

PLANT BIOLOGY  
GRADUATE PROGRAM  
THE UNIVERSITY OF TEXAS AT AUSTIN



**2016 – 2017  
GRADUATE STUDENT HANDBOOK**

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Note: cover photo of Corryo infected and uninfected by Dr. James Mauseth

## WELCOME AND OVERVIEW

We the faculty and staff of the Plant Biology Graduate Studies Committee wish to welcome new and continuing graduate students, as you use this Handbook as a resource for guiding your graduate studies. We look forwards to working with you and supporting your progress towards a graduate degree in Plant Biology. We encourage you to actively use this handbook throughout your studies,. This handbook is a summary of the University and departmental policies and programs. For more complete information, refer to the General Information Bulletin and Graduate School Catalog or inquire to the Graduate Advisor or Graduate Coordinator.

## YOUR RESPONSIBILITIES

You are responsible for understanding and following the rules and policies that govern your academic degree. Good planning is required to ensure that you meet all the milestones and deadlines of your degree. Note that the Graduate School requires all graduate students to maintain a cumulative graduate GPA of at least 3.0. If your cumulative GPA falls below 3.0, the Graduate School will place you on academic probation. You will have one semester to raise your cumulative GPA above 3.0 or you will be dismissed from the program. The Graduate School website is a centralized resource for information on degree requirements, deadlines, and policies ([www.utexas.edu/ogs/current/](http://www.utexas.edu/ogs/current/)).

## GRADUATE DEGREES OFFERED

The Plant Biology Graduate Program offers programs of graduate study leading to the M.A. and Ph.D. degrees with specialization in the following areas: cell biology, plant systematics, membrane biochemistry, molecular and organismic evolution, molecular biology, photobiology, phycology, phytochemistry, plant anatomy and morphology, plant biochemistry, plant-microbe and plant-herbivore interactions, plant physiology, pollination ecology, population ecology, community ecology, and tropical botany.

## GRADUATE PROGRAM: ADMINISTRATIVE STRUCTURE

### THE GRADUATE STUDIES COMMITTEE (GSC)

The Graduate Studies Committee consists of all members of the Plant Biology faculty. The Committee bears responsibility under its chairperson and the Dean of the Graduate School for graduate study in the Program.

### THE GSC CHAIR (Dr. DAVID HERRIN)

The GSC Chair presides over all GSC meetings. All matters concerning policy and legislation affecting graduate studies should be addressed to the GSC Chair.

### THE GRADUATE ADMISSIONS COMMITTEE (GAC)

The GSC Chair appoints the Graduate Admissions Committee. This committee consists of at least four faculty members. The GAC recommends admissions to the GSC and also reports to the GSC Chair on financial awards.

## **THE GRADUATE ADVISOR (DR. RANDY LINDER)**

The Graduate Advisor represents the Vice President and Dean of Graduate Studies in all matters pertaining to the graduate program. Administrative and supervisory functions are discharged by the Graduate Advisor, who also serves as liaison with the Graduate Studies Committee. The Advisor's functions extend from monitoring progress to offering advice about financial assistance, coursework, degree requirements and placement.

## **THE GRADUATE COORDINATOR (TAMRA ROGERS)**

The graduate coordinator assists in the day to day operations of the graduate program. Responsibilities include responding to inquiries, handling petitions and special requests, assisting with TA assignments, registration, and international students, and maintaining graduate student files.

# **ACADEMIC APPOINTMENTS AND FELLOWSHIPS**

## **TEACHING ASSISTANTSHIPS**

To qualify, a student must hold a B.A. or B.S. degree or equivalent and have completed a TA training workshop offered by the College of Natural Sciences (see Required Student Trainings section below). A Teaching Assistant (TA) is employed for 4.5 months of half-time service (20 hours/week) during the long semesters and typically for one session of six weeks during the summer. TAs must register for 9 hours in the long semester and 3 hours in the summer; have no incompletes more than one semester old; have no outstanding bars; maintain a minimum 3.0 GPA; and have all admission and progress conditions met. Foreign students who speak English as a second language must also pass the International Teaching Assistant Certification Exam.

## **RESEARCH ASSISTANTSHIPS**

To qualify, a student must hold a B.A. or B.S. degree or equivalent. A Research Assistant is usually employed for 4.5 months of half-time service (20 hours/week) during the long semesters and typically for six or more weeks during summer. Research Assistants must register for 9 hours in the long semester and 3 hours in the summer; have no incompletes more than one semester old; have no outstanding bars; maintain a minimum 3.0 GPA; and have all admission conditions met.

## **PAY PERIOD FOR TEACHING ASSISTANTS AND RESEARCH ASSISTANTS**

TA and RA appointments for fall is September 1 – January 15 and for spring January 16 – May 31. Since your appointment is for only half a month in January, your pay will be split into two payments. You will receive your Jan 1 – Jan 15 check around January 20, then you will receive your Jan 16 – Jan 31 check on Feb 1 as usual. The best thing to do is act like you don't see the half check come through on the 20<sup>th</sup> and hold it till Feb. 1 and treat the two checks as one payment for January, just as all other months are paid.

## REAPPOINTMENTS

Reappointment as a TA or RA is contingent on satisfactory progress toward the degree. This includes compliance with the schedule set by the graduate program and demonstrated effectiveness as a TA or RA. **Appointments are for a maximum of 14 long semesters, summers not included. The 14-semester limit applies to the sum of all Teaching and Research Assistantship appointments.**

## PARTIAL APPOINTMENTS

If you hold a partial appointment in a long semester you will only be allowed the difference in another semester after you have reached the maximum 14. Example: If you hold a 15-hour appointment one semester, then after 14 long semesters you will only be eligible for another 5-hour appointment. Any appointment less than 20 hours is not benefits-eligible. Before deciding to take a partial appointment, please check with the Graduate Coordinator to be sure of the current policy.

## ADDITIONAL APPOINTMENTS

If you hold an appointment of more than 20 hours, or a second appointment in addition to your TA or RA appointment, such as a grader or tutor, this will **NOT** count against you. The Graduate School only counts hours below 20. During the fall and spring, only domestic students in their second year or beyond are eligible for holding additional appointments (>20 hours). If you hold an additional appointment that brings your monthly stipend up to your base amount, then the department or program will **NOT** pay you the supplement for that semester.

## GRADERS

Ten-hour appointments as graders by the School of Biological Sciences are occasionally available to a few students each semester. Notice of these appointments are made at the beginning of each semester, and all students have an opportunity to request a grader appointment in addition to other appointments, such as TA or GRA, as long as the student does not exceed the appointment limit (see below). The grader positions typically pay \$11.27/hour for a ten-hour a week appointment. If your TA and grader appointment is equal to, or more than what we supplement, you will not receive the IB supplement for that semester. Fellowship recipients are also eligible for grader appointments.

## OTHER AID

Office of Student Financial Services administers several long-term loan programs, the College Work-Study Program (for which graduate students are eligible), and a short-term loan program for registration and other emergency needs. The Graduate Coordinator will also e-mail notices of any fellowships that become available.

## UNIVERSITY FELLOWSHIPS

### CONTINUING FELLOWSHIPS

Continuing Fellowships are administered through the Graduate School, and are awarded to continuing graduate students. A departmental committee will select the nominees based on research accomplishments and promise of research excellence. Students do not apply for this award; they are notified by the program if they are nominated. Students are nominated by their Graduate Advisor for all fellowships administered by the Graduate School. As a general rule, fellowships require no service from the recipient.

### PAY PERIOD FOR FELLOWSHIPS

Fellowships paid by the College of Natural Sciences or the Graduate School are paid in advance, meaning you are paid September 1 for the month of September. These fellowships include some Recruitment Fellowships, Continuing Fellowships, NSF and any other type fellowship paid from CNS or Grad School sources. Be sure to budget for the last month you are on fellowship if you are switching to a TA or RA. If your fellowship ends in August, you will receive your August check August 1, but you will not receive your TA check for September till October 1, so please budget for this extra month accordingly.

Fellowships paid for by the department we pay the same as TAs and RAs, so you don't have a month without pay. January's check will pay the full amount on Feb 1, we do not split the month for full fellowships.

### RESEARCH FELLOWSHIPS

Graduate students may apply for research funds when they are announced in the spring of each year. The funds are provided by Plant Biology and are to be used to assist with your research. The funds can be for supplies, travel for your research, etc. The prime criteria are student research progress including completion of annual committee meetings as applicable (see Annual Committee meeting section), and a letter of recommendation by the supervising professor.

### TRAVEL GRANTS

Graduate students may apply for Plant Biology and Graduate School Travel Grants in the spring of each year to support travel to a meeting where they are presenting a paper or poster during the upcoming summer or following fall or spring semester. Applications are submitted to the Graduate Coordinator. Awards are based on student research progress including completion of annual committee meetings as applicable (see Annual Committee meeting section), caliber of the meeting, recommendation letter from the Supervising Professor, and relevance of the meeting to the student's research area.



## **FELLOWSHIP PAYMENTS ARE TAXED**

UT Policy prohibits us from establishing a UT account with endowment fellowship funds, so they are paid as a check to the student and are therefore considered part of the taxable income.

## **HEALTH INSURANCE BENEFITS**

### **HEALTH INSURANCE - TEACHING ASSISTANTS AND RESEARCH ASSISTANTS**

Graduate students receive free (or nearly free) health insurance, if employed by the University as a TA or RA. The University provides employees with a salary supplement called "premium sharing" to cover the costs of health insurance. This premium is automatically added and then subtracted from the employee's paycheck each month. To qualify for benefits, an employee must be appointed at least half time (20 hours per week) for at least four and one-half months. In addition to medical coverage, you are eligible for dental coverage and optional vision, life and accidental death and dismemberment insurance for minimal cost to your. New employees have 60 days to make their insurance choices offered by the University. You should contact Human Resource Services for information and enrollment forms.

### **HEALTH INSURANCE FOR FELLOWSHIP AND TRAINING GRANT RECIPIENTS**

Students who are on full fellowship or training grant recipients will be given enough funds with their fellowship to pay for student health insurance. In most cases this will be paid out on September 1 for the full year. Students can choose to use the funds to pay for student health insurance, insurance from an outside source or use it towards the purchase of UT faculty/staff insurance. If you choose any insurance except the student health insurance you will be responsible for the difference in cost, which can be quite a huge difference in cost. The student health insurance is considered a gold plan.

### **SUMMER HEALTH INSURANCE FOR SPRING TEACHING ASSISTANTS**

Only spring TA's will automatically have health insurance coverage through the summer. The extra premiums that you may pay for such as dental, or medical insurance for a dependent are deducted for all three months of summer from your last paycheck of the spring semester, which is paid out on June 1.

### **SUMMER HEALTH INSURANCE FOR SPRING RESEARCH ASSISTANTS**

If you are a Research Assistants during the spring semester, you will not have automatic health insurance coverage in the summer. If you will have a fellowship for summer, you will not be eligible for free faculty/staff health insurance coverage you have during the spring. You may take out the student health insurance for the summer

at minimal cost, you can COBRA your faculty/staff health insurance, which is quite costly, or you can look for insurance outside the University.

## INTERNATIONAL HEALTH INSURANCE WAIVERS

If you are an international student and will be appointed as a TA or RA, you must request a waiver of the student health insurance that is automatically added to your fee bill. You can get this charge removed from your bill by requesting a waiver. You will need to do this each semester that you are appointed as an RA or TA. This request must be done by the 12<sup>th</sup> class day of the semester in question.

## REQUIRED STUDENT TRAINING

### SAFETY COURSES

The School of Biological Sciences requires all TAs to take the following lab safety courses. These courses should be taken at the beginning of the first semester and prior to any work in the lab.

- OH 101 Hazard Communication
- OH 201 Laboratory Safety
- OH 202 Hazardous Waste Management
- OH 207 Biological Safety
- FF 205 Fire Extinguisher Use

More information about lab safety training can be found at the UT EH&S Training website: <http://www.utexas.edu/safety/ehs/train/requirements.html>

### ETHICS AND COMPLIANCE TRAINING

Ethical conduct and compliance are personal responsibilities, and each student will be held accountable for his or her conduct and decision making. The Plant Biology program has a **zero tolerance policy regarding academic dishonesty** and students found to be participating in any form of academic dishonesty will face immediate dismissal from the program. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, and falsification of data or records.

If you hold a position as a TA, RA, AI or another position on The University of Texas at Austin campus or the JJ Pickle Research Campus, the State of Texas wants you to uphold certain ethical behaviors. Graduate students must be aware of and in compliance with state law and University policies related to sexual harassment, equal opportunity, human research, integrity, IT security, and so forth.

Compliance training is available online through UT Direct. Additional information about Ethics Training can be found online at [www.utexas.edu/ogs/student\\_services/ethics/](http://www.utexas.edu/ogs/student_services/ethics/)

## TEACHING ASSISTANT TRAINING WORKSHOP

The Biology Instructional Office requires completion of a teaching assistant (TA) training workshop prior to serving as a TA. The workshop takes place over 2 days prior to the beginning of the fall Semester (schedule to be determined each year; a second workshop may also be held later in the year). TA training must be completed at the start of the year during which you will have your first TA appointment (even if your appointment is not until spring semester). More details will be provided by the Biology Instructional Office.

## REGISTRATION

All students register for classes online. Instructions for registration are in the Course Schedule published each semester.

Registration for continuing students for fall and summer semester begins in April. Spring semester registration begins in October. New graduate students will have registration days in June, August and January. If students delay and register at the last minute they are charged a “late” registration fee. ***Be aware that a student appointed to an academic title must be registered before the appointment can be processed. Late registration may delay the initial paycheck.***

## FULL-TIME COURSE LOAD

The Graduate School recognizes nine semester hours during a long semester and three hours during the summer semester as a minimum full-time course load. Under various circumstances, graduate students must be registered for a full-time load, defined as follows:

- Holders of fellowships and scholarships : nine hours each long semester and three hours during the summer session
- Teaching Assistants and Graduate Research Assistants : nine hours each long semester and three hours during the summer session.
- Students living in University housing : three hours each semester.
- Financial Aid : nine hours each long semester and six hours during the summer.

## GRADE POINT AVERAGE AND REQUIREMENTS

The Graduate School requires all graduate students to maintain a cumulative graduate GPA of at least 3.0. If your cumulative GPA falls below 3.0, the Graduate School will place you on probation. You will have one semester to raise your cumulative GPA above 3.0 or be dismissed from the program.

All courses that count toward the degree must be B- or higher. If a student receives a grade below B-, the course must be retaken with a grade of B- or above if it is to be counted toward the degree.

## **CONTINUOUS REGISTRATION**

The Graduate School requires that all graduate students be continuously registered for all long semesters (Spring and Fall) until completion of the degree. Students not yet advanced to candidacy must obtain authorization from the Graduate Advisor for a leave of absence. Those admitted to candidacy must receive approval from the Graduate Dean and the Graduate Advisor for a leave of absence.

All students register for classes online. Instructions for registration are in the Course Schedule published each semester.

Registration for continuing students for fall and summer semesters begins in April. Spring semester registration begins in October. New graduate students will have registration days in June, August and January. If students delay and register at the last minute, they are charged a “late” registration fee. Be aware that a student appointed to an academic title must be registered before the appointment can be processed. Late registration may delay the initial paycheck.

## **ADD/DROP COURSES**

You may add and drop courses during the add/drop period without penalty. After that date you cannot add a class without petitioning the Graduate School. Petitions of this nature are rarely approved, so be certain your registration is the way you want it to be before the add/drop period ends. If you need to drop a course after the deadline and the petition letter is approved, you will not be reimbursed for the course. If you have to add a course to keep full time status due to TA/RA obligations you will have to pay for the additional hours.

## **INTERNATIONAL STUDENTS**

You will begin your first registration at UT Austin in the International Office. Your current command of English will be evaluated and you may be required to take a class in spoken or written English during your first and/or second semesters of study. These classes count as three hours of your nine-hour full-time registration requirement; however, they do not count towards your degree. If these classes are required and you do not sign up for them, you can be barred from registration the following semester.

Before an international student can be appointed to a Teaching Assistantship, he or she must pass the ITA English Proficiency Assessment. This testing is separate from the English classes mentioned above and will require the permission of the Graduate Advisor. If you are employed as a TA or RA for 20 hours per week you will have the Health Care Benefits provided to University employees in addition to your stipend. You will be excused from paying for the international student health care coverage, which is an additional fee billed to international students. The Graduate Coordinator will send you the URL address to notify the International Office you have a TA/RA appointment so you will be exempt from this insurance cost.

## **RESIDENT TUITION**

If you or your spouse hold a TA or RA appointment you are entitled to pay tuition at the Texas resident rate regardless of your residency status. There are several other job

titles that include this benefit, but the most common circumstance is the TA/RA and dependent configuration. The Graduate Coordinator will send you the URL address to certify your employment status every semester. Students wishing to establish residence in Texas must have lived and worked in Texas for one year prior to entering the University. Non-citizens with resident-alien status may qualify as Texas residents. Criteria for establishing residence are given in detail in the General Information Bulletin of the University.

## **TUITION WAIVERS**

Employment as a TA or RA qualifies non-Texas residents for resident tuition. The waiver is requested on line and is applied directly to your fee bill, if processed before your register. If you process the waiver after you register, you will need to recalculate your fee bill. You will need to do this each semester that you are appointed as a TA or RA.

For those who are on fellowship, please don't fill out the online tuition waiver. The Graduate Coordinator will take care of submitting the forms for your waiver, as those are processed differently.

## **TUITION BILL**

For students in their first 5 years we cover your tuition and required fees for 9 hours of coursework. **The** payments usually happen in stages, as different accounts cover different parts. You will need to confirm your tuition bill once it is paid (see below). If you owe additional fees that are not covered under tuition and required fees, then you will need to pay the remaining balance once the University has applied all other payments. These fees include the General Deposit for first year students (since students can request reimbursed for this fee after graduation), sports packages, etc.

## **CONFIRMING REGISTRATION**

If you have a zero-fee bill (a third party is paying your tuition and fees) you must still confirm your registration, or it will be cancelled. To confirm your registration, go to the tuition payment website and click the "CONFIRM" button.

## **REGISTRATION FOR GRADUATION**

Graduate students must be registered for the appropriate class the semester they graduate (Report or Thesis for the Master's degree and Dissertation W for the Doctoral degree). Further information about this, and the graduation process, is available on the Graduate School website.

## MASTER OF ARTS PROGRAM

### SUPERVISING PROFESSOR

Your Supervising Professor is the faculty member with whom you work for your degree. The Supervising Professor does most of the specific advising about coursework, research, etc.

It is possible to change your Supervising Professor, if during your work you discover that your interests fit more closely with another faculty member. You and the new Professor should notify the Graduate Advisor and Graduate Coordinator about the change.

### ADVISORY COMMITTEE

You and your advisory committee will determine the courses that you should take to complete your degree requirements. This committee consists of your Supervising Professor and two other members of the Plant Biology Graduate Program, one of whom must be from outside your area of specialization. Your Supervising Professor will select the other two members.

Your Advisory committee will review your training before you entered UT (coursework, Master's work if completed, etc.), discuss your graduate school interests, and recommend a program of courses.

You must meet with the committee as a group during your first semester. You must provide the Graduate Advisor with a form to approve the three members and the program of courses you have been advised to take. You can get this form from the Graduate Coordinator. Any modification of this program will require the agreement of the Advisory Committee.

### DEGREE PROGRAMS

The Graduate School has two programs leading to a Master of Arts (MA) Degree that are applicable to Plant Biology.

- MA with Thesis. This is the usual degree taken in this program. Six hours of "Thesis" are taken as part of the 30 hours of coursework. A written thesis (in English) is presented and read by two members of the faculty, your advisor and one other member.
- MA with Report. Three hours of "Report" are taken as part of the 30 hours of coursework. A report instead of a thesis is written. This report is based on work done in one of the courses. The report is read and signed by two members of the faculty, your advisor and one other member.

**You must be registered for 698B or 398R and apply for graduation the semester you intend to graduate.** Application forms may be obtained from the Graduate School website at <http://www.utexas.edu/oqs/>. The forms should be obtained and filed at the beginning of the semester in which you plan to graduate.

## COURSE REQUIREMENTS

The MA degree program should be completed within 2 - 3 years.

- For the Thesis option, 24 hours of coursework, **plus** BIO 698A & 698B Thesis (taken sequentially) which counts for 6 hours for a total of 30 hours. For a MA with Report option, BIO 398R must be taken and counts for 3 hours, in addition to 27 hours of coursework, for a total of 30 hours.
- A minimum of 15 hours of coursework in Plant Biology is required. Plant Biology courses are defined as courses taught or co-taught by a member of the Plant Biology GSC. In rare cases, a course taught by a faculty member who is not a member of the Plant Biology GSC may be acceptable and this will be decided at the discretion of the Graduate Advisor. Research courses (BIO 182, 282, 382, etc.) cannot be used to fill this requirement. The student can use no more than one conference course to fulfill the 15-hour requirement.
- Six hours of work acceptable for graduate credit must be outside the major area of Plant Biology.
- Additionally, the student must take three hours of Foundations of Plant Biology (BIO 386P). This is a core course for first-semester students in the Plant Biology graduate program.
- No more than 9 hours of senior level college courses may be counted toward the MA degree, and no more than 6 of these can be in Plant Biology or the minor area; thus courses with middle digits of 8 or 9 should be chosen where possible.
- No more than six hours of Credit/No Credit courses can be counted. Approval of the Graduate Advisor is required prior to registration for a Credit/No Credit course.
- Incomplete courses **MUST** be completed during the next long semester. If the Incomplete course is not completed during the next long semester, the Incomplete will become a permanent in the student record.
- To be eligible for TA/RA support you must be enrolled full-time. Students must take 9 hours each long semester and 3 hours during the summer semester to be considered full-time.

The Graduate School requires a "B" average in both major and minor areas. The Program does not count "C" grades toward fulfilling the requirements, but such grades will appear on the student's record and must be balanced with "A" grades in order to achieve the minimum grade point average. Should a student receive a second "C" grade, his/her performance will be considered by the faculty and recommendations made as to whether he/she should continue in the graduate program.



### OVERVIEW

During the next few years, you should adhere to the following schedule:

#### **FIRST SEMESTER**

Meet with your advisory committee to determine your course work.

#### **FIRST – FOURTH SEMESTER**

Complete coursework, decide on and initiate a research project, and write a research proposal. **End of the 4<sup>th</sup> semester – take Qualifying Exams.**

#### **FIFTH – FINISHING SEMESTER**

Conduct and complete research and write dissertation. Meet annually with committee to discuss progress. Defend dissertation.

Students often underestimate the time required to complete their dissertation research; therefore the sooner a student begins work on a research project, the better.

Each year, students are required to complete an annual report that is used primarily as a source of statistical data (e.g., sources of support, fellowships received, papers published). These are kept in the students' folders in the Graduate Coordinator's Office (NHB 2.636).

### SUPERVISING PROFESSOR

Your Supervising Professor is the faculty member with whom the student works towards the PhD degree. The Supervising Professor does most of the specific advising about coursework, research, etc. It is sometimes possible to be co-advised by two Professors; these arrangements are generally done as part of the admission process.

It is possible to change your Supervising Professor, if during your work you find that your interests fit more closely with another faculty member. You and the new Professor should notify the Graduate Advisor and Graduate Coordinator about the change.

### ADVISORY COMMITTEE

The courses you should take are determined in consultation with your Advisory Committee. This committee consists of your Supervising Professor and two other members of the program, one of whom must be from outside your area of specialization. Your Supervising Professor will select the two other members. This committee is not necessarily the same as the committee for your qualifying exam, although some or all of the members may serve on both.

During your first semester, you should form and meet with your advisory committee to review your training before you entered UT (coursework, MA or MS work if completed, etc.), discuss your graduate school interests, and recommend a program of courses. You must provide the Graduate Advisor with a form to approve the three members and



the program of courses you have been advised to take. You can get the form from the Graduate Coordinator.

## COURSE REQUIREMENTS

- You are required to take a minimum of three Plant Biology courses with two courses inside your area of study and one outside your area of study. Plant Biology courses are defined as courses taught or co-taught by a member of the Plant Biology GSC. In rare cases, a course taught by a faculty member who is not a member of the Plant Biology GSC may be acceptable and this will be decided at the discretion of the Graduate Advisor. Research and seminar courses cannot be used to fill this requirement. If you did not enter the program with a MA or MS Degree, you can expect to take more than three courses.
- In addition to the aforementioned courses the student must take three hours of Foundations of Plant Biology (BIO 386P). This is a core course for first-semester students in the Plant Biology graduate program.
- The Graduate School requires a minimum of 30 hours for a doctoral degree. This includes research and seminar hours.
- There is no language requirement set by the program. However, a student's Major Professor or committee may require one.
- To be eligible for TA/RA support you must be enrolled full-time. Students must take 9 hours each long semester and 3 hours during the summer semester to be full-time.
- Incomplete courses **MUST** be completed during the next long semester. If the Incomplete course is not completed during the next long semester, the Incomplete will become permanent in the student record.

Graduate students are expected to receive grades of "A" or "B" in all courses. While "A's" can cancel "C's" to keep a grade point average above 3.0 (required), teaching assistantships and fellowships are jeopardized by receiving a grade of "C" in any course. Courses used to fulfill the minimum requirement must be passed with a letter grade of "A" or "B". The Graduate School does **not** consider a "C" to be a passing grade.

## QUALIFYING EXAM

The qualifying examination is one of the steps that must be completed before a graduate student is admitted to candidacy. **THIS EXAM SHOULD BE TAKEN DURING OR AT THE END OF YOUR FOURTH SEMESTER IN GRADUATE SCHOOL.** Taking the exam during the summer after the end of the second year is also acceptable, but note that it is difficult to convene a committee during the summer.

## QUALIFYING EXAM CONTENT

The exam itself consists of **TWO** parts. Part 1 is a General Knowledge Exam and Part 2 is a Review of the Dissertation Proposal. Part 1 and Part 2 are generally taken separately, with Part 1 completed by the end of the fourth semester and Part 2 by the end of the fifth semester at the latest. In some cases with the approval of your Supervising Professor, the two parts of the Qualifying Exam may be taken at the same time. Part 1 and Part 2 are described in more detail below.

### PART 1: GENERAL KNOWLEDGE EXAM

The first part of the exam will consist of an oral evaluation of your general knowledge and shall precede Part 2. **IT IS THE RESPONSIBILITY OF THE EXAMINING COMMITTEE TO ENSURE THAT YOU HAVE A SOUND UNDERSTANDING OF PLANT BIOLOGY.** All voting members of the committee have the opportunity to ask questions until satisfied. Voting members will then decide the outcome of the Part 1 exam from the following options:

*Unconditional Pass:* pass with no provisions; continue to Part 2 of the exam

*Conditional Pass:* pass with provisions; the student may continue to Part 2 of the exam in advance of satisfying the conditions of the committee if the committee so approves (e.g., passing additional coursework with a letter grade of B or better). However, the student will not be advanced to candidacy until the conditions of the committee have been met.

*Conditional Fail:* the student must complete specified conditions and then retake the Part 1 exam

*Termination with MA Option:* the student is dismissed from the pre-doctoral program, with the option to pursue a MA degree

*Unconditional Fail:* termination of work towards the PhD; student may not continue in the Plant Biology graduate program.

All committee members should sign the Part 1 Examination Results Form on which the Supervising Professor records the decision. If any additional coursework is required, it should be added to the student's Program of Work for the Doctoral Degree.

In some cases, Part 1 and Part 2 can be taken consecutively on the same day. Otherwise, the committee adjourns until a date can be scheduled for Part 2. All signed forms must be returned to the Graduate Coordinator.

### PART 2: REVIEW OF DISSERTATION PROPOSAL

The second part of the exam addresses the student's proposed research. The exam will focus on the student's development of questions, hypotheses, and experiments. This exam is also an opportunity for the student to get feedback from their committee. The proposal must include an abstract, introduction, questions and/or hypotheses, explanation of significance, proposed methodology, feasibility and potential pitfalls, and a brief literature review. Three or more chapters should be planned.

The date of the Part 2 exam should be scheduled shortly after the Part 1 exam is passed. At least two weeks before the Part 2 exam, the dissertation proposal must be sent to the Supervising Professor for approval. Once approved, email a copy of the proposal to each of your committee members at least one week before the Part 2 exam (hard copies should be provided on request). It is a good idea to remind each committee member the day before or morning of the exam as to the location and time of the exam.

Once the committee members have asked questions to their satisfaction, the voting members of the committee will decide the outcome of the exam from the following options:

*Unconditional Pass:* admission to candidacy with no conditions

*Conditional Pass:* admission to candidacy with specific conditions (e.g., modifications to the proposal, additional coursework)

*Conditional Fail:* re-examination at a later date after any conditions are met.

*Termination with MA Option:* the student is dismissed from the pre-doctoral program, with the option to pursue a MA degree

*Unconditional Fail:* termination of work toward the PhD and dismissal from the Plant Biology graduate program

The outcome of the exam is recorded on the Part 2 Exam Results Form by the Supervising Professor, signed by the committee members, and returned to the Graduate Coordinator.

## **ARRANGING FOR THE EXAMINATION**

YOU should obtain the required QUALIFYING EXAMINATION PACKET from the Graduate Coordinator in advance of the exam. This packet includes:

- Qualifying Examination Application
- Program of Work for Doctoral Degree
- Dissertation Proposal (Part 2 only)
- Qualifying Exam Results Form

## **QUALIFYING EXAMINATION COMMITTEE**

The student and his/her Supervising Professor should discuss which faculty members should serve on the examination committee. The committee must have at least 5 members including:

- The Supervising Professor. The supervisor runs the exam, but does **NOT VOTE** or discuss the student's performance, unless information is requested by the other committee members.

- Three other faculty members from the Plant Biology Graduate Program. The members should be chosen to provide a breadth of examination on general topics, but with some relevance to the student's research. One person should be outside of the student's area of specialization. For example, a student with molecular or physiological interests would have one organismal faculty member on the committee.
- An outside member. This person can be either a faculty member from another GSC or from another university. NOTE: If a member is from another university, you must provide a curriculum vitae from the person and have a written statement that the person will not request any funds from the University of Texas. Many opportunities exist to have outside members from within UT's other GSCs, including Ecology, Evolution, & Behavior, Cellular & Molecular Biology, Geological Sciences, and Chemistry.
- You must ask potential committee members if they are willing to serve on your committee in advance. Then set up a date, time and place for the exam when all of the members can meet. You must schedule a **three-hour period** and a room with the Graduate Coordinator.
- The members of your Part 1 and Part 2 committees must be approved by the Graduate Advisor.
- Note that between Part 1 and Part 2 or when you advance to candidacy, you may change the members of your committee with approval of your Supervising Professor and the Graduate Advisor. For example, the dissertation committee sometimes includes more members with greater specific knowledge about your area of specialization. Note that once you advance to candidacy, committee changes are restricted to those necessitated by deaths, faculty departures from the university, or similar compelling reasons and must be approved by the Dean.

## **PROGRAM OF WORK FOR DOCTORAL DEGREE**

Prior to Part 1 of the qualifying exam, you must fill out your Program of Work form, listing the courses that you have taken or will take toward fulfilling your degree requirements. For each course, provide the course number, course title, professor, institution, semester taken, and grade. The Graduate Coordinator will provide you with this form as a Word document; use Word to fill out the form – do not hand-write.

Note that coursework is to be divided into **MAJOR** and **SUPPORTING WORK**. Your Supervising Professor or the Graduate Advisor can help you classify your coursework. Research courses such as BIO 382 should not be included, nor should courses with a grade of C. However, do include BIO 999R and 999W and indicate that they are to be taken. The Program of Work should only include courses that count for credit in Graduate School at UT Austin.

On a separate page, list advanced biology courses you have taken at other universities, noting the course, year, and grade as required for the program of work. The Graduate Advisor has to sign the Program of Work prior to the Qualifying Exam.

A copy of the Program of Work and of courses taken elsewhere is to be turned in to the Graduate Coordinator and circulated to **all faculty** at least one week before the Qualifying Exam.

### **QUALIFYING EXAM RESULTS FORMS**

Type your name, the date and time of the exam, and the names of the members of the committee on the form and **GIVE IT TO YOUR SUPERVISING PROFESSOR AT THE BEGINNING OF THE PART 1 AND PART 2 EXAMS**. Return the form to the Graduate Coordinator after the exam, along with a complete copy of your Qualifying Examination Packet.

### **APPROVAL OF THE GRADUATE STUDIES COMMITTEE**

All professors in Plant Biology appointed as members of the graduate faculty are also members of the Graduate Studies Committee (GSC). This committee must vote as to whether or not you should be admitted to candidacy. After completion of both Part 1 and Part 2 of the Qualifying Exam, your Program of Work will be sent to the GSC and a no-protest vote will be taken via email.

### **ADVANCEMENT TO CANDIDACY**

Once you have turned in your Qualifying Exam Results Forms to the Graduate Coordinator, the web link to complete your candidacy application will be forwarded to you. You must fill out the on-line application and provide an abstract of your dissertation research. The submitted form will be routed for approval to your Supervising Professor, the Graduate Advisor, the GSC Chair, and the Graduate School. Students must be approved for candidacy by late August to be given the candidacy salary rate as a Teaching Assistant. Also, you must be registered the semester you take your exam and apply for candidacy.

**Once you are admitted to candidacy, you must be enrolled in a minimum of 3 dissertation hours each long semester until you graduate.** You must enroll in \_99R (Research) your first semester in candidacy. Each semester after that you should enroll in \_99W (Writing). You are given credit for the dissertation hours after you turn in your dissertation the semester that you graduate.

Your graduate career at this point consists of completing your research, writing your dissertation, and defending your dissertation. Your Supervising Professor and your Dissertation Committee advise you. **YOU** are responsible for obtaining forms for the submission of your dissertation and arranging for the defense. You should no longer have to consult with the Graduate Advisor, except for concerns with teaching assignments, fellowships, etc.

## **DEGREE PROGRESS: ANNUAL COMMITTEE MEETINGS**

All students are expected to make reasonable progress towards the degree. Once a student has been admitted to candidacy for the PhD, the Dissertation Committee will meet to review progress **each FALL SEMESTER**. It is the student's responsibility to set up these annual meetings. Following this meeting, the student will prepare a written summary of recommendations that emerged from the meeting, each member of the committee will indicate approval by signing the summary, and the final document will be submitted to the Graduate Coordinator to become part of the student's file. These reports must be submitted by **January 2** of each academic year. The reports can be used by Graduate Advisor to review graduate student progress and are important for the awarding of merit fellowships and research and travel funds. A formal meeting of the Dissertation Committee can be requested at any time by the student or any member of the Committee. Annual meetings should be scheduled so that all committee members can attend. However, in cases where this is not possible, the meeting must have at least four committee members present. Videoconferencing is also permitted for members who cannot attend in person, with approval of the Supervising Professor.

Remember that if the Annual Committee Meeting requirement is not met, students will not be eligible for any Plant Biology awards or fellowships. Students who have not met this requirement may also be ruled ineligible for teaching appointments.

## **COMPLETION OF DEGREE PROGRAM**

To complete your degree, you must:

- (1) File your intent to finish
- (2) Provide your dissertation to your committee
- (3) Schedule your Final Defense
- (4) Give a public seminar on your research
- (5) Pass your Final Defense

Each of these is described in more detail below.

### **FILING**

Check filing dates for your degree well in advance of the time you expect to finish. Filing must be done during the first 12 days of the semester in which you wish to receive your degree. If you plan to graduate during the summer, you must be enrolled in dissertation hours for the whole summer session.

### **FINAL DEFENSE APPLICATION AND SCHEDULING**

Check with the Graduate Coordinator to ensure that all requirements for your Plan of Work have been met. Note that formatting guidelines for your dissertation are available online at [www.utexas.edu/ogs/pdn/pdf/dissformat.pdf](http://www.utexas.edu/ogs/pdn/pdf/dissformat.pdf)

Circulate a copy of your dissertation to each member of your committee at least one month before you want to submit the 'REQUEST FOR FINAL ORAL' form. When all members of the committee agree that you are ready to defend, you can schedule your defense using the 'REQUEST FOR FINAL ORAL' form ([www.utexas.edu/ogs/](http://www.utexas.edu/ogs/)). Have each committee member sign the form and submit to the Graduate School at least two



weeks prior to the defense date. No committee member is expected to sign the Request for Final Oral until he or she has had sufficient time to examine the dissertation. The Graduate Coordinator will help you arrange a room and post your defense.

## **FINAL DEFENSE**

The final defense consists of two parts: a public seminar and a Defense Exam. The seminar is open to the members of the University and the public at large. The seminar is typically presented immediately before the doctoral defense, but may also be given as part of the Plant Biology Seminar Series during the same semester as the Defense Exam and before the Defense Exam is scheduled. Notices of the seminar will be posted in advance by the Graduate Coordinator. There are two options for how the defense can be held:

*Traditional Option:* A minimum of four committee members, including the supervisor, must be present in the room in which the defense is held. Participation via phone or video-conference does not count toward the minimum of four, and stand-ins for committee members are not allowed. When only three committee members are available for in-room attendance, an exception requires that a fourth GSC member of status not on the committee (Graduate Adviser, GSC Chair, Department Chair, Senior Faculty) will attend and observe without vote. In such circumstances, a fourth committee member must also be available to participate via phone or video-conference.

*Electronic (Virtual) Option:* Participate by ALL members of the dissertation committee is required. In-room attendance is required for the student and supervisor(s). All other committee members who are not physically present for the defense must participate virtually. It is the student's responsibility to ensure that the electronic system, which allows virtual participation, is adequate for the intended purpose.

After the seminar, the Dissertation Committee meets privately with the student to address any questions that committee members might have. The potential outcomes of this exam are listed below. All decisions, with the exception of Fail, must be unanimous.

*Pass:* This decision means that both the defense and the document (dissertation or treatise) are acceptable. In some cases, the committee may require minor revisions, which will be checked by the supervising professor. While the supervisor should wait to sign the gold sheet until any revisions have been reviewed, the other committee members may choose to sign at the defense.

*Reconsideration:* This decision indicates that extensive revision of the dissertation is necessary, but that the committee is willing to re-evaluate the revised document without requiring another oral examination. The student should complete these revisions in no more than three months. The committee members may choose to sign the gold sheet at the defense, if they are willing to waive the right to review changes. Members who want to review changes

should not sign the Committee Certification of Approved Revisions (signature page). The supervisor should wait to sign until all requested revisions have been completed satisfactorily. After reviewing the required changes, a committee member who is still not satisfied with the revisions may request another oral examination. The supervisor of the committee should notify the degree evaluator in the Graduate School when the decision of the committee is RECONSIDERATION..

*Not pass:* This decision indicates that committee is not satisfied with the dissertation, but believes that rewriting may make it acceptable. In this case, the gold sheet should be returned unsigned with a letter from the supervisor reporting NOT PASS. Committee members should submit their individual REPORT ON DOCTORAL DISSERTATION forms indicating their dissatisfaction. Another scheduled defense will be required, and new forms will be generated for signatures..

*Fail:* This decision indicates that at least one member of the committee has decided that the dissertation is unsatisfactory and may not be rewritten. This decision amounts to the termination of a doctoral student's program.

The final defense exam form ('Gold Sheet') will be sent to the Graduate School from your Supervising Professor with the committee members' signatures, when the defense is successfully completed. The Chair of the Graduate Studies Committee will also sign this document. When it is accepted by the Graduate School along with the dissertation and other materials included in the Request for final Oral packet, it completes the requirements for the Ph.D.

**NOTE: The Graduate School expects candidates to complete their degrees within three years after having been admitted to candidacy. If you exceed 6 years beyond candidacy, you will be released from the program.**



## MILESTONES – DOCTORAL PROGRAM

Below is the timeline for major milestones in the Plant Biology PhD program. These milestones will also be available and must be formally accepted online through the Graduate School.

| Plant Biology PhD Program Milestones  | Expected Time of Achievement                     |
|---|--|
| Review degree requirements and milestones agreement form with Supervising Professor | First semester                                   |
| Form Advisory Committee and complete Coursework Advisory Form                       | First semester                                   |
| Safety, ethics, and compliance training   | First semester, then as required                 |
| Successful completion of all required, formal coursework                            | Fourth semester                                  |
| Form Qualifying Exam Committee  | Second semester or first summer                  |
| Successful completion of Qualifying Exam Part 1                                     | Third semester                                   |
| Successful completion of Qualifying Exam Part 2                                     | Fourth semester                                  |
| Advancement to candidacy  | Fifth semester                                   |
| Annual committee meetings   | Every fall semester after advancing to candidacy |
| Dissertation completed, successfully defended, and submitted to the Graduate School | Fifth year                                       |
| IRB, IACUC, or other approvals  | As needed  |

## PLANT BIOLOGY GRADUATE STUDIES COMMITTEE

| <b>Faculty Member</b>      | <b>Department</b>           |
|----------------------------|-----------------------------|
| <b>R. Malcolm Brown</b>    | Molecular Biosciences       |
| <b>Z. Jeffery Chen</b>     | Molecular Biosciences       |
| <b>Deana Erdner</b>        | Marine Science Institute    |
| <b>Caroline Farrior</b>    | Integrative Biology         |
| <b>Norma L. Fowler</b>     | Integrative Biology         |
| <b>Lawrence Gilbert</b>    | Integrative Biology         |
| <b>Christine V. Hawkes</b> | Integrative Biology         |
| <b>David L. Herrin</b>     | Molecular Biosciences       |
| <b>Enamul Huq</b>          | Molecular Biosciences       |
| <b>Robert K. Jansen</b>    | Integrative Biology         |
| <b>Shalene Jha</b>         | Integrative Biology         |
| <b>Tom Juenger</b>         | Integrative Biology         |
| <b>Donald A. Levin</b>     | Integrative Biology         |
| <b>Mathew Leibold</b>      | Integrative Biology         |
| <b>Randy Linder</b>        | Integrative Biology         |
| <b>Schonna Manning</b>     | Culture Collection of Algae |
| <b>Alan Lloyd</b>          | Molecular Biosciences       |
| <b>James D. Mauseth</b>    | Integrative Biology         |
| <b>Mona C. Mehdy</b>       | Molecular Biosciences       |
| <b>Nancy Moran</b>         | Integrative Biology         |
| <b>Jose L. Panero</b>      | Integrative Biology         |
| <b>Hong Qiao</b>           | Molecular Biosciences       |
| <b>Stanley J. Roux Jr</b>  | Molecular Biosciences       |
| <b>Sibum Sung</b>          | Molecular Biosciences       |
| <b>Edward Theriot</b>      | Integrative Biology         |

## DEFINITIONS

### **Admission to Candidacy.**

The formal promotion of a student by the Graduate School to the position of being a Ph.D. candidate. The Plant Biology Graduate Program recommends students on the basis of their grades and performance on the qualifying exam. Once recommended, admission is practically *pro forma*.

### **Advisory Committee.**

A preliminary committee of three Plant Biology faculty members, one of whom is the major professor, who advises the student during their first semester about coursework necessary at UT.

### **Dissertation Committee.**

The committee that reads and approves or disapproves of the dissertation. The individuals are usually the same as those on the qualifying exam committee, but need not be.

### **Qualifying Exams.**

A two part examination to determine if the student is ready and qualified to carry out independent research. The need and form of this exam is determined by the program. Also known as “prelims”.

### **Qualifying Exam Committee.**

A committee of the major professor, three additional Plant Biology faculty, and one outside person who delivers the qualifying exam.

### **Supervising Professor.**

The faculty member with whom the student works for his/her degree. The Supervising Professor does most of the specific advising about coursework, research, etc.

### **Thesis Committee.**

The two individuals, one of whom is your Supervising Professor, who will read and sign your thesis or report.

## OTHER GENERAL INFORMATION AND POLICIES

### CONTACT INFORMATION

Plant Biology Graduate Program  
The University of Texas at Austin  
100 E 24th Street Stop A6500  
Austin, TX 78712-1598

Tamra Rogers, Graduate Coordinator  
Email: [tamra@austin.utexas.edu](mailto:tamra@austin.utexas.edu)  
Phone: 512-471-8490

Email: The Plant Biology program and the University of Texas use e-mail as the primary method of communication with you. Plant Biology students must have a working email account at all times. A UT email address should be obtained at [www.utexas.edu/its/email/](http://www.utexas.edu/its/email/). Any changes to your email address should be reported to the Graduate Coordinator immediately.

Your address and phone: Your contact information should be kept up-to-date via UT Direct. There must be a phone number where voice messages may be left for you.

### ACADEMIC INTEGRITY

Ethical conduct is expected of every student in the Plant Biology program. Students will be held accountable for their conduct and decision making. The Plant Biology program has a **zero tolerance policy regarding academic dishonesty and students found to be participating in any form of academic dishonesty will face immediate dismissal from the program**. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, misrepresenting facts, and falsification of data or records. Specific definitions and greater detail are available at [catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/](http://catalog.utexas.edu/general-information/appendices/appendix-c/student-discipline-and-conduct/)

### HOLIDAY SCHEDULES

Graduate students do not have the same break schedules as undergraduates. Graduate students, whether TAs or RAs, are normally paid continuously through the December and spring and summer breaks. Therefore, graduate students have the same work schedule and holiday schedule ([www.utexas.edu/hr/holiday/](http://www.utexas.edu/hr/holiday/)) as University staff. The quietness of campus during the winter and spring breaks is very conducive to research progress in the laboratory.

### OUTSIDE EMPLOYMENT

Plant Biology students are not allowed to have outside employment such as part-time positions in restaurants, retail, etc. or any type of job that interferes with class work or research. Students may have up to 5 hours of employment that is related to their role as graduate students such as tutoring or grading.

## **DISABILITY SERVICES**

The University of Texas at Austin is committed to providing every necessary resource to students with disabilities. If you are a person with a disability and have special academic circumstances--whether permanent or temporary--please visit the Services for Students with Disabilities Web page at [www.utexas.edu/diversity/ddce/ssd/](http://www.utexas.edu/diversity/ddce/ssd/). For general information, see the Disability Resources page at [www.utexas.edu/disability/](http://www.utexas.edu/disability/).

## **PARENTAL ACCOMMODATION POLICY**

In the cases of childbirth or adoption, graduate students in the College of Natural Sciences are allowed a one-semester extension in the completion of academic responsibilities required for their degree. Academic responsibilities include coursework, qualifying exams, committee meetings, presentations, or any other required academic milestones. These responsibilities may be postponed either during or immediately following the semester in which the student's child is born or adopted. The full policy and faculty contacts in each department can be found at: <http://cns.utexas.edu/deans-office/research-facilities/postgraduate-education/graduate-students/academic-accommodation>

## **WHERE TO GO WHEN PROBLEMS ARISE**

The University provides several support services for graduate students:

The **Office of the Student Ombuds** provides a neutral, impartial and confidential environment for students to express concerns related to life at the University of Texas at Austin. The office can assist graduate students with university related difficulties, and help identify pathways and options for conflict resolution. <http://www.utexas.edu/student/ombuds/>

The **UT Counseling and Mental Health Center** provides services for graduate students, including a 24-hour telephone counseling service - (512) 471-2255. <http://cmhc.utexas.edu/>

The **International Student & Scholar Services (ISSS)** Office provides advice, programs, information and services to the international community, including incoming graduate students. <http://world.utexas.edu/issd/students>

## **CAMPUS SAFETY**

The Office of Campus Safety & Security oversees Emergency Preparedness, Environmental Health and Safety, Fire Prevention Services, Parking and Transportation, and The University of Texas at Austin Police Department. Students should explore their Web site to learn more about safety and security on campus. <http://www.utexas.edu/safety/>

For emergencies on campus, call 911. Non-emergency calls to UT Police should be made to 512-471-4441, not to 911. For more information about emergencies, see <http://www.utexas.edu/emergency/>. You can also sign up for text message alerts for emergencies at this site.

## FACILITIES FOR GRADUATE WORK

There are many facilities available to support graduate student research at UT Austin, some of which are listed here. For more info, see [www.utexas.edu/research/resources/core-facilities](http://www.utexas.edu/research/resources/core-facilities).

|  |  |
|--|--|
| Algal Culture Collection                 | A living collection of more than 3000 strains of algae<br><a href="http://web.biosci.utexas.edu/utex/">web.biosci.utexas.edu/utex/</a>   |
| DNA Sequencing Core Facility             | Sequencing, genotyping, qPCR, plate readers, imaging, automation<br><a href="http://www.icmb.utexas.edu/core/DNA/">www.icmb.utexas.edu/core/DNA/</a>   |
| Field Stations                           | Stengl Lost Pines: <a href="http://www.bfl.utexas.edu/stengl">www.bfl.utexas.edu/stengl</a><br>Brackenridge Field Lab: <a href="http://bfl.utexas.edu/">bfl.utexas.edu/</a>  |
| Genome Sequence and Analysis Facility    | Next generation DNA sequencing<br><a href="http://wikis.utexas.edu/display/GSAF/">wikis.utexas.edu/display/GSAF/</a>   |
| Glass shop                               | <a href="http://www.cm.utexas.edu/department/department-facilities/glass-shop">www.cm.utexas.edu/department/department-facilities/glass-shop</a>   |
| Greenhouse Facilities                    | Greenhouse bays, plant growth chambers<br><a href="http://www.biosci.utexas.edu/greenhouse/">www.biosci.utexas.edu/greenhouse/</a>   |
| Graphics                                 | Poster printing, animation, figures, scans<br><a href="http://www.biosci.utexas.edu/services/graphics/">www.biosci.utexas.edu/services/graphics/</a>   |
| ITS                                      | Software, webspace, computer labs, wi fi access, etc.<br><a href="http://www.utexas.edu/its/whatweoffer/">www.utexas.edu/its/whatweoffer/</a>  |
| Libraries                                | Life Science Library <a href="http://www.lib.utexas.edu/lsl/">www.lib.utexas.edu/lsl/</a><br>Mallet Chemistry Library <a href="http://www.lib.utexas.edu/chem/">www.lib.utexas.edu/chem/</a>   |
| Machine shop                             | <a href="http://www.cm.utexas.edu/department/department-facilities/machine-shop">www.cm.utexas.edu/department/department-facilities/machine-shop</a>   |
| Macromolecular Crystallography Facility  | 3D macromolecular structural analysis<br><a href="http://www.icmb.utexas.edu/core/xray/">www.icmb.utexas.edu/core/xray/</a>  |
| Mass Spectrometry                        | Stable isotope analyses (d13C, d15N, d18O)<br><a href="http://www.geo.utexas.edu/isotope/facilities.htm">www.geo.utexas.edu/isotope/facilities.htm</a><br><a href="http://www.cm.utexas.edu/department/department-facilities/mass-spectrometry">www.cm.utexas.edu/department/department-facilities/mass-spectrometry</a>   |
| Microscopy Facility                      | Electron, confocal, & fluorescence microscopy; flow cytometry; image processing<br><a href="http://www.icmb.utexas.edu/core/Microscopy/">www.icmb.utexas.edu/core/Microscopy/</a>  |
| Plant Resources Center                   | Preserved plant herbarium records<br><a href="http://www.biosci.utexas.edu/prc/">www.biosci.utexas.edu/prc/</a>  |
| Protein and Metabolite Analysis Facility | Detection, characterization, and quantification of biomolecules<br><a href="http://www.utexas.edu/pharmacy/divisions/pharmtox/core/">www.utexas.edu/pharmacy/divisions/pharmtox/core/</a>  |
| Storerooms on campus                     | Basic lab supplies<br><a href="http://www.biosci.utexas.edu/storeroom/">www.biosci.utexas.edu/storeroom/</a><br><a href="http://www.cm.utexas.edu/department/department-facilities/fisher-scientific-research-storeroom">www.cm.utexas.edu/department/department-facilities/fisher-scientific-research-storeroom</a><br><a href="http://utdirect.utexas.edu/txshop/list.WBX?component=0&amp;application_name">utdirect.utexas.edu/txshop/list.WBX?component=0&amp;application_name</a> |

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|---------------------------------|--|
|                                 | <a href="#">e=MOICMBIO</a>   |
| Texas Advanced Computing Center | Computing, visualization, storage, software<br><a href="http://www.tacc.utexas.edu/">www.tacc.utexas.edu/</a>                |
| Texas Natural Science Center    | Includes 5.7 million specimens in the organismal collections<br><a href="http://www.utexas.edu/tmm/">www.utexas.edu/tmm/</a> |