 eight years of age with a toddler room located in Haworth Hall and preschool classrooms in Dole. Contact these programs for further information and applications for admission:

- Hilltop: call 785-864-4940 or visit the Hilltop website
- Edna A. Hill: 785-864-0502 or visit the Edna A. Hill Childhood Development Center website

*College Office of Graduate Affairs*

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

- Handles graduation and degree matters
- Provides clarification and enforces College and University regulations and policies
- Maintains Doctoral and Master's degree checklists
- Answers thesis and dissertation formatting questions
- Processes petitions for exceptions to policies
- Processes Progress-to-Degree forms to record student milestones
- Maintains student records

For additional information visit the COGA website.

*Counseling and Psychological Services*

Counseling and Psychological Services (CAPS) provides counseling services and helps students with adjustment to college and other psychological, interpersonal, and family problems. Counseling services are available at a charge of $15 per session. Group sessions for graduate students writing theses and dissertations are available. CAPS is located in the Watkins Memorial Health Center, room 2100. Call 785-864-CAPS (785-864-2277) to make an appointment, or visit the CAPS website for more information.

*Diversity and Equity*

The Office of Diversity and Equity (ODE) is committed to providing an open, diverse, and inclusive learning and working environment, and as such advocates for recruitment, retention, and development of under-represented groups of students, faculty, and staff. ODE oversees the Center for Sexuality & Gender Diversity, Emily Taylor Center for Women & Gender Equity, Office of Multicultural Scholars Program, and the Office of Multicultural Affairs. For more information visit the ODE website.

*E-mail Accounts*

A free Outlook 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 website email page for more information.

*Emily Taylor Center for Women & Gender Equity*

The Emily Taylor Women's Resource Center (ETWRC) was founded to promote the academic success and personal growth of female students. These days ETWRC is overseen by the ODE and works to promote gender equity and challenges gender related barriers that impede full access and

inclusion for all students. The center provides consultation, resources, information, and assistance on gender-related issues. Visit the ETWRC in 4024 Wescoe Hall, visit the ETWRC website, or call their office at 785-864-3552.

*Enrollment Procedure*

Enrollment at the University of Kansas is completed online through Enroll & Pay. The enrollment feature is activated mid-way through the semester, and graduate students may enroll up to the day before classes begin. Enrollment on or after the first day of classes incurs late fees. Students enrolling after the first week of classes should contact the EEB Graduate Program Coordinator to obtain endorsement for adding or dropping a course, late enrollment, or withdrawing from all coursework. Refer to the "Required Coursework for Master's Students" or "Required Coursework for Doctoral Students" sections of the degree requirements page for additional information. More information about classes can be found on the schedule of classes.

*Graduate Studies*

The KU Office of Graduate Studies advocates for research, graduate education, and oversees the Office of Graduate Admissions, the Self Graduate Fellowship, Office of Graduate Military Programs, and works closely with the College Office of Graduate Affairs. The Graduate Studies office is located in 213 Strong Hall and addresses among others

- Requests for travel awards and doctoral research grants
- Graduate faculty appointments
- Participation in the Doctoral Hooding Ceremony
- Petitions for exceptions to graduate policies and regulations

Visit the Graduate Studies website for more information.

*Graduate Writing Program*

The Graduate Writing Program offers a variety of ways to assist graduate students with their writing. Support with thesis and dissertation writing, grant proposal writing, professional writing, and professional presentations are among the choices offered. For additional information visit the KU Writing Center website. Additionally, students can contact Brianna Hyslop, the Writing Center Associate Director, at behyslop@ku.edu or by calling 785-864-2386 for additional information.

*Health Insurance*

The Kansas Board of Regents in cooperation with KU offers affordable health insurance plans underwritten by United Healthcare specifically designed for students. Graduate teaching assistants (GTAs) and graduate research assistants (GRAs) who hold at least a 50% appointment for the entire academic year are eligible for reduced premium health insurance. Visit the Graduate Student Health Insurance page for more information and premium quotes or contact Stephanie Miller at swmiller@ku.edu or by calling 785-864-1817 with your health insurance questions.

*Health Services (Watkins)*

Quality affordable student health services provided by Watkins Memorial Health Center include general medicine, gynecology, sports medicine, physical therapy, health education, immunizations, allergy clinic, dietary counseling, counseling and psychological services, pharmacy, laboratory, and X-rays. Services not covered by student health fees are provided at a reduced rate. For additional information visit the Watkins Health Services website or call 785-864-9500.

*Housing*

The Department of Student Housing has several housing options for graduate students. Jayhawker Towers and Stouffer Place offer fully equipped apartments for 2 or 4 students. Visit the Department of Student Housing's website or call their office at 785-864-4560 for more information about on campus housing opportunities.

*Institutional Opportunity and Access (IOA)*

IOA offers confidential assistance in the resolution of harassment and discrimination complaints. Those who feel a victim of discrimination or unfair treatment because of age, race, religion, national origin, color, ethnicity, gender, disability, veteran status, marital status, parental status, or sexual orientation in pursuit of employment or educational opportunities may contact IOA for assistance. The office can provide informal mediation or facilitate a formal complaint resolution process when requested. For more information call 785-864-6414, e-mail ioa@ku.edu, or visit the IOA website.

*Information Center*

The staff members at KU Info, located on the 4th floor of the Kansas Union and at the main entrance to the DeBruce Center are ready to answer any student questions, whether academic or recreational. Questions can be submitted electronically at the KU Info website or by calling or texting 785-864-3506. The web site also offers a searchable database of all previously submitted questions.

*Information Technology (I.T.)*

Resources and services to support computing and electronic communication and cyber security at KU are provided by KU Information Technology (IT). KU IT maintains the university's central computer system in addition to several public computer labs, including facilities in Anschutz and Watson Libraries, and Budig Hall, which are open daily. Smaller computer labs are scattered all over campus, however, some of these facilities are reserved for students enrolled in certain programs. For additional information call 785-864-8080 or visit the IT website.

*International Support Services*

The Office of International Support Services (ISS), located in room 2 Strong Hall, provides a host of services to KU's international students and scholars, ranging from assistance with immigration and visa applications, evaluation of overseas academic records, mandatory orientations, to activities for new international students and student counseling. Contact ISS at 785-864-3617, email iss@ku.edu or visit the ISS web site for more information.

*KU Card*

All students are issued a KU Card, which serves as the official identification card and is valid as long as students remain enrolled. Students new to KU may obtain an ID card at the KU Card Center (level four, Kansas Union) after enrolling in classes. Students must present an enrollment sheet and a photo ID to obtain a KU Card. In addition to serving as an identification card, it can be used as an ATM/debit card by opening a KU Checking Account with Commerce Bank. For more information visit the KU Card Center website or call 785-864-5845.

*KU Center for Research, Inc.*

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

### *Laboratory Safety*

Graduate students should familiarize themselves with the university lab safety policy. The university's lab safety manual can be found on the Department of Environment, Health, and Safety website, by clicking on the "Resources" menu and then on the "Manuals" menu.

### *Legal Services for Students*

Legal Services for Students, located in Green Hall, room 212, provides free legal advice for current KU students. Attorneys (or law students working under the supervision of an attorney) interview and advise students on legal matters. The office provides three major services: advice, representation, and educational programs. Additionally, Legal Services offers free income tax assistance to domestic and international KU students. Contact the office by calling 785-864-5665, alternatively, you can email Legal Services at legals@ku.edu, or visit the Legal Services website for more information about 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 homepage. Most of the print materials relating to ecology and evolutionary biology are housed in Anschutz Library. Thanks to KU's longstanding tradition as a leader in natural history research and education, the Kenneth Spencer Research Library at KU houses a rich collection of rare books and manuscripts on the history of science and natural history dating back to the sixteenth century.

The libraries provide electronic access to a wide range of scientific journals, key databases (such as Biological Abstracts, Zoological Record, Web of Science), and books. Many journal titles are still held as paper copies. The Libraries' WebRetrieve service provides prompt access to other information resources (not held at KU) through document delivery and interlibrary loan. Librarians are available to provide library instruction for EEB classes, work with graduate students and faculty on literature research and detailed reference questions, help locate difficult-to-find research materials, order new books and journals for the collection, and facilitate the use of various library services. The general number for the reference desk at Anschutz Library is 785-864-4930. Additional reference services are available electronically from the "Ask a Librarian" link on the Libraries homepage.

### *Maps of KU Campus*

An interactive, online maps of the KU campus is available, and a PDF version of the Lawrence Campus map is available on the KU Info website.

### *Multicultural Affairs*

The Office of Multicultural Affairs (OMA), located in the Sabatini Multicultural Resource Center, offers programs and services for underrepresented minority students at the University of Kansas. OMA's primary objective is to enhance the educational experiences and opportunities of all students. For more information on programs and services offered, visit the OMA website or call 785-864-4350.

### *Ombuds Office*

The University of Kansas Ombuds Office employs two Ombuds who offer confidential, impartial, and independent assistance to KU students, faculty, and staff who feel they have been treated unfairly, intimidated, harassed, or discriminated by offering. For more information, email ombuds@ku.edu, call 785-864-7261 or visit the Ombuds Office website.

*Parking*

Parking on campus requires a KU parking permit that can be obtained by logging in to the parking portal at time of enrollment. Parking permits are oversold and therefore purchase does not guarantee a parking space. Parking on West Campus and using KU's Park & Ride program provides reduced price permits. For detailed information contact the Parking Department at 785-864-PARK (784-864-7275) or visit the Transportation Services Parking page.

*Presentation Travel Fund*

The Office of Graduate Studies and the College's graduate office subdivision (COGA) each offer Graduate Scholarly Presentation Travel Funds to support the cost of graduate student attendance and travel to scholarly conferences to present research. Travel funds are awarded in the spring and fall, limited to $500 and made on a first-come, first-served basis. For requirements and guidelines visit Graduate Scholarly Presentation Travel Fund and the Graduate Student Travel Fund on the respective websites.

*Provost*

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

*Public Safety Office (PSO)*

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

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

For more information visit the Public Safety Office website. For an immediate response call 785-864-5900, in case of an emergency call 911.

*Schedule of Classes*

The schedule of classes can be found on the Registrar's Schedule of Classes page and on Enroll & Pay. Online schedules for fall and spring are generally made available in mid-March and mid-October, respectively.

*Student Contact Information*

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

information.

*Tuition and Fees*

Tuition rates for the academic year are available at the Office of the University Registrar on the "Tuition and Fees" site. Just like tuition, campus fees are determined by the number of credit hours you take. Late enrollment fees will be assessed on and after the first day of classes. Tuition is waived for graduate teaching assistants (GTAs) who hold at least a 40% or greater 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 generally receive tuition sponsorship. Students employed as a GTA and/or GRA for both the previous fall and spring semesters are eligible to receive the in-state tuition rate for the summer term when not employed as a GTA/GRA, however, to qualify, students must submit the Employee and Employee Dependent Rates form.

*University Academic Support Centers*

The University Academic Support Centers link students to a variety of academic support services. The centers offer 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, the tutoring site. More information about these and other services offered can be found on the Support Centers website.

*Writing Center*

The KU Writing Center offers feedback, face to face or via email, to students who are writing papers—no matter whether they are brainstorming, drafting, or editing. Schedule appointments with trained tutors online or by calling 785-864-2399. Graduate students may also join writing groups for assistance with preparing talks for conferences, writing papers for graduate courses, or drafting thesis chapters. Visit the Writing Center website for more information.

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# Community Resources and Services

*Bus Service*

Lawrence Transit is a partnership between the University of Kansas and the City of Lawrence Transit system that provides public transportation services for the community. The university provides KU on Wheels buses that run routes on campus, and the Lawrence Transit System maintains buses that cover routes throughout town. KU students, faculty, and staff ride free of charge upon presentation of their KU ID card. Visit the Lawrence Transit website 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. The LMH website 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 785-505-5000.

*Lawrence Public Library*

The Lawrence Public Library (LPR), once rated 16th in the "50 Best Libraries in America" by Elle Decor, is located at 707 Vermont Street in downtown Lawrence. Newly remodeled in 2014, the library has over 250,000 book titles, over 3,500 music CDs and audio book titles, over 9,500 video titles, and a multimedia editing room. LPR currently subscribes to over 400 magazines and 20 newspapers, including a digital newsstand that delivers magazines to your electronic devices. Interlibrary loan service is available, as is Internet access, CD-ROM reference databases, meeting rooms and recording studios free of charge. To learn more about the library visit the Lawrence Public Library website or call 785-843-3833.

*Lawrence Arts Center*

The Lawrence Arts Center located downtown Lawrence is a regional center for contemporary exhibits, performances, and visual and performing arts education for all ages. To familiarize yourself with all that the Lawrence Arts Center has to offer visit the Lawrence Arts Center website.

*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.

*Rock Chalk Park*

The city's new recreation center located on the West side of town provides use of indoor gym space, basketball courts, rooms for exercise classes and tournament facilities. The facility provides synergy with the KU athletic facilities that include stadiums for track and field, soccer, tennis, and softball. Visit the Lawrence Sports Pavilion page for more info.

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# Student Life

*EEB Graduate Student Organization*

Please see the listing for this organization in the Department Resources and Services section

*KU Environs*

For those interested in environmental issues, KU Environs is the environmental student-led advocacy group for KU, Lawrence, and the region. The group is dedicated to conservation and environmental protection. For more information about Environs and their current projects, visit the KU Environs website.

*Museums*

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

The Natural History Museum

- The Natural History Museum is located in Dyche Hall, discovers, documents, and disseminates knowledge about the past and present biological diversity of the Earth.

The Spencer Museum of Art

- The Spencer Museum of Art is located at 1301 Mississippi Street behind the Kansas Union, maintains a diverse collection of art and works of cultural significance.

The Robert J. Dole Institute of Politics

- The Robert J. Dole Institute of Politics is located on West Campus, the Dole Institute Museum, archives, and public programs about politics are dedicated to the legacy and life of Bob Dole.

The Wilcox Classical Museum

- The Wilcox Classical Museum is located in 103 Lippincott Hall, exhibits plaster casts of Greek and Roman sculptures and objects and artifacts from the ancient Mediterranean region.

The DeBruce Center

- The DeBruce Center, which is located next to Allen Fieldhouse, honors KU Basketball tradition. The DeBruce Center exhibits James Naismith's Original Rules of Basketball and serves as a meeting place for students, faculty, and visitors and features a cafeteria and stores selling KU merchandise.

*Performing Arts (Lied Center)*

The Lied Center, the university's performing arts center is a division of the School of the Arts. Each season the LiedCenter hosts productions in the performing arts, such as musicals, dance, orchestra, jazz, and choirs. Prominent national speakers are often featured here as well. To view information about current and future events and performances visit the Lied Center website.

*Recreation and Fitness Services*

The Ambler Student Recreation and Fitness Center is located south of Watkins Health Center at 1740 Watkins Center Drive. This facility offers cardiovascular and resistance training equipment; indoor rock climbing; gymnasiums; martial arts and aerobics studios; racquetball courts; a suspended walking/jogging track; and facilities for basketball, volleyball, badminton, and soccer. Additional facilities and programs are available at the Robinson Center, Shenk Sports Complex, and Adams Outdoor Education Center. All currently enrolled KU students have free access to the facility. For more information, visit the Recreation Services website or call 785-864-3546.

*Recycling*

The Center for Sustainability along with KU Recycling is responsible for developing and implementing waste reduction efforts on campus. Recycling bins are in almost all 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 785-864-2855 or visit the KU Recycling website.

*Safe Ride and Safe Bus*

Transportation Services offers two transportation systems aimed at providing safe transportation options for KU students. Safe Ride cars will pick up KU students from any location in Lawrence and drive them home. Safe Ride is available from 10:30 p.m. to 2:30 a.m. daily during the academic year, but summer hours differ. Call 785-864-SAFE (785-864-7233) for a ride. Alternatively, there are Bus Service lines that operate at a variety of times. To use either system students must show their KU Card when picked up.

*Sporting Events & Rock Chalk Park*

KU has a strong tradition in athletics—particularly men's basketball. Students may purchase packages or individual tickets to sporting events including basketball, football, baseball, volleyball, and soccer. Visit the Kansas Athletics Ticket Office located in Allen Field House for details or visit the KU Athletics website. The KU Rock Chalk sports pavilion in coalition with the city's sport recreation center features stadiums for track and field, soccer, tennis, and softball. Visit the Lawrence Sports Pavilion page for more info.

*Student Union*

The Kansas Union operates a host of dining locations, coffee shops bookstores, and merchandise stores across campus. The Student Union is a popular gathering place for students, which offers a myriad of services.

- Advertising for student and university groups
- Banking and ATM machines
- Bookstore (offers tech store, administrative supplies, fax service, course books and non-course books, graduation regalia, stamps, KU merchandise, plus various and sundry items)
- Dining facilities
- Coffee shop and lounge
- KJHK office
- KU Card Center
- KU Info
- Rooms for thesis and dissertation defenses
- Student Involvement & Leadership Center
- Student Senate
- Student Money Management Services
- Student Organization offices
- Student Union Activities office

*Student Union Activities*

The Student Union Activities (SUA) organization is part of the Student Involvement & Leadership Center and plans events for the enjoyment of the entire KU community. 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 new and cult classic film showings in the Kansas Union, live music events, athletic fan clubs etc. To find out more about upcoming events visit the SUA website.

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# Administration and Staff

## Dept. of Ecology & Evolutionary Biology (Haworth Hall)

**Lena Hileman**, Chair of the Department of Ecology and Evolutionary Biology, 785-864-5861, lhileman@ku.edu.

- Chair provides 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 affecting graduate students

**Mark Holder**, Director of Graduate Students and Chair EEB Graduate Program Committee, mtholder@ku.edu

- Any matters related to the EEB Graduate Program Committee
- Concerns regarding departmental rules and regulations
- Concerns regarding advisers and switching advisers
- Addresses student grievances and concerns
- Questions regarding annual student evaluations
- Award and fellowship nominations

**Dan Reuman**, Chair EEB Graduate Admissions Committee, d294r143@ku.edu

- Any matters related to the Graduate Admissions Committee
- Applications for admission to graduate program
- Involvement in graduate student recruitment activities
- Organizes new student orientation

**Rose Sumaya**, EEB Graduate Program Coordinator, 2041 Haworth Hall, 785-864-6592, rosesumaya@ku.edu

- General resource person for EEB graduate students in EEB, Biodiversity Institute and Kansas Biological Survey
- Informs about graduate program, graduate student rules, regulations, and logistics (Graduate Studies, College of Liberal Arts and Sciences, and EEB)
- Acts as the liaison between EEB and the Office of Graduate Studies and the College Office of Graduate Affairs (COGA) for
    - Processing of "Progress to Degree" forms – the online system used by the department to report degree benchmarks and degree completion to the College e.g.:
        - Petitions – Leave of Absence, Time Limit Extensions, etc.
        - Reporting exam outcomes – Comprehensive Oral Exam, Final Oral Exam and Dissertation Defense for the Doctoral, and Master's Exam and Thesis Defense.
        - Other forms – Change in Plan, Change in Academic Status, Reduced Hour degrees, etc.
- Resource for graduation requirements
- Resource for enrollment questions
- GTA appointments and performance evaluations
- GRA appointments
- Coordinates and processes new student admissions
- Submits requests for faculty appointments to doctoral and master's committees

**Sharon Suppes**, EEB Program Assistant, 2041 Haworth, 785-864-2363, sharon.suppes@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
- Processes reimbursement requests
- Graduate concerns when Graduate Program Coordinator is not available
- Department fax
- Department conference room scheduling
- Department stationary
- Vehicle Scheduling

**Dan Ruffing**, EEB Green house Manager, 3014 Haworth, 785-864-2595, danruffing@ku.edu

- Manages use of and maintains Haworth and KBS green houses

**Scott Cregg**, Biology Electronics Technologist, 5056 Haworth, 785-864-4137, sgcregg@ku.edu

- Maintenance and service lab equipment
- Construction custom shelving/lab furniture
- Woodworking projects
- Maintenance and service machinery and electronics

### *Shared Service Centers*

The Strong Hall Shared Service Center assists Ecology and Evolutionary Biology while the Eaton Hall Shared Service Center assists the Biodiversity Institute and the Kansas Biological Survey.

#### Strong Shared Service Center (EEB)

Strong Hall Shared Service Center staff assist EEB with a variety of Human Resources, grant tracking, and Finance concerns. Individual staff contacts can be found on the SSC support staff page.

#### Eaton Hall Shared Service Center (BI and KBS)

The Eaton Hall Shared Service Center staff assist the BI and KBS with a variety of Human Resources, grant tracking, and Finance concerns. The department contact email for this unit is eatonhall_ssc@ku.edu. Individual staff contacts can be found on the SSC support staff page.

## Other Biology Staff in Haworth Hall

**EEB IT support**, 6024 & 6026 Haworth, tsc_biol@ku.edu or itrs@ku.edu , 785-864-1220

- Assistance with anything related to your computer
- KU Card registration for building entrance
- Internet connections

**Laura Maloney**, Undergraduate Biology Administrative Associate, 2045 Haworth, 785-864-0106, lmaloney@ku.edu

- Postage
- Add/drop, special permit, and change of section cards
- Permission numbers
- Bulk photocopying
- Questions about mail delivered in Haworth mailboxes
- Problems with photocopiers or shredder in Haworth Hall mail room
- Building key accounts
- Undergraduate biology tutor list
- Sorting and distribution of course evaluation

**Undergraduate student receptionists,** 2045 Haworth Hall, 864-4301

- Assist with general office duties

**Arlene Whitten,** BioStore Manager, 3027 Haworth, arlene_whitten@ku.edu

- Overnight and bulk mail service
- Office/lab supplies
- Chemicals and enzymes

**Vacant**, Media/Audio Technician, Biological Teaching Resource Center, 1004 Haworth
Until position is filled, contact Matt Ochs at mochs@ku.edu

- Use or check out of Audiovisual equipment
- Videotapes and slide/sound sets
- Use or checkout of Windows and Mac computers for student use

**Vacant**, Undergraduate Biology Business Manager, 2045 Haworth, until position is filled, contact arlene_whitten@ku.edu

- Building maintenance requests
- Equipment repair
- Assist with BioStore operations

## Biodiversity Institute (Dyche Hall)

**Jaime Keeler**, Business Coordinator; 602 Dyche Hall, 785-864-1204, jrkeeler@ku.edu.

- Personnel related matters
- Budget issues
- GRA appointments for BI administered grants

**Teri Chambers**, Assistant to the Director of the Biodiversity Institute, 602 Dyche, 785-864-4540, tchambers@ku.edu

- Publication requests
- Maintenance requests
- Federal and campus mail
- Photocopier and fax
- Vehicle scheduling
- FedEx and UPS (general, hazardous materials, and shipping specimens internationally)
- Keys and Omni Lock card access
- Reserving rooms in Dyche
- Booking BIO$^3$ Seminars

**Rick Evanhoe,** IT Technician, 785-864-4862, rpe@ku.edu

- Internet access
- Computer troubleshooting

## Kansas Biological Survey (Higuchi Hall)

**Brandy Hildreth Baranski**, Assistant Director for Administration**,** 108 Higuchi, 785-864-1500, hildreth@ku.edu

- Grant administration
- Budgeting
- Principal Investigator support
- Business operations

**Kayla Dye**, Facilities Manager Higuchi Hall, 152 Higuchi, 785-864-1502, kaylaadye@ku.edu

- Office assignments
- Office and building keys
- Vehicle checkout and keys
- Report vehicle maintenance issues

**Brenna Leahy**, Administrative Associate, 108 Higuchi, b.leahy@ku.edu

- Payroll matters for students in Higuchi Hall
- Initiates GTA/GRA appointments for KBS graduate students
- Office supplies including letterhead
- Fax
- Mail
- Photocopies
- Room reservations

## Graduate & Postdoctoral Affairs (Strong Hall)

**Ric G. Steele**, Vice-Provost for Graduate and Postdoctoral Affairs

- Manages university policies related to graduate programs

**Morgan Swartzlander**, Director of Graduate Support Services
- Oversight and consultation for all matters relating to graduate assistantship appointments (GTAs, GRAs, and GAs)

**Nicole Reiz**, Director of Professional Development & Communications
- Handles graduate professional development programming and projects and tracks alumni

**Lauren Miller**, Awards and Fellowships Coordinator
- Responsible for all pre and post award processes of graduate students, faculty and staff awards administered by the Office of Graduate Studies
- Handles signature graduate student events and competitions
- Main point of contact in Graduate Studies for Doctoral Hooding Ceremony

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

### *College Office of Graduate Affairs (COGA)*

COGA's mission is to support the College graduate programs. Its team of graduate advisers serves the graduate departments in the College of Liberal Arts and Sciences.

**Jennifer Roberts**, Executive Dean

**Morgan Swartzlander**, Director
- Liaison between COGA and the Graduate & Postdoctoral Affairs

**Brittney Tyler-Milholland**, Associate Director
- In charge of COGA's day to day operations including management of Advising and Student Assistants teams

**Rachel Decorie**, Governance, Awards, and Orientation Coordinator
- Oversees Curriculum Information Management and KU Catalog system and provides support for College Committees.

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# Examples of Important Forms

*EEB Preliminary Advisory Meeting Form*

Date (Month/Day/Year):

**(Fall _____ or Spring _____)**

The Preliminary Advisory Meeting should be held in the first semester of enrollment in the program, preferably in the first week. The goal of the PAM is to decide on future course work and how the student will fulfill the research skills requirement. Consider that Ph.D. students must develop one or more newly acquired research skill(s) that will be necessary for successful completion of the doctoral program. Immediately following the meeting, the graduate student should fill out this form, obtain faculty mentor approval, and submit it to Rose Sumaya (rosesumaya@ku.edu), EEB Graduate Program Coordinator, as an e-mail attachment.

**Student's Name:**

**Mentor's Name:**

**Committee Members.** List all members in attendance**.**

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

2. Indicate how you intend to fulfill the EEB Research Skills requirement beyond the required EEB courses (BIOL 801, BIOL 805, BIOL 841). List each skill and how you will obtain it.

3. Have you discussed preferred forms of communication and meeting frequency? Please explain.

*EEB Research Advisory Committee Form*

**Date:**

**Academic Year 20__/20__**

Annual Research Advisory Committee meetings should be held sometime between November 1 and March 1 to discuss progress during the most recent calendar year and set goals for the upcoming calendar year. Immediately following the meeting, the graduate student should fill out this form, obtain faculty mentor approval, and submit it to Rose Sumaya (rosesumaya@ku.edu), EEB Graduate Program Coordinator, as an e-mail attachment.

**Student's Name:**

**Mentor's Name:**

**Committee Members:** List all members noting any that were not in attendance**.**

1. Briefly outline your primary academic and research goals for the forthcoming calendar year (2027). A bulleted list would be appropriate.

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

3. For students in the Ph.D. program, list your two committee-approved RS2 skills and indicate if each has been completed, or when they are expected to be completed.

4. For students in the Ph.D. program who have advanced to candidacy, list the date of the oral exam and dissertation proposal defense (if applicable), and briefly outline (a bulleted list is appropriate) your yearly academic and research goals until degree completion (e.g., beyond the next calendar year as outlined in question #1).

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

6. Briefly outline your likely/potential sources of funding (e.g., GTA, GRA, CA, fellowship, etc.) for the upcoming 2027 calendar year (Spring, Summer, Fall), as discussed with your committee. It may be that this is not knowable with certainty, but you and your committee's best estimates are appreciated.

7. If there were issues/problems that have slowed or hindered progress, please list these along with the committee's solutions to improve progress towards degree.

*Annual Student Evaluation – Online Student Self-Assessment*

In an effort to assess your progress in the EEB Graduate Program, graduate students are required to submit this form, a completed RAC form and an updated CV that documents your academic and research activities.

Rose Sumaya, EEB Graduate Program Coordinator, will process your submission and share it with members of the Graduate Program Committee. Your candid feedback is appreciated and will be treated with the utmost confidentiality. However, please note that as mandatory reporters we may be required to report certain disclosures. https://civilrights.ku.edu/mandatory-reporters

If you prefer, you may submit the form to the EEB Chair with an explanation of your concerns about sharing it with members of the Graduate Program Committee. If you prefer to submit directly to the EEB Chair, please email Rose Sumaya to request a copy of this evaluation to fill out.

Student Last Name:

Student First Name:

Mentor Last Name:

Names of Committee Members (Chair and other EEB tenured/tenure track faculty):

(Doctoral Students Only) Name of KU Graduate Studies Representative (formerly referred to as "external member"):

Name of non-KU committee members:

**Attach an updated CV to accompany this form. The CV should include the following information (if applicable):**

- Educational background
- Current academic status (i.e., M.A. student, Ph.D. student)
- Term you entered the program
- Presentations (local, regional, and national)
- Publications (submitted, in press, and published)
- Scholarships/Fellowships and Awards (include year awarded)
- Source of support listed by semester (GTA, GRA, other)
- Grant proposals submitted (funded and declined)
- Professional Service (review publications and proposals etc.)
- Service on departmental committees
- Outreach activities

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

Did you receive a grade of LP (Little progress) or NP (No progress) while enrolled in dissertation credits during the year under review. If so, please explain.

How often do you meet with your Mentor? Is this adequate?

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?

## *Annual Student Evaluation – Online Mentor Evaluation*

Please complete this form for each student you advise or co-advise. Your candid comments will be held in strictest confidence. If you prefer, you may submit the form to the EEB Program Chair with an explanation of your concerns about sharing it with members of the Graduate Program Committee. To use the latter option please ask the EEB Graduate Program Coordinator to email you the form.

Student's Last Name:

Student's First Name:

Mentor Name:

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?

How often do you meet with this student? Is this adequate?

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?