



# **Guidelines for the Biomedical Neuroscience Training Program**

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## I. ADMISSIONS

### A. Requirements

1. Completed University of Illinois Graduate Application. This application should be sent to Dr. Mark Rasenick in the Department of Physiology and Biophysics (address on front page). The coordinator of the program will distribute it to the Education Committee to be reviewed and return the original copy to the Office of Admissions and Records. A description of the application procedures and the relevant forms are available at the Department web site (<http://www.psych.uic.edu/~neuro>) or from the Coordinator for the program ([neuro@psych.uic.edu](mailto:neuro@psych.uic.edu); 312-996-7370). M.D./Ph.D. admissions are handled through the M.D./Ph.D. program.
2. Completed Applications for Graduate Appointment, Research Interests Form, and Waiver should be returned to Dr. Rasenick.
3. Official report of the Graduate Record Examination (GRE) scores. A minimum verbal score of 500 is required. Advanced test is optional. The Institution Code is R1851 and the Department Code we are using is 0217 (Physiology).
4. Test of English as a Foreign Language (TOEFL) for students whose native language is not English (see Section IV, B for English requirement). A minimum score of 550 is required. The Institution Code is 1851 and the Department Code is 49 (Physiology) for this test.
5. Official transcripts of all previous undergraduate and graduate studies. Transcripts should be sent to the Office of Admissions and Records, and copies to Dr. Rasenick.
6. Three letters of recommendation. Letters should be sent to Mark M. Rasenick, Ph.D.
7. Personal interview (see B1 below).

### B. Procedures

1. Interested students are strongly encouraged to complete these requirements by April 1 for admission to the graduate program in the Fall of the same year. However, the deadline for international students

is March 15. Interviews will be scheduled and held locally at the Medical School campus, or regionally, if necessary. In extenuating circumstances (i.e., foreign students), the Admissions Committee may conduct phone interviews. Students completing their application by April 1 should be notified by May 15 of the decision regarding their application.

2. Students are accepted for admission starting with the Fall Semester.
  - a. At the time of application, students who wish to start classes at the beginning of Spring Semester may petition the Admissions Committee to do so. These will be approved only in exceptional cases (e.g., students with Master's degrees).
  - b. Students accepted into the program may also apply to the Head of the Program, Mark M. Rasenick, Ph.D., for a Departmental stipend to obtain 3-6 months of research experience within the Department prior to starting classes. Letters should be sent to Dr. Mark Rasenick in the Department of Physiology and Biophysics.

## II. ADVISORS

### A. Class Advisor

The Class Advisor is a member of the Graduate Education Committee and is appointed by the Head of the Graduate Committee. The responsibilities of the Class Advisor are to advise Ph.D. and M.D./Ph.D. students in a given class entering each Fall with respect to registration, course requirements and rotations and to monitor student progress until they choose a Thesis Advisor.

### B. Thesis Advisor

This is the faculty member in whose laboratory the student will perform his/her thesis research. The Thesis Advisor must be a Member or Affiliate Member of the Department of Psychiatry.

The student must notify the Graduate Education Committee, in writing, of the student's choice for Thesis Advisor. The prospective Advisor must also notify the Graduate Education Committee, in writing, of his/her willingness to accept the student. The Graduate Education Committee will then notify the Program Director as to its recommendation and the Head will make the final appointment. Students should choose a Thesis Advisor by the end of the Summer Semester, Year 1 so that the Pre-Thesis proposal (Section V, A) may be completed according to the timetable shown in Section IV, B.

### C. Thesis Committee

The student has one Thesis Committee throughout his/her tenure. This Committee will be selected by the student and the Thesis Advisor prior to the Pre-Thesis proposal and must be approved by the Graduate Education Committee and the Program Director (see Appendix A). The Chairperson of the Thesis Committee, other than the Thesis Advisor, must be a Tenured/Tenure-Track member of the UIC Faculty and Biomedical Neuroscience Training Program. The proposed Chairperson of the Thesis Committee must inform the Graduate Education Committee, in writing, of his/her willingness to serve in this capacity.

Following the Pre-Thesis Proposal, the student must meet with the Thesis Committee, either for formal (e.g., Mid-Thesis Seminar and Thesis Defense) or informal presentations, at least once per year until completion of their degree. The format of the formal presentations is described in Section V, D-F. At the meeting the student will make a brief oral presentation to the Thesis Committee, review progress and identify problems encountered in

his/her research. This will be followed by a discussion of the student's scientific development and progress toward successful completion of the thesis research. Following each formal and informal meeting, the Chairperson of the Thesis Committee must inform the Graduate Education Committee, Program Director, and the student, in writing, of the student's progress towards completion of the degree. Each report must contain a summary of the work completed and the experiments to be undertaken for completion of the Thesis.

Official notification of the Graduate College of the composition of the Thesis Committee involves submission of the "Committee Recommendation Form" (Appendix A). This form identifies the Thesis Committee, whose members are responsible for reading the thesis and for establishing that the quality, quantity, and originality of the science described in the thesis warrants granting a Ph.D. It is recommended that the committee be appointed early to facilitate communication between the committee and the student. Although the Thesis Committee must be formed prior to the Pre-Thesis proposal, the deadline for notifying the Graduate College of the composition of the Thesis Committee (i.e., the deadline for filing the "Committee Recommendation Form," Appendix A) is approximately one month prior to the Thesis Defense.

The Committee shall include:

1. Five or more members of the Graduate College, including the Thesis Advisor and the Chairperson of the Thesis Committee. At least three members of the Committee must be Regular or Affiliate members of the Biomedical Neuroscience Training Program. At least one member must be from outside the Biomedical Neuroscience Training Program. Exclusive of the Advisor and Chairperson, there should also be individuals meeting criteria 2 and 3. An individual from an outside institution may serve *ex officio* or may be a signatory member with prior approval from the Dean of the Graduate College.
2. Whenever possible, at least one person working on a similar but not identical concept in a different system.
3. Whenever possible, at least one person working on a different concept in the same or similar system.

### **III. REGISTRATION PROCEDURES**

#### **A. Advisors**

The Class Advisor will guide all students during the first year of graduate studies, including registration for the first semester. In subsequent years, the Thesis Advisor will advise individual students.

#### **B. Registration**

The registration period is usually the last three weeks of the previous semester. All encumbrances must be cleared before registration. The Office of Admissions and Records will mail registration material to continuing students prior to registration. Students are given specific appointments to register by phone (312-996-4350). Instructions for this process are included in the registration booklet.

A student who does not complete registration by the tenth day of the semester will not be permitted to register after that date, will not be permitted to attend class or to participate in course work, and will not receive academic credit or financial support for the semester. In addition, a student who fails to complete registration by the tenth day and who wishes reinstatement for the following semester, must submit an application for readmission which will require the approval of the Graduate College Dean.

## IV. REQUIREMENTS AND RECOMMENDED SCHEDULE

### A. Requirements

1. Core Courses (Appendix D)
  - a. Human Physiology 401, 402 (2 semesters)  
10 sh\*
  - b. Physiology Laboratory 569 (1 semester) 3 sh
  - c. Biological Chemistry 460 (1 semester) 5 sh
  - d. Neuroscience Seminar 595 (2 semesters) 2 sh
  - e. Neuroanatomy and Behavior 6 sh
  - f. Laboratory Rotation
  - g. Radiation Safety and Animal Handling courses GC 470 1 sh
  - h. Scientific Integrity and Responsible Research GC 401 0 sh
  
2. Students are required to attend Departmental Seminars, usually scheduled for 3:00 p.m. on Wednesday, each semester during their graduate career.
  
3. Formal 500 Level Courses ≥8 sh  
  
At least 3 didactic 500 level courses chosen in consultation with the Thesis Advisor. These courses cannot include Core Courses or directed reading courses.
  
4. Research 599 (see Sect. IV, B)
  
5. Pre-Thesis Proposal (see Sect. V, A)
  
6. Ph.D. Preliminary Examinations
  - a. Written Prelims (see Sect. V, B)
  - b. Oral Prelims (see Sect. V, C)
  
7. Mid-Thesis Seminar (see Sect. V, D)
  
8. Thesis Defense (see Sect. V, F)

\*sh = semester hours

**B. Recommended Schedule****1. Year 1**

<b>Courses</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer<sup>a</sup></b>
<b>Human Physiology 401, 402</b>	5	5	-
<b>Methods in Experimental Physiol 569</b>	3	-	-
<b>Biological Chem 460</b>	5	-	-
<b>Radiation Safety<sup>b</sup></b>	-	-	-
<b>Animal Handling GC 470<sup>b</sup></b>	1	-	-
<b>Elements of Neuroscience</b>	-	2	-
<b>Rotation<sup>d,e</sup></b>	NC	NC	NC
<b>500 Level Elective</b>	-	2-4	-
<b>Thesis Research 599</b>	-	2-5 <sup>e</sup>	8 <sup>f</sup>
<b>TOTAL</b>	15	≥ 12	≥ 8

- a. Students who score less than 500 on the verbal part of the GRE or 550 on the TOEFL may be admitted on probationary status. These students must take and pass the Tutorium in Intensive English offered by the Office of Continuing Education and Public Service. Students who do not pass must petition the Program Director, in writing, to continue in the program.
- b. It is essential that students learn how to handle radioactive materials safely and to handle animals humanely. Therefore, students are required to take classes offered by the Radiation Protection Office and the Biological Resources Laboratory preferably during their first year.
- c. First year students will perform three laboratory rotations prior to selecting a Thesis Advisor. They will perform one rotation (approximately 10 hrs/wk) every 10 weeks starting at the beginning of the Spring Semester, Year 1. The rotations will be chosen in consultation with the Class Advisor. The rotations must be performed in the laboratories of faculty affiliated with the Neuroscience Program. In extreme cases (e.g., students with Master's Degrees), students may petition to decrease the number of rotations. A written evaluation following each

rotation is required from the faculty member and must be sent to the First Year Advisor.

- d. M.D./Ph.D. students are also required to perform three 10-week rotations (10 hrs/wk). The rotations can be completed by the end of the Spring Semester of the Second Year. A written evaluation following each rotation is required from the faculty member and must be sent to the First Year Advisor.
- e. Students should sign up for Research for 2 hours credit or more during the Second Semester with the First-Year Advisor who will assign a grade of S or U based on written evaluations provided by the rotation advisor.
- f. Students should sign up for Research for 8 hours with the First Year Advisor and work full-time in a laboratory during the Summer Semester, between the First and Second Years.

## 2. Year 2

<b>Courses</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>500 Level Elective</b>	0-6	0-6	0-3
<b>Thesis Research 599</b>	Variable	variable	variable
<b>TOTAL</b>	$\geq 12$	$\geq 12$	$\geq 8$

- a. The written and oral parts of Pre-Thesis Proposal (see Section V, A) should be completed by Feb. 28 of the second year.
- b. Students are expected to complete the written and oral parts of the Ph.D. Preliminary Examination (see Section V, B and V, C) by the end of Second Semester of Year 2.

## 3. Years 3-5

<b>Courses</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>500 Level Elective</b>	0-6	0-6	0-3
<b>Thesis Research 599</b>	Variable	variable	variable
<b>TOTAL</b>	$\geq 12$	$\geq 12$	$\geq 8$

- a. The Mid-Thesis Seminar must be presented before March 1 of Year 4.

**C. M.D./Ph.D. Students**

M.D./Ph.D. students are required to meet all the requirements of the Graduate Program (except BCHE 460, see below) to obtain a Ph.D. degree. However, every effort will be made to design a program that best suits the needs and talents of the individual students. Normally, students will begin their course work with the first two years of the Medical School curriculum. They are required to complete their laboratory rotations in their first year and their Pre-Thesis proposal by the end of the Fall Semester, Year 3. Electives (500 level courses) and the Ph.D. Preliminary Examinations should be completed in Year 3. M.D./Ph.D. students are also required to perform rotations as described in Section IV, B.

Some M.D./Ph.D. students will wish to begin in the Graduate Program. This can be arranged on an individual basis.

**D. Summary of Schedule**

**1. Ph.D. Students**

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Year 1</b>	Formal Course	Formal Courses Laboratory Rotations	Formal courses (Optional) Laboratory Rotations
<b>Year 2</b>	Electives Choose Thesis Advisor /Pre-Thesis	Ph.D. Prelim Exams Thesis Research	Thesis Research
<b>Year 3</b>	Thesis Research	Thesis Research	Thesis Research
<b>Year 4</b>	Thesis Research	Thesis Research Mid-Thesis Seminar	Thesis Research
<b>Year 5</b>	Thesis Research	Thesis Research Thesis Defense	

**2. M.D./Ph.D. Students**

	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Year 1	M1 Curriculum	M1 Curriculum PHYB 592	Laboratory Rotations
Year 2	M2 Curriculum	M2 Curriculum PHYB 569 Choose Thesis Advisor/ Pre-Thesis	Thesis Research
Year 3	Thesis Research 500 Level Courses	Thesis Research Ph.D. Prelim Exams PHYB 594*	Thesis Research
Year 4	Thesis Research	Thesis Research Mid-Thesis Seminar	Thesis Research
Year 5	Thesis Research	Thesis Research Thesis Defense	M3 Curriculum
Year 6/7	M3/M4 Curriculum	M3/M4 Curriculum	M3 Curriculum

- a. PHYB 594 to be taken in the first year of Ph.D. part of Program.
- b. Note that >3 years of laboratory research may be required.

**E. M.S. Students**

M.S. students will be chosen from PGY-III residents in Psychiatry and Neurology. Those students will take the GRE and admission will be based upon GRE scores plus recommendations from their clinical advisors. In addition to two laboratory rotations, M.S. students will attend weekly seminars as well as a basic neuroscience class designed for them. It is expected that their thesis research will commence by the second semester of the year that they enter.

## V. DESCRIPTION OF COURSES AND REQUIREMENTS

### A. Pre-Thesis Proposal

The Pre-Thesis Proposal is the first step after choosing a Thesis Advisor and in defining a thesis project. There are two parts to the Pre-Thesis Proposal and both parts must be completed by February 15 of the Second Year. The Pre-Thesis Proposal should be given before the student has begun substantive work on the Thesis Project. Experimental data collected by the student while in the Ph.D. Program cannot be included in the Written or Oral parts of the Pre-Thesis Proposal.

#### 1. **Written Pre-Thesis Proposal**

This is to follow official notification of Thesis Advisor approval by the Program Director (see Section II, C). It is to be a description of the proposed thesis project in the form of an abbreviated NIH Grant Proposal and is to include a statement of research objective(s), background literature, rationale, specific aims, methods, and significance. It is to be distributed to the members of the Thesis Committee and to the Program Director three weeks prior to the oral part of the pre-thesis proposal. Brevity is encouraged. The Pre-Thesis Proposal cannot exceed 10 single-spaced, typewritten pages.

#### 2. **Pre-Thesis Oral**

This is presented to the student's Thesis Committee and consists of a brief oral presentation followed by an examination of the student's knowledge of the current state of the art, intellectual merits of the proposed research topic, general methods of approach, and possible contribution to the field. The function of the committee is to provide general advice on research strategy.

The Chairperson for the Thesis Committee must submit a report on the outcome of the examination to the Graduate Education Committee, the Program Director and to the student.

### B. Written Ph.D. Preliminary Examination (Written Prelim)

1. This examination is a Departmental requirement that should be taken in the Spring Semester, second year or the Fall Semester, third year when the student has completed most of the formal course work listed in Section IV, A. This means that the student should have completed:

- a. required core courses
  - b. most 500 level courses
  - c. Pre-Thesis Proposal
2. The Written Prelim will test the student's understanding of various areas of physiology. The examination has a time limit of eight (8) hours per day and will be taken in two days. The examination is graded by departmental faculty members.
  3. The candidate must notify in writing the Chairperson of the Ph.D. Preliminary examination Subcommittee (of the Departmental Graduate Education Committee) that he/she has completed all required courses and intends to take the exam. This should be done at the beginning of the semester in which the examination will be taken. The examination is given in the Fall and Spring Semesters, with make-up exams given within four weeks. If the deadline date is not met, the student must write a letter to the Graduate Education Committee giving the reasons for the delay. This must be done prior to the deadline date and include countersignatures from the Thesis Advisor and the Program Director.
  4. The results of the written examination are evaluated by the Departmental Graduate Education Committee. If approval is obtained, the candidate may proceed to the Oral Prelim Examination. Failure may involve retaking parts or all of the examination.
  5. The Written Prelim, including any necessary make-up examinations, should be completed before the end of the Fall Semester of the third year. No more than three attempts to pass this exam will be allowed.

**C. Oral Ph.D. Preliminary Examination (Oral Prelim)**

This is a formal requirement of the Graduate College and should be taken within four weeks of taking the Written Ph.D. Prelim Examination. The Oral Prelim Examination Committee must be approved by the Chairperson of the Ph.D. Qualifying Examination Sub-Committee. In order to take this examination, the student must submit the "Committee Recommendation Form" to the Graduate College. This form must be signed by the Thesis Advisor, Chairperson of the Graduate Committee, and Program Director.

**D. Mid-Thesis Seminar**

The Mid-Thesis Seminar should be presented as a scheduled Departmental Seminar by March 1 of the fourth year. The major purpose of this seminar is to determine whether the student is making satisfactory progress towards completion of the Thesis research.

The student must also distribute a one-page abstract to the entire department one week prior to the Seminar date.

The student will meet with the Thesis Committee immediately following the Seminar. The purpose of this meeting is to further evaluate the student's research and to help the student in defining the research required to complete the Thesis. Following the Mid-Thesis Seminar, the Chairperson of the Thesis Committee must submit a report to the Graduate Education Committee indicating whether the student is making satisfactory progress.

**E. Annual Thesis Committee Meetings:**

Students must meet with the Thesis Committee at least once a year. These meetings could either be formal meetings such as the Pre-Thesis Oral or the Mid-Thesis Seminar or informal meetings. For the informal meetings, if the student finds it useful, he/she may submit a brief written report to the Committee, prior to the meeting. This could even be a copy of a manuscript "in preparation" or "submitted". At the meeting the student will make an oral presentation of his/her progress and identify any major problems encountered since the last meeting. This will be followed by a discussion of the student's scientific development and progress towards successful completion of the thesis research. At later stages of the student's career, the committee should advise the student of the appropriate time to start writing the thesis. Following each informal meeting the Chairperson of the Committee must inform, in writing, the Graduate Education Committee, Program Director, and student, of the student's progress. This statement must contain a brief summary of the work completed and the plans for further experiments towards completion of the thesis. The Graduate Committee member in charge of Student Progress will keep track of the Annual Committee Meetings along with the formal requirements.

**F. Thesis Defense**

Following the completion of research, the student should submit the "Committee Recommendation Form" to the Graduate College (see Sect. II,

C). This should be followed about one month later by the Oral Defense of the Thesis.

The Thesis Defense should be presented after the Thesis has been read and approved, in principal, by the Thesis Committee. It is to be presented as a scheduled Departmental Seminar and is open to the public. The Thesis is formally approved by the Thesis Committee following the Thesis Defense.

Following the Thesis Defense, the Thesis is to be filed with the Librarian. A separate copy has to be submitted to the Department for its archives. The format of the Thesis and instructions for preparing the manuscript are detailed in a handout from the Graduate College Office.

## G. Graduation Requirements and Probation

1. **Graduation.** In order to graduate, the student must have a cumulative grade point average of 4.0 (A = 5.0) or better and at least 96 semester hours beyond the Bachelor's degree.
2. **Probation.** If the grade point average falls below 4.0 (A = 5.0), the student will be placed on probationary status. The student is warned that further registration in the Graduate College will be denied if the academic record continues to be unsatisfactory.
3. **Disqualification from Further Study.** If a student has two consecutive semesters with a cumulative GPA below 4.0, or if a student exceeds 10 sh of "C", or if a student completes less than 8 hrs/sm for two semesters, the student will be dropped from the Graduate Program. Students can also be dropped from the Graduate Program for violation of the student disciplinary code as described under Student Disciplinary Procedures (December, 1985). This document is available in the Office of the Dean of Student Affairs.
4. **Failure to Meet Deadlines:** Students must meet the deadlines for the Pre-Thesis Proposal (Section V, A) and the Mid-Thesis Seminar (Section V, D) and fulfill the requirement to meet annually with the Thesis Committee (Sections II, C and V, F). Failure to meet these deadlines or requirements can result in the Graduate Committee recommending to the Program Director that the student be dismissed from the Graduate Program.

## VI. SUPPLEMENTAL INFORMATION

### A. Teaching Responsibilities

Graduate students within the Department (regardless of the source of their financial support) are required to participate in specific Departmental courses by assisting in laboratories, proctoring, lecturing, conducting demonstrations, grading examinations, etc. The assignments are made at the beginning of the academic year by the graduate students with approval by the Graduate Education Committee. TA performance will be evaluated and made part of the student's file.

### B. Stipends and Waiver of Tuition

Graduate students receiving stipends from the Department of Psychiatry must be full-time students (complete  $\geq 12$  hrs/semester) and spend 100% of their effort on activities related to and approved by the Department of Psychiatry. Such activities do not include laboratory or library assistance for the Thesis Advisor that is not directly associated with the student's approved research program.

### C. Travel to National Meetings

Departmental funds are available to assist Graduate students to attend national meetings if they are presenting papers. The student should request such support in writing from the Program Director. The Department Office maintains a file describing additional sources of funding and students should apply for these funds as well.

### D. Publications

Each graduate student conducting research under the doctoral program must cite the Department of Psychiatry as the department (or one of the departments) from which the research emanated, in any publication resulting from the research.

### E. The Master's Program

This is a separate program as described in the Graduate Guidelines for Master's students. All students must make a separate formal application to this program and these applications will be evaluated on a competitive basis. Admission into this program is at the discretion of the Graduate Committee

and prior enrollment in the Ph.D. program does not guarantee acceptance into the Master's program.

**F. Changes to the Graduate Program Guidelines**

These guidelines will be in effect until June 3, 2003 and renewed every four years thereafter by vote of the department faculty. However, the Department of Psychiatry reserves the right to change these Guidelines without notice. Changes must be approved by the Departmental faculty.

Students have the right to follow the Guidelines in effect at the time of matriculation or the current Guidelines. Students must inform the Graduate Committee, when new Guidelines are enacted, of which Guidelines they choose to follow.

## **VII. GRADUATE STUDENT CHECKLIST**

### **THESIS ADVISOR**

\_\_\_\_\_ Letter to Graduate Education Committee of student's choice of advisor.

\_\_\_\_\_ Letter to Graduate Education Committee from prospective advisor accepting student.

### **THESIS COMMITTEE**

\_\_\_\_\_ Complete form for "Pre-Thesis Oral" (PTO) (Departmental Form - Appendix A)

\_\_\_\_\_ Chairperson sends memo to Program Director stating willingness to serve.

\_\_\_\_\_ Letter from Chairperson to Program Director stating that \_\_\_\_\_ has passed the P.T.O. and may continue. Signed by all members of Committee.

\_\_\_\_\_ Up-to-date transcript. Request the Graduate Secretary to obtain from Admissions and Records.

### **WRITTEN Ph.D. PRELIMINARY EXAMINATION**

\_\_\_\_\_ Register with Chairperson of the Graduate Education Committee in semester prior to the one in which it is given.

### **ORAL Ph.D. PRELIMINARY EXAMINATION**

\_\_\_\_\_ Complete "Committee Recommendation Form" (Graduate College Form) four to six weeks prior to taking examination. This generates from the Graduate College the "Examination Report".

\_\_\_\_\_ Up-to-date transcript. Request the Graduate Secretary to obtain from Admissions and Records.

## **MID-THESIS SEMINAR**

- \_\_\_\_\_ Schedule as regular Departmental Seminar.
- \_\_\_\_\_ Submit Progress Report to Thesis Committee three weeks prior to date of Mid-Thesis Seminar.
- \_\_\_\_\_ Distribute abstract to Department members one week prior to seminar date.
- \_\_\_\_\_ Chairperson prepares a letter for student, Program Director, and Graduate Education Committee describing student's progress and work still to be done to complete Thesis Research. Grade for seminar to be included (Satisfactory). Make sure the Director of Graduate Studies gets a copy for grade report.

## **THESIS DEFENSE**

- \_\_\_\_\_ Complete "Committee Recommendation Form" (Graduate College Form) four to six weeks prior to defense. This form generates from Graduate College the "Examination Report".
- \_\_\_\_\_ Consult with Seminar Chairperson to set date of Defense, distribution of notices, abstracts, etc.
- \_\_\_\_\_ Up-to-date transcript. Request the Graduate Secretary to obtain from Admissions and Records.
- \_\_\_\_\_ Have Graduate Secretary prepare "Supplemental Grade Report" forms for each D, F, INC, or missing grade on your transcript.

**VIII. APPENDIX A**

**TO:** Graduate Committee Chairman  
**FROM:** \_\_\_\_\_, Advisor  
**RE:** Recommendation for members of Thesis Committee and suggested date for Pre-Thesis Oral  
**DATE:** \_\_\_\_\_

The following is the proposed Thesis Committee for the Pre-Thesis Oral Examination of \_\_\_\_\_ which we wish to take place on \_\_\_\_\_. The role of the Committee will be to evaluate and assist the student in developing his/her thesis project. The title of the Thesis Proposal is: \_\_\_\_\_.

***Proposed Committee:***

<u>Name</u>	<u>Affiliation</u>
1. _____ Chairperson	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

***Approved Committee:***

<u>Name</u>	<u>Affiliation</u>
1. _____ Chairperson	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Approval: \_\_\_\_\_  
Graduate Committee Chairman
Program Director