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GETTING STARTED

Academic Policies: Doctoral Degree

Students enrolled in a doctoral program are responsible to understand policy regarding all aspects of their program. It is strongly encouraged that you read the entire section of The Graduate School Manual on [Academic Policies: Doctoral Degree](#).

Speaking and Writing English

anyone in the Department will be handled according to the policies and procedures of the University as outlined in the [University Bulletin](#) under Academic Policies and Procedures for All Students.

Authorship

Authorship requires a significant intellectual or practical contribution. Most professional societies and other scientific organizations have a “code of ethics”, which includes guidelines for authorship. Please see below a summary to help guide you.

Based on the Ecological Society of America’s code of ethics (found at: <https://www.esa.org/esa/about/governance/esa-code-of-ethics/>), authorship is justified if a person has made a substantial contribution, such as:

- conceived the ideas and design of the experiments
- participated in the execution of the study
- analyzed and interpreted the data
- wrote the manuscript

else to reconstruct the experiments and/or analyses. Laboratory books or binders are recommended; these can easily be cataloged and stored.

References:

1. Committee on Science, Engineering and Public Policy (1993) *Responsible Science: Ensuring the Integrity of the Research Process*, Vol. I & II. National Academy Press, Washington, DC

Laboratory Safety Training

You are required to fulfill Laboratory Safety and Hazardous Waste training sponsored through the Environmental Health & Safety Department each year (late August/early September). If applicable, some may also be required to fulfill Bio Hazards Safety Training. The dates and times will be provided to you. It is also your responsibility to make sure that undergraduates working with you know the proper safety procedures for the work they are doing.

Research with Animals

All research with animals is expected to conform to current standards of care. For research that involves vertebrates, the University's Institutional Animal Care and Use Committee (IACUC) **must** be consulted and the protocol must be approved by IACUC prior to the initiation of any research. This includes both laboratory and field work. Consultation should be done well in advance of the proposed research.

All faculty, staff and students who use vertebrate animals are required by federal regulations to complete a training session before working with animals. Please refer to [Laboratory Animals Resources](#) web page for information regarding the use of vertebrate animals on campus.

Human Subjects

The University requires that researchers (faculty and students) who conduct research with human subjects must submit a "human subjects protocol" for review and approval by the University's Human Subjects Research Review Board well before the proposed project is to begin. Please

MASTER OF ARTS (NON-THESIS) PROGRAM

The Master of Arts (non-thesis) degree is designed for students who want to expand their knowledge of the biological sciences primarily through coursework. The degree is designed to be completed in one year. The steps to lead you through the program are below. Click on the individual links for further explanation of the activity and/or forms required to be completed.

1. Complete the required course credits.
2. Declare your intent to graduate (submit the [Graduate Application for Degree](#)) at the beginning of the semester in which you intend to graduate. Please consider carefully the due dates for all required items on the Graduate School's website. You are responsible to ensure they are completed on time. Note: Incomplete or missing grades, account holds (financial or otherwise), or a cumulative GPA of less than 3.0 and/or a class with a grade below a B- will prevent you from graduating.

Degree Requirements

The State of New York (SUNY) requirements for a Master's degree state the following:

1. *A minimum of one academic year of full-time graduate level study, or its equivalent in part-time study*
2. *An accumulation of not less than 30 credit hours*

A minimum of 30 credit hours beyond the bachelor's degree is required for completion of the Master of Arts degree. A cumulative grade-point average of 3.0 or above is required. These credit hours are to be fulfilled as follows:

26 credit hours of courses numbered BIOL 500 or above (excluding BIOL 591, 595, 599, 680X, 696, 699 and all MAT/MSEd courses). In addition, the options below may be used in part to fulfill the 26-credit requirement

For More Information Contact:

- • Dr. Steven Tammariello, MA Program Director (tammarie@binghamton.edu)
- • Graduate Secretary (biograd@binghamton.edu)

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PROGRAM

unofficial transcript. If you have an account hold, you will need to clear that first.

Two faculty letters of recommendation (from those with knowledge of your undergraduate level work)

A Statement of Commitment from the Biology Department faculty member who will be your future advisor supervising your MS thesis (this individual can also submit a letter of recommendation if applicable)

Admission into the Program:

Students are provisionally accepted into the program in their junior year. Admission into the program is based on academic performance and sponsorship by a faculty member, who will be the student's research advisor for the Master of Science degree.

GPA Requirement:

After admission into the program, the student must maintain a 3.2 GPA or better in biology courses during the remainder of the bachelor's degree

Your admission application is reviewed and a decision rendered.

Your undergraduate degree is conferred by the registrar's office. This gives you the ability to register as a graduate student.

Register for Graduate Level Courses:

As you are now considered a new/incoming graduate student, your ability to register for courses is included with all new/incoming students, typically a week prior to classes starting. You may work with the Graduate Secretary to be registered earlier once your undergraduate degree has been conferred and your record switched over to graduate level.

Students enrolled in 4+1 master's degree programs (as defined by the Graduate School) have a

need to be submitted to the Graduate School to remain in the program. Petitions granted are usually for one semester and not more than two semesters in length.

11. Declare your intent to graduate (submit the [Graduate Application for Degree](#)) at the beginning of the semester in which you intend to graduate. Please consider carefully the due dates for all required items on the Graduate School's website. You are responsible to ensure they are completed on time. Note: Incomplete or missing grades, account holds (financial or otherwise) or

- b. **2 credits of BIOL 680X (Departmental Seminar)** to be taken in the first two semesters. This is a one-credit course. Additional credits of 680X will not be applied toward the degree.
- c. **4 credits of BIOL seminar courses.** These are two-credit courses
 - i. You may substitute two BIOL 601/602 one-credit courses to satisfy two credits of the BIOL seminar requirement.
 - ii. Grant Writing (BIOL 680G) or other science writing seminars.
- d. **Up to 4 credits of BIOL 696 (Research in Biology)**, used while working on the research proposal exam/dissertation prospectus. The **BIOL 699 (Dissertation)**, used while working on the dissertation, will not be applied to the 30 credit requirement.

3. *Research or a comparable occupational or professional experience*

Your research is fulfilled by registering for BIOL 597 (you may provide an applicable title to be included on your final transcript) and BIOL 696 (Research in Biology).

4. *Completing an appropriate special project.*

Your committee's approval of your dissertation defense in both oral and written formats will satisfy this requirement.

Residency requirements: For students entering with a bachelor's degree, 12 credits per semester in the first year are necessary to maintain full-time registration and satisfy residency requirements (24 credits, all must be letter graded). Students entering with a MS degree are only required to register for 9 credits (vs. 12) to maintain full-time registration until they satisfy residency requirements (24 credits), though most choose to take 24 credits in their first two semesters. All students should work closely with their advisor and the Graduate Secretary to ensure that registration is appropriate. Refer to the [Registration](#) section for more information.

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Sample Registration/Path to Course Complete –

Continuing Students:

Students continuing to the next semester are able to pre-register for courses, approximately three months prior to the start of the semester (for example, spring pre

NOTE: Domestic, out-of-state funded students (i.e. teaching assistants) will receive out-of-state rate tuition scholarships for the first year only. After the first year, the tuition scholarship rate will be at the in-state level and if you are not yet a New York State resident, you will need to make up the difference in tuition costs. All domestic, out-of-state students are encouraged to establish New York State residency after their first two semesters are completed. This does not apply to international students.

Transfer Credits

Students matriculated in advanced degree programs may petition to have graduate credits from other institutions transferred toward their Binghamton master's degree. Transfer credits are not normally considered for doctoral degrees. Once enrolled, it is the student's responsibility to initiate the petition process. Determination of transfer credits is not made prior to a student's enrollment. Refer to the Graduate School [Manual](#) for complete guidance.

Full-Time Registration

Refer to the Graduate School [Manual](#) to verify the number of credits you need to register for to be full

Refer to the Graduate School Manual for additional information regarding [academic standing](#) and [probation/jeopardy](#) status. Students receiving a probation or jeopardy academic status should work closely with their advisor to develop a plan to return to good academic standing.

subject matter, etc. Go to their Find Databases web page [here](#) to search. Some databases are BU-ONLY and will require your PODS login if accessing from off-campus.

Take more than 16 credits in one semester? Complete the Graduate School form entitled Request for Course Overload (funded students) or (non-funded students) and provide to the Graduate Secretary to process. Before submission, have a discussion with your advisor regarding the increased load of course work.

Request an extension to the five-year limit to ABD status? Complete the Graduate School form entitled Petition for Extension of Five-Year Limit and provide to the Graduate Secretary to process.

Know when I am eligible to become ABD (admission to candidacy for doctoral degree)? Have discussions with your advisor and the Graduate Secretary to verify all requirements have been fulfilled. Your status cannot be changed in the middle of a major semester. The Graduate School requires all candidacy forms be submitted prior to the add/drop date (two weeks beyond the semester start date) to be considered for that semester.

Request to have my tuition fees waived since I will not be on campus for an entire semester or more? Complete a Fee Waiver Request form which can be found [here](#). See the Graduate Secretary for assistance.

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DEGREE PROGRAM FORMS AND REQUIREMENTS

Advisory Meeting Checklist

The department requires new students to have an advisory meeting with their advisor during their first week of classes. The purpose of the meeting is to have a friendly determination of your strengths and weaknesses and to discuss **your** career goals. If able, bring copies of your transcripts to the meeting. You and your advisor should complete the checklist and provide a copy to the Graduate Secretary. Forms are available [online](#) or in the Graduate Secretary's office.

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Formation of Supervisory Committee

Form your Supervisory Committee by the end of the first semester. Discuss the formation of your committee with your advisor. Three members (advisor and two Biological Scienc.000009/F1 12 Tf1 0 01 0 0 1 57.

your form at their next meeting and let you know the decision (approval or disapproval). Forms are available [online](#) or in the Graduate Secretary's office.

Change the Formation of Your Supervisory Committee

Any change to your supervisory committee (including a change of advisor) must be agreed to by your committee members and approved by the Graduate Committee. If you wish to change your committee, submit a signed Formation of Supervisory Committee form to the Graduate Secretary, briefly describing the change in committee members and why the change is needed. You will be notified if your request was/was not approved.

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Research Meeting – MS Degree

The Supervisory Committee and in particular the advisor (chairperson) are responsible for the progress of the student. Soon after it is established, the committee should meet with the student and agree on the scope and nature of the research project. The first research meeting should occur within six months after entry into the program. To set up a meeting, contact your committee members at least two weeks ahead of time to determine a day and time all can attend. Once established, reserve a room (S3-204 or S3-214) with a secretary in the department office (S3-210) and send your committee members an email with the day, time and place. For research meetings, you should reserve the room for at least an hour. Written material to be distributed should be approved by your advisor and provided to the committee members at least one week in advance of the meeting. Bring a Research Meeting Form to the meeting to be completed, signed and provided to the Graduate Secretary. Forms are available [online](#) or in the Graduate Secretary's office.

For the research meeting in the first academic year, the student should provide a research proposal to the Supervisory Committee at least one week before the meeting. The proposal should be about five pages in length. The student should submit a draft, about a month before the meeting, to the advisor for approval for distribution. The proposal should provide: a statement of the general problem or question, framed by the current literature; then more specific objectives or hypotheses; a brief description of the system, a brief description of the methods, if appropriate, preliminary data (including tables and figures); potential results; and references. Work with your advisor to determine an acceptable format/method of delivery for your proposal.

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Research Meeting – PhD Degree

The Supervisory Committee and in particular the advisor (chairperson) are responsible for the progress of the student. Soon after it is established, the committee should meet with the student and agree on the scope and nature of the research project. The first research meeting should occur within six months after entry into the program. To set up a meeting, contact your committee members at least two weeks ahead of time to determine a day and time all can attend. Once established, reserve a room (S3-204 or S3-214) with a secretary in the department office (S3-210) and send your committee members an email with the day, time and place. For research meetings, you should reserve the room for at least an hour. Written material to be distributed should be approved by your advisor and provided to the committee members at least one week in advance of the meeting. Bring a Research Meeting Form to the meeting to be completed, signed and provided to the Graduate Secretary. Forms are available [online](#) or in the

cannot deviate from this schedule. Students who fail to pass concentration exams on the 2nd try will either be moved to the MS program or if already holding an MS in Biology, the student will be removed from the graduate program.

For exceptional circumstances beyond the student's control (e.g. lengthy hospitalization), a student may petition the department's Graduate Committee for an extension. It is recommended that the student consult with the Supervisory Committee and plan for the exams.

Preparation:

For study, the faculty members administering the particular exam that year will provide the student with guidance on preparing for the exam, such as a reference list, book suggestions, reference material, and sample questions (some which are available with the Graduate Secretary). Additional advice will come from the student's advisor and supervisory committee.

Exam Results/Re-Takes:

Two or more votes (out of a possible three votes) against the student would constitute failure of a specialty section. The student must pass two stf1 0 0

Approval/Disapproval of the Defense:

Following the oral exam and approval of the thesis, the department chair or director of graduate studies submits to the Graduate School the signed Recommendation for Award of Master's Degree form, indicating that the student has now fulfilled all academic requirements for the Master's degree and has successfully defended the thesis.

The Dean of the Graduate School may void any thesis defense that is not carried out in accordance with the policies and procedures of the Graduate School.

Submit Your Thesis:

Submit your final thesis (electronic format) to the Graduate School per their [requirements](#) and [deadlines](#).

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PhD Outside Examiner

The outside examiner reads the dissertation and participates fully as a dissertation-examining committee member during the dissertation defense. The outside examiner's function on the examination committee is to render an independent judgment and to assure that the dissertation satisfies Graduate School standards. An outside examiner is intended to serve the Graduate School and, therefore, must have substantial experience evaluating the scholarship/research of doctoral students (e.g., by being part of a graduate program, unit or departmental graduate committee). It is imperative that the nominee has supervised graduate research as faculty adv

graduates, the Graduate Secretary can assist you with this. You can also review dissertations electronically by accessing the university library's dissertation database search [web page](#).

Scheduling the Defense:

Your Supervisory Committee and the approved Outside Examiner make up your Examining Committee. Work with your Examining Committee to establish a date, time (3-4 hours) and place to hold your defense. Allow yourself time beforehand to set up the room and get ready. The Graduate Secretary can assist with securing a room for you. Refer to the [Graduate School Manual](#) for guidance regarding the need for remote participation if you have a committee member/outside examiner unable to attend in person. This is an exception to the expectation of having full, in-person participation at your defense.

You or your advisor shall provide (at least two weeks in advance) the Graduate Secretary with the defense meeting details, along with the abstract of your dissertation, to be disseminated to all department members and graduate students for their attendance. A posting will also be displayed.

The Defense:

You are welcome to invite your family and friends to your defense. The first part of the defense is the seminar requirement based on your research. The second part is an oral examination covering the details and implications of the research. Once completed, your Examining Committee will excuse you and all attendees to allow the committee to discuss and