

REGULATIONS and POLICIES

Master of Science

IN

Biological Sciences

**OLD DOMINION UNIVERSITY
NORFOLK, VIRGINIA**

Individual colleges and/or programs may establish requirements above and beyond those set by the University as minimum. Students are obligated to follow the requirements of the appropriate graduate program section of the catalog in effect at the time of their first enrollment for this degree.

This manual was drafted with one guiding principle in mind; namely, to incorporate all the information affecting the Biology MS program into a single, interactive document. The manual in the pdf-format has an “active” table of contents that moves you to the desired page with a mouse-click. The users of this manual also have direct access to relevant information with the numerous hypertext connections to servers across campus.

Table of Contents

SUMMARY: Steps to Graduation	4
New Students.....	4
New and Continuing Students.....	4
Graduation.....	5
GENERAL INFORMATION	7
Office of Graduate Studies	7
Other University Offices and Services	8
College of Sciences	9
Department of Biological Sciences.....	9
ADMISSIONS.....	10
FINANCIAL AID	12
Graduate Teaching Assistantships.....	12
Graduate Research Assistantships	13
Scholarships.....	13
Work Study Funding for Graduate Students.....	13
Continuance Policy	13
UNIVERSITY POLICIES	14
Various.....	14
Inactive Students.....	18
Student-initiated Withdrawal from the University	18
Student Disciplinary Policies and Procedures	18
THE GRADUATE ADVISORY COMMITTEE	20
Major Advisor	20
Student Research Conducted in Association with another Department.....	20
Committee Functions.....	20
DEGREE REQUIREMENTS	22
Responsible Conduct of Research.....	23
Program of Study	23

Comprehensive Examination	23
Master's Prospectus	23
Scientific Presentation	24
Thesis.....	24
Departmental Seminars.....	25
OTHER INFORMATION AND POLICIES.....	26
Code of Student Conduct.....	26
Biology Graduate Student Organization (BGSO).....	26
ODU Writing Tutorial Services (WTS).....	26
Graduate Records.....	26
Office and Laboratory Space.....	26
Keys.....	26
Equipment and Facilities	27
Computers.....	27
Areas of Limited Access	27
Equipment in the main office; Photocopiers, printers, etc.....	27
Telephone.....	27
Mail and Departmental Notices	27
Safety Regulations	27
Laboratory Safety Training (required)	27
Administrative Assistance	27
APPENDIX I: Office of Graduate Studies, Forms	28
APPENDIX II: Master of Science in Biological Sciences, Forms	29
APPENDIX III: Various University Forms.....	30
APPENDIX IV: Old Dominion University Research Foundation, Forms	31
APPENDIX V: Master's Prospectus Guidelines	32
APPENDIX VI: Virginia S. Bagley Endowed Scholarship.....	34
APPENDIX VII: The Harold G. Marshall and Vivian J. Marshall Scholarship	35
ADMINISTRATIVE INFORMATION	36

SUMMARY: Steps to Graduation

New Students

[Campus Map](#)

[Campus Facts](#)

[Establishing residency in Virginia](#)

[Health Insurance Information](#)

[ODU Graduate Catalog](#)

- 1) [Admitted Student Guide](#) or [Admitted Student Guide for International Students](#). These are the places to begin for new students entering the university.
- 2) Housing information; both on- and off-campus, is available at the [Office of Housing and Residence Life](#).
- 3) Contact your advisor as soon as possible for advice on course work, research projects, and availability of Graduate Research Assistantships (GRA).
- 4) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the advisor information for their students. An "advisor hold" will block a student's ability to register for classes if the Advisor's Work Page has expired or if the page was never activated for a new student. The graduate advisor goes to: [LeoOnline](#) Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [ok] → Student Must Return For Advising Prior To [update], Advisor ID [update]:
 - a. If no primary advisor exists, the first one added via LEO Online will be set to primary.
 - b. If a primary advisor exists, a new advisor will be added when the page is updated.
 - c. If one wishes to replace an existing primary advisor (this is optional), contact the Registrar (register@odu.edu) and request the change---be sure to include UIN's for the student and the new advisor.
- 5) Contact the [Biology Graduate Student Organization](#) and have your email added to their distribution list.
- 6) You can get information about Graduate Teaching Assistantships (GTA) and desk assignments from the Assistant Chair of the Department of Biological Sciences. You will be notified of departmental assistance and awards as they become available. All other forms of financial aid are handled by the [Office of Student Financial Aid](#), 126 Alfred B. Rollins Jr. Hall, Norfolk, Virginia 23529. Telephone: (757) 683-3683.
- 7) The Biology Master's Program offers an orientation program each fall to help you with some of the details of graduate school. Announcements are emailed to new students during the first month of the fall semester.
- 8) Responsible Conduct of Research (BIOL 672) is a requirement for all students admitted for the summer 2009 or later. It is expected that students will take this course in their first year.
- 9) All students are expected to read and understand the [Code of Student Conduct](#). The [ODU Honor Council](#) also provides helpful information.

New and Continuing Students

[ODU Graduate Catalog](#)

[Office of the University Registrar](#)

[University Grade Key](#)

[Academic Calendars](#) (registration deadlines and more) [Schedule of Classes](#) [Biology Course Rotations](#)

International students on F or J visas must be enrolled each fall and spring semester for at least one hour to avoid legal problems. To avoid illegal immigration status, international students should enroll by the published registration deadline(s). [Academic Calendars](#)

[International Student & Scholar Services \(ISSS\)](#) is responsible for providing support programs and advising services which help to ensure the academic and personal success of our international student and scholar community. ISSS also works closely with academic departments and administrative offices, offering workshops to staff members who help build awareness of the international community's needs as well as to develop and strengthen skills in intercultural communication. Through regular collaboration with other service offices, ISSS is part of the foundation that students and scholars can utilize to become fully integrated members of the Old Dominion University community.

- 1) All students are expected to read and understand the [Code of Student Conduct](#). The [ODU Honor Council](#) also provides helpful information.
- 2) Advisor Registration Block (the Block or Hold prohibits registration): The graduate advisor needs to update the advisor information for their students. An "advisor hold" will block a student's ability to register for classes if the

Advisor's Work Page has expired or if the page was never activated for a new student. The graduate advisor goes to: [LeoOnline](#) Main Menu → Faculty & Advisors → Advisor Menu → Advisors Work Page → Student ID → Student Verification [ok] → Student Must Return for Advising Prior to [update] and Advisor ID [update].

- 3) Establish your graduate committee during first semester (prior to completion of 12 semester hours). Complete "[Appointment of Master's Thesis Committee' \(Form M1\)](#)" (The same form is used for thesis and non-thesis) and submit it to your Graduate Program Director, GPD.
- 4) Submit a [Biology Master's Program of Study Form](#) to your advisory committee as soon as possible.
- 5) Submit the Master's Prospectus to your advisory committee preferably before the comprehensive exam. Instructions are available in the appendix. The prospectus requirement applies to all students admitted for the spring of 2010 and later. Thesis track students admitted for 2009 and earlier may follow prospectus guidelines as determined by their advisory committee.
- 6) Take your comprehensive exam within three months after completing 28 graduate hours and at least one semester before thesis defense. Complete "[Result of Master's Examination or Requirement' \(Form M2\)](#)" and submit it to your GPD.
- 7) The advisory committee will submit a [Biology Master's Student Progress Report Form](#) every year for all matriculated graduate students. A report is not required in the semester a student graduates.
- 8) Thesis students must defend their thesis. Non-thesis students must meet all the requirements as stated in their Master's Prospectus.

Graduation

For thesis & non-thesis students:

- 1) Submit an application for graduation. Deadlines are approximately six months before graduation: [Graduation certification process](#) and the [Application for Graduation](#).
- 2) Meet with your advisory committee to review your requirements for graduation.
- 3) Review your Program of Study. The Program of Study determines the curriculum required for graduation. If it is out of date, submit a new Program of Study (signed by the advisory committee) to the GPD as soon as possible.
- 4) Registration requirement. Students who have completed all course work but are working during a given semester to complete other outstanding degree requirements (e.g. comprehensive examination, thesis, removal of an "I" or "II" grade) or wish to use University facilities and/or consult with faculty must be registered for at least one credit during that semester. Graduate students must be registered for at least one credit hour in the semester in which they graduate; in which case, you may use BIOL 999. Registration for BIOL 999 is subject to the normal fees and regulations of the University.
- 5) Requirements of Graduate Assessment: Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. In addition, students are asked to assess their experiences with support services, University administration, and other aspects of their University experience. Students can complete [the assessment](#) at the end of their graduate degree program. Failure to complete the assessment normally precludes the student's right to receive his or her graduate degree. Assessment results are used to improve student learning and the educational experience at Old Dominion University, and they do not become part of students' records. Confidentiality is assured, as only aggregate data are reported and used in analyses.
- 6) [ODU Commencement](#)
- 7) The major advisor should update the Student Publications spreadsheet located at K:\sci\sci biology everyone\Biology Graduate Programs.

For thesis students:

- 8) Submit the following to your GPD at least eight weeks before graduation:
 - a) *Thesis, on regular paper, with the title page (bond paper) signed by the advisory committee.*
 - b) "[Master's Thesis Acceptance and Processing' \(Form M3\)](#)" signed by the advisory committee.
 - c) "[Result of Master's Examination or Requirement' \(Form M2\)](#)" signed by the advisory committee.
 - d) *The model journal article published within the last five years.*
- 9) Submit a copy of the thesis and the appropriate forms to the Associate Dean's office (OCNPS 143) at least three weeks before the last day of classes in the semester (prior to the beginning of the final examination period). For additional instructions from the Dean's Office, see "[Thesis/Dissertation Submission Procedures](#)".

- 10) A final approved, error-free original thesis (on bond paper) and four copies must be received by the [Office of the Registrar](#) no later than the last day of classes that semester. (The Registrar will not accept duplex-printed copies.) The completed thesis, approved by the Dean's Office, and the necessary thesis copies should be accompanied by the following completed forms: Binding Fee Receipt, ["Master's Thesis Acceptance and Processing" \(Form M3\)](#), ["Result of Master's Examination or Requirement" \(Form M2\)](#), and ["Master's Thesis Delivery" \(Form M4\)](#). Contact information for the Registrar: 116 Rollins Hall, (757) 683-4425, register@odu.edu.

GENERAL INFORMATION

Office of Graduate Studies

210 Koch Hall, 757.683.4885

Associate Vice President for Graduate Studies
Administrative Assistant/GTAI Institute Coordinator

The Office of Graduate Studies is part of the Office of Academic Affairs and reports to the Provost of the University. It can be viewed as an umbrella organization that manages the broader issues of graduate education within the University.

[About](#): Mission/Vision, Frequently Asked Questions, Contact Us.

[For Students---Prospective](#): Graduate Admissions, Registrar's Office, Office of Financial Aid, Funding Opportunities, and International Student Services.

[For Students---Admitted](#): Graduate Student Orientation, Graduation Criteria, Probation/Suspension, Reinstatement, and Commencement.

Faculty/Administrators:

[Committees: Graduate Appeals Committee](#).

[Policies and Procedures](#): Additional Employment, Additional Graduate Degrees Policy, Admission to Candidacy, Certificate of Recognition or Achievement for Terminally Ill and Deceased Students, Completion of Requirements, Continuous Enrollment Policy, Conversion from Doctoral to Master, Declaration or Change of Major or Program, Evaluation of Transfer Credits, Graduate Assessment Requirement, Graduate Assistantship Guidelines, Graduate Credits by Transfer, Grievance Procedure, Nonthesis Option, Policy on Nondegree Credits to Complete a Degree, Probation and Suspension

[Program and Curriculum Review](#)

[Graduate Faculty Certification](#)

[Curriculum Development and Change Policies and Procedures](#)

[Student Financial Support Manual](#)

[Responsibilities and Accountability for Graduate Programs](#)

Events:

[Forms](#)

Degree Programs:

Arts and Letters, Business and Administration, Education, Engineering and Technology, Health Sciences, [Sciences](#).

Publications:

[Graduate Catalog](#)

[ODU Guide for Preparation of Theses and Dissertations](#)

[Graduate Studies Factbook](#)

[Instructional Resource Booklet for Graduate Teaching Assistant Instructors](#)

Awards:

[Doctoral Mentor Award](#), Eminent Scholars, Graduate Teaching Assistant, VMASC M&S Student Scholar Award.

Resources:

[ODU Graduate Student Organization](#), [State Council of Higher Education for Virginia \(SCHEV\)](#) [Southern Associations of Colleges and Schools \(SACS\)](#), [Council of Graduate Schools \(CGS\)](#), [Conference of Southern Graduate Schools \(CSGS\)](#), Library Services & Resources for Graduate Students, Virginia Council of Graduate Schools (VCGS).

News and Events:

Graduate Research Workshop Series, PFF Ethics in Teaching, Research, and Service, 2010 VCGS Graduate Research Forum Student Presenters.

Professional Development:

[Preparing Future Faculty \(PFF\)](#), [Responsible Conduct of Research](#), [Graduate Teacher Assistant \(GTA\) Institute](#)

Other University Offices and Services

[Division of Student Affairs](#): Division of Student Affairs, Assistant Dean for Administration, Counseling Services, Disability Student Services, International Student and Scholar Services (ISSS), Office of Intercultural Relations (OIR), Recreational Sports, Office of Student Activities and Leadership (OSAL), [Student Health Services](#), Student Housing, Office of Student Judicial Affairs, Student Ombudsperson Services (S.O.S.), Upward Bound, Women's Center.

[International Student & Scholar Services \(ISSS\)](#); Spong 214.

[Military Programs](#); Military Distance Learning, 4th Floor, Gornto Center.

[Office of Computing and Communications Services \(OCCS\)](#); Main Office, 4700 Elkhorn Avenue, Old Dominion University, Norfolk, VA 23529, Tel: 757.683.3189, Fax: 757.683.5155. Technical Office, 1504 Webb University Center, Old Dominion University, Norfolk, VA 23429, Tel: 757.683.3192, Toll Free: 877.348.6503.

[Office of Environmental Health & Safety Office \(EHSO\)](#); Spong Hall, Suite 203.

[Office of Finance](#) (Alfred B. Rollins, Jr. Hall): Education Tax Credits, Frequently Asked Questions, Financial Penalties, Student Holds, Military-related Policies, Payment Information, Payment Due Dates, Payment Address, Payment Options, Using Tuition Assistance, Student Forms, Student Holds, Tuition Rates.

[Office of Housing and Residence Life](#); 4603 Elkhorn Avenue, Suite 1208, Norfolk, Virginia 23508, Tel: 800.766.0833, 757.683.4283. Fax: 757.683.4863.

[Office of Student Conduct & Academic Integrity](#) is responsible for the administration of the student conduct system as outlined in the [Student Disciplinary Policies and Procedures](#). 2122 Webb Center, Norfolk, VA 23529, Tel: 757.683.3431, Fax: 757.683.6220, Email: oscai@odu.edu

[Office of Research](#) (4111 Monarch Way, Suite 203, Norfolk, Virginia 23529): Forms/Policies/Procedures, Intellectual Property (IP) and Technology Transfer, ODU Research Ranking and Statistics, Research Centers, Research Committees, Research Compliance

[Office of Student Financial Aid](#); 121 Alfred Rollins Hall, Norfolk, VA 23529-0052, Tel: 757.683.3683, Fax: 757.683.5920.

[Office of the University Registrar](#) (116 Rollins Hall, Norfolk, VA 23529-0053, Tel: 757.683.4425, Fax: 757.683.5357). [Academic Calendars](#) (registration deadlines and more)

Old Dominion University Libraries; [Patricia W. and J. Douglas Perry Library](#), [F. Ludwig Diehn Composers Room](#), [Elise N. Hofheimer Art Library](#).

[Old Dominion University Research Foundation \(ODURF\)](#) (4111 Monarch Way, Suite 204, Norfolk, VA 23508 Mailing Address: P.O. Box 6369, Norfolk, VA 23508, Tel: 757.683.4293, Fax: 757.683.5290): The Foundation serves as the fiscal and administrative agent for sponsored research and other projects conducted by Old Dominion University.

[Virginia Tidewater Consortium for Higher Education \(VTC\)](#) (4900 Powhatan Avenue, Norfolk, VA 23529-0293, Tel: 757.683.3183): is a consortium of thirteen institutions of higher education, including four community colleges, four public colleges and universities, four private and a National Defense University.

College of Sciences

143 Oceanography and Physics Building, 757.683.3274

[Dean](#)

[Associate Deans](#)

[Assistant Dean](#)

The College of Sciences' degree programs are designed to prepare students for careers in the sciences or to lay broad foundations for specialized training in these fields of knowledge.

The college is comprised of the Departments of Biological Sciences, Chemistry and Biochemistry, Computer Science, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, Physics, and Psychology. The Departments of Biological Sciences, Chemistry and Biochemistry, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, and Physics cooperate with the Darden College of Education to provide the necessary courses for a Masters of Science in Education in the respective field.

Programs

The College of Sciences has developed graduate programs in the basic and applied sciences that meet the needs of the Eastern Virginia region, the state, and the nation. These programs address a variety of challenges, ranging from basic research to the quest for solutions to contemporary problems in science. The importance of these challenges is reflected by the more than \$16 million in funded grants and contracts for educational and research endeavors currently generated by the college. The college provides the Mid-Atlantic States with much-needed graduate programs in broad fields of concentration leading to both masters and doctoral degrees. Related program emphases within the major areas of study are designed to meet the professional needs of the students and communities served. The college's faculty of 160 highly skilled professional educators is devoted to guiding students toward an assimilation of the most current scientific theories, research, and practices.

College Financial Aid

The College of Sciences has established teaching and research assistantship stipends that range from \$5,250 to \$20,500. The responsibility for distributing these assistantship stipends lies in each department. In addition, each department has fellowship and tuition exemption funds available for competitive distribution.

Department of Biological Sciences

110 MGB, 757.683.3595

Chair; [Wayne L. Hynes](#), MGB 110, 757.683.3595, whynes@odu.edu

Associate Chair, [Kneeland K. Nesius](#), MGB 108C, 757.683.4193, knesius@odu.edu

Assistant Chair; [Deborah A. Waller](#), MGB 302B, 757.683.3601, dwaller@odu.edu

Biomedical Sciences Ph.D. Graduate Program Director; [Robert E. Ratzlaff](#), MGB 202G, 757.683.4361, rratzlaf@odu.edu

Ecological Sciences Ph.D. Graduate Program Director; [Ian Bartol](#), PSB 3120B, 757.683.4737, ibartol@odu.edu

Master of Science Graduate Program Director; [Robert E. Ratzlaff](#), MGB 202G, 757.683.4361, rratzlaf@odu.edu

[Biology Faculty](#)

The Department of Biological Sciences provides a broad selection of course offerings. The degree program in biology allows for the selection of elective subjects most suited to the individual's vocational interests.

Master of Science in the Biological Sciences

The curriculum for the Master of Science program is developed around one's interests such as: botany, ecology, immunology, infectious diseases, marine biology, microbiology, physiology, reproductive biology, systematic biology, and zoology. In addition, there are two specially designed concentration areas in biotechnology and wetland ecology. Facilities in the Department of Biological Sciences include: electron microscopy, terrestrial and aquatic animal care facilities; biomechanics, environmental pollution, marine benthic ecology, biotechnology, spectroscopy, cell culture, protein separation, DNA sequencing, GIS (Geographic Information System), digital imaging, a greenhouse, herbarium, zoological museum, animal facilities, and field science wet laboratories. In addition, excellent opportunities exist for research and instruction off-campus at field research sites including: Blackwater Ecological Preserve, Virginia Coast Reserve-Long Term Ecological Research Site, Virginia Institute of Marine Sciences Eastern Shore Marine Laboratory, and other regional agencies and facilities.

ADMISSIONS

Non-Degree Status Graduate Students

Non-degree status indicates that the student is taking graduate course work (500 level or greater) to satisfy individual needs or interests. Although non-degree students are not admitted to degree programs, they may receive graduate credit for graduate work passed. A maximum of 12 semester hours of non-degree graduate credit may be applied towards a graduate degree at Old Dominion University. Undergraduate transcripts are not required for initial registration, but must be submitted for graduate study beyond six hours. Application materials are available at the ODU Admissions website. Non-degree students interested in specific types of classes should contact [our faculty](#) with expertise in those research areas for advice on coursework.

All non-degree graduate students attempting to register for additional graduate courses and who have completed or will exceed 12 credit hours (13 credit hours for certain military programs) will be blocked from registering. To remove this registration block, a student must contact the [Office of Graduate Studies](#) for advice on gaining admission into a graduate program or to receive written permission from the Vice Provost of Graduate Studies to take additional hours as a non-degree student.

Master of Science in Biological Sciences

Students who wish to apply to the Master of Science in Biological Sciences should complete an application and indicate their proposed field of study in the Statement of Interest. Applications for admission can be obtained via the admissions webpage or from:

Office of Graduate Admissions

Old Dominion University
Norfolk, VA 23529-0050
(757) 683-3637

Other questions should be addressed to Graduate Director for the Biology Master's Program.

Requirements

Requirements for regular admission to the master's program in biology are: (1) a bachelor's degree in biology or a related field from an accredited college or university; (2) a grade point average of at least 3.00 on a 4.00 scale; (3) Satisfactory scores on the General portion of the Graduate Record Examination [Verbal+Quantitative 1000] or at least a 24 on the Medical College Admission Test (4) two letters of recommendation; (5) an essay describing the area of biology of interest for graduate study, professional goals and motivation for graduate study in biology; and (6) written acknowledgment from a Department of Biological Sciences faculty member agreeing to serve as the student's major advisor, if the student is accepted. (The GPA requirements go into effect for applicants entering in fall 2010.)

Students without a biology degree, or who do not meet all of the admission standards, but are otherwise qualified, may be admitted on a provisional status. The Test of English as a Foreign Language (TOEFL) is required of all applicants whose native language is not English: minimum scores are 550 for the paper-based test, 213 for the computer-based or 79 on internet-based test.

Deadlines for application to the program are: February 1 for summer admission, early fall admission and consideration for a graduate teaching assistantship; June 1 for fall semester admission; and October 1 for spring semester admission.

Two degree options are available — thesis and non-thesis.

Master of Science - Biology

Many pertinent graduate courses are offered for the Master of Science in Biology programs that can be applied toward the degree requirements. A program of study is developed by the student with approval of advisory committee and the Graduate Program Director.

Master of Science - Biotechnology Concentration

The biotechnology program is designed to enable the student to learn basic skills in cell and molecular biology, with the flexibility to develop a curriculum in the areas of infectious diseases, immunology, physiology, or environmental molecular biology.

Biotechnology students are required to take five core courses in addition to the research and presentation requirements; Molecular and Immunological Techniques (BIOL 507), Cellular and Molecular Biology (BIOL 523), Introductory Biochemistry (CHEM 541), Intermediate Biochemistry (CHEM 543), and Molecular Genetics (BIOL 755). The remaining coursework is selected according to the interest of the student, with the guidance and approval of the student's faculty advisory committee.

Master of Science - Wetland Biology Concentration

The wetland biology concentration has been structured to contain essential clusters in the following disciplines: plant identification, wetland and aquatic ecology, soils and hydrology, regulation, technical application, topical seminars, internships, and research and/or thesis. Recommended course are: Wetland Plants (BIOL 519), Principles of Plant Ecology (BIOL 550), Introductory Soils (OEAS 508), Wetland Hydrology (OEAS 622).

Master of Science in Education

Refer to the [Darden College of Education](#).

Admissions Decision Process

The Graduate Program Director assembles the application materials and generally maintains all Master's graduate records in the Department of Biological Sciences. Immediately following the application deadlines, the GPD will complete the application files, summarize information about each applicant, and ensure that all information is available for faculty review. Graduate Faculty and Affiliated Graduate Faculty who agree to advise one or more of the applicants are to notify the GPD in writing and indicate the type of student financial support, if any, they intend to provide. The GPD makes the final admissions decision after reviewing each application, receiving faculty input, and consulting with the Master's Program Committee*. The GPD will ensure that all applicants are notified of admissions decisions within 4-6 weeks of the application deadline.

According to University policy, an admitted student can defer matriculation for one year. The major advisor should honor their commitment to mentor the student throughout this period; however, the student may lose funding or other forms of assistance. If an advisor needs to withdraw due to a change in circumstances, then the major advisor should notify the student and GPD immediately; and since the Department has an obligation to our admitted students, the advisor should secure a new major advisor for the student.

*See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty, Affiliated Graduate Faculty, and the Master's Program Committee.

Other Information; Office of Admissions

Applications are submitted to the Office of Admissions (applicants from USA schools) or the Office of International Admissions at Old Dominion University (applicants from foreign schools). Students should apply by February 1st to be considered for financial aid for the following academic year (fall-spring semester). Other deadlines are June 1st for fall semester admission and October 1st for spring semester admission. Submit all materials to the [Office of Admissions](#) (applicants from USA schools) or the Office of [International Admissions](#) at Old Dominion University. There is a non-refundable application fee. However, if you have ever paid the application fee as a previous non-degree or degree-seeking student, or you are an ODU graduate, the fee is not required.

[Tuition Calculator](#)

[The Office of Housing and Residence Life](#)

FINANCIAL AID

This section describes funds administered by the Department of Biological Sciences. Other forms of financial support, scholarships, etc are listed in the University [Graduate Catalog](#) and the [Financial Aid Office](#)

[Re-organization of Graduate Student Financial Support, April 2010](#): University guidelines for all forms of student financial support including monies administered through ODURF.

[Application for Institutional Graduate Financial Assistance](#). The University may request this form for Doctoral Fellowships, University or College Research Assistantships, Tuition Grants, Part-Time Tuition Grants, Teaching Assistantships and University Fellowships. However, this form is not required for teaching assistantships in the Department of Biological Sciences.

Graduate Research Assistantships (GRA) are funded through external grants. The principal investigator of the grant selects the person(s) who will receive a GRA. Students should contact their major advisor and graduate committee regarding the availability of research assistantships.

Financial support from the Commonwealth of Virginia including graduate teaching assistantships (GTA) and tuition assistance/waivers are available through the Department of Biological Sciences with priority to students of the Graduate Faculty. Students working for Affiliated Graduate Faculty can expect to be given lower priority; however, exceptions may be allowed based on the teaching needs within the Department. This policy applies to students admitted after the spring 2011.

[See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty and the Affiliated Graduate Faculty.]

Teaching assistants are required to attend the University's [Graduate Teacher Assistant \(GTA\) Institute](#).

Contact person for GTA's: Assistant Chair of Biology.

NOTE: A student who is placed on [academic probation or suspension](#) becomes ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return.

Graduate Teaching Assistantships

The GTA stipend is currently set at \$7500 per semester. For the summer session the amount is dependent on the number of credits taught. Students pay in-state tuition rates regardless of legal residence and must be enrolled for nine hours (three hours in the summer session). Additional tuition assistance may be available. The expected workload for a GTA is 20 hours per week with a maximum of 9 lab-contact hours per semester or a maximum of 6 classroom (teaching/lecturing) contact hours per semester.

The process of awarding GTA's is based on the overall teaching needs within the Department of Biological Sciences, the goals of our graduate programs, and the overall progress of the applicant in the program. All GTA applicants are ranked by the Graduate Program Directors in February/March and the list submitted to the Assistant Chair. The Assistant Chair is responsible for the administration all GTA issues which include the notification of all GTA applicants about awards and contracts, teaching assignments and evaluations.

Forms:

Application for a Graduate Teaching Assistantship

Application for Tuition Waiver/Assistance

Graduate Research Assistantships

The GRA stipends are generally matched to GTA levels; contact individual faculty for the details about assistantships funded through their grants and contracts. The expected workload for a GRA should also be discussed with the person responsible for the funding. Students pay tuition based on their legal residence and must be enrolled for six hours per semester (three hours in the summer session). However, GRA's funded by the state of Virginia require nine hours per semester (three hours in the summer session). Additional tuition assistance may be available.

Forms:

Application for Tuition Waiver/Assistance

E-Verify Program. Prior to starting work, all new employees must complete new hire paperwork including [INS Employment Eligibility Verification Form \(I-9\)](#), [Federal \(W-4\)](#) and [State \(VA-4\) tax forms](#), as well as any other required paperwork. New employee starting dates on [108 Payroll Authorization forms](#) of more than three days before the I-9 and E-verify process are completed can lead to fines in excess of \$1,000 per incidence. Work to be paid through the Research Foundation is not authorized until these documents are completed at the Research Foundation or, for internationals, the International Student and Scholar Services Office (ISSS).

The procedure for getting tuition assistance monies to awardees is available at [Financial Support-Office of Graduate Studies](#).

Scholarships

The Virginia S. Bagley Endowed Scholarship is made possible by Mrs. Bagley's estate and is awarded to a graduate student in the Department of Biological Sciences. (See appendix)

The Harold G. Marshall and Vivian J. Marshall Scholarship in Biology is awarded to a full-time graduate student who demonstrates scholarship and/or service in the area of Biological Science with a specific concentration in ecological areas. (See appendix)

The Nick Savage Scholarship

Contact [Dr. Lytton Musselman](#) for additional information.

The Claire Dabel Scholarship

Contact [Dr. Lytton Musselman](#) for additional information.

The Ferraro Foundation for Science and the Disabled

Contact [Dr. Deborah Waller](#) for additional information.

Graduate Financial Aid; Scholarships, Grants, Loans, and Student Employment. (See the latest version of the [University Graduate Catalog](#)).

Work Study Funding for Graduate Students

For details contact the [Office of Student Financial Aid](#).

Continuance Policy

Only students who have been admitted to a graduate degree program on the basis of completed credentials will be considered for assistantships and tuition grants. Recipients of aid (GTA or GRA) are usually in Regular status, although Provisional students admitted on the basis of completed credentials may be considered in some circumstances.

UNIVERSITY POLICIES

(Below are excerpts of several University policies from 2009-10. See the latest version of [University Graduate Catalog](#) for complete text and updates.)

Various

[Excerpts from the “Graduate Registration Requirements and Procedures”, p 32.]

- Degree Seeking Students

All students who have been admitted in regular or provisional status to graduate degree programs must have the advisor block lifted by their major advisor prior to registration each semester.

- Audit Status

The audit grading status is available for students who would like to enroll in a course for the knowledge gained or personal satisfaction, not for academic credit.

- Course Numbering (Graduate Level)

Courses at the 500, 600, 700, and 800 levels are exclusively for graduate credit. Courses at the 500 level are available for graduate credit only and correspond to undergraduate 400-level courses. However, a different grading scale is used for 500-level registrants; additional and higher quality work is required in 500-level courses.

Topics course numbers include 595, 596, 695, 696, 795, 796, 895, and 896. These numbers are to be used to designate topics courses taught as a class. These courses should be shown in the course schedule with a section designation and room assignment. The particular topic for that semester should also be listed. Where a particular topic is offered more than two or three times, it should be approved as a regular course offering and given its own course number.

Individual and Tutorial course numbers include 597, 697, and 897. These numbers are to be used to designate courses involving individual or tutorial study within a discipline. These individually arranged courses will require prior approval by the department chair and/or instructor, and will be shown in the course schedule with the designation “TBA.”

Cooperative Education course numbers are 667, and 867.

Internship course numbers are 668, and 868.

Practicum course numbers are 669, and 869.

Seminar, Colloquium, and Capstone course numbers include 690, 691, 692, 693, 890, 891, 892 and 893.

Research/Project course numbers are 698 for the master's level and 898 for the doctoral level.

The Thesis course number is 699 and is reserved for the master's thesis.

The Dissertation course number is 899 and is reserved for doctoral dissertation courses.

The Continuous Enrollment course number 999 is available for the purpose of maintaining active status at the doctoral level. You should register for BIOL 999 not GRAD 999.

- Application for Graduation for Graduate Students

Graduate students should download the application for graduation from the Registrar's Office website and submit the completed paperwork directly to the Registrar's Office. Graduation staff members will coordinate the evaluation process with the appropriate graduate program advisor.

All outstanding work, incomplete and unreported grades must be completed or resolved before the degree will be conferred. Master's level and doctoral students must have submitted the thesis (if required) or dissertation to the Registrar's Office no later than the last day of classes as well as evidence of successful completion of oral, written or other degree requirements.

Excerpts from the “Graduate Policies and Procedures” p 34.]

Exceptions to Normal Policies and Procedures Due to Military Mobilizations

Statement: Due to possible military mobilizations and their subsequent impact on Old Dominion University students, the University will grant the following exceptions to normal policies and procedures when registered students are called up for active duty military service.

- All active duty military students who are unable to complete course requirements due to change in employment duties, work schedule or deployment to a duty assignment may be administratively withdrawn from

current semester courses. Students are required to furnish a copy of their military orders to the Office of the University Registrar.

- All students unable to attend classes due to security restrictions imposed at military sites, or who are unable to attend classes at an alternative offering provided by the University, may be administratively withdrawn. Students are required to make a written request to the site director who will certify the circumstances and report the request to the Office of the University Registrar.

The Office of the University Registrar will maintain records of administrative withdrawals performed under this policy. Students who are administratively withdrawn from the University under this policy are strongly encouraged to maintain contact with the University through the Office of the Dean of Students. Returning students should contact the Office of Admissions to verify their student status and to reactivate their records, if necessary, prior to re-enrolling in classes.

[Excerpts from the “Graduate Policies and Procedures” p 51.]

- **Continuous Enrollment Policy**

Students who have completed all course work but are working during a given semester to complete other outstanding degree requirements (e.g. comprehensive examination, thesis, removal of an I or II grade) or wish to use University facilities and/or consult with faculty must be registered for at least one credit during that semester. In addition, graduate students must be registered for at least one credit hour in the semester in which they graduate. BIOL 999 not GRAD 999 should be used to fulfill this requirement.

- **Policy on Non-degree Credits to Complete a Degree**

No more than 12 credit hours of graduate-level course work taken at Old Dominion University as a non-degree student may be applied toward a graduate degree or certificate. These 12 credit hours may include only coursework for which grades of B or higher are earned. These credit hours are in addition to the 12 credit hours that can be transferred from other institutions and through experiential learning.

- **Normal Course Load**

Every graduate program of study requires prior approval of the graduate program director or the approved faculty advisor. The minimum load for a full-time graduate student is nine graduate credit hours per semester. No more than 12 credit hours may be carried, except in unusual circumstances and with the permission of the graduate program director. In summer sessions, six credit hours constitute a full load.

Unsupported graduate students registered for fewer than nine credit hours during regular semesters or fewer than six credit hours in summer sessions are classified as part-time graduate students. During regular semesters, six credit hours is considered three-fourths time, four credit hours is half-time, and three credit hours is quarter-time. During the summer term, four credit hours is considered three-fourths time, three credit hours is half-time, and one hour is quarter-time.

Graduate students who are appointed as teaching, administrative or research assistants who are supported by University/Commonwealth funds shall register for and complete a minimum of nine hours of graduate course work per semester and three hours in the summer. Those graduate students who are appointed as teaching, administrative or research assistants who are supported by other funding sources must register for and complete a minimum of six hours of graduate course work per semester and three hours in the summer. Doctoral assistants who have successfully advanced to candidacy and need only to complete the dissertation, must register for at least one hour of dissertation (899) to be classified as a full-time graduate student and therefore eligible for full tuition exemption (see the Financial Aid section of this catalog).

- [Probation and Suspension \(Continuance\)](#)

At the end of each semester, the records of students who do not maintain a 3.00 cumulative grade point average (GPA) are reviewed. Students who do not have a cumulative GPA of at least 3.00 will be placed on probation. Graduate students on probation will have 12 credit hours to raise their cumulative GPA to 3.00. If they fail to achieve a cumulative GPA of 3.00 after completing the 12 credit hours, they will be indefinitely suspended and prevented from enrolling in graduate courses.

- [University Grade Key](#)

[Excerpts from the "University Requirements for Graduate Degrees" p 54.]**•Master's Degree**

This section specifies the minimum requirements for a master's degree from Old Dominion University. Some colleges, schools and departments have requirements in addition to the requirements described below. In seeking a master's degree, each master's student accepts responsibility for the following University requirements as well as any imposed by the major department.

The master's degree is awarded in recognition of the candidate's command of a comprehensive body of knowledge and ability to perform productively in the field of study. All master's degrees require a minimum of 30 semester hours of graduate credit. No more than 12 credit hours taken at other institutions may be counted toward a master's degree at Old Dominion University. All requirements for a master's degree must be completed within a six-year period. Exceptions to these time limits must be approved by the graduate program director, the college dean, and the vice provost of graduate studies and research. Academic credits older than six years at the time of graduation must be validated by an examination before the work can be applied to a master's degree. See the "Policy on Validation of Out-of-Date Graduate Credit." Students whose graduate study is interrupted by military service will be granted an extension of time for the period of their military service, not to exceed five years.

Candidates for the master's degree at Old Dominion may have the choice of two options: the thesis option or the non-thesis option. The choice will depend upon the availability of the two options within the selected discipline, the professional interests of the candidate, and the advice and approval of the appropriate graduate program director.

•Thesis Option

A minimum of 30 semester credits is required, including 24 semester credits in approved course work and six semester credits in research. The candidate is required to prepare and present a thesis or equivalent creative work. A final oral examination covering the research is required. A comprehensive written and/or oral examination covering the program of study may be required.

•Non-thesis Option

A minimum of 30 semester credits of approved course work is required, including one or more courses at the conclusion of study that deal directly with special topics and/or training related to current problems or research in the discipline. A comprehensive written and/or oral examination, or an approved equivalent, on the program of study is required. [The Biology Master's Program requires a minimum of 37 credits.]

•Student Advising

The Master's Degree. The graduate program director in consultation with the student, will assign a graduate advisor who must be certified for graduate instruction. An annual evaluation may include student's performance in courses, assistantships (teaching, research), the development and re-evaluation of his/her plan of study, guidance in selecting projects and mentors, preparation and scheduling of qualifying/comprehensive or equivalent exams, time management, and obtaining employment or further education. The advisor's annual evaluation and recommendation will be shared with the student and the graduate program director.

•Program of Study

Prior to completion of 12 semester hours, the degree candidate is required to prepare a program of study with the guidance of the advisor. The purpose of the program of study is to ensure that the student organizes a coherent, individualized plan for the course work and research activities. The program of study is to be consistent with the requirements for the degree as described in the catalog and must be approved by the graduate program director. The successful completion of the program of study, along with the collateral reading, research, practica, etc., will enable the student to demonstrate the high level of professional competence required of all graduate students in their respective fields.

•Master's Examination

A comprehensive written examination and/or oral examination, or its equivalent, is required under the non-thesis option and, depending on the program, may be required under the thesis option. The examination tests the candidate's competence in the fields covered by the program of study. The nature of the master's examination will depend on the degree sought and the requirements of the major department and examining committee. A program may propose, through the appropriate college graduate committee and academic dean, replacing the

master's examination with an equivalent requirement. Such equivalent requirements shall be approved by the Vice Provost of graduate studies and research. For further information, the student should consult the section on requirements under each degree program.

The examining committee is appointed by the graduate program director with appropriate notification to the student. The examining committee is composed of a minimum of three members who may or may not be those who serve as advisors or members of the thesis advisory committee. Members are expected to be certified for graduate instruction in the major department/school and college. This examination may not be scheduled until all major requirements have been satisfied except the final semester completion of the course work and/or the thesis.

The results of the examination must be received in the Office of the Registrar at least two weeks prior to the end of the semester. In order to pass the final examination or approved equivalent, a master's degree candidate must have a favorable vote from a majority of the examining committee. A student who has failed the examination may repeat it once but no earlier than the next regularly scheduled examination. Students who fail the comprehensive examination twice cannot subsequently elect a thesis option. At the discretion of the graduate program director, a student who passes the examination but does not graduate within twelve months may be required to repeat the examination.

•Thesis Advisory Committee

The graduate program director, in consultation with the student, appoints a thesis advisory committee of at least three graduate faculty members with the backgrounds and interests necessary to counsel, direct, and evaluate the proposed research and progress toward completion of the program of study.

Non-faculty personnel may be recommended for inclusion on a graduate thesis advisory committee. Such personnel should meet the current standards of academic training and research experience expected of faculty members serving on such committees. If the non-faculty personnel are to be voting members of the advisory committee, approval of the inclusion of such personnel should be sought by the graduate program director through petition to the appropriate academic college dean, citing the particular advantages of such a nomination. In all cases, the committee chair must be a resident graduate faculty member.

•Thesis

The candidate for the master's degree whose program of study includes a thesis is required to prepare and present a thesis (or equivalent in creative work) acceptable to the thesis director and committee, the graduate program director, and the appropriate academic dean. The thesis must represent in content and methods the skills, disciplines and knowledge required for graduate study, including competence in written language. The character of the final work must testify to the distinction of the student and standards of the University. The thesis or equivalent creative work must be worthy as a culminating experience for graduate study. Candidates will be required to defend the thesis in an oral examination. [Graduate Form M3 \(Master's Thesis Acceptance and Processing\)](#) must be submitted to the Graduate Program Director upon completion. [Graduate Form M4 \(Master's Thesis Delivery\)](#) must accompany Graduate Form M3. The candidate should consult the Guide for Preparation of Theses and Dissertations available from the [Office of Graduate Studies](#).

•Change From Thesis to Non-thesis Option

A student who wishes to change from the thesis option to the non-thesis option for the master's degree must obtain the permission of the thesis advisory committee and the graduate program director. The permission must be forwarded to the Office of the Registrar prior to the last semester for the intended graduation using [Graduate Form G2 \(Notice of Change of Status\)](#). The candidate must meet all requirements of the non-thesis option. A maximum of three credits earned in thesis research can be counted toward the degree requirements for the non-thesis option. The thesis advisory committee must indicate that the thesis research work was productive in and of itself and warrants credit as a special problem or special topics course.

•Departmental Requirements

Individual colleges and/or programs may establish requirements above and beyond those set by the University as minimum. Students are obligated to follow the requirements of the appropriate graduate program section of the catalog in effect at the time of their first enrollment for this degree.

•Thesis and Dissertation Procedures

Graduate students who plan to write theses or dissertations should obtain copies of the Guide for Preparation of Theses and Dissertations from the [Office of Graduate Studies](#) for use in conjunction with any style manual preferred or required by their respective departments/schools or colleges. Minimum University requirements for the preparation

of theses and dissertations are contained in the guide; departments/schools and/or colleges may set additional requirements.

Information regarding compliance with policies regulating research involving human subjects, animals, radiation, potential biohazards (e.g. recombinant DNA), lasers, controlled substances, or hazardous materials and policies regarding intellectual property can be found at the [Office of Research](#).

All research involving human subjects, animal care and use, radiation, potential biohazards, lasers, controlled substances, or hazardous materials requires the approval signature of the appropriate review committee chair or designee, or safety officer, prior to the initiation of any research activities (Office of Research, [Forms/Policies/Procedures](#)).

Students should be aware that in most cases, the University owns intellectual property created with University resources and can claim an interest in the intellectual property. Intellectual property must be disclosed to the Office of Research using an invention disclosure form. In order to fulfill its contractual obligations, and to adhere to the Policy on Patents and Copyrights, it may be occasionally necessary for the University to temporarily delay publication of a thesis or dissertation that contains potentially patentable information in order to ensure the availability of worldwide patent protection. Such situations would arise when a faculty member directing the research, under his/her duty as a University employee, discloses potentially patentable subject matter to the Office of Research. A student's degree requirements can still be fulfilled even though publication of the thesis or dissertation is delayed.

Presentation of a thesis or dissertation in partial fulfillment of degree requirements necessitates submission of the finished original work to the dean of the college for final approval, following oral defense and signature approval by the thesis/dissertation committee and graduate program director. Approval of the dean of the college should be obtained prior to reproduction of the original work, in the event corrections need to be made.

Upon final approval, the student must arrange for reproduction of four additional copies of the thesis or dissertation, for a total of five for submission to the [Office of the Registrar](#) for binding. Certain doctoral programs require more than five copies; students should consult appropriate graduate program directors.

A final, approved, error-free original and four copies (more are required by some programs) of the thesis or dissertation must be received by the Office of the Registrar no later than the day prior to the beginning of the final examination period; that is, the last day of classes of the semester in which the degree will be taken. The completed document, approved by the dean, and copies should be accompanied by the following forms: Binding Fee Receipt, Thesis/Dissertation Acceptance, Results of the Comprehensive Examination, and Thesis/Dissertation Delivery. The date on the title page of the thesis/dissertation should be within the same semester that the student intends to graduate.

A microfilming fee is also required of dissertation writers; a copyrighting fee is optional. The student may order additional copies of the thesis or dissertation by making payment to the [Office of Finance](#) at the same time the required copies are ordered.

Inactive Students

A student who does not register for classes for 12 consecutive months may continue only after submitting the [Graduate Reactivation Form](#). However, it should be noted that the Biology Master's Program will review inactive students and they may be removed from the Program and their status reclassified as Non-degree.

Student-initiated Withdrawal from the University

There is no official process for student-initiated withdrawal from the University. However, for the student who leaves voluntarily with no plans to return to the University, the Biology Master's Program would encourage the student to submit a [Notice of Change of Status \(Form G2\)](#) and fill it out accordingly:

"Other from **Biology Master's Program** to **withdraw from the University**"

If Form G2 is submitted by the student, then their University record will clearly show that they initiated the withdrawal process. If Form G2 is not submitted, then their final Progress Report will result in the student being removed from the Biology Master's Program and their status reclassified as Non-degree.

Student Disciplinary Policies and Procedures

[Student Disciplinary Policies and Procedures](#). Students are expected and required to assume the responsibility for their own behavior and to abide by the laws of the Commonwealth of Virginia and the rules and regulations of

Old Dominion University. A student who violates the general standards of conduct may be subject to administrative actions or to one or more disciplinary sanctions whether or not civil authorities choose to prosecute.

A student who is placed on [academic probation or suspension](#) becomes ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return. A graduate student may apply for reinstatement immediately after an academic suspension has been imposed.

A student who violates the Code of Student Conduct is subject to sanctions as described in the Graduate Catalog. Sanctions of suspension, dismissal and any grade sanction resulting from an act of academic dishonesty will be recorded on the student's official University transcript. Additionally, an "academic dishonesty" notation may be applied to the student's transcript. All sanctions will be recorded in the student's discipline file, which will be maintained by the [Office of Student Conduct & Academic Integrity](#). The Office of Student Conduct & Academic Integrity informs the Faculty of record (the person who reported the violation) about the outcome of the hearing.

Students who receive one of the following sanctions: Disciplinary Suspension, Disciplinary Dismissal, Revocation of Admission and/or Degree, or Summary Disciplinary Dismissal, can not be enrolled in classes and are ineligible for tuition assistance or support from a GRA/GTA; and monies received during this period are subject to return.

The Office of Student Conduct & Academic Integrity will:

- Tell the Registrar to drop the student from all enrolled courses and place a hold on course registration for the duration of the suspension.
- Inform the [Director of International Student Services](#) in cases involving international students.
- Inform the student's Graduate Program Director.

Upon receiving a notice from the Office of Student Conduct & Academic Integrity, the Graduate Program Director will:

- Terminate all financial support to the student for the duration of the suspension period. For state-based support, a termination E1s Form is submitted to the Graduate Financial Support Specialist in the [Office of Graduate Studies](#). For ODURF-based support, send a termination notice to the Human Resources Coordinator at the [ODU Research Foundation](#).
- Initiate the return of tuition assistance from the student. A student who completes less than half of an assistantship or fellowship appointment will be required to pay for the credits of that semester.
- Inform the student's major advisor of the sanction
- Inform the Chairperson of the sanction in the Department overseeing the graduate student.

THE GRADUATE ADVISORY COMMITTEE

Major Advisor

All students entering the Program must have made prior arrangements to work with a given professor whose research is in their area of interest. It is the faculty member who ultimately decides whom they will advise. The major advisor may be a member of the Graduate Faculty or a member of the Affiliated Graduate Faculty* with level-1 graduate certification. The major advisor is the Chair of the student's advisory committee.

Affiliated Graduate Faculty from outside the Department of Biological Sciences may serve as the student's major advisor and co-chair the advisory committee with a fulltime or emeriti member in the Department of Biological Sciences. Co-chairs may divide advising responsibilities as they see fit; however, the Biology co-chair is expected to guide the functions of the advisory committee in accordance with our policies. The Biology co-chair may be graduate certified at either level 1 or level 2.

Graduate Student Scholarship. As part of the Biology Master's Program effort to assess graduate student productivity, we will collect all publications and presentations for our students. For this purpose, a spreadsheet titled *Biology Student Scholarship 2005-present* is located at **K:\sci\sci biology everyone\Biology Graduate Programs**. Major advisors are responsible for keeping the spreadsheet up to date.

According to University policy, an admitted student can defer matriculation for one year. The major advisor should honor their commitment to mentor the student throughout this period; however, the student may lose funding or other forms of assistance. If an advisor needs to withdraw due to a change in circumstances, then the major advisor should notify the student and GPD immediately; and since the Department has an obligation to our admitted students, the advisor should secure a new major advisor for the student.

*See the ADMINISTRATIVE INFORMATION section for descriptions of the Graduate Faculty and the Affiliated Graduate Faculty.

Student Research Conducted in Association with another Department

A written document is to be prepared by the Major Advisor as soon as it is anticipated that a student will be conducting research in association with another department or research entity. The following information is to be included: a) Student's name, b) Name of the other department or research entity, c) Name of the person who will oversee the day to day research of the student, d) A statement that the Department of Biological Sciences will be recognized in any publications or presentations resulting from the student's research, and e) Signatures of the student, the advisory committee members, and the GPD for the Biology Master's Program.

As a general rule, graduate students who are working primarily for Affiliated Graduate Faculty will not be considered for Departmental assistantships or tuition support; however, exceptions may be allowed based on the teaching needs within the Department. This policy applies to students admitted after the spring 2011.

Committee Functions

After initial advisement with the Major Advisor, the student should form an Advisory committee during the first semester or prior to completion of 12 semester hours ([Appointment of Master's Thesis Committee Form M1](#), used for thesis and non-thesis).

This committee will consist of a chair and at least two other members. One committee member must belong to the Biology Graduate Faculty and all members must be graduate certified by ODU. Faculty members certified for graduate education in other ODU Departments may serve on our graduate committees. Non-ODU members must apply for graduate certification by submitting a CV to the Chair of the Department of Biological Sciences (See [Certification of Faculty for Graduate Instruction](#) for additional information). A fourth member of the committee, either Adjunct or a non-faculty person having expertise in the student's field of interest, may also be added to the advisory committee in accordance with University policies.

The committee initially will examine the student's transcript to determine which courses should be required or recommended. Using the current departmental requirements for the B.S. degree in biological sciences as a

guide, the committee may require the student to make up certain undergraduate deficiencies by taking courses that do not provide graduate credit. It is generally felt that all persons entering graduate study should be familiar with the fundamental principles of biology. The committee will discuss with the student the relative advantages and disadvantages of the thesis and non-thesis routes to the M.S. Degree. It is possible to change from one option to the other using [Notice of Change of Status \(Form G2\)](#).

The primary responsibilities of the advisory committee are to:

- Meet with the student at least once a year
- Guide and monitor the progress of the student (see Progress Report below)
- Be available for student questions
- Review the student's Program of Study (details in the DEGREE REQUIREMENTS section)
- Administer the comprehensive exam (details in the DEGREE REQUIREMENTS section)
- Review the student's prospectus (details in the DEGREE REQUIREMENTS section)
- Provide a final evaluation of the student's research (details in the DEGREE REQUIREMENTS section)

Progress Report. The advisory committee will submit a [Biology Master's Student Progress Report Form](#) every year for all matriculated graduate students. A report is not required in the semester a student graduates. The GPD informs major advisors which of their students have Progress Reports due.

It is sometimes necessary to replace members of the committee who are on leave, out of the country, etc ([Appointment of Master's Thesis Committee \(Form M1\)](#)). On rare occasions it may be necessary to replace the major advisor. Students lacking a committee member should confer with the members present to find a qualified substitute. If no solution is found, the student must consult with the GPD. Although such changes may delay graduation, it is always possible for students to change the direction of their graduate work after entering the program. Use [Notice of Change of Status \(Form G2\)](#) to transfer from: Provisional to Regular, Provisional to Non-Degree, Ph.D. to Master's, Ph.D. to Non-Degree, Master's to Non-Degree, or Education Specialist (Ed.S.) to Non-Degree.

Student/Faculty Relationships

Graduate students in the Department of Biological Sciences are considered an integral part of our professional family. Students should always feel free to discuss their curriculum, career goals, and other concerns with any of the faculty. It is important to respect all individuals and common courtesy is expected in all of our interactions. If problems cannot be solved by discussion with the major advisor the student should consult with the program GPD or the Department Chair.

Students should see either the GPD or the Department Chair with academic or personal matters considered inappropriate to discuss with one's committee, as well as to obtain proper authorization of various forms, applications, etc. Further action can be taken by the student through the appeals, grievance and complaint procedures as outlined in the [University Graduate Catalog](#).

DEGREE REQUIREMENTS

Courses

Two degree options are available — thesis and non-thesis. A minimum of 31 semester hours of graduate credit is required of thesis students and 37 of non-thesis students; three-fifths of these credits must be structured at 500-level or above, and three-fifths of all credits must be at the 600-level or above. The Masters curriculum must include Research (BIOL 698, three credits) and Responsible Conduct of Research. Thesis students must take at least 19 hours and non-thesis students at least 22 hours of structured courses*. Non-structured courses include BIOL 595, 596, 598, 608, 609, 661, 688, 698, 699, 702, 708, 795, 802, 808, 895 and Topics (695). Unstructured 1-credit hour courses may be taken more than once; but only 1 credit may be counted toward the degree. A maximum of three credits earned in unstructured topics (596, 598, or 695) may be counted toward the degree requirements**. Moreover, a student must be registered for 698, 699, or at least three credits of some other suitable non-structured course during each semester that research is being conducted using departmental facilities or under the supervision of a Regular or Adjunct faculty member.

Students will gain credit for their graduate courses directly and not through their activities as an unregistered participant in another class. Graduate credit from mini-courses, which are designed primarily for Education or other non-biology majors, will not be applied toward the M.S. in Biological Sciences.

International students on F or J visas must be enrolled each fall and spring semester for at least one hour to avoid legal problems. To avoid illegal immigration status, international students should enroll by the published registration deadline(s). [Academic Calendars](#)

[International Student & Scholar Services \(ISSS\)](#) is responsible for providing support programs and advising services which help to ensure the academic and personal success of our international student and scholar community. ISSS also works closely with academic departments and administrative offices, offering workshops to staff members who help build awareness of the international community's needs as well as to develop and strengthen skills in intercultural communication. Through regular collaboration with other service offices, ISSS is part of the foundation that students and scholars can utilize to become fully integrated members of the Old Dominion University community.

** Definition of a structured course: A structured course will be listed in the [University Schedule of Classes](#) with a section designation, the room assignment, the course title, and the instructor's name. A structured course will have a syllabus. Classes will meet regularly with instructor-led lectures and student progress evaluated by examination. The "journal club" format based primarily on student-led discussions of papers is not considered a structured course.*

*** Topics courses, point of clarification. Since Topics courses are by definition unstructured, they cannot be counted in the structured category needed to meet graduation requirements UNLESS a topics course was actually taught as a structured course. In this case, topics will be counted as structured if the student provides a course syllabus showing that it meets our definition of a structured course.*

Graduate Courses

A list of all graduate classes is available in the [University Graduate Catalog](#). The listing does not indicate when a course is actually taught since graduate courses are not always offered on a regular rotation on the academic calendar.

[Biology Course Rotations](#)

A list of all active biology courses and their anticipated rotation in coming two years.

[ODU Schedule of Classes](#)

This site has registration information and the list of all ODU courses offered in the current academic year.

[Graduate Credits by Transfer](#)

A student who wishes to transfer credit earned prior to admission to a degree program at Old Dominion University must submit [Evaluation of Internal/External Transfer \(Form 1\)](#).

Following admission to the degree program, the student should submit [Evaluation of Internal/External Transfer \(Form 1\)](#) before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University.

[Graduate Credits taken through the Virginia Tidewater Consortium \(VTC\) Exchange Program.](#)

VTC includes: [Christopher Newport University](#), [College of William and Mary](#), [Eastern Virginia Medical School](#), [Hampton University](#), [Joint Forces Staff College](#), [Norfolk State University](#), [Regent University](#), and [Virginia Wesleyan College](#). Instructions: 1) Contact the instructor and verify that you will be allowed into the class. 2) Submit a Tidewater Consortium Student Cross Registration Form (form available at the ODU Registrar, 116 Rollins Hall).

Registration for Non-structured Courses

To enroll for unstructured courses, e.g. Topics or Research: The student requests a call number from the Biology Office via email (mharvey@odu.edu) that includes the biology course number (BIOL #), the title of the course, number of credits, instructor, and the semester. Once the course is established, the instructor can over-load the student using [LeoOnline](#).

Responsible Conduct of Research

Responsible Conduct of Research is a requirement for all students admitted for the summer 2009 or later. It is expected that students will take this course in their first year.

Program of Study

The Masters curriculum is selected according to the interest of the student and presented in the Program of Study for approval of the student's faculty advisory committee. The committee's decisions regarding required course work, research, election of thesis or non-thesis option, and all other matters related to the student's status in the program will be recorded on the forms listed below and submitted to the GPD who manages graduate student files. Upon graduation, the graduate file is used to confirm that the student has met all degree requirements. An incomplete graduate file may delay graduation.

Forms (required):

[Biology Master's Program of Study Form](#)

Comprehensive Examination

All students will complete a comprehensive exam (written and/or oral) that covers the student's program of study. This examination must be taken within three months after completing 28 graduate hours and must be taken at least one semester before the thesis defense. For full-time thesis or non-thesis students, this examination should be scheduled during the third or fourth semester in residence. The comprehensive exam is meant to evaluate the student's breadth and depth of understanding of basic concepts in biology. The exam also tests the student's understanding of a specific biological sub-discipline pertinent to their research, and the exam determines a student's ability to respond to hypothetical scientific questions.

The advisory committee will provide a written summary for the student in advance as to how the exam will be administered and the evaluation procedures; for example, the time and location, the use of a computer, the use and availability of the internet during the examination and the evaluation scale or criteria expected for a passing score. The advisory committee reports the outcome of the exam on [Result of Master's Examination or Requirement \(Form M2\)](#). Students failing the comprehensive may repeat it once after an elapsed period of at least four months following the initial examination.

Master's Prospectus

A Master's Prospectus is required of all students and defines the work to be completed for BIOL 698 and BIOL 699. For thesis students BIOL 698 and BIOL 699 will be fulfilled with a successful defense of the thesis. For non-thesis students, BIOL 698 will be graded in accordance with the prospectus (BIOL 699 is waived for the non-thesis option). As a general rule, the research project does not differ qualitatively between the two options; however, non-thesis research objectives will generally require a smaller data set. The student may submit the prospectus to the advisory committee any time but preferably at some point before the comprehensive exam. (See appendix for format guidelines). The advisory committee reports the outcome of the prospectus on the

[Result of Master's Examination or Requirement \(Form M2\)](#). A copy of the prospectus approved by the committee is submitted to the GPD who will keep it in the student's file. (The new prospectus requirement applies to all students admitted for the spring of 2010 and later. Thesis track students admitted for 2009 and earlier may follow prospectus guidelines as determined by their advisory committee.)

Scientific Presentation

The Scientific Presentation Requirement applies to all students admitted for fall 2006 and later. An oral presentation is a graduation requirement although no academic credit is recorded. For thesis students, the presentation must be at a recognized scientific meeting, for non-thesis this can be a scientific meeting, the BGSO spring symposium, or a departmental seminar. A poster at a recognized scientific meeting will partially meet the requirement; additionally, there must be an oral presentation at the BGSO symposium or a departmental seminar. BIOL 608 cannot be substituted for the Scientific Presentation Requirement.

For students admitted before fall 2006, their seminar requirement can be met with BIOL 608, BIOL 661 or by following the Scientific Presentation Requirement guidelines. For the BIOL 661 option, it is understood that the student registers for one credit for an oral presentation at a meeting.

Form:

There is no Form for the scientific presentation but a memo is required. A memo from the major advisor is submitted to the GPD indicating that the student has given the presentation along with the name of the meeting, location, dates, and website if available

Thesis

The Department of Biological Sciences gives high priority to graduate research. The time devoted to research is given the same emphasis as formal course work. Original research appropriate for publication in a refereed scientific publication is expected. Non-thesis students, likewise, are expected to demonstrate a familiarity with the scientific process and research methods in a particular field, as well as the ability to report findings clearly and concisely in writing.

The Master's Thesis must represent the study of a significant problem and involve some degree of originality as described in the Master's Prospectus. It must demonstrate an understanding of research methods in the specific field of endeavor, as well as an appreciation for other current contributions to knowledge in this field. A literature review alone, regardless how extensive, will not be considered an acceptable thesis. The thesis should be written in a style and format that would be acceptable for publication by a research journal in the student's field of interest. For further information on the required format and the procedures for submitting a thesis, see a current copy of the ["Guide for Preparation of Theses and Dissertations."](#) from the Office of Graduate Studies.

The initial draft of the thesis should be submitted to the student's Major Advisor for review and revision. A copy of the thesis, that the Major Advisor and student feel is ready for the defense, should be submitted to the student's committee at least two weeks prior to the date of the thesis defense. Committee members are not required to offer pre-defense editorial comments; however, they may advise the student of deficiencies in the work and recommend that additional time and effort be given to its revision prior to the defense. The thesis defense should be scheduled at least three months in advance of the time the student hopes to graduate. A notice of the thesis defense that includes the time, date, location, title of the thesis, and name of the candidate for the degree should be posted (physically or electronically) so all members of the Department of Biological Sciences are given a reasonable opportunity to attend the defense.

The advisory committee will evaluate the public presentation and the oral defense of the thesis. A majority of advisory committee votes "to pass" indicate that the oral thesis defense was satisfactory. (We do not require a majority vote from the Faculty in the student's department.) The outcome of the oral defense is reported on [Result of Master's Examination or Requirement \(Form M2\)](#). The advisory committee will also evaluate the thesis document. A majority of votes "to pass" indicate that the thesis is satisfactory. The outcome of the thesis is reported on [Master's Thesis Acceptance and Processing \(Form M3\)](#). If the advisory committee asks for thesis revisions, then the advisory committee will provide the student a written summary of their expectations. A final, signed thesis, Forms M2 and M3, and a model journal article (within the last five years) are to be submitted to the GPD at least eight weeks before graduation.

A student may repeat the thesis defense one time within six weeks of the initial defense (a public presentation is not required). If the student fails the second thesis defense, then one can request a [Notice of Change of Status \(Form G2\)](#).

The materials to be submitted to the GPD:

- Thesis with the title page signed by the advisory committee
- [Master's Thesis Acceptance and Processing \(Form M3\)](#) signed by the advisory committee
- [Result of Master's Examination or Requirement \(Form M2\)](#) signed by the advisory committee
- Model journal article published within the last five years.

The GPD will check the thesis for research compliances and university formatting guidelines and, if acceptable, will sign Form M3 and return the thesis to the student who can then submit it to the Dean's Office for approval. [Research compliance](#) is conformance with Federal, State, and local regulations and University policies. For help, contact the Research Compliance Coordinator in the [ODU Office of Research](#). Theses that do not meet these requirements will be returned to the student for corrections and then may have to be re-submitted to the GPD for approval.

Other Steps Required for Graduation

Dean's review of the thesis

Submit a copy of the thesis and various forms to the Associate Dean's office (OCNPS 143) at least three weeks before the last day of classes in the semester (prior to the beginning of the final examination period). The [Thesis/Dissertation Submission Procedures](#) has additional instructions as required by the Dean's Office.

A final approved, error-free original thesis (on bond paper) and four copies must be received by the [Office of the Registrar](#) no later than [the last day of classes](#) that semester. The completed thesis, approved by the Dean's Office, and the necessary thesis copies should be accompanied by the following completed forms: Binding Fee Receipt, [Master's Thesis Acceptance and Processing \(Form M3\)](#) with all signatures, [Result of Master's Examination or Requirement \(Form M2\)](#) with all signatures, and [Master's Thesis Delivery \(Form M4\)](#). Contact information for the Registrar: 116 Rollins Hall, (757) 683-4425, register@odu.edu.

[Graduation certification](#)

The semester prior to graduation, the student must obtain the [Application for Graduation](#) and process it as indicated. This form is submitted to the Graduate Registrar's Office, not to the Graduate Program Director.

Graduate Assessment

Old Dominion University has developed an institution-wide plan to assess the quality of its graduate academic degree programs. In addition, students are asked to assess their experiences with support services, University administration, and other aspects of their University experience. Students can complete [the assessment](#) at the end of their graduate degree program. Failure to complete the assessments normally precludes the student's right to receive his or her graduate degree. Assessment results are used to improve student learning and the educational experience at Old Dominion University, and they do not become part of students' records. Confidentiality is assured, as only aggregate data are reported and used in analyses.

Departmental Seminars

The Department supports a seminar program that convenes weekly during the academic year. All talks are announced in advance. Although not an explicit requirement, graduate students are expected to attend these seminars.

OTHER INFORMATION AND POLICIES

Code of Student Conduct

University students shall conduct themselves in a manner compatible with the university's educational mission and shall be disciplined only for misconduct adversely affecting that mission, regardless of whether the alleged misconduct occurs on or off campus. The university will pursue off-campus misconduct only when the student's behavior compromises the health, safety or well being of the university community or when the misconduct reflects upon a student's fitness to remain enrolled at the institution. All students are expected to read and understand the [Code of Student Conduct](#).

Biology Graduate Student Organization (BGSO)

This University-recognized student organization serves as the official organization representing the students in our department. The BGSO selects student members for the Department Faculty Committees (Budget & Finance, Seminar, Curriculum), assists in running the Graduate Student Orientation Seminar, and serves as the official liaison between the graduate students and faculty in departmental matters. The GPD will provide BGSO with the Master's Program email distribution list used for official communications by the Program.

ODU Writing Tutorial Services (WTS)

WTS works with both undergraduate and graduate students in all disciplines to prepare them for the challenges of composing essay assignments, test preparation, seminar papers, theses, dissertations, and application materials.

Graduate Records

Academic files for the Masters Program are maintained by the Department of Biological Sciences in accordance with University policy. Graduate records for the matriculated are archived for five years from the time of the student's last enrollment. Application files are held for one year for the non-matriculated.

Student information may be shared by a committee for the purpose of review and decision-making. However, the [Family Educational Rights & Privacy Act \(FERPA\)](#) requires that care must be given to ensure the privacy of the students' information and that the information is made available only to individuals who have a legitimate reason to know. [ODU Privacy of Information](#)

Office and Laboratory Space

The Department will attempt to provide office or study space for all full-time resident graduate students. Such space is limited, and it is departmental policy that students with teaching assistantships are given first priority followed by students with research assistantships. Students are often assigned desk space in the laboratory of their Major Advisor or area of their work. At the beginning of each fall semester, announcements will go out indicating that all students requiring a desk (including those currently with desk space) should complete a "Desk Request". The Assistant Chair will evaluate all requests and assign desks by the first week of classes. All changes in desk use should be cleared through the Assistant Chair. It is essential that graduate students maintain these areas in an orderly way and not encroach upon the space assigned to others. If additional storage, laboratory or office space is needed, one should contact her/his major advisor.

Forms:

[Desk Request Form](#)

Keys

Keys to departmental facilities are issued on an as-required basis. The form is obtained in the Biology Office, RM 110 MBG. Students then need approval of the faculty member assigned to that room. In no case will a key be issued to a faculty member's office or research laboratory without specific authorization by the faculty member.

Under no circumstances is a key to be duplicated or loaned to unauthorized persons. Promptly report lost keys to the major advisor or Department Chair. If keys are not returned when the period of use ends, a "hold" will be placed on student's records which will block further registrations or issuance of official transcripts.

Equipment and Facilities

The Biological Support Faculty (MGB 207) or a faculty member should be notified of equipment in improper working condition or missing. Students should always be alert for conditions that are unsafe or warrant repair. No area should be left unsecured. Unfortunately, theft does occur, and precautions must be taken to prevent loss of personal and departmental items. The department is not responsible for the loss of personal items.

Computers

The Department maintains a few computers in the Graduate Student Computer Room (MGB 252/254) for general access by graduate students. Major advisors may have computers in their labs for use by their graduate students. In addition, the University operates many [computer rooms](#) around campus for all ODU students.

Internet Connections: The Office of Computing and Communications Services (OCCS) will guide you through the many services offered by OCCS.

Areas of Limited Access

Access to some areas within the Department is limited (e.g. greenhouse, animal facility). When such facilities are needed, permission must be obtained from the responsible faculty member. Faculty and office personnel have lists of the faculty responsible for departmental facilities.

Equipment in the main office; Photocopiers, printers, etc

The office equipment is for teaching-related use only. They are not to be used for theses, dissertations, or other personal papers.

Telephone

Most assigned desk spaces are near a telephone. These phones are limited to on-campus calls or calls within the local area. Under no circumstances is a student to place a toll call from a departmental phone or to accept collect calls.

Mail and Departmental Notices

The Department provides mailboxes (in alphabetical groupings by last name for graduate students) in the Biology Office, Room 110 MGB. Mail is delivered and picked up once a day. The Department does not pay postage for graduate student mail.

Safety Regulations

Teaching Assistants are responsible for the safe operation of the laboratories in which they teach. Proper procedures for using volatile and inflammable solvents, explosive or poisonous chemicals, and radioactive materials must be followed. Be Alert! A teaching assistant is legally responsible and may be held liable for any accident that occurs in his or her laboratory. Similar safety precautions must be maintained in research laboratories. Your major advisor or research director is responsible for alerting you to any unusual hazards. A laboratory safety seminar is one of the regularly scheduled seminars in the Graduate Student Orientation Seminar.

Laboratory Safety Training (required)

The Environmental Health and Safety Office provide Laboratory Safety Training for all employees and volunteers who work in laboratories where hazardous chemicals are used or stored. It is a requirement of Virginia Occupational Safety and Health that you attend this one-time training. It is the responsibility of each Laboratory Principal Investigator (Lab Supervisor) to ensure that their staff, graduate students, and volunteers attend this training. Annual training dates to be announced. [EHSO](#) 757.683.4495. (Laboratory safety training will be included in the Responsible Conduct of Research, BIOL 672)

Administrative Assistance

Teaching Assistants may request clerical help with teaching assignments in accordance with office policy; and as a rule, graduate students may request office help if the work is related to general departmental business. The Department does not provide clerical assistance or supplies for a student's personal or graduate work.

APPENDIX I: Office of Graduate Studies, Forms

Evaluation of Transfer Credits (Form G1)

Notice of Change of Status (Form G2); *Use to transfer; Provisional to Regular, Provisional to Non-Degree, Thesis to Non-thesis, Master's to Non-degree, Master's to Doctoral, Doctoral to Non-degree, Doctoral to Master's, Education Specialist (Ed.S.) to Non-Degree, or other.*

Re-Validation of Out-of-Date Graduate Credit by Examination (Form G3)

GPD's Recommendation For Reinstatement from Suspension (Form G4)

Appointment of Master's Thesis Committee (Form M1): *Also used for Non-thesis.*

Result of Master's Examination or Requirement (Form M2)

Master's Thesis Acceptance and Processing (Form M3)

Master's Thesis Delivery (Form M4)

Exception to Time Limits Allowed to Complete Master's Degree (Form M5): *6-Years for Master's.*

Assistantship/Employment Forms

E1S Form --- GRADUATE STUDENT EMPLOYMENT DATA FORM (E-1SG): *A student is not authorized to begin working until the E-1SG form has been completed, approved and processed by E-1S Processing.*

Equal Opportunity Data Form: *The information requested by this form is needed in order to determine compliance with State and Federal Equal Opportunity Laws and to meet the reporting requirements of these laws.*

I-9 Form: *All employees (citizen and non-citizen) working in the United States must complete this form.*

Selective Service Form (males only): *Pursuant to Section 2.2 –2804 of the Code of Virginia, no board, commission, department, agency, institution or instrumentality of the Commonwealth may employ a male if he is required to present himself for and submit to the federal Selective Service registration requirement and has failed to do so.*

VA's Policy on Alcohol & Other Drugs Form

Internet Form: *ODU Use of the Internet and Electronics Communications Certificate of Receipt.*

VA-4 Form: *Commonwealth of Virginia Department of Taxation Personal Exemption Worksheet.*

W-4 Form: *Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.*

Direct Deposit Form: *Direct deposit of employee pay is mandatory for all new hires or rehires.*

Dual Employment Reporting Form: *Conflict of Interests/Dual Employment Reporting Form*

Elected Official Disclosure Form: *Elected officials, former elected officials and executives of governmental agencies cannot be employed in any non-tenure track position with Old Dominion University without the approval of the President, or his specific designee. Board of Visitors policy requires this review and approval to ensure compliance with applicable state and federal laws, and university requirements.*

APPENDIX II: Master of Science in Biological Sciences, [Forms](#)

Biology Master's Program of Study Form

Biology Master's Student Progress Report Form

Scientific Presentation: A memo from the major advisor is submitted to the GPD indicating that the student has given the presentation along with the name of the meeting, location, dates, and website if available. *The Scientific Presentation Requirement applies to all students admitted for fall 2006 and later. An oral presentation is a graduation requirement although no academic credit is recorded. For thesis students, the presentation must be at a recognized scientific meeting, for non-thesis this can be a scientific meeting, the BGSO spring symposium, or a departmental seminar. A poster at a recognized scientific meeting will partially meet the requirement; additionally, there must be an oral presentation at the BGSO symposium or a departmental seminar. BIOL 608 cannot be substituted for the Scientific Presentation Requirement. --- For students admitted before fall 2006, their seminar requirement can be met with BIOL 608, BIOL 661 or by following the Scientific Presentation Requirement guidelines. For the BIOL 661 option, it is understood that the student registers for one credit for an oral presentation at a meeting.*

Application for a Graduate Teaching Assistantship Form

Application for Tuition Waiver/Assistance Form

Desk Request Form

APPENDIX III: Various University Forms

[ODU Forms Directory](#)

[International Student & Scholar Services Forms](#)

[Recommendation for Extension of Visa Document](#)

How to Maintain Your F-1 Visa Status---Full-Time Enrollment: Enroll for a full course of study each fall and spring semester. Graduate students need nine credits and undergraduates need 12. Submit a [Reduced Courseload Form \(RCL\)](#) if you need to take less credits.

[Request for Curricular Practical Training, CPT—Semester Internship](#)

[Request for Regular Optional Practical Training, OPT \(Pre- or Post-Completion\)](#)

[Application for Institutional Graduate Financial Assistance](#)

[Graduate Reactivation](#). The purpose of this form is to reactivate a previous admission to Old Dominion University. Also at this site is the [Application for Virginia In-State Tuition](#).

Graduate Program Certification Form (not available online). The purpose of this form is to approve (certify) a student for graduation. This form is generated by the University after a student applies for graduation. The Registrar sends the form to the GPD for approval, who then submits the completed form to the Dean's Office. Office of the University Registrar, 116 Alfred B. Rollins, Jr. Hall, Norfolk, VA 23529, FAX: 757-683-5357, graduate@odu.edu

[Graduate Student Employment Data Form \(E1SG\)](#)

[Request of Old Dominion University Undergraduate to Take Graduate Courses \(Form 12\)](#): An Old Dominion University undergraduate student with senior standing and a 3.00 or better grade point average in the major field of study may be allowed to take for graduate credit, upon approval of the appropriate department/college chair and graduate program director, up to 6 hours of course work each semester. The combined undergraduate and graduate hours taken during the semester must not exceed 18.

[Certification of Faculty for Graduate Instruction](#)

Graduate Student Change of Academic Status (Form 25): *e.g., Remove Grad Course Hold, Reinstate Grad Course, Drop Grad Courses, Create SAAADMS Record (Admissions), or Graduate Student Reinstated.*

[Graduate Application for Graduation](#)

APPENDIX IV: Old Dominion University Research Foundation, [Forms](#)

Human Resources		
2009 Payroll Schedule		PDF
Dependent Care Reimbursement	Word	PDF
Child Support Authorization	Word	PDF
Employee Direct Deposit Authorization	Word	PDF
Employee Handbook	Word	PDF
I-9 Form		PDF
Leave Form	Word	PDF
Payroll Authorization Form (108)	Word	PDF
Recruitment Information Form	Word	PDF
Approval Form for ODU Classified Employees	Word	PDF
Position Description Form	Word	PDF
Faculty Supplemental Compensation Authorization	Word	PDF
Non-Faculty Supplemental Compensation Authorization	Word	PDF
Tax Form Request	Word	
Tax Sheltered Retirement Plan Beneficiary Form		PDF
Tax Sheltered Retirement Plan Enrollment Form		PDF
Tax Sheltered Retirement Plan Payroll Deduction Form		PDF
Termination Procedure	Word	
Time sheet	Word	PDF
Time sheet Instructions	Word	PDF
VA-4 Form		PDF
W-4 Form (2009)		PDF
Accounting/Procurement		
Dependent Care Reimbursement	Word	PDF
Form W-9		PDF
Procurement Card Agreement	Word	PDF
Procurement Card Application	Word	PDF
Procurement Card Settlement	Word	PDF
Property Control Form		PDF
Purchase Requisition (Contact Kathy Ganas at 757-683-4293 x. 621 for instructions on obtaining access)		Online
Receiving Report	Word	PDF
Signature Authorization		PDF
Grants & Contracts		
GCA Assignments		PDF
Export Control Checklist		PDF
Budget Preparation Worksheet	Excel	

APPENDIX V: Master's Prospectus Guidelines

A Master's Prospectus is required of all students* and defines the work to be completed for BIOL 698 and BIOL 699. For thesis students BIOL 698 and BIOL 699 will be fulfilled with a successful defense of the thesis. For non-thesis students, BIOL 698 will be graded in accordance with prospectus (BIOL 699 is waived for the non-thesis option). As a general rule, the research project does not differ qualitatively between the two options; however, non-thesis research objectives will generally require a smaller data set. The student may submit the prospectus to the advisory committee any time but preferably at some point before the comprehensive exam. The outcome of the prospectus is reported on [Result of Master's Examination or Requirement \(Form M2\)](#); write-in "non-thesis" on Form M2 for non-thesis students. A copy of the prospectus approved by the committee is submitted to the GPD who will keep it in the student's graduate file.

* The prospectus requirement applies to all students admitted for the spring of 2010 and later. Thesis track students admitted for 2009 and earlier may follow prospectus guidelines as determined by their advisory committee.

Prospectus Sections and Accompanying Guidelines^{1,2}

- I. General. All text is to be single-spaced in at least 12-point type. Margins should be one inch on all sides
- II. The title page includes the following:
 - a. Title of prospectus
 - b. The student's Degree program which is one of the following:
 - i. Master of Science---Biology
 - ii. Master of Science---Biotechnology
 - iii. Master of Science ---Wetland Biology
 - c. Student's name as listed in official records of the University.
 - d. Date submitted to the advisory committee.
 - e. Date approved by the advisory committee with a signature section for the advisory committee members.
- III. Abstract (500 word limit). Briefly conveys what the study is about in a form comprehensible to a general audience. Includes a hypothesis or objective of the study, an overview of methods, and a brief statement of expected results and their significance. Avoids acronyms, abbreviations, and technical jargon specific to the field.
- IV. Objectives (½ page limit). Includes specific hypothesis (or hypotheses) to be tested, expressed as a statement. If work will not test a hypothesis, clearly states the objective(s) to be met.
- V. Background (2½ page limit). Introduces topic to a reader outside of the field. Should include literature review and summary of information relevant to the proposed research. Synthesizes information; does not simply state a disconnected list of facts. Includes relevant unpublished data. Properly references all published and unpublished work discussed. Should restate Objectives section and explains how objectives relate to earlier work covered in the literature review.
- VI. Overview of the Study Design (½ page limit). Presents the conceptual approach to the study. Includes the overall experimental design.

- VII. Methods and Materials (2 page limit).
- Covers procedures to be used and measurements to be made. Includes explanation of treatments and controls, where appropriate.
 - Presents each procedure in sufficient detail that the reader can evaluate whether it is an appropriate choice for meeting your objectives.
 - Discusses the methods of analysis and any statistical procedures to be applied.
 - Includes materials, supplies or equipment as needed and gives sources of specialized items.
 - References published procedures and software.
 - If the proposed work involves animals or human subjects, includes a statement that the principal investigator and the participating student will comply with the appropriate federal and institutional guidelines.
 - Data Interpretation. Includes discussion of possible outcomes and how they will be evaluated in light of the hypothesis or objective(s). Where applicable, this section should also discuss statistical procedures to be used.
 - List the [research compliances](#) that will be required for this study. For help, contact the Research Compliance Coordinator in the [ODU Office of Research](#).
- VIII. Significance (½ page limit). Considers how the proposed work will:
- Fill gaps in current knowledge.
 - Contribute to the advancement of scientific knowledge and/or to the good of humanity.
 - Lay the foundation for future research.
- IX. Budget (1 page limit).
- Itemizes major expenses.
 - Specifies the sources of funds to be used to cover these expenses.
- X. References (No page limit)
- XI. Figures and Tables (optional, No page limit)
- A small number of figures, tables, and/or flowcharts are recommended to illustrate complex ideas, designs, methods, or preliminary data.
- XII. Grading policy (No page limit). This section is to be completed by the major advisor for Non-thesis research and its purpose is to establish how the project will be evaluated. Please clarify any additional work that will be expected in fulfillment of the BIOL 698 requirement. For example, is a final report required, will the final grade be based on a review by the major advisor, or evaluated by the advisory committee.

¹ The prospectus guidelines are based on those published for the Department of Biological Sciences at [California State University - Los Angeles](#).

² The [Yale Interdepartmental Neuroscience Program](#) offers helpful advice on the prospectus and other issues faced by graduate students.

APPENDIX VI: Virginia S. Bagley Endowed Scholarship

Description

The Virginia S. Bagley Endowed Scholarship is made possible by Mrs. Bagley's estate and is awarded to Old Dominion University graduate students in the Department of Biological Sciences. The number of scholarships, their amount and duration will be set each year within the funding limits of the Bagley endowment. When possible, the amount of the award in combination with any other graduate funding will be at least equivalent to the Dominion Graduate Scholarship.

Eligibility

Applicants can be newly matriculated or continuing full-time graduate students in the Department of Biological Sciences who have demonstrated outstanding progress in the program with evidence of scholarship and/or service in an area of biology.

Application information

Applications should include the following: (a) a Curriculum Vitae, (b) transcripts, (c) a personal statement that highlights accomplishments and professional goals, (d) a letter of recommendation from the graduate advisor, and (e) any other supporting documentation.

All application materials are to be submitted to the applicant's Graduate Program Director by February 1.

Award Committee

The Chair of the Department of Biological Sciences will appoint an *ad hoc* committee to review the applications. The committee will submit their recommendation by April 1.

APPENDIX VII: The Harold G. Marshall and Vivian J. Marshall Scholarship

Eligibility

The Harold G Marshall and Vivian J. Marshall Scholarship is awarded to a full-time graduate student who demonstrates scholarship and/or service in the area of Biological Science with a specific concentration in ecological areas.

Application information

Applications should include the following: (a) Curriculum Vitae, (b) transcripts, (c) a personal statement that highlights accomplishments and professional goals, (d) a letter of recommendation from the graduate advisor, and (e) any other supporting documentation.

All application materials are to be submitted to the applicant's Graduate Program Director by February 1.

Award Committee

The Chair of the Department of Biological Sciences will appoint an *ad hoc* committee to review the applications. The committee will submit their recommendation by April 1.

ADMINISTRATIVE INFORMATION

History of the Program

Old Dominion College was authorized by the State Council of Higher Education to initiate graduate work in 1964. A Master's of Science in Biology began in 1968 with Daniel Sonenshine serving as the first GPD and the Biology Department was headed by David E. Delzell. The graduate curriculum consisted of 13 lecture courses with research specialization in ecology, microbiology, genetics, marine biology, and acarology. Graduate tuition was \$18 per hour to a maximum of \$200 per semester. Non-residents paid \$32 per hour to a maximum of \$400. The program awarded its first graduate degrees to four students in 1971.

Responsibilities and Accountability for Graduate Programs

The University has defined the basic responsibilities for the various offices involved with graduate education. Within this administrative structure, the GPD is to conduct: Program marketing and recruitment, Admission to the program, Advising and problem resolution, Curriculum and program assessment, and Program policies and manual. (Details are available [here](#).) Among these tasks are two assessment tools managed by the GPD:

Annual reports prepared through [WEAVEonlineSM](#), which is a web-based assessment management system, to facilitate the process of developing and posting assessment plans and results. These plans and reports include program mission and goals based on the University's mission and goals along with the Strategic Plan; intended outcomes consistent with the program's mission and goals; methods for assessing each intended outcome, a summary of data collected related to each intended outcome and the use of the results of these evaluations to improve educational programs, services and operations.

[Graduate Student Satisfaction Survey](#). The data for this survey are collected by the [Office of Institutional Research and Assessment](#) from graduate students who have applied for graduation. The results are compiled in a report and broken down by college; however, information on individual programs can be requested if there are at least five respondents in a given year. The GPD should request this information as part of our program's internal assessment.

A copy of the approved Master's Handbook is to be available on the website for the [Department of Biological Sciences>Academics>Graduate](#). The GPD is responsible for posting the latest version of the manual (contact WSP@odu.edu).

The GPD is responsible for keeping an archives of the Handbooks for the Department of Biological Sciences. The archive will include digital copies of all approved manuals starting with the 2006 edition. The latest version of the manual is to be held in a digital format that can be edited for future updates.

Master's Program Committee

The Graduate Program Director will consult with the Master's Program Committee on all major issues affecting the program. The committee will advise the GPD on admission's decisions, financial awards involving Departmental funds, progress reports, and surveys. The committee will be composed of the Chair for the Department of Biological Sciences and the Graduate Program Directors for the Ecological Sciences and Biomedical Sciences PhD Programs.

The Graduate Faculty

Fulltime faculty members in the Department of Biological Sciences who have tenure/tenure-track positions and graduate certification (Level 1 or 2) will hold voting privileges on all policy issues in the Master's Program and can serve on advisory committees. These persons will be collectively referred to as the Graduate Faculty.

Graduate Faculty members must hold level-1 graduate certification to be a major advisor and serve as the Chair of an advisory committee. Graduate Faculty with level-2 certification may co-Chair an advisory committee.

The Affiliated Graduate Faculty

The Affiliated Graduate Faculty will include all non-tenure track positions in the Department of Biological Sciences, emeriti, and faculty from other departments. The Affiliated Graduate Faculty may participate in the Master's Program in accordance with the following limitations: 1) their graduate certification level, 2) they will not

have voting privileges on Program policy issues but there are no voting restrictions when it comes to their service on student advisory committees, and 3) students of the Affiliated Graduate Faculty may face lower priority for Commonwealth of Virginia financial support.

Affiliated Graduate Faculty members must hold level-1 graduate certification in order to be a major advisor and serve as the Chair of an advisory committee. A person with level-2 certification may co-Chair an advisory committee.

Affiliated Graduate Faculty from outside the Department of Biological Sciences may not chair an advisory committee; however, they may co-chair the advisory committee with a level-1 certified member in the Department of Biological Sciences. Affiliated Faculty with level-2 certification can serve on advisory committees and may co-Chair an advisory committee.

We welcome the participation of Affiliated Faculty in the Biology Master's Program and will seek their input in our discussions about the program. The experience they bring enriches our students and the Program in general. On the other hand, it is our fulltime Graduate Faculty who are primarily responsible for supporting the Master's Program in terms of funding, teaching, and service. We also recognize that our graduate program is vital to the research aims of our fulltime Faculty especially those in the early phases of their careers. To this end, the Graduate Program Director in consultation with the Master's Graduate Committee will carefully evaluate admissions to the laboratories of Affiliated Faculty, including how admitted students will impact departmental assistantship and tuition resources and the added expectations these students will place on our fulltime Graduate Faculty in terms of teaching and service on advisory committees.

Responsible Conduct of Research

New requirements put in place by the National Science Foundation (NSF) and the National Institutes of Health (NIH) call for the institutional officer to certify when proposals are submitted that the institution has a responsible conduct of research (RCR) training plan in place. NSF requires that any student or postdoctoral researchers who receive NSF funds obtain RCR training. NIH requires those receiving support through NIH training or education grants receive instruction in RCR.

In response to these requirements, and in furtherance of training ethical scholars and scientists, in 2010 the President of ODU approved an Institutional RCR Program. The program requires all graduate students complete on-line training within twelve months of enrollment. All are to complete seven core RCR modules produced by Collaborative Institutional Training Initiative (CITI). Students working with human subjects or live animals will complete additional specialized training.

Investigators receiving NSF funding will have primary responsibility for ensuring that students participating in their research complete the required RCR training. This requirement can be satisfied through completion of the seven core RCR modules provided by CITI. In addition, to the above requirement, investigators receiving NIH funding for training, career development awards, research education grants, and dissertation research grants need a training plan that incorporates substantial face-to-face educational experiences. This plan should be developed in consultation with the ODU Director of Research Compliance.

CITI is now available to the ODU community and available at <http://www.citiprogram.org>. If you have any questions on the NSF or NIH policy, please contact your Sponsored Programs Manager at [ODURE](#). For questions on ODU's RCR policy or CITI, please see the [ODU Director of Research Compliance](#).

[ODU Research Compliance; Responsible Conduct of Research \(RCR\)](#)
[NIH update on the Requirement for Instruction in the Responsible Conduct of Research](#)

General

The regulations and policies stated herein go into effect for all participants in the Biology Masters Program upon approval by the Graduate Faculty and supersede all previous manuals. (The Offices of Admissions, International Admissions, the Registrar, and Graduate Studies were notified of the new admissions standards.)

The 2011 edition of the Biology Master's Program Handbook is not considered a "substantive change" to our programs as defined by [University Policy #1800](#); and therefore, we are not required to follow timely notification to the Southern Association of Colleges and Schools, Commission on Colleges (SACS/COC).

The Biology Master's Program Handbook of regulations and policies was prepared by [R.E. Ratzlaff](#) and approved by a vote of the Graduate Faculty on March 3, 2011.