Ph.D. Degree Objective

General Requirements

Descriptions	Deadline/Information
1. Grades and index requirement Only grades of A, B, or C are acceptable on a plan of study. An Advisory Committee may require higher performance than C in certain courses. The student is expected to maintain a cumulative index of B. Indices below this level are marked "low" on grade reports. The student's progress will be reviewed each semester by the Dean of the Graduate School, the Convener of the Graduate Studies and Advanced Studies Committee, and the Advisory Committee. A student who fails to perform at a satisfactory level may be required to discontinue graduate study at Purdue. All 50000 and 60000 level courses for which grades are given will be used in computing indices, except grades in Foreign Languages 60100 and 60300. Grades received in undergraduate-level (40000 level) courses, approved as part of the graduate plan of study, may also count.	
2. Credit hours No minimum number of hours is required. Although the Department of Biological Sciences has no formal course requirements beyond two, Departmental approved BIOL seminars; most students in a Ph.D. program take an average of 24 credit hours. However, plans of study with substantially less credit hours may be approved with special justification. BIOL 66200 , BIOL 66300 are required courses for all entering students. Students are encouraged to take at least 30 credit hours during their first two years of training for their own protection. The reason for such a suggestion is that if a student leaves prior to meeting his or her Ph.D. requirements, the non-thesis M.S. degree requirements could be met (See the Masters Manual).	Departmental approved seminars can be taken twice if taught by a different instructor/faculty. First year professional development seminars have "S/U" or "P/NP" grades and do not qualify on a plan of study.

General Requirements (cont.)	**Deadline/Information**
3. Time limitation Seven (7) years from entry into the graduate program (i.e., 14 semesters plus the intervening summers – plus one additional summer to finish if necessary) is the maximum time allowed to complete the Ph.D. in the College of Science. An additional year may be allowed if requested by the student's Thesis Committee and approved by the department's Graduate and Advanced Studies Committee. Each student should be aware that, after five years of graduate study in this department, he or she will be given low priority in the assignment of departmental funds for his or her support during subsequent semesters of graduate study.	**Failure to meet any deadlines will result in non-approval of registration for subsequent sessions (see FOREWORD).**
4. Transcripts Official transcripts showing previous degrees from another college or university must be on file in the Graduate School. Students should review the Graduate School Letter of admission, downloaded from on-line application review page.	If the student was studying for a degree at the time the application was submitted, the student will be required to submit a final transcript during the first session of enrollment.
5. Residence requirement Six units of residence are required for the Ph.D (90 credit hours beyond the baccalaureate degree. At least four units (60 credit hours) for the PhD degree must be earned by continuous residence on the Purdue campus where the degree is to be authorized) A master's degree or professional doctoral degree from any accredited institution may be considered to contribute up to 30 credit hours toward satisfying this requirement at the discretion of the student's graduate program.	BIOL 69800 research does not count toward the 90 credit hours required for Ph.D.

General Requirements (cont.)	**Deadline/Information**
6. Teaching requirement Students are required to teach ¼-time for one semester in direct contact with students unless the student has post-baccalaureate teaching experience at the college level..	Before completion of degree. (Equivalent to a 10 hr. workweek. No benefits apply to a ¼ time TAship.)
All students whose native language is not English must have on file a minimum SPEAK or TSE score of 5.0 or 50, respectively, prior to assignment to a course that fulfills the teaching requirement. All students who do not have the minimum required SPEAK/TSE score or higher on file should be registered for this screening during Orientation. Please see the Graduate Office (LILY 1-120) to register for the exam.	Students requiring the OEPP (Speak Test) to become certified to teach must take the test by the end of October of their first year – no exceptions. Students who do not have an acceptable score prior to taking their Preliminary Exam will be removed from the Ph.D. program. They will have the option of leaving immediately with no degree or taking one additional semester to complete an NThMS degree.
7. Fringe/Benefits – see Supplement I	
8. Grad Vacation Detail – see Supplement IV	
9. Seminar Requirement Each Ph.D. student is required to present a satisfactory seminar in each of two student-participation Ph. D. seminar courses (BIOL 69600/69500 Department approved seminar course). There is no restriction on the topics covered by the two courses chosen by the student.	Before completion of degree.
For example, it is permissible for students to participate in two such courses for the same area during successive years provided the faculty includes at least two different professors.	
Only one (1) Substitution may be requested on the "BIOL Seminar substitution_Form.pdf"	A listing of the approved BIOL seminars can be obtained from the Graduate Office or www.xxxxxx
One (1) seminar MUST be from the BIOL approved seminar listing.	

Ph.D. Degree Objective

Basic Steps

Descriptions	Deadline/Information
1. Pass departmental Qualifying Examinations.	
To enter the Ph.D. program, a student must take one Qualifying Exam by the end of their first year and pass with a grade of B or better before the Spring semester of their second year.	Take at end of first year. Must be satisfied before submitting request for appointment of Advisory Committee and filing plan of study.
This rule applies to all graduate students regardless of their prior degrees. Students entering the Ph.D. program directly after completion of the requirements for an M.S. degree at Purdue will be required to pass a Qualifying Examination no later than one and one-half calendar years after completing the M.S. degree requirement. Study guides for examinations will be available prior to the fall semester. Copies may be obtained in 1-120. (*See Supplement V for additional information)*	The exam areas are: -Development and Disease -Ecology and Evolutionary Biology -Molecular Biosciences
2. Select Research Director.	
Students are to list their top three choices and submit them to the Graduate Office after the end of the fourth rotation period. The Graduate Office will then make the assignments, based on mutual acceptability to both the professor and student.	Assignments will be done in April/May after the fourth rotation period.
If a research director cannot be found, the student will need to confer with the Convener of the Graduate and Advanced Studies Committee.	
3. Select Advisory Committee.	
The Advisory Committee consists of a research director, two additional members from within the Department of Biological Sciences and one from a Purdue Department other than Biological Sciences.	Within six months of successful completion of the qualifying examinations. This is normally by November of the student's second year.
Submit a request for appointment of this committee to the Committee on Graduate and Advances Studies. The Advisory Committee will also act as the Examining Committee. In this capacity, a member other than the research director will chair the committee.	The Convener of the Committee on Graduate and Advanced Studies will select the Exam-chairperson of the Examining Committee and both the student and the Advisory Committee will be informed of this action.

Basic Steps (cont.)	**Deadline/Information**
3. Select Advisory Committee. (cont.) The research director-student relationship must be a mutually acceptable one. The research director will direct the student's research. The chair of the student's Examining Committee will preside at the preliminary examination and all annual research conferences and will be primarily responsible for the format of these meetings and for filing the written comments from the Examining Committee members to the Committee on Graduate and Advanced Studies.	
4. File Ph.D. Electronic Plan of Study (EPOS). The Ph.D. plan of study must include two student participation seminars. Research credits (BIOL 69900) are **not** to be included on a plan of study. Courses taken on pass/not pass option cannot be used on a plan of study. The first-year seminar courses, BIOL 66200 and BIOL 66300 cannot be used on a plan of study. MS credit will be accepted only after one semester of satisfactory work in residence at Purdue. **The research director must indicate the number of credits (0 to 30) that are to apply to the doctoral degree program when they are approving/signing the plan of study.** Courses taken as a graduate student at one other university only may be used if they have been used towards only one other advanced degree. Courses taken as an undergraduate may be used if certified as excess by the Dean of the school from which the student received the degree and if the course was: 1) designated for graduates; 2) taken during the student's senior year; 3) a grade of A or B was received; and 4) the student's final graduation index was not below 3.00 (B); or by special approval of the Graduate Dean. All Advisory Committee members will review and approve the plan of study electronically. Please check with the Graduate Studies Office in Lilly 1-120 for the procedure for filing or amending the EPOS.	As soon as possible after forming Advisory Committee, but submitted as a draft no later than February 15th of the second year. The final EPOS must be submitted no later than March 1st of the second year, but at least five weeks before the request to take the preliminary examination is submitted. **Go to *my*Purdue to create your EPOS** MS credits – care should be taken to ensure that a master's degree has been awarded and that the total credits do not exceed 30. ***Note- on the EPOS:*** **Biology** **EPOS** Major Professor = Chair Exam Chair = Com. Member #2 Officially transcripts showing satisfactory completion of courses (and the number of credit hours earned) taken at another college or university must be on file in the Graduate School before a plan of study showing those courses will be approved.

Basic Steps (cont.)	**Deadline/Information**
5. Preliminary Examination.	
The Exam-chairperson will preside at the Preliminary Examination with the student and will be primarily responsible for the format of the meeting and for filing the written comments from the committee members to the Committee on Graduate and Advanced Studies. The Exam-chairperson should establish, in advance, guidelines for the length and nature of the student's presentation, the length and scope of the question and answer period, and those other procedures he or she feels should be specified. Hence, prior to each meeting the student should discuss the format for the meeting with the chairperson of their Examining Committee	Prelim: six (6) months after selection of Advisory/Examining Committee but no later than May of second year. Consult with the Exam-chairperson of the Examining Committee at least **three weeks prior** to the preliminary examination to determine what will be expected.
The student should submit a written report that includes both a brief description of the proposed thesis research project, and a literature review relevant to that project. In the report the student must clearly outline the objectives of the proposed research and indicate how they plan to achieve them. The literature review need not be exhaustive, but must show that the student is aware of the most important papers in the field – especially current papers – and how they relate to the proposed research. If the student's research director so desires, a student will be allowed to submit an original research proposal in an area related to his or her research instead of a proposed thesis research project. In such a case, the research director will have sole responsibility for approving the subject of the proposal. See Supplement VI. However, the related proposal should not include problems that are being studied in the research director's laboratory. It should be sufficiently related to the student's own project that a similar degree of sophistication can be expected in both areas; a successful defense of this proposal should establish that the student is reasonably equipped to proceed in a scientific manner with his or her own research project.	We recommend two weeks **but no less than one** week prior to Preliminary Examination Date. Failure to do so may result in cancellation of the meeting by the committee chair. *View Supplement VI for additional information*

Basic Steps (cont.)	**Deadline/Information**
5. Preliminary Examination. (cont.)	
Submit a request to take the preliminary examination at least 3 weeks prior to date of exam. The request must specify the time and place of the examination. **Send an e-mail with your room request to *calendars@bio.purdue.edu* to schedule your room.**	**At least three weeks prior to the meeting, See FOREWORD re scheduling responsibilities.**
The request to take the preliminary examination will be submitted on G.S. Form 8 by the Graduate Office.	At least three weeks prior to date for oral prelim. **PLEASE NOTE:** The Ph.D. plan of study must be submitted electronically at least five weeks before requesting to take the prelim. **NO EXCEPTIONS** This allows time for all of the electronic signatures to be obtained so the Graduate School has time to approve the plan of study.
During the first meeting the Advisory/Examining Committee will determine by means of a question and answer period whether or not the student is reasonably equipped to proceed in a scientific manner with the proposed thesis research. Questions on subjects directly or closely related to the research proposal should have priority. These might include questions about current literature, research techniques, collection and evaluation of data, and formal course work. However, due consideration will be given to the possibility that a student may not have completed all the courses on his or her plan of study. The committee members will cast on paper ballot a vote of "pass" or "fail" at the conclusion of the question period. A passing performance will be one in which no more than one member of the committee casts a vote of "fail".	
If the student fails to achieve a passing performance the committee will decide whether to schedule a second meeting or to recommend termination.	**If a second meeting is approved, there must be at least one semester between the two examinations.**
If the student fails to achieve a passing grade in the second preliminary exam attempt, the student will be dismissed from the Ph.D. program. The student will be allowed to participate in the Masters program.	
After making their written evaluation, including their comments and their votes for pass or fail, the committee members will discuss with the student both their evaluation of the student and their appraisal of the plan of study. The evaluation should detail areas of weakness and expectations for remedies. If necessary, amendments to the plan of study should be recommended. Any questions about procedures should be directed to the Graduate Office.	The student must submit any changes to the previously approved plan of study within two weeks of satisfactory completion of the Prelim

Basic Steps (cont.)	**Deadline/Information**
5. Preliminary Examination (cont.)	
Upon successful completion of the preliminary examination, a student will be required to meet at least annually with their Advisory/Examining Committee.	
In addition to filing the written comments from the committee as described above, the chairperson of the Examining Committee submits a *Report of Preliminary Examination* on G.S. Form 10. All committee members sign the G.S. Form 10. This form should be returned to the Graduate Office immediately.	Immediately after Prelims.
6. Research Conferences (RC)	
The Exam-chairperson will preside at the annual meetings with the student and will be primarily responsible for the format of these meetings and for filing the written comments from the committee members to the Committee on Graduate and Advanced Studies. The Exam-chairperson should establish, in advance, guidelines for the length and nature of the student's presentations, the length and scope of the question and answer periods, and those other procedures he or she feels should be specified. Hence, prior to each meeting the student should discuss the format for that meeting with the chairperson of their Examining Committee	RC; annually after Passing Prelim; more often if required by the Advisory Committee.
No less than one week before each of the succeeding annual research conferences, the student must submit a written progress report to their Advisory Committee. At the research conference the student must make an oral presentation. This presentation should include a discussion of relevant publishable data, interpretation of the data, and research plans for the next year. This information should also be summarized on the Prospective Questions for Ph.D. (Student) Form. which should be completed prior to the research conference for Advisory Committee review.	As soon as date is set but at least two weeks prior to the conference

Basic Steps (cont.)	**Deadline/Information**
6. Research Conferences (RC) cont. By means of a question and answer period the Advisory/Examining Committee will evaluate the student's progress both in research and in strengthening any weakness in the student's background, if such was indicated by a previous examination or by the progress report. The Committee will also submit written expectations on their Prospective Questions for Ph.D. (Faculty) Form. All forms should be returned to the Graduate Office as soon as possible. At the succeeding meetings the performance of the student will be evaluated as in the first meeting, including the Report of Annual Conference and the Prospective Questions for Ph.D. forms.	Failure to achieve a passing performance at two successive meetings will be considered as grounds for recommending that a student terminate.
7. Making changes to the EPOS. To make minor changes in a EPOS, the student will submit a *Request for Change to the Plan of Study* electronically, through *my*Purdue. Check with the Graduate Office as to the procedure. Changes to remove a failed course will, as a rule, not be approved. If the composition of the Advisory/Examining Committee changes, the student must also submit a *Request for Change to the Plan of Study* electronically through *my*Purdue requesting the change. Check with the Graduate Office as to the procedure.	
8. Research in Absentia. A doctoral student who has completed the preliminary examination and wishes to leave the University and to continue doctoral candidacy should request to register for research in absentia. See Supplement VII. *(Master's students are not eligible to register for research in absentia.)*	After the prelim is passed, all course work is completed, and at a point where remaining work on research problem and thesis may be completed off campus. At least five weeks prior to the session for which absentia registration is requested.

Basic Steps (cont.)	**Deadline/Information**
9. Identify yourself as an advanced degree candidate.	
Indicate on the course request Form 23 that you expect to receive your degree during the term you are registering.	Semester you expect Ph.D. degree. *(Due to Banner this process may/will change)*
10. Plan for final examination.	
At least two terms must elapse and be devoted to research between prelim and finals.	Semester(s) before you expect the Ph.D. degree.
Take after completion of the research and writing of the Ph.D. thesis. This examination (thesis defense) will be publicly announced on the departmental bulletin boards and in campus publications. It will consist of a seminar, open to the public, during which the candidate will summarize his or her thesis research. Following the seminar there will be an oral examination to be attended only by the Examining Committee members.	
Arrange day, hour and room for final exam at a time convenient for your committee. Send an e-mail to ***calendars@bio.purdue.edu*** to schedule a room.	Schedule room as far in advance as possible. Check web site: ***http://calendrs.bio.purdue.edu*** for room availability before emailing.
11. Request for appointment of examining committee	
Submit a request to take the final examination 3 weeks prior to date of exam. The request must specify the time and place of the examination. **Send an e-mail with your room request to *calendars@bio.purdue.edu* to schedule your room.**	Must be submitted no later than three weeks preceding the day for the final examination.
The request to take the final examination will be submitted on G.S. Form 8 by the Graduate Office. The research director signs the form. Leave the form in 1-120 for approval.	
The Graduate School requires a minimum of 4 committee members to be present at the defense.	
12. Departmental Questionnaire	As soon as future plans are firm. Must be turned in before you leave campus.
Complete departmental questionnaire Form BIOL-04A, *Post M.S./Ph.D. Information*, and leave in 1-120.	

Basic Steps (cont.)	**Deadline/Information**
13. Pass final examination.	
The research director and all Examining Committee members must complete and sign G.S. Form 11 *Report of the Final Examination*. Leave report of the final exam in 1-120 for approval.	The report must be in the Graduate School office no later than the date set by the Graduate School. This is usually the Monday of the last week of classes, but may vary. Check with the Graduate Office for specific date each semester.
Not more than one dissenting vote is acceptable in certifying the candidate to receive the degree.	
14. Prepare thesis	
Schedule appointment with Grad Coordinator for Thesis/Dissertation Format approval.	PDF copy of your Thesis/Dissertation is required.
The Head of the Department, or Associate Head of the Department in the absence of the Head, signs the G.S. Form 9, *Thesis Acceptance Page*. (See Supplement VIII for detailed procedures and timetable).	The thesis must be deposited no later than the date set by the Graduate School. This is usually the Friday of the last week of classes, but may very. Check with the Graduate Office for specific date each semester.
15. Commencement Exercises	
The Registrar issues directives and information to candidates relative to their participation in commencement exercises. When there are no commencement exercises or when approval is late, diplomas are mailed by the Registrar.	This is partly done by your @purdue.edu e-mail address and snail mail.

*Students failing to meet any of the academic graduate requirements by the last day of the session, except submission of Form BIOL-04A (*Post M.S..Ph.D. Information*), **WILL NOT** graduate and **MUST** register in a later session.