

**GRADUATE
STUDENT
GUIDELINES**

Department of Environmental
&
Plant Biology

Ohio University

PREFACE

In the case of conflicting regulations and procedures, those of the College of Arts and Sciences and the Office of Graduate Studies supersede those listed here. Regulations listed in the Graduate Catalog are binding at the time of admission. If a student wishes exemption from any of the regulations or procedures listed, a written appeal must be submitted to the graduate chair from the student's advisor. The graduate committee will consider the requested exemption and their decision will be final.

All employees of Ohio University are required to attend a short-course in Chemical Hygiene. The dates and times of this short-course can be obtained from the departmental Chemical Hygiene Coordinator. In the event that training is not immediately available (within 90 days), you should plan to complete the Lab Safety self-study course in the interim (CD-ROM available from departmental secretary). Graduate appointments will not be renewed until completion of the Chemical Hygiene short-course is demonstrated.

The graduate committee will review this document at least every three years.

Please note that it is primarily the student's responsibility to become aware of the procedures of the Department of Environmental and Plant Biology and the specific requirements and deadlines for each degree. Students in the MCB program should first consult the Memo of Understanding for requirements of that program.

INTRODUCTION

The purpose of a graduate education is to obtain the knowledge and skills necessary to master a highly specialized discipline. Although coursework is emphasized in the following set of rules and procedures, it represents only a part of the training and goals of the program. Most of the lasting knowledge and meaningful experience of a graduate student is gained through independent study, scholarly interactions with faculty and other students, and original research.

Students must recognize that graduate school is not simply an extension of undergraduate education. Graduate school differs in being less structured, emphasizing a one-on-one apprenticeship with a faculty advisor, and requiring much more individual initiative and dedication.

Most of all, however, what distinguishes graduate from undergraduate programs is the far greater emphasis on research. Graduate students are expected to demonstrate significant motivation, initiative, and resourcefulness in the pursuit of their research and to complete a thesis or dissertation of publishable quality. Masters students should devote at least as much time and effort to research as to coursework, and pursuit of a Ph.D. is dominated by research and related professional activities.

While the department as a whole regards research as the major focus of graduate education, there is variation among disciplines and advisors regarding specific expectations. Students are encouraged to discuss philosophies of graduate education and research expectations with prospective advisors prior to joining a specific lab. The

student-advisor relationship can be a major factor contributing to the student's success in the discipline.

M.S. Degree (Thesis)

I. Departmental Support

A M.S. student will be supported for up to six academic quarters and two summers. An additional quarter of support *may* be made available, but will require a letter of application no later than January 15th of that year to the PBIO Graduate Committee (explaining why additional time and funding is necessary) along with a supporting letter from the advisor. A M.S. student who is admitted into the doctoral program must obtain approval of their research advisor and the graduate committee before receiving support as a doctoral program student for the next appointment period. As a condition of that approval, the student may be required to complete a M.S. thesis or write a manuscript on his/her M.S. research.

II. General Requirements

- A. Undergraduate course work in genetics, organic chemistry, and quantitative skills (e.g., calculus, statistics, computer science).
- B. A minimum of 30 graduate hours of graded coursework (excluding seminar, supervised study, colloquium, and research) in PBIO and a minimum of 15 hours of research are required. A maximum of 12 quarter hours of graduate credit (B grade or better) may be transferred, if approved by the Student Advisory Committee and Graduate Chair. Three grades below "B-" in graduate courses will result in dismissal from the graduate program. A single grade of "D" or "F" may result in dismissal from the graduate program.
- C. The 30 credit hours of graded coursework will be determined by the Student Advisory Committee (SAC). The SAC is an ad-hoc committee convened by the advisor in the first quarter of a student's program to assist in curriculum planning. The committee shall consist of four faculty members as follows: a faculty member from each of the three research focus groups in the department, in addition to the advisor. (In the event that an advisor is not yet selected, the Graduate Chair will convene the meeting.) The student and advisor should prepare a tentative curriculum prior to the meeting which lists the courses to be taken, when (graduate courses are often taught in alternating years), and a rationale for each course. Courses should be selected that would benefit the projected research program, but also include at least 10 credits that meet the overall objective of the masters program, which is to produce broadly trained plant biologists.
- D. Current courses available include:

PBIO507 Algal & bryophyte morphology	PBIO515 Quantitative methods in plant biology
PBIO508 Vascular plant morphology	PBIO518 Writing in the plant sciences
PBIO509 Plant systematics	PBIO520 Phycology
PBIO510 Biology of the fungi	PBIO522 Tropical plant ecology
PBIO514 Soil Ecology	

PBIO524 Plant physiology	PBIO542 Experimental anatomy of plant development
PBIO526 Physiological plant ecology	PBIO550 Biotechnology & genetic engineering
PBIO527 Molecular genetics	PBIO560 Paleobotany
PBIO531 Cell biology	PBIO575 Plant speciation
PBIO535 Plant population biology	PBIO580 Molecular approaches in plant systematics, ecology, & evolution
PBIO536 Plant community ecology	
PBIO537 Ecosystem ecology	

- E. A student must present two seminars during his/her program including the final presentation of his/her thesis research. This requirement is satisfied by enrolling in the seminar course (PBIO691) or giving a research presentation at the Ecolunch in BIOS or MCB seminar in his/her first academic year. The student must present a colloquium in Environmental and Plant Biology (PBIO691) at the end of his/her program (typically in the Spring of the second year or the third Fall) on his/her thesis research. See below under M.S. Thesis IV. D for the detailed procedure for this colloquium.
- F. The student must enroll for seminar (PBIO691) during the quarter in which s/he is presenting a PBIO colloquium.
- G. A student must be a teaching assistant a minimum of two quarters.
- H. Each student must complete a research thesis and orally defend the thesis (see IV).
- I. The student must have at least a 3.0 G.P.A.

III. Program of Study

- A. All new students will report to the Graduate Chair for initial instructions.
- B. The Graduate Chair or his/her representative will advise new students until the student selects an advisor. New, uncommitted students should become fully informed about the faculty and their programs before declaration of an advisor and research area. The selection of an advisor must be made before the end of the first quarter and the graduate chair must be informed. A student may be co-advised by two faculty members in PBIO. In such cases, there are no extra requirements. However, good communication skills (e. g., make sure both advisors are included in all communications such as emails) are needed to have a productive collaboration. It is the responsibility of the student and advisors to ensure all three members of the collaboration stay well informed of progress on the research project and the student's academic program.
- C. A student may change advisors, but only after consultation with the current and potential advisors and with the approval of the Graduate Chair.

IV. M.S. Thesis

- A. The student will present a detailed thesis proposal to the advisor no later than the beginning of his/her third quarter. After the advisor approves the proposal, a thesis committee will be selected. The committee will consist of the student's advisor (who will chair the committee) and two other faculty members who are conversant with the research area (at least one of whom is a tenure-track faculty in P BIO). The committee must meet with the student no later than the end of the third quarter to provide advice and counsel on the details of the research plan. Approval of the proposal must be unanimous. The P BIO Proposal Defense Form should be signed by the committee and placed in the student's P BIO file along with a copy of the proposal. The student is responsible for meeting periodically with each member of the committee to keep the committee apprised of progress. If the research plan changes substantively after approval, the student is advised to submit an updated proposal and seek approval of the committee.
- B. The student has the option of submitting the thesis either in hardcopy to the College of Arts and Sciences or in an electronic thesis and dissertation (ETD) format. It is preferred that the thesis be submitted in ETD format as it will be available to a wider audience. A student should take an ETD workshop prior to starting the majority of the thesis writing. If a student submits a hardcopy, s/he should get a thesis format check at the College of Arts and Sciences or with an ETD, the form should be checked at the ETD office. It is advised that these format checks be performed during the two weeks that the committee is reviewing the thesis.
- C. The M.S. thesis should be in the hands of the committee **at least two weeks** before the proposed examination date. The student should confirm the proposed defense date with the committee when distributing the thesis.
- D. A formal oral defense of the thesis will be held. The student will bring to the defense the CAS Report of the Oral Thesis Examination/Dissertation Defense (CAS#8). The oral defense must be approved unanimously. If a student receives a unanimous pass, CAS#8 will be submitted to the College of Arts and Sciences. Please note: the original form should be submitted to CAS and copies to the department and ETD office. If a student receives only two passes, the committee, advisor and student should work together in an attempt to satisfy the dissenting opinion via revision or additional work. If a student receives only one pass, a report of the thesis examination (indicating that the student has failed) will be submitted and the student will be dismissed from the graduate program.

Each student must present the results of his/her thesis research as part of the departmental colloquium series and will receive a letter grade from his/her thesis committee. The student should seek a colloquium date with the Department's Colloquium Coordinator at least **two quarters** prior to the colloquium. The student should consult with all committee members about the colloquium date before finalizing it with the Colloquium Coordinator. In addition, the student should obtain copies of the Graduate Seminar/Colloquium

Critique Form from the departmental website and distribute them to his/her committee. The committee will provide those forms to the advisor who will provide a composite grade and the forms to the Graduate Chair. This final presentation may take place no more than one quarter before the degree requirements are completed.

M.S. Degree (Non-Thesis)

The M.S. non-thesis option is intended primarily for students wishing a terminal degree, but can be utilized under exceptional circumstances.

I. Departmental Support

- A. A student enrolled in the non-thesis program has a lower priority for teaching assistantship support.
- B. A student initially enrolled in the thesis program may change to the non-thesis program up to the end of his/her second quarter. S/he must get written permission from his/her advisor and graduate committee to change programs. Students electing to change will lose funding and may reapply should funding become available.

II. General Requirements

- A. All students in the non-thesis option must complete identical requirements to the thesis option concerning: undergraduate course work, seminar requirements, program of study, teaching requirements and 3.0 minimum G.P.A.
- B. A minimum of 40 graduate credit hours of graded course work (excluding seminar, supervised study, colloquium, and research) in Environmental and Plant Biology and a minimum of 5 credit hours of research are required. With permission of the Graduate Chair, up to 10 credit hours of graded graduate courses in related fields (e.g., chemistry, geology, biological sciences) may be applied toward the required 40 credits.
- C. A student will not complete a research thesis, but must prepare a written report of his/her 5 hours of research, which must be approved by his/her advisor. There will be no oral defense of this report.

Ph.D. Degree

I. Departmental Support

PhD students beginning with a BS are eligible for a maximum of 21 quarters, (including summers = 5 years + 1 quarter) of support; those beginning with an M.S. are eligible for a maximum of 18 quarters (including summers = 4 years + 2 quarters) of support.

II. Admission Requirements

- A. Undergraduate work in genetics, chemistry and quantitative skills (e.g., calculus, statistics, computer science) and/or a M.S. in an appropriate subject area.
- B. At least a 3.0 G.P.A. for the most recent degree obtained.
- C. GRE scores should all be >50%.
- D. If English is a second language, a minimum TOEFL score of 620 (written), 260 (computer), or 105 (internet) is usually required.

III. General Requirements

- A. A student with a BS degree must take a minimum of 45 graded graduate credit hours, of which 30 must be in the Department of Environmental and Plant Biology. A student with a MS degree must take a minimum of 35 graded graduate credit hours, of which 20 must be in the Department of Environmental and Plant Biology. Three grades of B- or lower in graduate courses will result in dismissal from the program. A single grade of C+ or below will result in academic probation. A GPA below 3.0 in two consecutive academic quarters will result in dismissal. Each student should maintain a grade point average of 3.0 each quarter, but must have at least a 3.0 average in order to graduate.
- B. A student must present four seminars during his/her program including the final presentation of the dissertation data. This requirement is normally satisfied by enrolling in the seminar course (PBIO691) for three quarters and the dissertation presentation. However, a student may fulfill this requirement by presenting research at the Ecolunch in BIOS or MCB seminar. If a student is presenting a seminar instead of taking the formal course, the student needs to take PBIO691 during the quarter in which the seminar will be presented. The student should inform the instructor of record that s/he will not be taking the course, but presenting a seminar in another venue and notify her/his committee so that they may grade the presentation and give that grade to the instructor of record for PBIO691. In the final year, the student will present the findings of his/her dissertation as part of the PBIO colloquium series (See section VII. G. below for detailed instructions).

- C. The student must perform two quarters of supervised teaching during the program of study, even if the student's stipend and tuition are provided from other sources that relieve him/her from teaching duties.
- D. The student must pass a Comprehensive Examination composed of written and oral sections (See below).
- E. The student must complete and orally defend a research dissertation (See below).

IV. Program of Study

- A. All new students without a previously selected advisor should report to the Graduate Chair for initial instructions and advising after admission.
- B. The Graduate Chair or an appointed representative will advise new students until an advisor is selected.

New, uncommitted students should interview with all faculty members in their areas of interest before declaring a research area or selecting an advisor. The selection of an advisor must be made by the end of the first quarter. A student may be co-advised by two faculty members in P BIO. In such cases, there are no extra requirements. However, good communication skills (e. g., make sure both advisors are included in all communications such as emails) are needed to have a productive collaboration. It is the responsibility of the student and advisors to ensure all three members of the collaboration stay well informed of progress on the research project and the student's academic program. The appointment of the student's Dissertation Committee must be done by the end of the second quarter.

A student may change advisors, but only after consultation with the present advisor and the faculty member with whom the student wishes to work. Approval of the Graduate Chair is required for this change, or to change the composition of the dissertation committee.

- C. The Dissertation Committee. The student and advisor should select appropriate faculty and submit these names to the Graduate Chair for approval (CAS Form #5). The Dissertation Committee will advise the student of courses and requirements, conduct the comprehensive exam, approve the dissertation research proposal, and conduct the PhD exam for approval of the dissertation. The Dissertation Committee will consist of at least four faculty members, including the student's advisor (who will chair the Committee), a Graduate Faculty Representative of the College of Arts and Sciences and two full-time tenure track faculty members in the Department of Environmental and Plant Biology. The Graduate Faculty Representative cannot be a faculty member in the Department of Environmental & Plant Biology and must be approved by the Dean of the College of Arts and Sciences. The student and advisor may opt to have an additional committee member(s), such as another P BIO faculty member,

a faculty member in another department, or a specialist in the dissertation research area.

- D. Two graduate courses are required, PBIO-515 (Quantitative Methods in Plant Biology) and PBIO-518 (Writing in the Life Sciences). The student in consultation with the committee will choose all other courses to complement the student's research specialization, to eliminate any weaknesses in the student's past course work and to strengthen the student's botanical training. A copy of the program course requirements will be filed with the Graduate Chair (PBIO Course Approval Form).

V. Research and Scholarly Skills

- A. Research Skills: completion of PBIO-515 and PBIO-518 will usually satisfy this university requirement.
- B. Foreign Language: If the student's committee determines that a foreign language is required, the advisor and the committee, with approval of the Graduate Chair, may establish alternate pathways to the acquisition of the necessary language. This may consist of either auditing or taking for credit graduate language courses or private study. Students must pass a language translation examination in the literature of his or her major field at a level which indicates the student can use the language adequately as a tool in research. The examination will be administered and graded by a faculty member at Ohio University. If the exam is administered by Modern Languages Faculty, it must be submitted to them at least one quarter prior to the exam for their approval.

VI. Comprehensive Examination

Doctoral applicants are expected to take the Comprehensive Examination before the end of the third quarter of their second year of study. Failure to take the exam by the end of the 9th academic quarter (i.e., excluding summers) may result in termination of funding and/or dismissal from the program. The purpose of the examination is to establish the student's mastery of his/her field(s) of specialization and readiness for advanced research as determined by the student's committee.

- A. Eligibility to take the Comprehensive Examination:
1. Minimum 3.0 G.P.A. average for all graduate courses.
 2. Completion of all course requirements designated by the committee or permission from the Graduate Chair.
- B. At least four faculty members from the student's Dissertation Committee will be examiners for the comprehensive exam. The Graduate Faculty Representative of the College of Arts and Sciences may choose not to participate. Another faculty member from the Department of Environmental & Plant Biology may substitute for one of the Dissertation Committee members, if needed for breadth of knowledge. The student is urged to

contact his/her examiners at least 10 weeks in advance of the exam to discuss expectations and exam format (i.e. closed book/open book & electronic/handwritten and receive reading assignments (at the discretion of the examiner).

The student and advisor will coordinate the planning and organization of the written and oral examinations. The advisor of the student will serve as chairperson for both exams.

After the written examination is graded, the results will be communicated by the advisor to the student and Graduate Chair. At that time, if no more than one part of the written examination has been failed, the date for the oral examination will be selected. Prior to the oral examination, the student will meet with each of the examiners to discuss the results of the written section; the examiner will keep answers until after the oral exam at which time these answers become part of the student's permanent record.

E. Written Section:

1. Each examiner will prepare a written examination.
2. The examinations will be scheduled over the course of one week with four hours allotted for each exam.
3. If an examiner elects to grade numerically, 70% will be considered a passing score.
4. A student receiving no more than one failing vote in the written section will be permitted to take the oral section.

F. Oral Section:

1. The oral section of the examination will take place within two weeks after the student and Graduate Chair have been notified of the results of the written section.
2. Following the Oral examination, each examiner will be asked to either pass or fail the student.
 - a. If a student receives all passes, a report of the Comprehensive Examination (CAS form #4) (indicating that the student has passed) will be forwarded to the College of Arts and Sciences and the student may enter into candidacy for the Ph.D. degree (CAS form #6).
 - b. If a student receives one failing vote, a report of the Comprehensive Examination (indicating that the student has passed, but not dated and not signed by the Graduate Chair and one examiner) will be placed in the student's Departmental Folder. The student will be informed that s/he did not satisfy a particular examiner. The examiner will meet with the student and indicate what will be required of the student in order to satisfy him/her. For instance, an examiner may require that the student take a course in the discipline, meet for supervised study or satisfy the examiner in an

individual oral examination. When the examiner is satisfied, s/he will inform the Graduate Chair. At this time, the examiner and Graduate Chair will sign and date the report of the Comprehensive Examination, which will be forwarded to the College of Arts and Sciences and the student may enter into candidacy for the Ph.D. degree (see above). If a student does not satisfy an examiner within two quarters, the student will fail the Ph.D. Comprehensive Examination. The report of the Comprehensive Examination (indicating that the student has failed) will be signed by the examiner(s) and the Graduate Chair and forwarded to the College of Arts and Sciences.

- c. If a student receives two or more failing votes, a report of the Comprehensive Examination indicating that the student has failed will be forwarded to the College of Arts and Sciences.
3. A student who fails either the Written Section or the Oral Section of the Comprehensive Examination will not be permitted to retake the examination within a period of six weeks.
 4. The Comprehensive Examination for the Ph.D. is an examination composed of two sections rather than two separate examinations. It is to be understood that any student who fails may be required to retake the entire examination, even though the Written Section was passed at the first attempt.
 5. A student who fails the Comprehensive Examination twice will not receive a doctoral degree. Continuation of financial support for such a student will be at the discretion of the Graduate Chair in consultation with the Department Chair.

VII. Ph.D. Dissertation

- A. The student, in consultation with his/her advisor, must prepare a research proposal. The Dissertation Committee will meet with the student to discuss the proposal, to determine direction and progress and to offer constructive criticisms and suggestions no later than the end of the 6th academic quarter. The proposal should be in the hands of the Dissertation Committee at least two weeks before this meeting. The proposal must be approved by the Dissertation Committee and the P BIO Proposal Defense Form provided to the Graduate Chair. Approval permits one dissenting vote. A dissenting committee member has the option of resigning from the Dissertation Committee and being replaced, or s/he may be removed from the Dissertation Committee by the student's advisor and be replaced, in either case with the approval of the Graduate Chair.
- B. The Dissertation Committee should meet at least once yearly to discuss the research and the progress being made towards completion of the Dissertation research.

- C. Often it is desirable to publish chapters of the dissertation as they are being completed rather than waiting until after the Dissertation Defense. A student is expected to discuss how to handle this option with his/her advisor and committee members early in the program. It may be advantageous to have some or all committee members read a chapter prior to it being sent out for review. A student should alert the committee that s/he might be asking for a review in the near future (3 to 4 weeks). Likewise a committee member should endeavor not to have the manuscript on his or her desk more than three weeks. It is at the advisor and student's discretion to determine if the suggested revisions are incorporated into the manuscript.
- D. The student has the option of submitting the dissertation either in hardcopy to the College of Arts and Sciences or in an electronic thesis and dissertation (ETD) format. It is preferred that the dissertation be submitted in ETD format as it will be available to a wider audience. A student should take an ETD workshop prior to starting the majority of the dissertation writing. If a student submits a hardcopy, s/he should get a dissertation format check at the College of Arts and Sciences or with an ETD, the form should be checked at the ETD office. It is advised that these format checks be performed during the two weeks that the committee is reviewing the dissertation.
- E. The Ph.D. Dissertation should be given to the Dissertation Committee at least two weeks before the proposed examination date. The student should indicate the proposed date when distributing the Dissertation and submit the "Arrangements for the Oral Examination of the Dissertation" CAS #7 form to the College of Arts and Sciences.
- F. A formal Oral Defense of the Dissertation will be held. The student should obtain CAS #8 form prior to the examination. After the Oral Defense, each faculty member will be asked to either pass or fail the student. The student will have passed the Oral Defense, if s/he receives a pass from the College Representative and three other tenure-track/tenured OU faculty members. Only members of the Committee who pass the student are required to sign the above report. If a student receives less than four passes, s/he will fail the Oral Defense and will be dismissed from the graduate program.
- G. Each student must present the results of his/her dissertation research as part of the Departmental Colloquium series and will receive a letter grade from his/her dissertation committee. The student should seek a colloquium date with the Department's Colloquium Coordinator at least **two quarters** prior to the colloquium. The student should consult with all committee members about the colloquium date before it is finalized with the Colloquium Coordinator. In addition, the student should obtain copies of the Graduate Seminar/Colloquium Critique Form from the departmental website and distribute them to his/her committee. The committee will provide those forms to the advisor who will provide a composite grade and the forms to the Graduate Chair. This final

presentation may take place any time after all data are gathered and analyzed but must be prior to the student's defense of his/her dissertation.

The student is responsible for filing all appropriate forms certifying the satisfaction of the PhD requirements.

A student, in conjunction with the advisor, may petition the graduate committee to change a program requirement.

The advisor in consultation with a M.S. student and that student's committee may suggest that the student transfer from the M.S. thesis program to the Ph.D. program. If the student agrees, this decision must be made by the end of the third quarter of study. The student should then apply to the Ph.D. program early in the following academic quarter (i.e., the beginning of Fall quarter). The student should submit a letter stating his/her reasons for this change, career goals, undergraduate GPA, current GPA and GRE scores to the Graduate Chair. In addition, the advisor should provide a detailed letter of support. Letters of support from the committee can be submitted, but are not necessary. The Graduate Committee will then make an admission decision.

Scheduling

All research proposals, as well as final theses and dissertations, must be in the hands of committee members no later than 14 days prior to a meeting date. This provides sufficient time for committee members to read and digest the material.

Only under extenuating circumstances will committee meetings be held outside of the three academic quarters. Most faculty are either out of town or busy pursuing their own research agenda during these weeks.

Funding

Historically, the majority of graduate students have been funded via Teaching Assistantships (TAs); however, an individual faculty often has one or more Research Assistantships (RAs). A student wishing a RA should consult with individual faculty.

Students from various programs are funded as TAs within PBIO including: MS PBIO, PhD PBIO, MSES, and MCB. Regardless of originating program, students funded by PBIO are expected to follow the policies and procedures with regards to their TA.

For students in MS PBIO, PhD PBIO, and MCB (MS or PhD), funding decisions are usually made at the time of application. Funding will continue to the termination of their degree or the maximum funding time limit (whichever comes first), assuming that the student continues to make satisfactory progress. M.S. students will be supported for up to six academic quarters and two summers. An additional quarter of support *may* be made available, but will require a letter of application no later than January 15th of that year to the PBIO Graduate Committee (explaining why additional time and

funding is necessary) along with a supporting letter from the advisor. PhD students beginning with a BS are eligible for a maximum of 21 quarters, (including summers = 5 years + 1 quarter) of support; those beginning with an M.S. are eligible for a maximum of 17 quarters (including summers = 4 years + 2 quarters) of support.

The Department of Environmental and Plant Biology makes every effort to support MSES graduate students if possible; however, P BIO students take precedence. MSES students usually receive support on a quarter-by-quarter basis (if TA funding is available).

GRIEVANCE PROCEDURES

I. Dismissal from Program or Cancellation of Assistantship

Graduate students may be dismissed from the program for serious deviations from acceptable professional practices, including (but not restricted to) cheating, dishonesty, fabrication or falsification of research data, plagiarism, sexual harassment, careless behavior that threatens the well being of others, and vandalism.

A graduate assistantship may be canceled as a result of poor performance of assigned duties associated with the assistantship as well as the sorts of academic misconduct listed above. In the case of cancellation due to poor performance of duties (but not of serious academic misconduct), a written warning will be issued notifying the student that his/her performance is unsatisfactory and may lead to contract cancellation if the situation is not rectified.

If a decision is made to cancel a graduate assistantship or dismiss a graduate student due to academic misconduct or poor performance of assigned duties, the student shall be notified by the department chair, in writing, at least 30 days in advance of dismissal or appointment cancellation. The reasons for the disciplinary action shall be explained in writing. (This is not required if the student is being dismissed for unsatisfactory performance in coursework or research; see "General Requirements" under the individual degree programs in this document.)

If the student wishes to contest the dismissal or appointment cancellation, he or she may request a hearing with the graduate committee and the department chair. This request must be made in writing to the department chair within 14 days following notification of dismissal or appointment cancellation. The chair will then arrange a hearing, which will normally take place within 14 days of the student's request. This is the final hearing of appeal within the department. If the student so wishes, he or she may then contest the dismissal or appointment cancellation through normal university channels for appeal (see Student Handbook).

II. Other Grievances

Grievances may be brought (by graduate students against members of the faculty, by faculty members against graduate students, or by graduate

students against graduate students) for serious deviations from acceptable professional practices, including (but not restricted to) cheating, dishonesty, fabrication or falsification of research data, plagiarism, sexual harassment, careless behavior that threatens the well being of others, and vandalism. In all cases, the burden of proof regarding any grievance rests upon the individual(s) bringing the grievance (the grievant).

DEPARTMENTAL PROCEDURES

1. Grievants will attempt to resolve the grievance through informal discussions with the faculty member or graduate student charged.
2. If no resolution of the grievance is obtained, the grievant will discuss the grievance with the graduate chair.
3. If no resolution of the grievance is obtained, the grievant may request a formal hearing with the graduate committee and the department chair. This request, including a description of the charge, shall be made in writing to the department chair, who shall arrange a hearing to take place within 30 days of the grievant's request. The department chair must notify the person(s) against whom a charge is being brought in writing at least 20 days before the hearing. This is the final hearing of appeal within the department.
4. Grievant who fail to obtain resolution of the grievance at the department level may pursue the grievance through normal university channels for appeal (see Student Handbook).

GUIDELINES

1. It is recommended that a written record be available of the proceedings of any formal grievance hearing.
2. It is the student's responsibility to know departmental and college requirements. When a conflict occurs between catalog or guidelines and the advisor, the catalog or guidelines takes precedence, unless a formal waiver has been obtained from the graduate chair.
3. Sexual harassment laws require supervisors to take action when made aware of misconduct.