



## Ph.D. in Biological Education Notes

<sup>1</sup>BS = Department of Biological Sciences (our main office is in Ross 2480), GS = Graduate School

<sup>2</sup>Resident status is a requirement of your admission, noted in your original acceptance letter.

Students who are not CO residents when admitted into their program will receive non-resident tuition for their first year of enrollment only. For any subsequent years, only in-state tuition assistance will be given and you are responsible for any difference.

You must be a CO resident for a year before applying for residency; you should establish domicile immediately when you begin your program (see details and required evidence here: <https://www.unco.edu/registrar/residency/residency-requirements.aspx>).

If you were not a resident when accepted into your Program, your application for CO resident status should be submitted the summer before your third semester of the Program.

<sup>3</sup>Graduate Committee is a minimum of 4 members, including your advisor, to advise all aspects of your program. At least two members should be BS faculty and one member should be from outside of BS.

- Ensure all members have active Graduate Faculty or Doctoral Research Endorsement.
- Use the "Request to Appoint a Doctoral Committee" form on the GS website.
- If during the course of your program you need to change a committee member, use the GS form "Request to Change a Doctoral Committee."

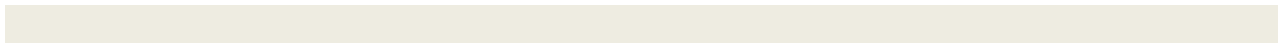
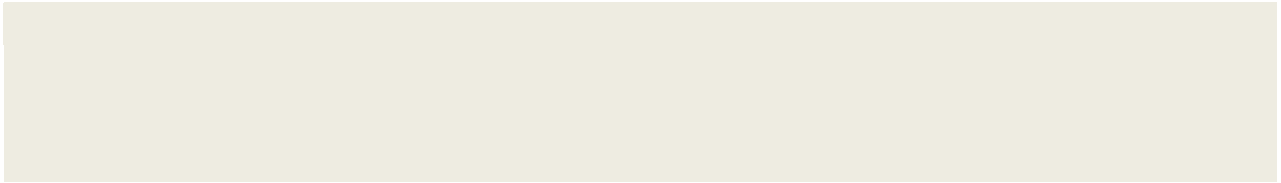
<sup>4</sup>Plan of Study (i.e. the course plan to earn your degree) should be prepared with input with your advisor and committee. Your plan should include a minimum of 64 credits and use the BS template available on BS website ( the GS form).

- Follow the catalog requirements for the academic year when you began your program.
- Carefully consider the financial repercussions of minimum and maximum credits taken each semester (usual = 10 credits/semester).
- Communicate with the Instructors of Record for courses you are considering, to ensure they are offered in future semesters.
- You, all your committee members, the Chair of the BS Graduate Committee, and the BS Chair should sign a final version.
- You are required to take all courses on your approved Plan of Study to graduate. Minor changes can be made but require a signed, detailed memo from your advisor to the GS.
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Applicants must be in good standing, have submitted a final report for any past awards, and submit a high quality application to be eligible. Recipients must submit a one-page final report summarizing their accomplishments, due the same time as their APRs (see below).

8

submit the "Request to Schedule a Doctoral Examination" form.  
Following your oral exam, the GS will send



distribute a final copy of your full dissertation to all members of your committee.

<sup>14</sup>Defense of your dissertation includes a ~45 min public presentation (usually scheduled during the regular BS Friday seminars), a ~10 min open question period by the general audience, a 30-60 min open question period by the BS faculty, then a closed-door question period of just the committee. Your defense, including the presentation, has a 3-hour time limit.

Once your defense has been scheduled with the GS, the GS staff will email you confirmation of this date and will include an Adobe Verified Signature Page.

A "Defense of Dissertation" form will be sent to your advisor by the GS. Once you have passed your defense exam and made requested revisions on your dissertation, your committee members will sign this form and it should be filed with the GS.

Once your committee has provided their final approval on your written dissertation (following any requested edits), you need to secure their approval by signing the GS Signature Page form, which can then be submitted with your final dissertation to the GS.

Schedule an appointment with Thesis and Dissertation Specialist at the GS for a Format Check.

Submit the GS "Verification of Research Subject Compliance" form (regardless of the type of research you conducted for your dissertation), your IRB or IACUC approval (as appropriate), and GS "Thesis, Scholarly Project or Dissertation Process

should be offered to your advisor for their records and to the BS Office for your file.

- a. GS forms are available here: <https://www.unco.edu/graduate-school/student-resources/current-students/graduate-school-forms.aspx>
- b. GS dissertation manuals and other resources are available here: <https://www.unco.edu/graduate-school/student-resources/current-students/thesis-capstone-dissertation-resources.aspx>
- c. BS forms are available here: <https://www.unco.edu/nhs/biology/about-us/forms.aspx>