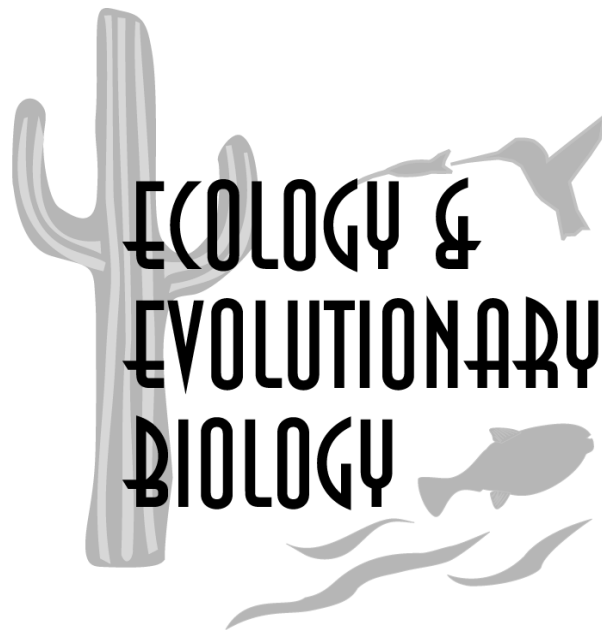


# Accelerated Master's Student Handbook

2007

The University of Arizona



This version of the grad handbook applies to EEB students entering in Fall 2007 and after.

## **ACCELERATED MASTER OF SCIENCE PROGRAM IN ECOLOGY AND EVOLUTIONARY BIOLOGY**

The Accelerated Master of Science program with a major in Ecology and Evolutionary Biology is available to high-achieving undergraduate students who desire to simultaneously complete their undergraduate degrees and work toward a Master of Science degree in this department. The Accelerated Master of Science program requires a research-based thesis. To be approved for admission to the program by the Graduate Admissions Committee, an applicant must be accepted by a faculty member who is willing to serve as a Thesis Director and/or Major Advisor. No one will be admitted into the Accelerated Master of Science program without a Major Advisor.

Master's students are not normally offered financial support. For the convenience of the department, exceptions may be made, but only on a semester-to-semester basis. Because of space limitations, offices will be provided only for candidates who are teaching assistants.

### **Admissions Requirements**

1. Completion of a minimum of 75 undergraduate credit hours will be required at the time of application; a minimum of 90 undergraduate credit hours will be required at the time of entry into the AMP.
2. A minimum GPA of 3.3
3. Completion of at least 12 undergraduate credits in their major at the University of Arizona's main campus
4. Completion or near completion of general education requirements
5. Submission of a graduate application and graduate application fees.
6. Demonstration of the maturity necessary for success in an accelerated, highly competitive program.
7. Expectation to complete the undergraduate degree within four years.

### **Awarding Degree and Fees**

Students will be considered undergraduates until they complete their undergraduate requirements, which should be no later than the end of the fourth year. Students must take at least 12 of their graduate credits while in graduate status. In other words:

1. During years 1-3 (or approximately 0-90 credits) student will be taking undergraduate coursework and charged at the undergraduate rate.
2. Once admitted to AMP, during the senior (or transition year), they may take up to 12 units of graduate coursework which may apply toward both the bachelor's and the master's degrees. Students will be charged at the

- undergraduate rate and retain eligibility for undergraduate scholarships.
3. After completion of all bachelor's requirements, students will be granted graduate status, be charged at the graduate rate, and be eligible for graduate assistantships.
  4. Should a student have completed 12 graduate credits, but no yet completed the undergraduate degree, they will be considered graduate for financial aid and tuition purposes and coded as 'graduate' in SIS. They will no longer be eligible for undergraduate scholarships. Nor will they be eligible for graduate assistantships.
  5. At least 12 graduate credits must be taken while in graduate status, after completing all degree requirements for the bachelor's.
  6. Student are encouraged to complete their undergraduate requirements as soon as possible, but not later than one semester before receiving their master's.

### **Requirements for the Accelerated M.S. Program**

Upon entering the AMP, the student must form a Master's Committee consisting of a Major Advisor and/or Thesis Director, and two other faculty members (*Departmental from I*). The Major Advisor/Thesis Director is usually the same person, but with the approval of the Major Advisor, the Thesis Director may be a second person, not necessarily in this department. Two of the members of this committee must be faculty members (tenure-track) of the Department of Ecology and Evolutionary Biology. The Master's Committee must be approved by the Department Head. During the first semester of attendance the student should meet with his or her Committee to work out a Provisional Program of Study and complete Departmental Form C(a), leaving this with the Graduate Coordinator. The Master's Plan of Study form must be filed with the Graduate College by the end of the second semester.

General requirements for the Master of Science degree with a major in Ecology and Evolutionary Biology follow the recommendations in the current Graduate Catalog. There is no foreign language requirement and no qualifying examination. It is necessary to have a minimum of 30 units of graduate work, including no more than 8 thesis units (Ecol 910) if appropriate, and not less than 15 of the 30 units must be from courses in this department. Additional units (including lower division courses) may be required to fill deficiencies or to provide necessary prerequisites for a specific program. The Major Advisor/Thesis Director may require special courses vital to the understanding of a research discipline. The student should meet at least once a year with their committee to review the their research progress and get advice on research direction. (*file Departmental form J(a)*).

It is the responsibility of the designated Major Advisor and the Graduate Policy Committee to inform the Master's degree students in writing of any special course requirements prior to the beginning of the second semester of graduate work, thus allowing adequate time for completion of the special requirements.

### **Master's Thesis**

The thesis M.S. degree requires completion of an original research project to be submitted in proper written form to the Graduate College and defended orally before a three-member committee. To schedule this exam, file the Completion of Degree Requirements form with the Graduate College. Rules governing the written format and oral defense of a thesis are set by the Graduate College. A student should consult the Graduate College Thesis and Dissertation Manual ([http://grad.arizona.edu/documents/PDF/ETD\\_Diss\\_Manual.pdf](http://grad.arizona.edu/documents/PDF/ETD_Diss_Manual.pdf)) for details.

### **Definition of Acceptable Progress**

In order to make acceptable progress toward the Master's degree, the student should:

1. Meet with an advisory committee within the first month in residence to develop initial plans of study including both coursework and plans for thesis research.
2. Form a Master's Committee by the end of the second semester (*Departmental form I*).
3. Complete formal coursework, as agreed upon with the Master's Committee, by the end of the fourth semester.
4. Make sustained progress toward completing the thesis within the department's target of two years.
5. Conduct himself/herself professionally as defined by both the University and by the reasonable standards of canons of scholarship.

Any student who has not completed the thesis by the end of the second year must meet with his/her committee no later than the beginning of the 3rd year. As a result of this meeting, the student's major advisor should file a statement of support of the student's continuation in the graduate program with the graduate coordinator. At the same time, the student should file an explicit plan for completing the degree, including timetable.

### **Appeal Procedures for Master's Students**

Throughout the master's program a student may appeal any decision that affects his/her graduate career. The sequence is Major Professor, Master's Committee, Graduate Policy Committee, Associate Department Head,

Department Head, and Graduate Council. A student should first appeal to the level above which a decision was made. The student is entitled to a hearing to air grievances. Please refer to the Graduate College Grievance Policy.

<http://grad.arizona.edu/current/grievance.php>

Students may also consult an Ombudsperson for informal grievances.

<http://ombuds.arizona.edu/index.html>

### **Exit Interview**

Upon completion of the oral defense exam, students should schedule a meeting with the department head. The purpose of this meeting is congratulatory as well as information-seeking. The department is committed to the quality of its graduate program, and the advice and experiences of successful students are valued.

### **Checkout Procedures**

Before students depart the University permanently, they should take care of the following important matters. (1) Keys: keys should be returned to the Key Desk. (2) Forwarding address: students should notify the EEB receptionist of their new addresses so that mail may be forwarded. Also, please notify all magazine and journal subscriptions of your move as soon as possible. (3) Next position: students should notify the Graduate Coordinator of their next position. (4) E-mail:- a student wishing to delete a University of Arizona e-mail account needs to show a picture ID and to complete a deletion form at the Account Administration Office, located in room 218 of the Computer Center. Accounts that are not actively terminated will be deleted automatically during the bi-annual purging of all obsolete accounts. (5) Lab checkout: Contact the lab manager and find out the lab's checkout requirements.

## **Checklist of Departmental Requirements – Accelerated MS Program**

### **First Semester**

- Form Master's Committee – file Dept. Form I
- Complete Provisional Plan of Study – file Dept. Form C(a)

### **Second Semester**

- Complete Master's Plan of Study – file Grad College Form
- Complete requirements for Bachelor's degree

### **Annually**

- Meet with Master's Committee to review research progress and get advice on research direction – file Dept. form J(a)

### **For Degree**

- Complete 30 units – 15 must be graded credits, no more than 8 can be Thesis units
- Highly recommended to complete the EEB Grad Core courses – ECOL600A *Fundamentals in Evolution* and ECOL600B *Fundamentals in Ecology*
- Complete and defend Thesis
- Complete Master's Completion of Degree Requirements form – Grad College form

**The student is responsible for submitting all forms to the Graduate Coordinator in BSW 310.**

# **EEB DEPARTMENTAL FORMS**

**All departmental forms should be  
submitted to the EEB Graduate  
Coordinator.**

**Departmental Form I**  
Ecology and Evolutionary Biology

**Master's Committee Form**

Name: \_\_\_\_\_

Major sought: \_\_\_\_\_

Master's Committee (minimum of 3 members)

Major Professor: \_\_\_\_\_

Thesis Director: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Committee Member: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Chairman, Graduate Policy Committee

\_\_\_\_\_  
Department Head

Changes in the composition of the above committee requires approval of the Department Head at any subsequent time prior to the completion of the degree. Students must request substitutions with forms available from the Departmental Graduate Office.



**Departmental Form G(a)**  
Ecology and Evolutionary Biology

**Change in Membership of Master's Committee**

Name: \_\_\_\_\_

Major Professor: \_\_\_\_\_

Present Major Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Substitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for substitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comment from faculty member being replaced:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED:

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Form H**  
Ecology and Evolutionary Biology

**Change of Major Advisor**

Name: \_\_\_\_\_

Current Major Professor: \_\_\_\_\_

Proposed Major Professor: \_\_\_\_\_

Reason for substitution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will former major advisor remain as committee member? \_\_\_\_\_

Comment from faculty member being replaced:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED:

Department Head: \_\_\_\_\_ Date \_\_\_\_\_

**Departmental Form C(a)**  
Ecology and Evolutionary Biology

**Recommendations of Master's Committee/Provisional Study Program**

A copy of this form should be submitted to the Department and the Graduate Committee at the beginning of the first semester.

Name: \_\_\_\_\_

Master's Advisor: \_\_\_\_\_

Committee Members: \_\_\_\_\_

\_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_\_\_

**PROVISIONAL STUDY PROGRAM**

**COURSE NO.**

**TITLE**

**UNITS**

\_\_\_\_\_  
**Master's Advisor Signature**

\_\_\_\_\_  
**Date**

**Departmental Form J(a)**  
Ecology and Evolutionary Biology

**Annual Thesis Progress Meeting Report**

Date of meeting:

Student name: \_\_\_\_\_ Signature \_\_\_\_\_

Date:

The advisor and thesis committee are satisfied that the student is making progress towards the completion of the thesis.

Comments from the committee including any recommended schedule of expectations:

Advisor name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **GRADUATE COLLEGE INFORMATION & FORMS**

**All Graduate College forms should be  
submitted to the EEB Graduate  
Coordinator before final submission to the  
Graduate College.**

## **The Graduate College Online**

All Graduate Students are responsible for knowing the graduate requirements of both the Graduate College and their academic department. Please refer to the Graduate College web site for a complete list of policies and requirements.

Graduate College home page- <http://grad.arizona.edu/> .

The Graduate Catalog- <http://grad.arizona.edu/catalog/> .

Graduate academic policies- <http://grad.arizona.edu/catalog/policies> .

Graduate College forms- <http://grad.arizona.edu/gcforms/> .

Graduate financial support information- <http://grad.arizona.edu/current-students/forms> .

Graduate Theses and Dissertation- <http://grad.arizona.edu/current-students/manuals>

Deadlines for Completion of Degree Requirements- <http://grad.arizona.edu/current-students/deadlines>

### **Highlights of Master's Degree Requirements**

All requirements for the master's degree must be completed within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

The total number of units required for a master's program varies by academic discipline, but all require a minimum of 30 units of graduate credit. A thesis, substantial research project, final creative project, or additional coursework in lieu of a thesis is required.

## **Master's Plan of Study**

In conjunction with his/her major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence.

Provisional Graduate Status must be converted to Regular Graduate Status and all deficiencies must be satisfied before the Plan of Study is approved.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study must have the approval of the student's major professor and department head (or chair of the Graduate Committee) before it is submitted to the Graduate College. There is a Plan of Study fee.

## **Master's Completion of Degree Requirements**

When the student's department determines that the student has completed all degree requirements, a Completion of Master's Degree Requirements form, signed by the three faculty members of the student's committee (two of whom must be tenure-track faculty members in the major field) will be submitted to the Graduate College. Approval of this form by the Dean of the Graduate College will certify completion of degree requirements. For dates by which requirements must be met to graduate in a particular semester, refer to the Deadline Sheets, available in departments, in the Graduate Degree Certification Office, and online at the Graduate College website. Modifications in the Plan of Study may be made on the Completion of Degree Requirement form or on the Changes in Student's Records form. Modifications may consist of changes in coursework, changes in addresses, or changes in names. Name changes also require that an official name change be filed with the Registrar's Office. All outstanding fees must be cleared before the final completion date. Any financial encumbrances will delay mailing of the diploma and transcripts. Contact the Bursar's office, Room 208, Administration Building or 621-3232. All grades must be submitted for Incompletes and current semester coursework must be received before the degree is considered completed.